

## Meeting of the Board of Directors - **Public**

**8 July 2021**

<b>Paper title:</b>	<b>Use of Trust Seal</b>	<b>Agenda item  28</b>
<b>Presented by:</b>	<b>Mike Woodhead, Director of Finance, Contracting &amp; Estates.</b>	
<b>Prepared by:</b>	<b>David Flindall, Property Officer.</b>	

Purpose of the report		
<p>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 Standing Orders, a register shall be kept to record the sealing of these documents. The Register of Use of the Trust Seal for 2020/21 is provided below.</p>	For approval	<input type="checkbox"/>
	For discussion	<input type="checkbox"/>
	For information	x

Executive summary		
<p>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 2020/21.</p>		
<p>Do the recommendations in this paper have any impact upon the requirements of the protected groups identified by the Equality Act?</p>	<p><b>State below 'Yes' or 'No'</b></p> <p>No</p>	<p>If yes please set out what action has been taken to address this in your paper</p>

Recommendation
<p>The Board of Directors is asked to:</p> <ul style="list-style-type: none"> <li>Note the register of sealings and records its receipt in the minutes of this Board meeting.</li> </ul>

<b>Strategic vision</b>				
Please mark those that apply with an X				
Providing excellent quality services and seamless access	Creating the best place to work	Supporting people to live to their fullest potential	Financial sustainability growth and innovation	Governance and well-led
X				

<b>Care Quality Commission domains</b>				
Please mark those that apply with an X				
Safe	Effective	Responsive	Caring	Well Led
				X

<b>Relationship to the Board Assurance Framework (BAF)</b>	The work contained with this report links to the following strategic risk(s) as identified in the BAF: <ul style="list-style-type: none"> <li>No risks to report.</li> </ul>
<b>Links to the Supporting Operational Risk Register</b>	The work contained with this report links to the following corporate risk(s) as identified in the Supporting Operational Risk Register: <ul style="list-style-type: none"> <li>No risks to report.</li> </ul>
<b>Compliance and regulatory implications</b>	The following compliance and regulatory implications have been identified as a result of the work outlined in this report: <ul style="list-style-type: none"> <li>The Board's Standing Orders provide the Trust with a governance framework to be followed.</li> </ul>

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### Use of Trust Seal

**1 Purpose**

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 Standing Orders, a register shall be kept to record the sealing of these documents. The Register of Use of the Trust Seal for 2020/21 is provided below.

**2 Proposed Outcome**

The Board's Standing Orders provide the Trust with a governance framework to be followed.

**3 Options**

There are no options with this paper.

**4 Risk and Implications**

There are no related risks with this paper.

**5 Results**

Date	Application of Trust Seal	Signatories
6.5.21	Reservoir House Farm, Heights Lane, Heaton. <i>lease</i>	Cathy Elliot, Chair Therese Patten, CEO
29.3.21	Purchase of land at Lynfield Mount Hospital. <i>Freehold</i>	Cathy Elliott, Chair Therese Patten, CEO
02.12.20	Second Floor, 21 Piccadilly, Bradford, <i>Lease Renewal</i>	Cathy Elliot, Chair Therese Patten, CEO
28.9.20	Sale of The Ingrow Centre, Keighley, <i>Freehold.</i>	Cathy Elliot, Chair Therese Patten, CEO
7.7.20	Part of Ground Floor & First Floor Horton Park, <i>Lease assignment.</i>	Cathy Elliot, Chair Therese Patten, CEO

David Flindall, Property Officer  
25 June 2021