

Item: 16

Title: Report on a sealed document

Gweithredu / Action required	For ratification by the Board
Amseru / Timing	19 November 2025
Argymhelliad / Recommendation	The Board is asked to ratify this report on the recent use of Llais's common seal in line with 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	This report relates 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.
Ecwiti, Amrywiaeth a Chynhwysiant / Equity, Diversity & Inclusion	The are no direct implications for the equity, diversity and inclusion approaches of Llais.
Cyfathrebu / Communications	Please tick one of the following boxes if this activity will have an impact on: Internal: our people ☒

Cymeradwyaeth / Approval/Clearance

Trafodaethau/ Penderfyniadau Blaenorol / Previous discussions/decisions

Awdur/ Cyflwyno / Author/presenting

Dyddiad / Date

External: our customers/partners/stakeholders
☒

External: our organisation's reputation
☒

Alyson Thomas, Chief Executive

The Board has previously ratified the use of the common seal and these are recorded in the register of sealings.

Richard Bevan, Corporate Director of Governance/Board Secretary

7 November 2025

C efndir/Background and Manylion/ Detail

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 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 Llais.

A document was sealed on 5 November 2025, the details are outlined below:

Date:	Document Details:	Signatories:
5 November 2025	Lease agreement with Neath Port Talbot Conty Borough Council for Units 32 and 33 Baglan Bay Innovation Centre, Baglan Energy Park. Premises leased to accommodate the Neath, Port Talbot and Swansea Regional Team	Medwin Hughes, Chair Alyson Thomas, Chief Executive Witness: Richard Bevan, Corporate Director of Governance/Board Secretary

Argymhellion/ Recommendations

The Board is asked to ratify the use of the common seal, as outlined above. The use has been documented, and a sealing record has been signed, scanned and retained in an electronic sealing register.