

Reporting to:	Trust Board - 3rd December 2015
Title	Common Sealing of Documents
Sponsoring Director	Julia Clarke, Director of Corporate Governance
Author(s)	Marie Devitt, EA to Director of Corporate Governance
Previously considered by	
Executive Summary	This is an update on the use of the Trust's Common Seal since the last update to the Board in January 2015, for the period 22 January 2015 to 5 th november 2015, pursuant to s9 Standing Orders "Custody of Seal and Sealing of Documents". All are numbered consecutively in a book provided for that purpose, and signed by the persons who have approved and authorised the document and those who attested the seal (Attachment 1).
Strategic Priorities	
1. Improving Quality and Safety	<input checked="" type="checkbox"/> Reduce harm, deliver best clinical outcomes and improve patient experience through our Quality Improvement Strategy
2. Delivery of Operational Performance Standards	<input type="checkbox"/> To develop a transition plan, with supporting mitigation actions and contingency plans, that ensures the safety and short term sustainability of challenged clinical services. 2014/15 <input checked="" type="checkbox"/> To address the existing capacity shortfall and process issues to consistently deliver national healthcare standards. 2014/15 <input checked="" type="checkbox"/> To undertake a review of all current services at specialty level to inform future service and business decisions. 2015/16
3. Service Reconfiguration	<input type="checkbox"/> Complete and embed the successful reconfiguration of Women and Children's services <input type="checkbox"/> Develop a sustainable long term clinical services strategy for the Trust to deliver our vision of future healthcare services through our Future Fit Programme
4. Workforce	<input type="checkbox"/> Develop our leaders and promote staff engagement to make our organisation a great place to work through our People Strategy
5. Stakeholder Engagement	<input type="checkbox"/> Embed a customer focussed approach and improve relationships with our GPs through our Stakeholder Engagement Strategy
6. Finance and Investment Strategy	<input type="checkbox"/> Develop a transition plan that ensures financial sustainability and addresses liquidity issues pending the outcome of the Future Fit Programme <input checked="" type="checkbox"/> Develop a robust Investment Strategy to modernise our equipment and estate to support service transformation and increase productivity through the use of technology)
Board Assurance Framework (BAF) Risks	<input checked="" type="checkbox"/> If we do not deliver safe care then patients may suffer avoidable harm and poor clinical outcomes and experience <input type="checkbox"/> If we do not implement our falls prevention strategy then patients may suffer serious injury <input type="checkbox"/> Risk to sustainability of clinical services due to potential shortages of key clinical staff <input checked="" type="checkbox"/> If we do not achieve safe and efficient patient flow and improve our processes and capacity and demand planning then we will fail the national quality and performance standards <input checked="" type="checkbox"/> If we do not have a clear clinical service vision then we may not deliver the best services to patients <input type="checkbox"/> If we do not get good levels of staff engagement to get a culture of continuous improvement then staff morale and patient outcomes may not improve <input checked="" type="checkbox"/> If we are unable to resolve our (historic) shortfall in liquidity and the structural imbalance in the Trust's Income & Expenditure position then we will not be able to fulfil our financial duties and address the modernisation of our ageing estate and equipment

Care Quality Commission (CQC) Domains	<input type="checkbox"/> Safe <input type="checkbox"/> Effective <input type="checkbox"/> Caring <input type="checkbox"/> Responsive <input checked="" type="checkbox"/> Well led
<input type="checkbox"/> Receive <input type="checkbox"/> Review <input type="checkbox"/> Note <input type="checkbox"/> Approve	Recommendation To NOTE the Common Sealing of Documents as listed.

TRUST BOARD MEETING – 3 December 2015

REPORT ON COMMON SEALING OF DOCUMENTS

The following sealings have taken place since the last report submitted to Trust Board in January 2015:

Seal No.	Title of Document	Date of Sealing	Signed by :
77	Grant Agreement between Lingen Davies Cancer Relief Fund and Shrewsbury and Telford Hospital NHS Trust in respect of funding for provision of ceiling mounted light in Minor Operations Room in Clinic 3, RSH.	12 February 2015	<ul style="list-style-type: none"> ▪ Peter Latchford ▪ Peter Herring
78	Lease for Staffordshire University – licence for alterations in respect of major works being carried out by Staffordshire University Higher Education Corporation at their premises in the Education Centre at the Royal Shrewsbury Hospital.	8 July 2015	<ul style="list-style-type: none"> ▪ Peter Herring ▪ Neil Nisbet