

## Trust Board Public Meeting – 29<sup>th</sup> March 2022

### Documents Signed Under Seal – Quarter 3 Report

Standing order 8.3 requires that the Trust Board receives reports on the use of the Trust Seal on a quarterly basis.

#### Purpose of the report

An entry of every sealing is made and numbered consecutively in a book provided for that purpose, and is signed by the person who has approved and authorised the document.

#### Use of Seal – General guide

- (i) All contracts for the purchase/lease of land and/or building
- (ii) All contracts for capital works exceeding £100,000
- (iii) All lease agreements where the annual lease charge exceeds £10,000 per annum and the period of the lease exceeds beyond five years
- (iv) Any other lease agreement where the total payable under the lease exceeds £100,000
- (v) Any contract or agreement with organisations other than NHS or other government bodies including local authorities where the annual costs exceed or are expected to exceed £100,000

The SOs & SFIs will undergo an annual review at the end of March 2022 and the team are proposing amendments to the use of the seal to both streamline and strengthen the process. These changes have been proposed in collaboration with the Trust Surveyor and The Director of Finance and legal advice has been sought on the proposed changes. The changes will mean that only transactions that are required by law (or requested by a third party) to become deeds will be therefore sealed using the Trust Seal.

#### Analysis

The documents shown below have been signed under seal during quarter 3 2021/22 from 1<sup>st</sup> October to 31<sup>st</sup> December 2021.

Seal Register Number	Type	Description	Date Recorded
323	Contract for Services exceeding £100,000	Provision of Locum Doctors	29 <sup>th</sup> October 2021
324	Contract for Services exceeding £100,000	Fleet Management (Lease Cars) Tender	21 <sup>st</sup> December 2021
325	Contract for Services exceeding £100,000	MEVPN Non MEPVN	21 <sup>st</sup> December 2021
326	Contract for Services exceeding £100,000	Archiving Records Management	21 <sup>st</sup> December 2021

## Decision required

The Board is asked to note the content of this report.

### Governance table

<b>For Board and Board Committees:</b>	Public Trust Board 29 <sup>th</sup> March 2022	
<b>Paper sponsored by:</b>	Chris Oakes, Director of Corporate Governance and Risk	
<b>Paper authored by:</b>	Kay Rippin Corporate Affairs Manager	
<b>Date submitted:</b>	14.03.22	
<b>State which Board Committee or other forum within the Trust's governance structure, if any, have previously considered the report/this issue and the date of the relevant meeting(s):</b>	SEB 7 <sup>th</sup> January 2022	
<b>If considered elsewhere, state the level of assurance gained by the Board Committee or other forum i.e. assured/ partially assured / not assured:</b>	Assured	
<b>State whether this is a 'one off' report or, if not, when an update report will be provided for the purposes of corporate Agenda planning</b>	Quarterly report at Trust Board	
<b>STEP up to GREAT strategic alignment*:</b>	High Standards	
	Transformation	
	Environments	✓
	Patient Involvement	
	Well Governed	✓
	Reaching out	
	Equality, Leadership, Culture	
	Access to Services	✓
	Trust wide Quality Improvement	
<b>Organisational Risk Register considerations:</b>	List risk number and title of risk	all
<b>Is the decision required consistent with LPT's risk appetite:</b>	NA	
<b>False and misleading information (FOMI) considerations:</b>	NA	
<b>Positive confirmation that the content does not risk the safety of patients or the public</b>	NA	
<b>Equality considerations:</b>	NA	