



Trust Board Public Meeting – 26th September 2023

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
- (ii)

Analysis

There have been no documents signed under seal during quarter 1 2023/24 from 1st April to 30th June 2023.

Decision required

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

Governance table

For Board and Board Committees:	Public Trust Board 26 th September 2023	
Paper sponsored by:	Kate Dyer, Acting Director of Governance	
Paper authored by:	Kay Rippin Deputy Trust Secretary	
Date submitted:	13.9.23	
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 not, when an update report will be provided for the purposes of corporate Agenda planning	Quarterly report at Trust Board	
STEP up to GREAT strategic alignment*:	High Standards	
	Transformation	
	Environments	✓
	Patient Involvement	
	Well Governed	✓
	Reaching Out	
	Equality, Leadership, Culture	
	Access to Services	✓
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	