

## Agenda item 21/0619 (21.0)

**Report to:** Joint Trust Board, 6 June 2019  
**Author:** John McIlveen, Trust Secretary  
**Presented by:** John McIlveen, Trust Secretary

**SUBJECT: USE OF THE TRUST SEAL**

<b>Can this report be discussed at a public Board meeting?</b>	<b>Yes</b>
<b>If not, explain why</b>	

<b>This Report is provided for:</b>			
Decision	Endorsement	Assurance	<b>Information</b>

### PURPOSE

To present the Board with a report on the use of the Trust Seal for the period January – March (Q4 2018/19).

### SUMMARY OF KEY POINTS

Section 10.3 of the Trust's Standing Orders requires that use of the Trust Seal is reported to the Board on a quarterly basis.

*"10.3 Register of Sealing - The Chief Executive shall keep a register in which he/she, or another manager of the Authority authorised by him/her, shall enter a record of the sealing of every document. Use of the seal will be reported to the Board quarterly."*

During Quarter 4 2018/19, the Seal was used on two occasions, as follows:

#### Seal 1

Planning Application for Former Standish Hospital and Former Westridge Hospital  
Signed: Andrew Lee  
Date: 12 February 2019

#### Seal 2

Transmittal Document for Planning Application for Former Standish Hospital and Former Westridge Hospital  
Signed: Andrew Lee  
Date: 12 February 2019

### RECOMMENDATIONS

The Board is asked to note the use of the Trust seal for the reporting period.