

## Board of Directors (in Public) Item 5.4

**Subject:** Ratification of Use of the Trust Seal  
**Date of meeting:** Tuesday 27<sup>th</sup> July 2021  
**Prepared by:** James Bradley, Deputy Chief Finance Officer  
**Presented by:** Karan Wheatcroft, Interim Director of Corporate Affairs  
**Purpose of Report:** For Ratification

BAF Ref	Impact on BAF
n/a	Use of Trust seal requires the approval of the Board (Para 40 of LHCH constitution).

### Level of assurance (please tick one)

*To be used when the content of the report provides evidence of assurance*

<input checked="" type="checkbox"/>	<b>Acceptable assurance</b> Controls are suitably designed, with evidence of them being consistently applied and effective in practice	<input type="checkbox"/>	<b>Partial assurance</b> Controls are still maturing – evidence shows that further action is required to improve their effectiveness	<input type="checkbox"/>	<b>Low assurance</b> Evidence indicates poor effectiveness of controls
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### 1. Executive Summary

The purpose of the paper is to ask the Board of Directors to ratify application of the Trust's seal to documentation relating to the following:

- Innovation Agency accommodation – Surrender of a lease for S05, Vanguard House, and a new lease for S03, Vanguard House

### 2. Background

The constitution of the Trust states, at Paragraph 40, that the Trust shall have a seal and that the seal shall not be affixed except under the authority of the Board of Directors.

Operational responsibility for the holding of and the use of the Trust seal is assigned to the Director of Corporate Affairs under the Board's Scheme of Reservation and Delegation.

Wherever possible, authority to apply the use of the Trust seal is sought in

advance from the Board of Directors. When time does not permit this, then ratification is sought at the next Board meeting.

All applications of the seal are recorded in a register and signed by two directors / senior officers ('sealing officers').

### **3. Use of the Trust Seal 17.06.2021**

The Trust seal was affixed on 17/06/2021 to enable the Execution as a Deed as documented below:

<b>Date</b>	<b>Document</b>	<b>Particulars</b>	<b>Sealing Officers</b>	
17/06/21	Deed of surrender (S05, Vanguard House)  Lease of S03 Vanguard House	Change in accommodation for the Innovation Agency, with the Seal required on the deed of surrender for S05, and the lease documentation for S03, Vanguard House.	KE	SP

### **4. Recommendation**

The Board of Directors is asked to ratify the application Trust seal in respect of the above transaction.