
| | |
|---|--|
| DATE | 22 December 2015 |
| REPORT FOR | Trust Board of Directors – Public |
| REPORT FROM | Wendy Booth, Director of Performance Assurance & Trust Secretary |
| CONTACT OFFICER | As above |
| SUBJECT | Documents Signed Under Seal |
| BACKGROUND DOCUMENT (IF ANY) | Trust Standing Order 60.3 – Register of Sealing |
| REPORT PREVIOUSLY CONSIDERED BY & DATE(S) | N/A |
| EXECUTIVE COMMENT (INCLUDING KEY ISSUES OF NOTE OR, WHERE RELEVANT, CONCERN AND / OR NED CHALLENGE THAT THE BOARD NEED TO BE MADE AWARE OF) | The report provides details of documents signed under Seal since the date of the last report (September 2015 – NLG(15)420) |
| HAVE THE STAFF SIDE BEEN CONSULTED ON THE PROPOSALS? | N/A |
| HAVE THE RELEVANT SERVICE USERS/CARERS BEEN CONSULTED ON THE PROPOSALS? | N/A |
| ARE THERE ANY FINANCIAL CONSEQUENCES ARISING FROM THE RECOMMENDATIONS? | NO |
| IF YES, HAVE THESE BEEN AGREED WITH THE RELEVANT BUDGET HOLDER AND DIRECTOR OF FINANCE, AND HAVE ANY FUNDING ISSUES BEEN RESOLVED? | N/A |
| ARE THERE ANY LEGAL IMPLICATIONS ARISING FROM THIS PAPER THAT THE BOARD NEED TO BE MADE AWARE OF? | NO |
| WHERE RELEVANT, HAS PROPER CONSIDERATION BEEN GIVEN TO THE NHS CONSTITUTION IN ANY DECISIONS OR ACTIONS PROPOSED? | YES |
| WHERE RELEVANT, HAS PROPER CONSIDERATION BEEN GIVEN TO SUSTAINABILITY IMPLICATIONS (QUALITY & FINANCIAL) & CLIMATE CHANGE? | YES |
| THE PROPOSAL OR ARRANGEMENTS OUTLINED IN THIS PAPER SUPPORT THE ACHIEVEMENT OF THE TRUST OBJECTIVE(S) AND COMPLIANCE WITH THE REGULATORY STANDARDS LISTED | Ensures compliance with statutory requirements |
| ACTION REQUIRED BY THE BOARD | The Board is asked to note the report |

Use of Trust Seal – December 2015

Introduction

Standing order 60.3 requires that the Trust Board receives reports on the use of the Trust Seal.

60.3 Register of Sealing

“An entry of every sealing shall be made and numbered consecutively in a book provided for that purpose, and shall be signed by the persons who shall have approved and authorised the document and those who attested the Seal. (The report shall contain details of the seal number, the description of the document and date of sealing)”.

The Trust’s Seal has been used on the following occasions:

| <u>Seal Register Ref No.</u> | <u>Description of Document Sealed</u> | <u>Date of Sealing</u> |
|------------------------------|---------------------------------------|------------------------|
| None | None | None |

Action Required

The Trust Board is asked to note the report.