

### Item: 07

#### Title: Report on Sealed Documents

<b>Gweithredu / Action required</b>	For ratification by the Board
<b>Amseru / Timing</b>	24th July 2024
<b>Argymhelliad / Recommendation</b>	The Board is asked to ratify this report on the use of Llais's common seal since the end of April 2024, following approval of the procedure by the Board at its April 2024 meeting.
<b>Risg / Risk</b>	If the Board does not ratify this report. This will risk Llais operating or making decisions that do not meet its required statutory requirements and its own Standing Orders.
<b>Cyllid / Finance</b>	There are no direct financial implications of the ratification of this report.
<b>Amcan Cynllun Corfforaethol / Corporate Plan Objective</b>	This report relates particularly to objective 5 – which is to grow and improve as an organisation and be a trusted organisation that is valued by everyone.  Good governance arrangements will be important enablers for the successful operation and delivery for all aspects of the work of Llais and therefore, achieving all key objectives.
<b>Ecwiti, Amrywiaeth a Chynhwysiant / Equity, Diversity &amp; Inclusion</b>	There are no direct implications for the Equity, Diversity and Inclusion approaches of Llais.
<b>Cyfathrebu / Communications</b>	Please tick one of the following boxes if this activity will have an impact on: <b>Internal:</b> our people <input checked="" type="checkbox"/> <b>External:</b> our customers/partners/stakeholders <input checked="" type="checkbox"/> <b>External:</b> our organisation's reputation <input checked="" type="checkbox"/>
<b>Cymeradwyaeth / Approval/Clearance</b>	Chief Executive

<b>Trafodaethau/ Penderfyniadau Blaenorol / Previous discussions/decisions</b>	This is the first report where the Board has been asked to ratify the use of the common seal. It builds on the Board's approval in April of provisions within Standing Orders for the use of a common seal.
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<b>Awdur/ Cyflwyno / Author/presenting</b>	Richard Bevan, Interim Board Secretary
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<b>Dyddiad / Date</b>	11 <sup>th</sup> July 2024
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**Cefndir / Background**

This report is presented for compliance and assurance purposes to ensure Llais fulfils the requirements of its Standing Orders in respect of documents agreed under the common seal.

The common seal of Llais is primarily used to seal legal documents such as transfers of land, lease agreements and other contracts, where required.

Under the provisions of Standing Orders, the Chair or Vice Chair and the Chief Executive or nominated representative must seal documents on behalf of the Llais.

Two documents were sealed between the 25<sup>th</sup> April 2024 and 30<sup>th</sup> June 2024, which are outlined below:

<b>Date:</b>	<b>Document Details:</b>	<b>Signatories:</b>
2 <sup>nd</sup> May 2024	Renewal of Lease with Triang Developments Limited for Unit 1, Wilkinson Business Park, Wrexham for the North Wales Regional Office.	Medwin Hughes, Chair Alyson Thomas, Chief Executive Witness: Richard Bevan, Interim Board Secretary
6 <sup>th</sup> June 2024	Lease with LMN One Limited and LMN Two Limited for the Lease of the Gwent Regional Office. Lease of Suites 21, 22, 23, 24, 31 and 32, Raglan House, Llantarnam Park, Cwmbran, Gwent.	Medwin Hughes, Chair Alyson Thomas, Chief Executive Witness: Richard Bevan, Interim Board Secretary

**Manylion / Detail**

The Board is asked to ratify the two instances outlined above where the common seal has been used. These instances have been documented



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a gofal cymdeithasol | and social care

and sealing records have been signed, scanned and retained in an electronic sealing register.