

BOD 88/2018

(Agenda Item: 16)

# Report to the Meeting of the

# Oxford Health NHS Foundation Trust

# Board of Directors

**27 June 2018**

**Corporate Registers: Application of Trust Seal**

**Introduction**

The Common Seal of the Trust is affixed to documents under the authority of the Board of Directors in accordance with its Standing Orders. A Register of Seals is maintained by the Director of Corporate Affairs & Company Secretary.

Standing Orders require, pursuant to section 9, that a report of all seals is made to the Board. The Trust’s Board of Directors receives reports of all seals, its last report being presented on 28 March 2018. This report provides information about the application of the Trust’s seal between 19 March 2018 and 26 June 2018.

The Board of Directors is invited to note that the following documents were sealed during this period:

### REGISTER OF SEALING

|  |  |  |  |
| --- | --- | --- | --- |
| **Details** | **Seal No.** | **Signatory** | **Date** |
| Lease by reference to an existing leaser relating to premises on ground and first floor, AG Palmer House, including parking spaces. Extended to include one large meeting room, kitchen and storage. Lease expires June 2021. Yearly rental increase from £30k to £47k.  | 297 | Stuart Bell Chief Executive Mark Hancock Medical Director | 01/05/18 |

**Recommendation**

The Board is asked to note this report.

**Author and title:** Laura Smith, Corporate Governance Officer

**Lead Executive Director:** Kerry Rogers, Director of Corporate Affairs & Company Secretary

1. *A risk assessment has been undertaken around the legal issues that this paper presents and there are no issues that need to be referred to the Trust Solicitors.*