

THE SHREWSBURY AND TELFORD HOSPITAL NHS TRUST

TRUST BOARD – 27 OCTOBER 2011

REPORT ON THE COMMON SEALING OF DOCUMENTS

EXECUTIVE RESPONSIBLE	Julia Clarke Director of Compliance and Risk Management
AUTHOR (if different from above)	Barbara Graham Committee Secretary
CORPORATE OBJECTIVE	C. Quality and Safety : We will always provide the right care for our patients and ensure that they suffer no harm
GOAL	C5 Meet regulatory requirements and healthcare standards
EXECUTIVE SUMMARY	<p>Section 9 of the Trust's Standing Orders "Custody of Seal and Sealing of Documents" states that the Common Seal of the Trust shall be kept by the Committee Secretary to the Trust in a secure place.</p> <p>The Seal of the Trust shall not be fixed to any documents unless the sealing has been authorised by a resolution of the Board or of a Committee, thereof or where the Board has delegated its powers.</p> <p>Before any building, engineering, property or capital document is sealed it must be approved and signed by the Finance Director (or an Officer nominated by him/her) and authorised and countersigned by the Chief Executive (or an Officer nominated by him/her who shall not be within the originating Directorate).</p> <p>An entry of every sealing shall be made and numbered consecutively in a book provided for that purpose, and shall be signed by the persons who shall have approved and authorised the document and those who attested the seal. A report of all sealings shall be made to the Board at least quarterly.</p>
KEY FACTS	<ul style="list-style-type: none"> ▪ Since merger took place on 1 October 2003, use of the common seal has been recorded in the official Register. ▪ The sealings detailed overleaf have been recorded in the Register since the last report to the Board on 27 April 2011.
RECOMMENDATION(S)	Board members are asked to NOTE the list of sealings as detailed in the Register for the period 19 April 2011 to 18 October 2011.

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Contribution to Inspection, Registration, Performance and Delivery

Risks and Assurance	Not applicable
Contribution to Key Performance Indicators	Not applicable
Compliance with Clinical and other Governance Requirements	<p>The Code of Accountability requires the Trust to adopt Standing Orders for the regulation of its proceedings and business. The Trust must also adopt Standing Financial Instructions (SFIs) as an integral part of Standing Orders setting out the responsibilities of individuals.</p> <p>Standing Orders provides a formal framework for the conduct of the Trust's business. They include custody of the common seal.</p>

Impact Assessment

Quality	Not applicable
Financial	Not applicable
Workforce	Not applicable
Legislation and Policy	<p>Public service values must be at the heart of the National Health Service. High standards of corporate and personal conduct based on a recognition that patients come first, have been a requirement throughout the NHS since its inception. Moreover, since the NHS is publicly funded, it must be accountable to Parliament for the services it provides and for the effective and economical use of taxpayers' money. The Code of Accountability published by the Department of Health / Appointments Commission focuses on the three crucial public service values which must underpin the work of the health service: accountability, probity and openness.</p>
Equality and Diversity	Not applicable
Communication and Marketing	Not applicable

Engagement and Decision-Making Process

Not applicable

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TRUST BOARD MEETING – 27 OCTOBER 2011

REPORT ON COMMON SEALING OF DOCUMENTS

1. BACKGROUND

- 1.1 Section 9 of the Trust's Standing Orders "Custody of Seal and Sealing of Documents" states that the Common Seal of the Trust shall be kept by the Committee Secretary to the Trust in a secure place.
- 1.2 The Seal of the Trust shall not be fixed to any documents unless the sealing has been authorised by a resolution of the Board or of a Committee, thereof or where the Board has delegated its powers.
- 1.3 Before any building, engineering, property or capital document is sealed it must be approved and signed by the Finance Director (or an Officer nominated by him/her) and authorised and countersigned by the Chief Executive (or an Officer nominated by him/her who shall not be within the originating Directorate).
- 1.4 An entry of every sealing shall be made and numbered consecutively in a book provided for that purpose, and shall be signed by the persons who shall have approved and authorised the document and those who attested the seal.
- 1.5 A report of all sealings shall be made to the Board. The report shall contain details of the seal number, the description of the document and date of sealing.

2. REPORT OF ALL SEALINGS

- 2.1 Since merger took place on 1 October 2003, use of the common seal has been detailed in the Official Register.
- 2.2 The following sealings have taken place since the last report submitted to Trust Board in April 2011 :

Seal No.	Title of Document	Date of Sealing	Signed by :
57	Lease between Grosvenor House (Telford) Nominee No.1 Ltd and SaTH relating to Units 31 and 32 Hortonwood 33, Telford, Shropshire.	7 June 2011	<ul style="list-style-type: none">▪ N Nisbet▪ J Clarke
58	P21 Template for Decontamination Unit, Telford – Engineering and Construction Contract x 2.	5 July 2011	<ul style="list-style-type: none">▪ N Nisbet▪ J Clarke
59	Deed of Variation of non-emergency Patient Transport Service Agreement.	13 July 2011	<ul style="list-style-type: none">▪ N Nisbet▪ T Cookson

3. **RECOMMENDATION** : Board members are asked to **NOTE** the use of the common seal as detailed above and recorded in the Official Register for the period 19 April 2011 to 18 October 2011.

Julia Clarke
Director of Compliance and Risk Management