

Trust Board Public Meeting 28th May 2024

Documents Signed Under Seal – Quarter 4 Report

Standing order 8.3 requires that the Trust Board receives reports on the use of the Trust Seal on a quarterly basis.

Purpose of the report

An entry of every sealing is made and numbered consecutively in a book provided for that purpose and is signed by the person who has approved and authorised the document.

Use of Seal – General guide

- (i) All contracts for the purchase/lease of land and/or building

Analysis

The documents shown below have been signed under seal during quarter 4 2023/24 during the period 1st January 2024 to 31st March 2024.

Seal Register Number	Type	Description	Date Recorded
006	Lease renewal	Lease renewal of OSL House Leicester.	Signed by AH 24/01/2024 and SM 24/01/2024
007	Agreement for Lease	Agreement for Lease Part Ground floor Hinckley Hub, Rugby Road Hinckley.	Signed by AH 28/02/2024 and SM 29/02/2024
008	Agreement for Lease	Agreement for Lease Part First and third floors Hinckley Hub, Rugby Road Hinckley.	Signed by AH 28/02/2024 and SM 29/02/2024

Decision required:

The Board is asked to note the content of this report.

For Board and Board Committees:	Public Trust Board 28.5.24
Paper sponsored by:	Kate Dyer Director of Governance & Risk
Paper authored by:	Kay Rippin Deputy Trust Secretary
Date submitted:	10 th May 2024
State which Board Committee or other forum within the Trust's governance structure, if any, have previously considered the report/this issue and the date of the relevant meeting(s):	NA
If considered elsewhere, state the level of	NA

assurance gained by the Board Committee or other forum i.e., assured/ partially assured / not assured:		
State whether this is a 'one off' report or, if not, when an update report will be provided for the purposes of corporate Agenda planning	Quarterly report at Trust Board	
LPT strategic alignment:	Great Health Outcomes	✓
	Great Care	
	Great Place to Work	
	Part of the Community	
CRR/BAF considerations:	List risk number and title of risk	NA
Is the decision required consistent with LPT's risk appetite:	NA	
False and misleading information (FOMI) considerations:	NA	
Positive confirmation that the content does not risk the safety of patients or the public	NA	
Equality considerations:	NA	