

Trust Public Board Meeting, 31 March 2011

Use of the Trust Seal

Prepared by: David McNeil, Board Secretary

1. Purpose

- 1.1 This report gives details on the use of the Trust Seal in 2010/11.

2. Background

- 2.1 Paragraph 8.1 of the Trust's Standing Orders cover the requirements of using and retaining the Trust Seal.
- 2.2 Where it is necessary that a document shall be sealed, the seal shall be affixed by the Chief Executive or his nominated representative and witnessed by an Executive Director or Officer duly authorised by the Chief Executive. The witness cannot be from the originating department.

3. Report Content

- 3.1 The Trust Seal was used as detailed below

Apr-2010	Section 106 agreement
Sep-2010	Inventor rights agreement relating to Northwood Implants
Oct-2010	Lease for licence for WRVS to carry out alterations
Nov-2010	New Chinese patent application for invention
Mar-2011	Compass - Medirest contract

4. Recommendation

- 4.1 The Board is asked to note the report.

David McNeil
Board Secretary