

Board of Directors (in Public)

Item 5.4

Subject: Ratification of Use of the Trust Seal
Date of meeting: Tuesday 28th July 2020
Prepared by: Jennifer O'Brien, Senior Executive Assistant
Presented by: Lucy Lavan, Director of Corporate Affairs
Purpose of Report: For Ratification

BAF Ref	Impact on BAF
3	None – use of Trust seal requires the approval of the Board (Para 40 of LHCH constitution)

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:

- Deed of Assignment between Lancashire Care NHS Foundation Trust and Liverpool Heart and Chest Hospital NHS Foundation Trust relating to Offices S03, S04 and S05 of Vanguard House
- Licence to Assign between Daresbury SIC LLP and Lancashire Care NHS Foundation Trust and Liverpool Heart and Chest Hospital NHS Foundation Trust relating to Offices S03, S04 and S05 of Vanguard House
- Deed of Assignment between Lancashire Care NHS Foundation Trust and Liverpool Heart and Chest Hospital NHS Foundation Trust relating to Underlease of Suites S1 and S2, Liverpool Science Park
- Licence to Assign between Liverpool Science Park Limited and Lancashire Care NHS Foundation Trust and Liverpool Heart and Chest Hospital NHS Foundation Trust relating to Underlease of Suites S1 and S2, Liverpool Science Park
- Deed of Assignment between Lancashire Care NHS Foundation Trust and Liverpool Heart and Chest Hospital NHS Foundation Trust relating to Rooms 177 and 178 Preston Business Centre
- Licence to Assign between Preston Business Centre and Lancashire Care NHS Foundation Trust and Liverpool Heart and Chest Hospital NHS Foundation Trust relating to Rooms 177 and 178 Preston Business Centre

- Stage 3 contract with Interserve for the purpose of phase 3 of the Cath Lab reconfiguration programme.

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 during the period 01.07.20 – 28.07.20

The Trust seal has been affixed on seven occasions in the financial year to date (all in July 2020):

Date	Document	Particulars	Sealing Officers	
01/07/20	Deed of Assignment	Relating to Offices S03, S04 and S05 of Vanguard House	JT	RAP
01/07/20	Licence to Assign	Relating to Offices S03, S04 and S05 of Vanguard House	JT	RAP
01/07/20	Deed of Assignment	Relating to Underlease of Suites S1 and S2, Liverpool Science Park	JT	RAP
01/07/20	Licence to Assign	Relating to Underlease of Suites S1 and S2, Liverpool Science Park	JT	RAP
01/07/20	Licence to Assign	Relating to Rooms 177 and 178 Preston Business Centre	JT	RAP
13/07/20	Deed of Assignment	Relating to Rooms 177 and 178 Preston Business Centre	JT	RAP
13/07/20	Stage 3 Contract with Interserve	For the purpose of phase 3 of the Cath Lab reconfiguration programme	SP	RAP

4. Recommendation

The Board is asked to note the use of the seal and to ratify its application in respect of the above transactions.