

## Board of Directors (in Public)

### Item 5.8

**Subject:** Ratification of Use of the Trust Seal  
**Date of meeting:** 30<sup>th</sup> July 2024  
**Prepared by:** Ruth Gaunt, Executive Office Manager  
**Presented by:** Ben Vinter, Director of Corporate Governance & Risk  
**Purpose of Report:** For Ratification

BAF Ref	Impact on BAF
N/A	N/A

#### 1. Executive Summary

On 9<sup>th</sup> April 2024, the Board of Directors approved the four year extension to the Health Innovation North West Coast, (HINWC), previously the Innovation Agency, Hosting SLA to 31st March 2028 following the formal review of the arrangements and aligned to the HINWC licence period.

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:

- Lease agreement. Office S03, Vanguard House, Keckwick Lane, Daresbury
- Lease agreement. Office S04, Vanguard House, Keckwick Lane, Daresbury

Progression these lease by the HIN is in line with their business plan, finances and have been independently legally reviewed. The HIN is expected to operate with a contingency that covers its liabilities.

#### 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 18.06.2024**

The Trust seal was affixed on 18.06.2024 to enable the contract as documented below:

Date	Document	Particulars	Sealing Officers	
18.06.2024	Lease - Office S03, Vanguard House	Commencing: 1 <sup>st</sup> April 2024 Expires: 31 <sup>st</sup> March 2029 Initial Rent: £34,100 per annum	JM	MK
18.06.2024	Lease - Office S04, Vanguard House	Commencing: 1 <sup>st</sup> April 2024 Expires: 31 <sup>st</sup> March 2029 Initial Rent: £33,484 per annum	JM	MK

**4. Recommendation**

The Board of Directors is asked to ratify the application Trust seal in respect of the above transaction and receive assurance that financial and legal advice has been sought with no risks identified.