



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Abertawe Bro Morgannwg
University Health Board



Meeting Date	26th July 2018	Agenda Item	6iii.	
Report Title	Affixing of the Common Seal			
Report Author	Liz Stauber, Committee Services Manager			
Report Sponsor	Pam Wenger, Director of Corporate Governance			
Presented by	Pam Wenger, Director of Corporate Governance			
Freedom of Information	Open			
Purpose of the Report	To report on documents to which the common seal has been affixed since the last meeting of the health board.			
Key Issues	In line with standing orders, a routine report on documents to which the common seal has been affixed is required.			
Specific Action Required <i>(please ✓ one only)</i>	Information	Discussion	Assurance	Approval
	✓			
Recommendations	Members are asked to: <ul style="list-style-type: none"> • Note the report 			

AFFIXING THE COMMON SEAL

1. INTRODUCTION

To report on documents to which the common seal has been affixed since the last meeting of the health board.

2. BACKGROUND

In line with standing orders, a routine report on documents to which the common seal has been affixed is required.

3. GOVERNANCE AND RISK ISSUES

Attached at **Appendix 1** are details taken from the seal register. All documents have been signed by the Chairman or Vice-Chairman and an executive director or the Director of Corporate Governance, in line with the requirements of standing orders.

Since the last report, a new Standard Operating Procedure for the use of the Common Seal has been introduced. This new process provides assurances to those charged with the use of the seal that appropriate legal advice has been obtained and strengthens the governance arrangements.

4. FINANCIAL IMPLICATIONS

There are no financial implications.

5. RECOMMENDATION

The board is asked to note the report.

Governance and Assurance							
Link to corporate objectives <i>(please ✓)</i>	Promoting and enabling healthier communities		Delivering excellent patient outcomes, experience and access	Demonstrating value and sustainability	Securing a fully engaged skilled workforce	Embedding effective governance and partnerships	
						✓	
Link to Health and Care Standards <i>(please ✓)</i>	Staying Healthy	Safe Care	Effective Care	Dignified Care	Timely Care	Individual Care	Staff and Resources
							✓
Quality, Safety and Patient Experience							
The common seal is applied to legal and official documents which develop services, buildings, processes and systems to enhance the way in which the health board functions and support and patients.							
Financial Implications							
No financial implications.							
Legal Implications (including equality and diversity assessment)							
The common seal of is primarily used to seal legal documents such as transfers of land, lease agreements and other important/key contracts. The seal may only be fixed to a document if the board or committee of the board has determined it shall be completed under seal, or if a transaction to which the document relates has been approved by the board or committee of the board.							
Staffing Implications							
No staffing implications.							
Long Term Implications (including the impact of the Well-being of Future Generations (Wales) Act 2015)							
Welsh health circulars provide advice, guidance and information relating to changes in process or services which work to enhance the way in which NHS Wales organisations function and would therefore potentially have individual long-term impacts.							
Report History	The report is a standing item on the board's business cycle.						
Appendices	No appendices.						

REGISTER OF SEALINGS

Register No	Date Signed	Name of Document
1549	15.05.2018	Murton Clinic
1550	15.05.2018	Penclawdd Clinic
1551	15.05.2018	Licence to occupy – doctors surgery, Cwmllynfell
1552	08.06.2018	Appointment of the consultant – Murton Clinic
1553	08.06.2018	Appointment of the consultant – Penclawdd Clinic
1554	26.06.2018	Murton Clinic
1555	26.06.2018	Appointment of the consultant – Penclawdd Clinic
1556	26.06.2018	Sub-contractor's deed of warranty – development – renal unit, Morriston Hospital
1557	26.06.2018	Sub-contractor's deed of warranty – development – renal unit, Morriston Hospital
1558	03.07.2018	Renal burns entrance revision works, Morriston Hospital
1559	03.07.2018	ED isolation room at Morriston Hospital
1560	03.07.2018	Framework agreement hot 1 mechanical contractor
1561	03.07.2018	Framework agreement for consultant discipline – architect
1562	03.07.2018	Framework agreement for mechanical contractor