

AGENDA ITEM NO:

**UNIVERSITY HOSPITALS BIRMINGHAM NHS FOUNDATION TRUST
BOARD OF DIRECTORS
THURSDAY 28 APRIL 2011**

Title:	USE OF TRUST SEAL
Responsible Director:	David Burbridge, Director of Corporate Affairs
Contact:	Sarah Snowden, Corporate Affairs Assistant, ext 14323

Purpose:	To ask the Board of Directors to authorise the following officers to use the Trust Seal on their behalf and in accordance with good governance requirements inform the Board on the use of the Trust Seal.
Confidentiality Level & Reason:	
Medium Term Plan Ref:	
Key Issues Summary:	The Board of Directors are asked to approve the senior officers to whom authority to use the seal is delegated. The Board of Directors is asked to receive the register detailing the use of the Trust Seal.
Recommendations:	The Board is asked to: <ol style="list-style-type: none">1. Agree that any two of the officers from the attached list, acting together, are authorised to use the Trust Seal on their behalf,2. Note the register of sealing and record its receipt in the minutes of this meeting.

Signed:	Date: 19 April 2011
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UNIVERSITY HOSPITALS BIRMINGHAM NHS FOUNDATION TRUST

BOARD OF DIRECTORS

THURSDAY 28 APRIL 2011

USE OF TRUST SEAL

PRESENTED BY DIRECTOR OF CORPORATE AFFAIRS

1. Introduction

- 1.1 In accordance with the Trust's Standing Orders Section 16 Custody of Seal and Sealing of Documents, paragraph 16.3.2 requires that;

'every 12 months, the Board will approve or renew a resolution authorising the Chairman, named Directors and the Foundation Secretary to sign on behalf of the Trust documents that require the use of the Seal and,

paragraph 16.4 Register of Sealing, requires that a report of all sealing shall be made to the Trust at least once every twelve months'.

- 1.2 Appendix A to this report details the resolution required to authorise, the Chairman, named Directors and the Foundation Secretary to use the Trust seal on behalf of the Trust.
- 1.3 The last report received by the Trust was on the 29 April 2010 and covered the period 1 April 2009 – 31 March 2010. Appendix B details the use of the seal between 1 April 2010 - 31 March 2011.

2. Recommendation

The Board are asked to

- i) Agree that any **two** of the named officers listed in Appendix A, acting together, are authorised to use the Trust Seal on their behalf,
- ii) Note the register of sealing and record its receipt in the minutes of this meeting.

UNIVERSITY HOSPITALS BIRMINGHAM NHS FOUNDATION TRUST**BOARD OF DIRECTORS****THURSDAY 28 APRIL 2011**

In accordance with paragraph 16.3.2 of the Trust's Standing Orders, the Board of Directors resolve to authorise that two of the following named officers to sign on behalf of the Trust documents that require the use of the Seal.

Chairman	Sir Albert Bore
Chief Executive	Julie Moore
Chief Operating Officer	Kevin Bolger
Director of Finance	Mike Sexton
Chief Nurse	Kay Fawcett
Medical Director	Dave Rosser
Executive Director of Delivery	Tim Jones
Non Executive Directors	Michael Sheppard Clare Robinson Stewart Dobson David Ritchie Angela Maxwell David Bailey Gurjeet Bains
Foundation Secretary	David Burbridge

UNIVERSITY HOSPITALS BIRMINGHAM NHS FOUNDATION TRUST

BOARD OF DIRECTORS

THURSDAY 28 APRIL 2011

USE OF TRUST SEAL – 1 APRIL 2010 TO 31 MARCH 2011

Seal No	APPLICATION OF TRUST SEAL	DATE
28/10	Deed of Surrender & Pre-emption – Wolfson Building 1) The Trust 2) University of Birmingham	04/05/10
29/10	Deed of Variation to a Lease 1) The Trust 2) Birmingham Women's Hospital NHS FT Re: Car Park G2	25/05/10
30/10	Application of Seal to Contract for Refurbishment of Wolfson Building	01/06/10
31/10	Deed of Surrender Re 1 st Floor Offices, Forcourt Dev. Hanley 1) Andrew Thomas Smith 2) The Trust	03/06/10
32/10	Deed of Variation Re 1 st Floor Offices, Forcourt Dev. Hanley 1) Andrew Thomas Smith 2) The Trust	03/06/10
33/10	Deed of Variation – RCDM Facilities 1) The Trust 2) MOD	14/06/10
34/10	Lease – Trauma Nurse Coordinator Office & Imaging Facilities 1) The Trust 2) MOD	14/06/10
35/10	Lease - Single Bed 16 & Ensuite Ward 412 1) The Trust 2) MOD	14/06/10
36/10	Lease – Ward 412 Interview Room 1) The Trust 2) MOD	14/06/10
37/10	Lease – Ward 412 Shower Room and Bay 5 1) The Trust 2) MOD	14/06/10
38/10	Variation to a Deed re Standard NHS Contract for Acute Services 28/02/08 1) South Birmingham PCT 2) The Trust	29/06/10

Seal No	APPLICATION OF TRUST SEAL	DATE
39/10	Lease re 61-63, 64-66, 67-72 Inst. of RND, Birmingham Research Park 1) Birmingham Research Park Limited 2) The Trust	23/07/10
40/10	Lease – Premises in Nuffield House 1) The Trust 2) UNS Hospitals Limited	23/07/10
41/10	Lease – Premises Main Corridor, QEH 1) The Trust 2) UNS Hospitals Limited	23/07/10
42/10	Counterpart Lease – Room 37.1.085 Diabetics Centre, Heartlands Hospital 1) The Trust 2) HOENHSFT	23/09/10
43/10	Lease – Retail Premises at QE Hospital 1) The Trust 2) Consort Healthcare	23/09/10
44/10	License for Alterations – Retail Premises at UHB 1) The Trust 2) Consort Healthcare 3) Compass Contract Services	29/09/10
45/10	Lease – Unit 1, QEH 1) The Trust 2) Consort Healthcare	07/10/10
46/10	License to Sub-Let Unit 1, QEH 1) The Trust 2) Consort Healthcare 3) WH Smith Hospitals Limited 4) WH Smith Hospital Holdings Limited	07/10/10
47/10	Lease – RCDM Student Common Room & Physiotherapy QF Rooms 1) The Trust 2) Secretary of State for Defence	02/11/10
48/10	Supplemental Lease by Reference 1) The Trust 2) Birmingham Women's Hospital NHS FT	02/11/10
49/10	Lease – Units 2, 4, 6, and 8 Institute of R&D 1) Birmingham Research Park Limited 2) The Trust	02/11/10
50/10	Deed of Variation re Car Park 1) The Trust 2) Birmingham Women's Hospital NHS FT	02/11/10
51/11	Agreement by Deed to Additional Measures & the Remedy of Defects 1) The Trust 2) Consort Healthcare Birmingham Limited	27/01/11
52/11	Memorandum of Understanding re Birmingham Clinical Research Academy 1) The Trust 2) University of Birmingham	15/02/11

Seal No	APPLICATION OF TRUST SEAL	DATE
53/11	Sublease and License to Sub-Let 300-301 Melchett Road, Kings Norton 1) The Trust 2) West Midlands Ambulance Service NHS Trust	15/02/11
54/11	License to Occupy Premises at Nuffield House 1) The Trust 2) Morris Centre Social Club	16/03/11
55/11	Lease – Premises at SOH 1) The Trust 2) Badger Healthcare Limited	16/03/11