



MEETING TITLE Trust Board Meeting in Public		MEETING DATE 29/03/2016	
TITLE of PAPER	For Approval: Register of Use of the Trust Seal, 2015/2016.	PAPER REF	7.3
STRATEGIC OBJECTIVE	All		
PURPOSE OF THE PAPER	That the Trust Board review and approve the Register of Use of the Trust Seal, 2015/2016.		
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 (free text – i.e. please provide an audit trail of the development(s)/proposal(s) subject of this paper): The Register of Use of the Trust Seal is presented annually to the Trust Board for approval, in March.			
PREVIOUSLY AGREED AT:	Committee/Group: Not Applicable	Date:	
RECOMMENDATION	That the Trust Board approves the Register of Use of the Trust Seal, 2015/2016.		
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"/>
Equality and Diversity 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

5: Well led

Monitor Quality Governance Framework
Choose a DOMAIN

1: Ensuring required standards are achieved
5: Identifying and managing risks to quality of care

Register of Use of the Trust Seal, 2015/2016

1. PURPOSE/AIM

- 1.1 That the Trust Board review and approve the Register of Use of the Trust Seal, 2015/2016.

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, 2015/2016.
- 3.2 That the Board note a bound book has been sourced for future Register entries, rather than loose leaf.

4. RISK ASSESSMENT

- 4.1 That the Trust Board fails 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 Trust Board approves the Register of Use of the Trust Seal, 2015/2016.

6. APPENDICES/BACKGROUND INFORMATION

Appendix A: Register of Use of the Trust Seal, 2015/2016.