

Meeting Title	Board of Directors		
Date	21.9.23	Agenda item	Bo.9.23.25

Report on the Use of the Foundation Trust's Seal

Presented by	Laura Parsons, Associate Director of Corporate Governance/Board Secretary		
Author	Sheridan Osbourne, Corporate Governance Officer		
Lead Director	Matthew Horner, Director of Finance		
Purpose of the paper	To provide a summary of the use of the Foundation Trust Seal during the period 14 September 2022 to 14 September 2023		
Action required	For assurance		
Previously discussed at/informed by	N/A		
Previously approved at:	Committee/Group	Date	
	N/A		
Background			
<p>In accordance with the Trust’s Board of Directors Standing Orders (Section 8.4) ‘<i>A report of all sealings and signatures of documents as a deed shall be made to the Board by the Secretary to the Foundation Trust as and when required. The report shall contain details of the seal number, the description of the document and the date of sealing or signature.</i></p> <p>The last report was presented to the Board of Directors on 22 September 2022.</p> <p>Appendix A details the use of the Trust seal between 14 September 2022 – 14 Septemebr 2023. This includes entry numbers 362 - 369.</p>			
Recommendation			
The Board of Directors is asked to receive and note this information.			

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Risk assessment						
Strategic Objective	Appetite (G)					
	Avoid	Minimal	Cautious	Open	Seek	Mature
To provide outstanding care for patients, delivered with kindness			g			
To deliver our financial plan and key performance targets			g			
To be one of the best NHS employers, prioritising the health and wellbeing of our people and embracing equality, diversity and inclusion					g	
To be a continually learning organisation and recognised as leaders in research, education and innovation				g		
To collaborate effectively with local and regional partners, to reduce health inequalities and achieve shared goals					g	
The level of risk against each objective should be indicated. Where more than one option is available the level of risk of each option against each element should be indicated by numbering each option and showing numbers in the boxes.	Low		Moderate	High	Significant	
	Risk (*)					
Explanation of variance from Board of Directors Agreed General risk appetite (G)						

Benchmarking implications (see section 4 for details)	Yes	No	N/A
Is there Model Hospital data relevant to the content of this paper?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is there any other national benchmarking data relevant to the content of this paper?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is the Trust an outlier (positive or negative) for any benchmarking data relevant to the content of this paper?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Risk Implications (see section 5 for details)	Yes	No
Corporate Risk register and/or Board Assurance Framework Amendments	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Quality implications	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Resource implications	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Legal/regulatory implications	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Diversity and Inclusion implications	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Performance Implications	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Regulation, Legislation and Compliance relevance
NHS Improvement: (please tick those that are relevant)
<input type="checkbox"/> Risk Assessment Framework <input type="checkbox"/> Quality Governance Framework <input type="checkbox"/> Code of Governance <input type="checkbox"/> Annual Reporting Manual
Care Quality Commission Domain: Choose an item.
Care Quality Commission Fundamental Standard: Choose an item.
NHS Improvement Effective Use of Resources: Choose an item.
Other (please state):

Relevance to other Board of Director's Academies: (please select all that apply)			
People	Quality	Finance & Performance	Other (please state)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Appendix A

Bradford Teaching Hospitals NHS Foundation Trust

Report on the Use of the Foundation Trust's Seal – 14 September 2022 – 14 September 2023

Set out in the table below is a summary of the capital schemes and other documents that have been sealed during 14 September 2022 – 14 September 2023. This includes entry numbers 362 to 369.

The Board of Directors is asked to receive and note this information.

Entry Number	Item/Scheme	Date
362	Contract for enabling works associated with the installation of an Ingenia Ambition x with Ambient Experience in MRI Suite at Bradford Royal Infirmary (signed electronically as a deed).	03.11.2022
363	Licence for alterations at Eccleshill Hosptial. Contract between NHS Property Services Ltd and BTHFT.	20.03.2023
364	Lease relating to premises known as part of Ground Floor, Hope Park Business Centre, at City Gateway Phase 2, Hope Park, Bradford BD5 8HH. Between Transforming Lives for Good (TLG) and BTHFT.	20.04.2023
365	Contract for upgrade and refurbishment of ward 1 side rooms. Contract between Walter West Builders Ltd and BTHFT.	10.08.2023
366	Contract for upgrade and refurbishment of part of M2 to receive relocated Gynae Clinic. Contract between Whitaker and Leach Ltd and BTHFT.	10.08.2023
367	Upgrade and refurbishment of Radiology Room to receive new x-ray machine and form adjacent day case. Contract between Walter West Builders Ltd and BTHFT.	10.08.2023
368	Contract between NHS Property Services and BTHFT. Agreement for memorandum of terms of occupation with refurbishment works relating to part of Eccleshill ISTC, Harrogate Road, BD10 0EP.	21.08.2023
369	Contract Between Robertson Construction Group Ltd and BTHFT for management and delivery of the design and construction services relating to scheme BTHFT0209 Endoscopy Unit (signed as a deed).	25.08.2023