

Board of Directors Meeting

Report

Subject: Authorisation to use the Trust Seal

Date: 30.01.14

Author: Lorraine Palmer – Head of Commercial Services

Lead Director: Peter Wozencroft Director of Strategic Planning and Commercial Development

Executive Summary

The attached Lease is to formalise the agreement between the Trust and Nottinghamshire County Council for the use of the Northfield site as a staff car parking facility

Recommendation

The Trust Board are requested to authorise the use of the Trust Seal

Relevant Strategic Objectives (please mark in bold)

Achieve the best patient experience	Achieve financial sustainability
Improve patient safety and provide high quality care	Build successful relationships with external organisations and regulators
Attract, develop and motivate effective teams	

Links to the BAF and Corporate Risk Register	N/A
Details of additional risks associated with this paper (<i>may include CQC Essential Standards, NHSLA, NHS Constitution</i>)	N/A
Links to NHS Constitution	N/A
Financial Implications/Impact	N/A
Legal Implications/Impact	The agreement is in the form of a Lease so under the Scheme of Delegation and SFI's requires three application of the Trust Seal
Partnership working & Public Engagement Implications/Impact	N/A
Committees/groups where this item has been presented before	N/A
Monitoring and Review	N/A
Is a QIA required/been completed? If yes provide brief details	N/A

Commercial Directorate– Transactions Requiring Board Approvals

Board Approvals and Contract Summary Paper

Sponsor: Peter Wozencroft – Director of Strategic Planning and Commercial Development

Author: Lorraine Palmer – Head of Commercial Services

Date: January 2014

1. Background – Trust Standing Financial Instructions/Standing Orders

Under the terms and conditions of the Trust's Standing Orders and Scheme of Delegation the following categories require Trust Board of Directors approval:

- **Use of the Trust's official Seal - Standing Orders for the Board of Directors, Clause 12.2 Sealing of Documents**
- **Signing of Agreements and Documents – Standing Orders for Board of Directors, Clause 13.2 Signing of Documents. Scheme of Delegation Clause 25**
- **Land and Property related documents: - Scheme of Delegation Clause 25**
 - a. Leases, including sub/under leases
 - b. Deed of Grants
 - c. Sales/Disposals
 - d. Acquisitions

The purpose of the summary paper is to inform the Board of current documents requiring Board approval, and in accordance with the requirements of the Trust Standing Orders and Scheme of Delegation.

Section 2 – Documents requiring Board Approval and Authorisation of the use of the Trust Seal (SO for BD Clause 12.2)

The Board are requested to approve the use of the Common Seal of the Trust in respect of the following document

a. Lease for the use of Northfield Car Park

Since completion of the construction of the new hospital and car parking provision, the Trust has in agreement with Ashfield District Council continued to use a portion of the Northfield site to provide a staff parking facility. The enclosed Lease requires application of the Trust Seal to formally complete the agreement.