

**Trust Board of Directors Meeting
Report Summary**

Date of Meeting: 3 July 2025	
Title of Document: Trust Seal Quarterly report	
To be presented by: Ann Filby, Trust Secretary	Author: Tina Terry, Board and Committee Secretary
1. Status: For Assurance	
2. Purpose: Standing Order 8 requires that the Board of Directors receives a report on the sealing of all documents under the seal of The East Suffolk and North Essex NHS Foundation Trust.	
Relates to:	
Strategic Objective	All
Operational performance	
Quality and equality impact	
Legal/Regulatory/Audit	Nothing detailed within the report contravenes Trust legal/statutory responsibilities or the human rights of staff and/or public.
Finance	There are no financial implications associated with this report.
Governance	That the use of the Trust Seal is properly regulated.
NHS policy/public consultation	
Accreditation/inspection	
Anchor institutions	
ICS/ICB/Alliance	
Board Assurance Framework (BAF) Risk	The Board has a cautious risk appetite when it comes to compliance and regulatory issues.
Other	
3. Summary:	
The Board of Directors is notified that the seal of the Trust was used on 20 occasions since the previous report:	
13 March 2025	
<ul style="list-style-type: none"> • Clacton STAR project – MTX Contract Limited signed by the Chief Medical Officer and Director of Digital and Logistics • DB 2016 Design and Build contract 2016, signed by the Chief Medical Officer and Director of Digital and Logistics • Design and Build contract – scheme: enabling works associated with the installation of a new Siemens SOMOT OM Go, Radiotherapy at Colchester Hospital, signed by the Chief Medical Officer and Director of Digital and Logistics. 	

- Design and Build contract – scheme: enabling works associated with the installation of 2 nr new Philips Azurion 7 C12 Labs 1 & 2 of Heart centre at Ipswich Hospital. Signed by the Chief Medical Officer and Director of Digital and Logistics
- Deed of Guarantee provided by Sodexo Holdings Limited for the benefit of East Suffolk and Northeast Essex NHS Foundation Trust, signed by the Chief Medical Officer and Director of Digital and Logistics
- HM Land Registry TR1 title number SK118344 10/10a Museum Street, Ipswich IP1 1HT, signed by the Chief Medical Officer and Director of Digital and Logistics
- HM Land Registry TR1 title number SK96346 12 Museum Street, Ipswich IP1 1HT, signed by the Chief Medical Officer and Director of Digital and Logistics.

1 April 2025

- Clacton STAR relocation of antenatal clinic signed by Chief Medical Officer and Director of Digital and Logistics
- Clacton STAR infusion lounge relocation signed by Chief Medical Officer and Director of Digital and Logistics
- Lease for units 12/13/14 IP-City Bath Street signed by Chief Medical Officer and Director of Digital and Logistics
- Clacton STAR basement plantroom relocation clinic signed by Chief Medical Officer and Director of Digital and Logistics.

17 April 2025

- Deed of covenant – Pearson Road, Ipswich SK182370 Nat West Bank plc & ESNEFT signed by Chief Medical Officer and Director of Digital and Logistics
- Licence to occupy part of ground floor at building 2, Clacton & District Hospital and JCT minor works signed by Chief Medical Officer and Director of Digital and Logistics
- Contract documents for SNEE endoscopy, Colchester Hospital – JCT minor works signed by Chief Medical Officer and Director of Digital and Logistics
- Contract review for Pharmacy robot expansion, Colchester Hospital – JCT minor works signed by Chief Medical Officer and Director of Digital and Logistics
- MW 2016 minor works building contract – JCT minor works signed by Chief Medical Officer and Director of Digital and Logistics
- Contract review for UTC foyer works, Colchester Hospital – JCT minor works building contract 2016 signed by Chief Medical Officer and Director of Digital and Logistics
- Contract review for Phlebotomy clinic, Ravenswood Heath Centre – JCT minor works building contract 2016 signed by Chief Medical Officer and Director of Digital and Logistics.

16 May 2025

- SSU refurbishment phase 2, Colchester Hospital ESNEFT 2379 CD0056-COH 11 – Abacus build tender, and contract signed by Chief Executive and Chief Medical Officer.

4 June 2025

- Kennedy Way Medical Centre retrospective licence for alterations – NHS property services and ESNEFT signed by Director of Finance and Director of Digital and Logistics.

4. Recommendations / Actions

The Board is invited to note the report.