



**GIG**  
CYMRU  
**NHS**  
WALES

Bwrdd Iechyd Prifysgol  
Abertawe Bro Morgannwg  
University Health Board



<b>Meeting Date</b>	<b>31<sup>st</sup> May 2018</b>		<b>Agenda Item</b>	<b>5iv.</b>
<b>Report Title</b>	<b>Affixing of the Common Seal</b>			
<b>Report Author</b>	Liz Stauber, Committee Services Manager			
<b>Report Sponsor</b>	Pam Wenger, Director of Corporate Governance			
<b>Presented by</b>	Pam Wenger, Director of Corporate Governance			
<b>Freedom of Information</b>	Open			
<b>Purpose of the Report</b>	To report on documents to which the common seal has been affixed since the last meeting of the health board.			
<b>Key Issues</b>	In line with standing orders, a routine report on documents to which the common seal has been affixed is required.			
<b>Specific Action Required</b> <i>(please ✓ one only)</i>	<b>Information</b>	<b>Discussion</b>	<b>Assurance</b>	<b>Approval</b>
	✓			
<b>Recommendations</b>	Members are asked to: <ul style="list-style-type: none"> <li>• <b>Note</b> the report</li> </ul>			

## **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 (please ✓)	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 (please ✓)	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
1531	15.03.2018	Substation six and HV upgrade at Morriston Hospital
1532	15.03.2018	Substation six and HV upgrade at Morriston Hospital
1533	15.03.2018	Singleton SAU phase one
1534	15.03.2018	WIFI installation, Maesteg Hospital
1535	15.03.2018	Central laundry, Llansamlet – installation of mechanical services and installation to pipework
1536	15.03.2018	Neath Port Talbot accommodation block – boiler replacements
1537	20.03.2018	First floor, Ty Garngoch Hospital – renewal lease
1538	05.04.2018	Licence to underlet – GMS premises at the primary care centre, Mayhill
1539	05.04.2018	Sub-lease by reference to superior lease – GMS premises, Mayhill
1540	05.04.2018	Lease – GP surgery at Mayhill primary care centre
1541	05.04.2018	Integrated health centre at Mayhill – contractor collateral warranty
1542	05.04.2018	Sub-sub-contractor collateral warranty – Mayhill Park
1543	05.04.2018	Sub-sub-contractor collateral warranty – Mayhill Park
1544	05.04.2018	Sub-sub-contractor collateral warranty – Mayhill Park
1545	05.04.2018	Sub-sub-contractor collateral warranty – Mayhill Park
1546	05.04.2018	Grant agreement

1547	19.04.2018	Penclawdd Clinic
1548	19.04.2018	Murton Clinic