

# Report to the Meeting of the

**BOD 24(i)/2023**

(Agenda item 18(a))

# Oxford Health NHS Foundation Trust

# Board of Directors

**29 March 2023**

**Corporate Registers: Application of Trust Seal**

**For: Information and Assurance**

**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 30 November 2022. This report provides information about the application of the Trust’s seal between 31 November 2022 and last entry 23 January 2023.

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 of part first floor, Windrush House, Windrush Industrial Estate, Witney, Oxfordshire  Landlord: Welland Property Unit Trust  Tennant: OHFT  At a price:  from and including 01/04/22 to 31/03/23 of £67,500.00;  from and including 01/04/23 to 31/03/24 of £82,500.00; and  from and including 01/04/24 to 31/03/25 of £90,000.00 | 383 | Martyn Ward, Executive Director of Digital and Transformation  Kerry Rogers, Director of Corporate Affairs & Company Secretary | 12/12/2022 |
| Underlease relating to POWIC, Warneford Hospital, Oxford OX3 7JX. Lease made between SANE of registered office 167 Fleet Street, London EC4 2EA (Landlord) and Oxford Health NHS FT of Warneford Hospital, Oxford OX3 7JX (Tenant). Landlord grants an underlease of the Property to the Tenant on the terms set out in the lease for rent at a rate of £256,000 per annum for a term of 5 years from and including 03/01/2023 to 02/01/2027. | 384 | Ben Riley, Executive Managing Director for Primary & Community Services  Nick Broughton, Chief Executive | 23/01/2023 |
| Underlease of part relating to part of the ground and first floor of Amersham Health Centre, King George Road, Amersham, Bucks HP6 5QY between NHS Property Services Ltd of Regent House, Heaton Lane, Stockport, Cheshire SK4 1BS (Landlord) and Oxford Health NHS FT (Tenant). For rent in respect of areas exclusively occupied by Tenant at an initial rent of £50,130.87 for a term beginning on 01/01/2022 and ending on and including 21/12/2026. | 385 | Ben Riley, Executive Managing Director for Primary & Community Services  Nick Broughton, Chief Executive | 23/01/2023 |
| Licence for alternations (minor works) relating to premises: ground floor and first floor property known as Unit 5, Bury Street, Abingdon, Oxfordshire between Sunny Day Gentian (Abingdon) Ltd of Europa House, 20 Esplanade, Scarborough, YO11 2AQ (Landlord) and Oxford Health NHS FT (Tenant). The Landlord consents to the Tenant carrying out the works on the terms set out in the lease and within 12 months after the date of the licence each party to bear its own costs in connection with the lease. | 386 | Ben Riley, Executive Managing Director for Primary & Community Services  Nick Broughton, Chief Executive | 23/01/2023 |
| Lease of ground floor and first floor property know as Unit 5, Bury Street, Abingdon, Oxon between Sunny Day Gentian (Abingdon) Ltd at Europa House, 20 Esplanade, Scarborough YO11 2AQ (Landlord) and Oxford Health NHS FT (Tenant), for a period of 5 years from and including the date of the lease for  1 year £30,000 per annum  1 year £32,000 per annum  Remainder of term £35,000 per annum | 387 | Ben Riley, Executive Managing Director for Primary & Community Services  Nick Broughton, Chief Executive | 23/01/2023 |

**Recommendation**

The Board is asked to note this report.

**Author and Title:** Susan Wall, Corporate Governance Officer

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

1. *A risk assessment has been undertaken around the legal issues that this report presents and there are no issues that need to be referred to the Trust Solicitors.*
2. ***Strategic Objectives/Priorities*** *– this report relates to or provides assurance and evidence against the following Strategic Objectives/Priorities*

*1) Quality - Deliver the best possible care and health outcomes*

*3) Sustainability – Make best use of our resources and protect the environment*