



MEETING TITLE Board of Directors		MEETING DATE 28/03/2017	
TITLE of PAPER	For Assurance: Review Use of Trust Seal 2016/17	PAPER REF	5.4
STRATEGIC OBJECTIVE(S)	All		
PURPOSE OF THE PAPER	That the Board of Directors review and approve the Register of Use of the Trust Seal, 2016/17		
For Approval	<input checked="" type="checkbox"/>	For Assurance	<input type="checkbox"/>
For Decision	<input type="checkbox"/>	Discussion/Information	<input type="checkbox"/>
AUTHOR / LEAD	Anne Allen, Trust Secretary	ACCOUNTABLE DIRECTOR	Chief Executive
DISCUSSED AT / INFORMED BY – include date(s) as appropriate The register of the Trust Seal is presented annually to the Trust Board for approval, in March.			
PREVIOUSLY AGREED AT:	Committee/Group:	Date:	
RECOMMENDATION(S)	That the Board of Directors approve the Register of Use of the Trust Seal, 2016/17		
RISK ASSESSMENT		Yes	No
Corporate Risk Register and/or Board Assurance Framework amended <i>If 'Yes' – expand in Section 4. / attached paper</i>		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Resource Implications (Financial, Workforce, other - specify) <i>If 'Yes' – expand in Section 2. / attached paper</i>		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Legal implications/Regulatory requirements <i>If 'Yes' – expand in Section 2. / attached paper</i>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Diversity and Inclusion Implications <i>If 'Yes' – please attach to the back of this paper</i>		<input type="checkbox"/>	<input checked="" type="checkbox"/>
ASSURANCE/COMPLIANCE			
Care Quality Commission Choose a DOMAIN(s)		5: Well led	
NHSI Single Oversight Framework Choose a THEME(s)		3. Finance & Use of Resources	

Review Use of Trust Seal, 2016/2017

1. PURPOSE/AIM

- 1.1 That the Board of Directors review and approve the Register of Use of the Trust Seal, 2016/17

2. BACKGROUND/CONTEXT

- 2.1 The Trust's *Standing Orders, Reservation and Delegation of Powers and Standing Financial Instructions* require the Chief Executive to ensure that a 'Register of Use of the Trust Seal' is established and maintained (**attached Appendix A**).

This practice is in line with guidance outlined in the NHS Foundation Trust Code of Governance (Monitor, July 2014).

3. PROPOSALS/NEXT STEPS

- 3.1 That the Trust Board derives sufficient assurance for the purpose of its annual review of the Register of Use of the Trust Seal, 2016/2017.
- 3.2 That the Board note a bound book has been sourced for Register entries rather than loose leaf.

4. RISK ASSESSMENT

- 4.1 If the Board were to fail to demonstrate adequate governance in the use and monitoring of the Trust Seal, the Board will fail to demonstrate compliance with its Standing Orders and adherence to best practice outlined in the NHS Foundation Trust Code of Governance (Monitor, July 2014).

5. RECOMMENDATIONS

- 5.1 That the Board of Directors approve the Register of Use of the Trust Seal, 2016/17.

6. APPENDICES/BACKGROUND INFORMATION

Appendix A: Register of Use of the Trust Seal, 2016/2017.