

Meeting / Committee:	Board of Directors	Meeting Date:	27 August 2013
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This paper is for: (Only 1 column to be marked with x as appropriate)	Action/Decision	Assurance	Information X
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Title:	Schedule of Signing and Sealing of Documents during the period: 1 April – 31 July 2013
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Purpose:	The purpose of this report is to update the Board on documents which have been signed and sealed during the period: 1 April – 31 July 2013
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Summary:	The paper provides information on documents which have been signed and sealed during the period 1 April – 31 July 2013. All transactions were carried out in accordance with Trust Standing Orders and Standing Financial Instructions
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Prepared By:	Mrs A Steele Administrative Assistant	Presented By:	Professor R Wilson Medical Director / Deputy Chief Executive
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Recommendation:	The Board of Directors is asked to receive this for information
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Implications (mark with x in appropriate column(s))	Legal	Financial	Clinical	Strategic	Risk & Assurance
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**APPROVE SIGNING AND SEALING OF DOCUMENTS
DURING THE PERIOD 1 APRIL TO 31 JULY 2013**

The Trust Board are requested to formally approve the signing and sealing of the following documents between the period 1 April – 31 July 2013

Consecutive Number	Description of Documents to be sealed	Date of Sealing
13-3	Licence to Occupy between the Trust and NHS Property Services Limited relating to premises within Resolution 11 Trinity Mews, North Ormesby, to provide APMS services	23.07.13