

Executive Summary

Report to the Board of Directors

Being Held on 29 June 2021

Subject	Application of the Corporate Seal
Supporting TEG Member	Sandi Carman, Assistant Chief Executive
Author	Maria Madgwick, Senior Commissioning & Property Manager
Status¹	N

PURPOSE OF THE REPORT

To report retrospectively to the Board of Directors, approval granted through Chair's action for application of the common seal of the Trust to the lease for the drive through Phlebotomy Service, First Floor, City 4, City Parkway, Parkway Avenue, Sheffield, S9 4WA.

KEY POINTS

- The Trust Executive Group approved the lease for the drive through Phlebotomy Service, First Floor, City 4, City Parkway, Parkway Avenue, Sheffield, S9 4WA on the 2 June 2021.
- As there was a need to secure this alternative premises at pace, Board approval for the application of the Trust Seal to the lease was sought and granted through Chair's Action.

Further detail is provided in Appendix 1.

IMPLICATIONS²

AIM OF THE STHFT CORPORATE STRATEGY 2017-2020		TICK AS APPROPRIATE
1	Deliver the Best Clinical Outcomes	
2	Provide Patient Centred Services	
3	Employ Caring and Cared for Staff	
4	Spend Public Money Wisely	
5	Deliver Excellent Research, Education & Innovation	

RECOMMENDATIONS

The Board of Directors is asked to **NOTE** approval granted through Chair's action for application of the common seal of the Trust to the lease for the drive through Phlebotomy Service, First Floor, City 4, City Parkway, Parkway Avenue, Sheffield, S9 4WA.

APPROVAL PROCESS

Meeting	Date	Approved Y/N
Trust Executive Group	02.06.2021	Y
Board of Directors	29.06.2021	

Application of the Corporate Seal

Appendix 1

Documentation

1. Lease for the drive through Phlebotomy Service, First Floor, City 4, City Parkway, Parkway Avenue, Sheffield, S9 4WA.

- The drive through phlebotomy service currently operates out of Building 183, the former NHS Blood and Transplant site to the north end of the Northern General campus, recently purchased by STH.
- In order for the STH mass vaccination site to relocate to Building 183 from Sheffield Arena, the drive through phlebotomy service needs to move to alternative premises. A site has been identified as suitable at City Parkway. City 4 is a secure first floor former car park which is fully enclosed and with its own vehicular ramp access.
- The proposal is for an 18 month lease at a rent of £50,000 pa exclusive of business rates, service charge, and vat. The tenant is responsible for full repairs on the interior of the property but there is no obligation to put the property into a better state of repair at the end of the lease and this will be evidenced by a schedule of condition prepared at our expense, which will be attached to the lease.
- There is an option to break at 12 months and then each month after that up to the end of the term.
- The service charge figure is £7,500 pa.
- Each party will pay its own legal fees.