

Trust Board Public Meeting – 27th September 2022

Documents Signed Under Seal – Quarter 1 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

Analysis

The documents shown below have been signed under seal during quarter 1 2022/23 from 1st April to 30th June 2022. Standing order 8.3 underwent a review and was updated as detailed above for 2022/23. A new sealing book has been used from 1st April 2022.

Seal Register Number	Type	Description	Date Sealed
001	Lease	Lease of Unit 2 Meridian South	Sharon Murphy - 11/05/22 Mark Powell - 13/05/2022
002	Lease	Lease of part of Westcotes Health Centre, Leicester	Angela Hillery - 05/08/2022 Sharon Murphy - 05/08/2022

Decision required

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

Governance table

For Board and Board Committees:	Public Trust Board 27 th September 2022
Paper sponsored by:	Chris Oakes, Director of Corporate Governance and Risk
Paper authored by:	Kay Rippin Corporate Affairs Manager
Date submitted:	12.9.22
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):	NA
If considered elsewhere, state the level of assurance gained by the Board Committee or other forum i.e. assured/ partially assured / not assured:	NA
State whether this is a ‘one off’ report or, if	Quarterly report at Trust Board

not, when an update report will be provided for the purposes of corporate Agenda planning		
STEP up to GREAT strategic alignment*:	High Standards	
	Transformation	
	Environments	✓
	Patient Involvement	
	Well Governed	✓
	Reaching Out	
	Equality, Leadership, Culture	
	Access to Services	✓
	Trust wide Quality Improvement	
Organisational Risk Register considerations:	List risk number and title of risk	all
Is the decision required consistent with LPT's risk appetite:	NA	
False and misleading information (FOMI) considerations:	NA	
Positive confirmation that the content does not risk the safety of patients or the public	NA	
Equality considerations:	NA	