

Board of Directors (in Public)

Item 5.2

Subject: Ratification of Use of the Trust Seal
Date of meeting: 1st May 2018
Prepared by: Lucy Lavan, Director of Corporate Affairs
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:

- Grant Agreement between British Heart Foundation and Liverpool Heart and Chest Hospital NHS Foundation Trust.

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 1.4.18 – 30.4.18

The Trust seal has been affixed once in the financial year to date:

Date	Document	Particulars	Sealing Officers	
9.4.18	Grant Agreement	British Heart Foundation and Liverpool Heart and Chest Hospital NHS Foundation Trust	JT	CW

4. Recommendations

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