

## Board of Directors (Public) Item 6.3

## Board Report

**Subject:** Ratification of Use of the Trust Seal  
**Date of meeting:** 28<sup>th</sup> July 2015  
**Prepared by:** Lucy Lavan, Associate Director of Corporate Affairs  
**Presented by:** Lucy Lavan, Associate Director of Corporate Affairs

Data Quality Rating	BAF Ref	Impact on BAF Risk Rating
Bronze	3	None

### 1. Introduction

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 contract with John Turner Construction Group for construction of a new cystic fibrosis ward (Cherry Ward).

### 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 Trust Secretary (Associate 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 1.4.15 – 21.7.15

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

Date	Document	Particulars	Sealing Officers	
8.7.15	Articles of Agreement	Contract with John Turner Construction Group Ltd – re provision of new cystic fibrosis ward.	LL	DJ

#### 4. Recommendations

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