

Item: 17

Title: Report on sealed documents

Gweithredu / Action required	For ratification by the Board
Amseru / Timing	May 2025
Argymhelliad / Recommendation	The Board is asked to ratify this report on the use of Llais's common seal since approval of the procedure by the Board at its April 2024 meeting and incorporation into Llais Standing Orders.
Risg / Risk	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.
Cyllid / Finance	There are no direct financial implications of the ratification of this report.
Amcan Cynllun Corfforaethol / Corporate Plan Objective	<p>This report relates particularly to our priority to grow and improve as an organisation and be a trusted organisation that is valued by everyone.</p> <p>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.</p>
Ecwiti, Amrywiaeth a Chynhwysiant / Equity, Diversity & Inclusion	The are no direct implications for the equity, diversity and inclusion approaches of Llais.
Cyfathrebu / Communications	<p>Please tick one of the following boxes if this activity will have an impact on:</p> <p>Internal: our people <input checked="" type="checkbox"/></p> <p>External: our customers/partners/stakeholders <input checked="" type="checkbox"/></p> <p>External: our organisation's reputation <input checked="" type="checkbox"/></p>

Cymeradwyaeth / Approval/Clearance	Chief Executive	
Trafodaethau/ Penderfyniadau Blaenorol / Previous discussions/decisions	The first report on the use of the common seal took place at the July 2024 meeting of the Board. Reports are only required when the common seal has been used.	
Awdur/ Cyflwyno / Author/presenting	Richard Bevan, Interim Board Secretary	
Dyddiad / Date	8 May 2025	
Cefndir / Background		
<p>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.</p> <p>The common seal of Llais is used to seal legal documents such as transfers of land, lease agreements and other contracts, where required.</p> <p>In line with our Standing Orders, the Chair or Deputy Chair and the Chief Executive or nominated representative must seal documents on behalf of the Llais.</p> <p>One document was sealed on the 28 March 2025. The details are provided below:</p>		
Date:	Document Details:	Signatories:
28 March 2025	Agreement of a lease with The Welsh Ministers for premises on the 4 th floor, Crown Buildings, Cathays Park, Cardiff.	Grace Quantock, Deputy Chair Alyson Thomas, Chief Executive Witness: Richard Bevan, Interim Board Secretary
Manylion / Detail		
The Board is asked to ratify the use of the common seal.		