

**North East Lincolnshire CCG**

Attachment

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| **Report to:** | NEL CCG Partnership Board |
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| **Date of Meeting:** | 13 November 2014 |
| **Subject:** | Use of CCG Seal |
| **Status:** | [x]  OPEN [ ]  CLOSED |
| **Agenda Section:** | [ ]  STRATEGY [ ]  COMMISSIONING [ ] OPERATIONAL ISSUES |

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| **OBJECT OF REPORT** |  |
| Board approval is sought in retrospect following the use of the official seal as per attached |

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| **STRATEGY** |  |
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| **IMPLICATIONS** |  |
| The seal has been used twice, as follows:28th October 2014 – Two letters regarding Deferred Payment charges for two individuals, with an on-going value up to the maximum value of the individuals property  |

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| **RECOMMENDATIONS (R) AND ACTIONS (A) FOR AGREEMENT**  |
|  | The Board is asked to note and approve, in retrospect, the use of the official seal as per attachment. | **Agreed?** |
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|  |  | **Yes/No** | **Comments** |
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|  | Does the document take account of and meet the requirements of the following: |  |  |
| i) | Mental Capacity Act | Y |  |
| ii) | CCG Equality Impact Assessment | Y |  |
| iii) | Human Rights Act 1998 | Y |  |
| iv) | Health and Safety at Work Act 1974 | Y |  |
| v) | Freedom of Information Act 2000 / Data Protection Act 1998 | Y |  |
| iv) | Does the report have regard of the principles and values of the NHS Constitution?[www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH\_113613](http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_113613) | Y |  |

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| **DATE SEAL APPLIED/APPROVED** | **REQUESTED BY**  | **SEAL REF** | **TITLE OF DOCUMENT (REASON FOR SEALING)** | **FINANCIAL VALUE** | **SIGNED BY** | **LOCATION CURRENTLY HELD** | **DATE TO BE SUBMITTED TO BOARD** |
| 21 August 2014 | Helen Kenyon | 01 | EU Funding Bid  |  | Helen Kenyon | Copy of document in Seal Y: Folder | September 2014 |
| 28th October 2014  | Cathy Kennedy | 02 | Deferred payment charges - RHS | On-going – up to the maximum value of the property  | Cathy KennedyHelen Kenyon | Copy of document in Seal Y: Folder | November 2014 |
| 28th October 2014  | Cathy Kennedy  | 03 | Deferred payment charges - JD | On-going – up to the maximum value of the property | Cathy KennedyHelen Kenyon | Copy of document in Seal Y: Folder | November 2014  |
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