

**Meeting:** Trust Board Meeting in Public

**Date:** 26 November 2025

### Information Report

<b>Agenda item</b>	Use of the Trust Seal
<b>Board Lead</b>	Raghuv Bhasin, Chief Executive Officer
<b>Author</b>	Elisabeth Jones, Corporate Governance Officer
<b>Appendices</b>	None
<b>Onward governance</b>	None

### Report overview

This report provides a summary of the use of the Trust Seal since November 2024, in accordance with Standing Orders (Sealing of Documents)

<b>Previously considered</b>	n/a
<b>Decision</b>	The Board is requested to note the report.

### Relevant strategic priority

Integrated Neighbourhood Care <input type="checkbox"/>	Deliver Excellence in Core Services <input checked="" type="checkbox"/>	Reduce Health Inequalities <input type="checkbox"/>	Focus on Prevention <input type="checkbox"/>
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### Relevant breakthrough objective – 2025/26

<input type="checkbox"/> Reduction in emergency admissions <input type="checkbox"/> Reduction in elective waiting times	<input checked="" type="checkbox"/> Supporting people to live healthier lives	<input type="checkbox"/> Zero tolerance to bullying	<input type="checkbox"/> Governance / Statutory Requirement
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### Implications

<b>Patient Experience</b>	<p>The use of the Trust Seal does not have a direct impact on patient experience, colleague experience, finance, sustainability or equality.</p> <p>However, consideration of these would be made in the course of approving items to which the seal is affixed as part of usual governance processes.</p>
<b>Colleague Experience</b>	As above.
<b>Risk &amp; Compliance</b>	The Trust Seal is used in accordance with BHT Pol 089 Governance Manual (including the Standing Orders).
<b>Finance</b>	As above.
<b>Sustainability</b>	As above.
<b>Equality</b>	As above.

## 1 Introduction

There have been 9 occasions since the last report to the Trust Board (November 2024) which have required the use of the official Trust seal:

Date of Sealing	Details
05 December 2024	Deed of Variation rights at Bedrove Surgery.  Signed by Chief Medical Officer and Chief Estates & Facilities Officer.
03 February 2025	Unit 33 Lease.  Signed by Chief Finance Officer and Chief Operating Officer.
05 February 2025	Contract for the sale of Camborne Centre.  Signed by Chief Estates & Facilities Officer and Chief Digital & Transformation Officer.
26 February 2025	Lease relating to Aston House Car Park 2, Stoke Mandeville Hospital. Contract between University of Bedfordshire Higher Education Corporation and Buckinghamshire Healthcare NHS Trust.  Signed by Chief Finance Officer and Chief Medical Officer.
26 August 2025	Contract for the provision of construction work within the Acute Medical Unit (AMU) and the Emergency Department (ED).  Signed by Chief Estates & Facilities Officer and Chief People Officer.
23 September 2025	JCT Intermediate with Contractor Design Contract for a boiler replacement. Contract between All Gas Solutions and Buckinghamshire Healthcare NHS Trust.  Signed by Chief Estates & Facilities Officer and Chief Digital & Transformation Officer.
23 September 2025	JCT Intermediate with Contractor Design Contract for Wycombe Hospital Pathology Lab Roof Replacement. Contract between Stoic Roofing and Buckinghamshire Healthcare NHS Trust.  Signed by Chief Estates & Facilities Officer and Chief Digital & Transformation Officer.
01 October 2025	Lease of part of Thame Hospital land to Nutriberry Ltd.  Signed by Chief Estates & Facilities Officer and Chief Operating Officer.

15 November 2025	<p>JCT Intermediate Building Contract on the Ward 2a Bed Head Trunking Upgrade.</p> <p>Signed by Chief Estates &amp; Facilities Officer and Chief Finance Officer.</p>
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In accordance with the Trusts Standing Orders:

**8.5.2. Sealing of Documents**

*Where it is necessary that a document shall be sealed, the seal shall be affixed in the presence of two senior managers duly authorised by the Chief Executive, and not also from the originating department, and shall be attested by them.*

**2 Action required from Trust Board**

The Board is asked to note the use of the Trust seal in accordance with Standing Orders (Sealing of Documents).