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| <b>Title of Paper: <u>Use of the Trust Common Seal</u></b>                           |   |   |
| <b>For Decision</b><br>Requires majority decision prior to implementation or action. | <b>For Discussion</b><br>Requires consideration and debate. | <b>For Noting</b><br>Contains information Members should be made aware. |

**1.0 Background**

In accordance with Trust Standing Order 8 - Custody of Seal, Sealing of Documents and Signature of Documents, a Register for the Use of the Trust or Common Seal is kept in the Chief Executive’s Office at Trust Headquarters and completed on each occasion where duly authorised signatories – most oftentimes the Chairman, the Chief Executive and/or the Director of Finance, Contracts & Estates - approve relevant legal documentation on behalf of the Trust.

**2.0 Key Issues**

Documents are sealed as appropriate to their value in accordance with the Trust’s Scheme of Delegation. Where it is necessary that a document shall be sealed, the seal shall be affixed in the presence of two authorised Managers. Where any document will be a necessary step in legal proceedings on behalf of the Trust, it shall, unless any enactment otherwise requires or authorised, be signed by the Chief Executive or any Member of the Executive Management Team as authorised by the Chief Executive.

In land transactions, the signing of certain supporting documents is delegated to Managers and set out in the Scheme of Delegation but will not include the main or principal documents effecting the transfer (e.g. sale or purchase agreement, lease, contracts for construction works and main warranty agreements or any document which is required to be executed as a deed).

**3.0 Resources Implications (inc Organisational, Financial, Human Resources)**

Not applicable.

**4.0 Impact on Safety, Quality and Experience (SQE)**

The Register - detailing transactions from 1 April 2022 to 4 July 2025 - is tabled for noting by Trust Board having previously been reviewed at the Corporate Governance Sub-Committee. Going forward, the Register will be tabled twice yearly (at the Board meetings scheduled in November and May of each year) so Members have a mid-year and end-year overview of all relevant transactions.

**5.0 Key Risks and Proposals to Mitigate**

The presentation of the Register will support efforts to deliver value by optimising resources and ensuring Board visibility of this key area of asset management.