

## Trust Board Public Meeting – 30<sup>th</sup> May 2023

### Documents Signed Under Seal – Quarter 4 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

No documents have been signed under seal during quarter 4 2022/23, period 1<sup>st</sup> January 2023 to 31<sup>st</sup> March 2023.

#### 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 30 <sup>th</sup> May 2023	
<b>Paper sponsored by:</b>	Kate Dyer Acting Director of Governance	
<b>Paper authored by:</b>	Kay Rippin Deputy Trust Secretary	
<b>Date submitted:</b>	22nd May 2023	
<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>	NA	
<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>	NA	
<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	