

Board of Directors

Thursday, 02 May 2019

Report Title:	Use of the Trust Seal
Executive/NED Lead:	Denver Greenhalgh, Director of Governance
Report author(s):	Lorna Fraser, Senior Committee Secretary
Previously considered by:	Not previously considered

Approval
 Discussion
 Information
 Assurance

Executive summary
In accordance with Standing Orders the report notifies the Trust Board that the Trust Seal was used on fifteen occasions between October 2018 and January 2019. The report identifies the signatories and the register number of the given transactions.
Action Required of the Board/Committee
Receive this report for information

Link to Strategic Objectives (SO)		Please tick
SO1	Keep people in control of their health	<input type="checkbox"/>
SO2	Lead the integration of care	<input type="checkbox"/>
SO3	Develop our centres of excellence	<input checked="" type="checkbox"/>
SO4	Support and develop our staff	<input type="checkbox"/>
SO4	Drive technology enabled care	<input checked="" type="checkbox"/>

Risk Implications for the Trust <i>(including any clinical and financial consequences)</i>	That the use of the Trust Seal is properly regulated.
Trust Risk Appetite	Compliance/Regulatory: The board has a minimal risk appetite when it comes to compliance with regulatory issues. It will meet laws, regulations and standards unless there is strong evidence or argument to challenge them
Legal and regulatory implications <i>(including links to CQC outcomes, Monitor, inspections, audits, etc)</i>	Nothing detailed within the report contravenes Trust legal/statutory responsibilities or the human rights of staff and/or public
Financial Implications	There are no financial implications associated with this report.
Equality and Diversity	Nothing detailed within the report contravenes Equality and Diversity responsibilities of staff and/or public

Report on the use of the Trust Seal

BACKGROUND

1. Standing Order 8 requires that the Trust Board receive a report on the sealing of all documents under the seal of The East Suffolk and North Essex NHS Foundation Trust.

KEY ISSUES

2. The Trust Board is notified that the seal of the Trust was used on 15 occasions:
3. On 28 January 2019 the seal of East Suffolk and North Essex NHS Foundation Trust was affixed to:
 - Minor works building contract between East Suffolk and North Essex NHS Foundation Trust and the contractor, Brooks and Wood Ltd in relation to works at Car Parks W & B, Ipswich Hospital.
4. In accordance with the Standing Order, the above was signed by the Director of Finance and the Managing Director, in the presence of Company Secretary, Ann Alderton.
5. The Register for the Use of the Trust Seal was updated and the Register Number for the transaction was No. 9.
6. On 28 January 2019 the seal of East Suffolk and North Essex NHS Foundation Trust was affixed to:
 - Agreement between Community Health Partnerships Limited (landlord) and East Suffolk and North Essex NHS Foundation Trust (Tenant) as part of Colchester and Tendring NHS Lift Under lease for part of Colchester Primary Care Centre, Turner Road, Colchester, Essex CO4 57R.
7. In accordance with the Standing Order, the above was signed by the Director of Finance and the Managing Director, in the presence of Company Secretary, Ann Alderton.
8. The Register for the Use of the Trust Seal was updated and the Register Number for the transaction was No. 10.
9. On 7 March 2019 the seal of East Suffolk and North Essex NHS Foundation Trust was affixed to:
 - Lease relating to former surgery and premises at 476-478 Landseer Road, Ipswich, Suffolk IP3 9LU between Rajiv Chhabra of 1 Maple Close, Barham IP6 0PH (Landlord) and East Suffolk and North Essex NHS Foundation Trust (Tenant).
10. In accordance with the Standing Order, the above was signed by the Director of Information, Communication & Technology and the Chief Nurse, in the presence of Company Secretary, Ann Alderton.
11. The Register for the Use of the Trust Seal was updated and the Register Number for the transaction was No. 11.

12. On 21 March 2019 the seal of East Suffolk and North Essex NHS Foundation Trust was affixed to:
 - Landlord's Licence for alterations relating to New Main Entrance, Colchester Hospital between East Suffolk and North Essex NHS Foundation Trust (Landlord) and Novinti Colchester Ltd (Tenant).
13. In accordance with the Standing Order, the above was signed by the Managing Director and the Director of Information, Communication and Technology in the presence of Company Secretary, Ann Alderton.
14. The Register for the Use of the Trust Seal was updated and the Register Number for the transaction was No. 12.
15. On 18 April 2019 the seal of East Suffolk and North Essex NHS Foundation Trust was affixed to:
 - S D Samuels (Special Projects) Ltd Design sub-contractor's Deed of Warranty in favour of Alliance Medical Leasing Ltd and East Suffolk and North Essex NHS Foundation Trust relating to the development of a Multi-Diagnostic Imaging Centre at Colchester General Hospital.
16. In accordance with the Standing Order, the above was signed by the Director of Strategy, Research and Innovation and the Director of Information, Communication and Technology, in the presence of Senior Committee Secretary, Lorna Fraser.
17. The Register for the Use of the Trust Seal was updated and the Register Number for the transaction was No. 13.
18. On 18 April 2019 the seal of East Suffolk and North Essex NHS Foundation Trust was affixed to:
 - Allglass (Anglia) Limited Design sub-contractor's Deed of Warranty in favour of Alliance Warranty in favour of Alliance Medical Leasing Ltd and East Suffolk and North Essex NHS Foundation Trust relating to the development of a Multi-Diagnostic Imaging Centre at Colchester General Hospital.
19. In accordance with the Standing Order, the above was signed by the Director of Strategy, Research and Innovation and the Director of Information, Communication and Technology, in the presence of Senior Committee Secretary, Lorna Fraser.
20. The Register for the Use of the Trust Seal was updated and the Register Number for the transaction was No. 14.
21. On 18 April 2019 the seal of East Suffolk and North Essex NHS Foundation Trust was affixed to:
 - Nationwide Structures Ltd Design sub-contractor's Deed of Warranty in favour of Alliance Warranty in favour of Alliance Medical Leasing Ltd and East Suffolk and North Essex NHS Foundation Trust relating to the development of a Multi-Diagnostic Imaging Centre at Colchester General Hospital.

22. In accordance with the Standing Order, the above was signed by the Director of Strategy, Research and Innovation and the Director of Information, Communication and Technology, in the presence of Senior Committee Secretary, Lorna Fraser.
23. The Register for the Use of the Trust Seal was updated and the Register Number for the transaction was No. 15.
24. On 18 April 2019 the seal of East Suffolk and North Essex NHS Foundation Trust was affixed to:
 - Wardray Premises Ltd Design sub-contractor's Deed of Warranty in favour of Alliance Warranty in favour of Alliance Medical Leasing Ltd and East Suffolk and North Essex NHS Foundation Trust relating to the development of a Multi-Diagnostic Imaging Centre at Colchester General Hospital.
25. In accordance with the Standing Order, the above was signed by the Director of Strategy, Research and Innovation and the Director of Information, Communication and Technology, in the presence of Senior Committee Secretary, Lorna Fraser.
26. The Register for the Use of the Trust Seal was updated and the Register Number for the transaction was No. 16.
27. On 18 April 2019 the seal of East Suffolk and North Essex NHS Foundation Trust was affixed to:
 - Stannah Lifts Limited Design sub-contractor's Deed of Warranty in favour of Alliance Warranty in favour of Alliance Medical Leasing Ltd and East Suffolk and North Essex NHS Foundation Trust relating to the development of a Multi-Diagnostic Imaging Centre at Colchester General Hospital.
28. In accordance with the Standing Order, the above was signed by the Director of Strategy, Research and Innovation and the Director of Information, Communication and Technology, in the presence of Senior Committee Secretary, Lorna Fraser.
29. The Register for the Use of the Trust Seal was updated and the Register Number for the transaction was No. 17.
30. On 18 April 2019 the seal of East Suffolk and North Essex NHS Foundation Trust was affixed to:
 - Contractor's Deed of Warranty (Design & Build) between RG Carter Southern Ltd and East Suffolk and North Essex NHS Foundation Trust in favour of East Suffolk and North Essex NHS Foundation Trust relating to the development of a Multi-Modality Diagnostic Imaging Centre at Colchester General Hospital.
31. In accordance with the Standing Order, the above was signed by the Director of Strategy, Research and Innovation and the Director of Information, Communication and Technology, in the presence of Senior Committee Secretary, Lorna Fraser.
32. The Register for the Use of the Trust Seal was updated and the Register Number for the transaction was No. 18.

33. On 18 April 2019 the seal of East Suffolk and North Essex NHS Foundation Trust was affixed to:
- Consultant's Deed of Warranty between NDY Consulting Ltd trading as Norman Disney & Young, East Suffolk and North Essex NHS Foundation Trust and Alliance Medical Leasing Ltd in favour of East Suffolk and North Essex NHS Foundation Trust relating to the development of a Multi-Modality Diagnostic Imaging Centre at Colchester Hospital.
33. In accordance with the Standing Order, the above was signed by the Director of Strategy, Research and Innovation and the Director of Information, Communication and Technology, in the presence of Senior Committee Secretary, Lorna Fraser.
34. The Register for the Use of the Trust Seal was updated and the Register Number for the transaction was No. 19.
35. On 18 April 2019 the seal of East Suffolk and North Essex NHS Foundation Trust was affixed to:
- Consultant's Deed of Warranty between Lee Wakemans Limited, East Suffolk and North Essex NHS Foundation Trust and Alliance Medical Leasing Ltd in favour of Alliance Medical Leasing Ltd and East Suffolk and North Essex NHS Foundation Trust relating to the development of a Multi-Modality Diagnostic Imaging Centre at Colchester Hospital.
36. In accordance with the Standing Order, the above was signed by the Director of Strategy, Research and Innovation and the Director of Information, Communication and Technology, in the presence of Senior Committee Secretary, Lorna Fraser.
37. The Register for the Use of the Trust Seal was updated and the Register Number for the transaction was No. 20.
38. On 18 April 2019 the seal of East Suffolk and North Essex NHS Foundation Trust was affixed to:
- Consultant's Deed of Warranty between Stride Treglown Limited, East Suffolk and North Essex NHS Foundation Trust and Alliance Medical Leasing Ltd in favour of East Suffolk and North Essex NHS Foundation Trust relating to the development of a Multi-Modality Diagnostic Imaging Centre at Colchester Hospital.
39. In accordance with the Standing Order, the above was signed by the Director of Strategy, Research and Innovation and the Director of Information, Communication and Technology, in the presence of Senior Committee Secretary, Lorna Fraser.
40. The Register for the Use of the Trust Seal was updated and the Register Number for the transaction was No. 21.

41. On 18 April 2019 the seal of East Suffolk and North Essex NHS Foundation Trust was affixed to:
- Design sub-contractor's Deed of Warranty between Aggregate Industries UK Ltd T/A Charcon Construction Solutions, East Suffolk and North Essex NHS Foundation Trust and Alliance Medical Leasing Ltd in favour of Alliance Medical Leasing Ltd and East Suffolk and North Essex NHS Foundation Trust relating to the development of a Multi-Diagnostic Imaging Centre at Colchester Hospital.
42. In accordance with the Standing Order, the above was signed by the Director of Strategy, Research and Innovation and the Director of Information, Communication and Technology, in the presence of Senior Committee Secretary, Lorna Fraser.
43. The Register for the Use of the Trust Seal was updated and the Register Number for the transaction was No. 22.
44. On 18 April 2019 the seal of East Suffolk and North Essex NHS Foundation Trust was affixed to:
- Consultant's Deed of Warranty between Keystone Consulting Engineers Limited, East Suffolk and North Essex NHS Foundation Trust and Alliance Medical Leasing Ltd in favour of East Suffolk and North Essex NHS Foundation Trust relating to the development of a Multi-Modality Diagnostic Imaging Centre at Colchester Hospital.
45. In accordance with the Standing Order, the above was signed by the Director of Strategy, Research and Innovation and the Director of Information, Communication and Technology, in the presence of Senior Committee Secretary, Lorna Fraser.
46. The Register for the Use of the Trust Seal was updated and the Register Number for the transaction was No. 23.

NEXT STEPS

47. None.

RECOMMENDATION

48. The Trust Board is asked to receive and note the contents of the report.