

TRUST BOARD MEETING

26 April 2018

Paper Title:	Use of the Trust Seal*
Lead Director:	Liz Romaniak, Director of Finance, Contracting and Facilities
Paper Author:	John Wright, Estates Integration and Development Manager
Agenda Item:	18
Presented For:	Information
Paper Category:	Governance

Executive Summary:

Section 8 of the Trust's Standing Orders (SOs) states that the Board shall review the use of the Trust Seal annually. The attached table details the use of the Trust Seal during 2017/18.

Recommendations:

That the Board:

- Notes the register of sealings and records its receipt in the minutes of this Board meeting.

Governance/Audit Trail:

Meetings where this item has previously been discussed (please mark with an X):					
Audit Committee		Quality & Safety Committee		Remuneration Committee	Finance, Business & Investment Committee
Executive Management Team	X	Directors		Chair of Committee Meetings	Mental Health Legislation Committee
Council of Governors					

This report supports the achievement of the following strategic aims of the Trust: (please mark those that apply with an X):	
Quality and Workforce: to provide high quality, evidence-based services delivered by a diverse, motivated and engaged workforce	x
Integration and Partnerships: to be influential in the development and delivery of new models of care locally and more widely across West Yorkshire and Harrogate STP	
Sustainability and Growth: to maintain our financial viability whilst actively seeking appropriate new business opportunities	

This report supports the achievement of the following Regulatory Requirements: (please mark those that apply with an X):	
Safe: People who use our services are protected from abuse and avoidable harm	
Caring: Staff involve people who use our services and treat them with compassion, kindness, dignity and respect	
Responsive: Services are organised to meet the needs of people who use our services	
Effective: Care, treatment and support achieves good outcomes, helps to maintain quality of life people who use our services and is based on the best available evidence.	
Well Led: The leadership, management and governance of the organisation make sure it's providing high-quality care that is based around individual needs, encourages learning and innovation, and promotes an open and fair culture.	x
NHSI Single Oversight Framework	

Equality Impact Assessment :
Not applicable.

Annual Report on the Use of the Trust Seal

1. The use of the Trust Seal in 2017/18 has been recorded as follows:

Date	Application of Trust Seal	Signatories
29.09.17	Fieldhead St., Fieldhead Business Centre, Bradford - <i>Deed of Surrender of Sub-Lease</i>	M Smith, Chair N Lees, CEO
27.10.17	Sale of Stoney Ridge Hospital, Bingley – <i>Sale Contract, Overage Deed and TR1</i>	M Smith, Chair N Lees, CEO
07.12.17	Suite D & Suite F, The Gateway, Silkwood Park, Ossett- <i>Lease</i>	M Smith, Chair N Lees, CEO
18.12.17	York House, Sandal Castle Centre, Wakefield – <i>Lease and License to do Works</i>	M Smith, Chair N Lees, CEO
04.01.18	Units 14, 15 & 21, Cedars Business Centre, Barnsley Road, Hemsworth, Pontefract- <i>Lease</i>	M Smith, Chair N Lees, CEO
24.01.18	G Park, Europort, Tuscany Way, Wakefield - <i>License to underlet, License to Alter, Underlease</i>	M Smith, Chair N Lees, CEO
08.03.18	Unit 23, Cedars Business Centre, Barnsley Road, Hemsworth, Pontefract- <i>Lease</i>	M Smith, Chair N Lees, CEO

2. Implications

2.1 Links to Strategic Objectives

Patient Experience	Quality	Value for Money	Relationships
-	-	The Board's SOs provide the Trust with a governance framework to be followed.	-

2.3 Related Risk(s):

None.

2.4 Financial Implications:

There are no financial implications as a result of this paper.

2.5 Legal and Constitutional Implications:

The Trust Seal is used by the Board of Directors to executive legal documents (such as formal contracts and lease agreements) agreed on behalf of the Trust. Under the Board's SOs, a register shall be kept to record the sealing of these documents. The Register of Use of the Trust Deal for 2017/18 is attached below.