

AGENDA ITEM: 15

<i>Governing Body</i>	REPORT
------------------------------	---------------

Subject	Report of the Company Seal
Date	6 th July 2017
Author	Ben Jay, Chief Finance Officer
Lead Director	Ben Jay, Chief Finance Officer

Executive Summary

The purpose of this paper is to be keep the members of the Governing Body informed of the use of the BCCG seal over the year.

Where it is necessary that a document be sealed, the Seal shall be affixed and signed by either two executive members or one executive member and the Board Secretary. The Chief Finance Officer keeps a record of every sealing made and reports to the Audit and Governance Committee.

This report provides an update to the Committee on the use of the Seal for the period April 2016 to End of March 2017.

The Governing Body are asked to note the content of the Report.

Recommendation

The members of the Governing Body are asked to note the use of the Bedfordshire Clinical Commissioning Group seal for April 2016 to March 2017.

Links to the business and risks

Relevant Strategic Priorities 2016/17 (please mark in bold)
None identified in this document

Links to Board Assurance Framework / Corporate Risk Register	None identified in this document
Details of additional risks associated with this paper (may include NHS England Assurance Framework / NHS Constitution)	None
Financial Implications / impact	None
Legal Implications / impact	There are no legal implications anticipated in relation to this report.

Partnership work / public engagement implications / impact	None
Committees / groups where this has been discussed before	This paper was presented at the Audit Committee Meeting on the 14 th June 2017
Other options available and their pros and cons	None
Background papers	Audit Committee discussion paper referred to above

Use of the Seal

1.0 Introduction

- 1.1 When it is necessary that a document be sealed, (e.g. value contract type etc.), the Seal shall be affixed and signed by signed by either two executive members or one executive member and the Board Secretary. The Chief Finance Officer keeps a record of every sealing made and reports into the Audit and Governance Committee at least once a year.

2.0 Use of the Seal

- 2.1 The BCCG has recently been required to use the Seal once as below:
- Lease for Capability House, Wrest Park, Silsoe, Beds between Bedfordshire Clinical Commissioning Group and Wrest Park Limited.
- 2.2 The document was signed by the Chief Finance Officer and Director of Communications and Engagement on 13th October 2016 in accordance with the BCCG Constitution and Standing Orders.
- 2.3 The transaction was recorded in the register of sealing, which is held in the office of the Finance Team.

3.0 Recommendation

- 3.1 The Governing Body are requested to:-
- Note the action of the Chief Finance Officer and the Director of Communications and Engagement in respect of the signing of the above agreement.
 - Note the content of the report.