

Integrated Care Board

Date of meeting	25 September 2025
Title of paper	Use of the Integrated Care Board (ICB) Seal
Presented by	Stephen Downs, Acting Chief Finance Officer
Author	Davina Upson, Board Secretary and Governance Manager
Agenda item	19
Confidential	No

Executive summary

The Integrated Care Board (ICB) has a seal for executing documents and is required to keep a register of every sealing and to report use of the Seal to the Board. The ICB Chair, Chief Executive and Chief Finance Officer are authorised to authenticate use of the Seal.

During the financial year 2024/25 the ICB Seal had not been required for use. This report details the use of the ICB Seal on one occasion to date during the financial year 2025/26.

Public and Stakeholder Engagement

N/A

Recommendations

The Board is asked to note the use of the ICB Seal since the last report to Board.

Which Strategic Objective/s does the report relate to:		Tick
SO1	Improve quality, including safety, clinical outcomes, and patient experience	
SO2	To equalise opportunities and clinical outcomes across the area	
SO3	Make working in Lancashire and South Cumbria an attractive and desirable option for existing and potential employees	
SO4	Meet financial targets and deliver improved productivity	✓
SO5	Meet national and locally determined performance standards and targets	
SO6	To develop and implement ambitious, deliverable strategies	

Implications

	Yes	No	N/A	Comments
Associated risks			✓	
Are associated risks detailed on the ICB Risk Register?			✓	
Financial Implications	✓			Cost of the lease (including rent, service charge, furniture charge).

Where paper has been discussed (list other committees/forums that have discussed this paper)				
Meeting	Date		Outcomes	
Reviewed by the Chief Executive and Chief Finance Officer.	As detailed in the report		Requests approved. Documents signed and sealed.	
Conflicts of interest associated with this report				
N/A				
Impact assessments				
	Yes	No	N/A	Comments
Quality impact assessment completed			✓	
Equality impact assessment completed			✓	
Data privacy impact assessment completed			✓	
Report authorised by:				
Stephen Downs, Acting Chief Finance Officer				

Integrated Care Board – 25 September 2025

Use of the Integrated Care Board (ICB) Seal

1. Introduction

- 1.1 The Integrated Care Board (ICB) has a Seal for executing documents. The ICB Chair, Chief Executive and Chief Finance Officer are authorised to authenticate use of the Seal.
- 1.2 The ICB is required to keep a register of every sealing and to report use of the Seal to the Board at least bi-annually.
- 1.3 The register is kept by the Board Secretary and Governance Manager.

2. Use of the Seal

- 2.1 The Board is informed of the use of the seal to date during 2025/26:

Seal Number	Date	Document	Authorised Signatories
01/2025	24 July 2025	Health Innovation Centre Lease The extension of the lease for 1 year for ICB staff at the Health Innovation Centre in Lancaster.	Sam Proffitt Stephen Downs

3. Recommendations

- 3.1 The Board is asked to note the use of the ICB seal over the period 1 April 2025 – 31 August 2025

Stephen Downs, Acting Chief Finance Officer

2 September 2025