

Agenda Item 10

TO: West Gloucestershire Primary Care Trust Board

FROM: Amanda Fisk, Director of Performance & Corporate Development

DATE: 15th September 2005

SUBJECT: REGISTER OF SEALINGS 1ST APRIL 2004 – 30th August 2005

1.0 PURPOSE

- 1.1 To present to the Board for review the register of sealings for the period 1st April 2004 to 30th August 2005.

2.0 BACKGROUND

- 2.1 In order to comply with the PCT's Standing Orders an entry of every sealing must be made in a register which is then signed by the persons who have approved and authorised the document and attested the seal i.e. the Director of Finance (or an officer nominated by him) and the Chief Executive (or an officer nominated by him who shall not be within the originating Directorate).
- 2.2 The Board are required to review a summary of these sealings which should contain details of the seal number, the description of the document and the date of sealing.

3.0 DISCUSSION

- 3.1 Annex 1 provides a summary of the Register of Sealings for the period 1st April 2004 – 30th August 2005, numbers 013 to 021 inclusive.

4.0 RECOMMENDATION

- 4.1 The Board is asked to review the Register of Sealings and to note its contents.