

Board of Directors (in Public)

Item 5.7

Subject: Ratification of Use of the Trust Seal
Date of meeting: 9th April 2024
Prepared by: Jennifer Ohlsson, Senior Executive Assistant
Presented by: Karan Wheatcroft, Director of Risk and Improvement
Purpose of Report: For Ratification

BAF Ref	Impact on BAF
N/A	N/A

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:

- Liverpool Heart & Chest Hospital Lifts 2 & 4 Contract

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 Risk and Improvement 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 29.02.2024

The Trust seal was affixed on 29.02.2024 to enable the contract as documented below:

Date	Document	Particulars	Sealing Officers	
29/02/2024	Contract	Contract in relation to the LHCH lift 2 & 4	MJ	JM

		contract		
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4. Recommendation

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