

## Public Trust Board Meeting – 26<sup>th</sup> March 2024

### 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

#### Analysis

The documents shown below have been signed under seal during quarter 3 2023/24 from 1<sup>st</sup> October to 31<sup>st</sup> December 2023.

Seal Register Number	Type	Description	Date Recorded
005	Lease	NSPCC Annexe lease renewal – completed 7 <sup>th</sup> December 2023	SM 25.10.23 AH 2.11.23

#### Decision required

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

## Governance table

For Board and Board Committees:	Public Trust Board 26 <sup>th</sup> March 2024	
Paper sponsored by:	Kate Dyer, Acting Director of Governance	
Paper authored by:	Kay Rippin Deputy Trust Secretary	
Date submitted:	9 <sup>th</sup> January 2024	
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	✓
	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	