

## APPENDIX 1

### SUMMARY OF COMPANY REGISTERS HELD AND MAINTAINED

Reg Ref.	Name of Register	Upkeep Responsibility
	<b>1 Board Members Registers</b>	
1.1	R. of Board Members	Company Secretary
1.2	R. of Directors and Secretaries	Company Secretary
1.3	R. of Interests	Company Secretary
1.4	R. of Attendance	Company Secretary
1.5	R. of Expenses	Company Secretary
1.6	R. of Individual Declarations of Interest	Company Secretary
1.7	R. of Hospitality/Gifts Received	Company Secretary
1.8	R. of Training Received	Company Secretary
1.9	R. of Appraisals	Company Secretary
1.10	R. of Code of Conduct Permission Requests and Infringements	Company Secretary
1.11	R. of Housing Applications & Grants of Tenancy	Company Secretary
1.12	R. of Employment Applications	Company Secretary
1.13	R. of Tenancies with NCH and Home Purchase Applications	Company Secretary
	<b>2 Board Proceedings Registers</b>	
2.1	R. of Board and Committee Meetings	Company Secretary
2.2	R. of Membership of Committees	Company Secretary
2.3	R. of Board Minutes	Company Secretary
2.4	R. of Board Resolutions	Company Secretary
2.5	R. of Board Delegations	Company Secretary
	<b>3 Company Registers</b>	
3.1	Seal Register	Company Secretary
3.2	Charges Register	Company Secretary
3.3	R. of Corporate Documents	Company Secretary
3.4	Risk Register	Company Secretary
3.5	Information Disclosure Register	Company Secretary
3.6	Fraud and Whistle-blowing Register	Company Secretary
3.7	Tender and Quotation Register (inc. EC Journal Adverts)	Company Secretary
3.8	R. of Dispensations from Financial Regulations	Company Secretary
3.9	Contracts Register	Company Secretary
3.10	R. of Insurances	Company Secretary
3.11	R. of Statutory Notices & Court Actions against NCH	Company Secretary
3.12	R. of Authorised Signatories in Relation to Financial Regulations	Director of Business Services
3.13	R. of EMT Minutes	Company Secretary

	<b>4 Service Registers</b>	
4.1	R. of Complaints Referred to Local Govt. Ombudsman	Company Secretary
4.2	R. of Compensation Paid to Tenants	Company Secretary
4.3	R. of Allocations Panel and Tenancy Management Appeals	Company Secretary
	<b>5. Employment Registers</b>	
5.1	R. of Staff Dismissals	Company Secretary
5.2	R. of Staff Redundancies	Company Secretary
5.3	R. of Employment/Industrial Tribunal Cases	Company Secretary
5.4	R. of Staff Hospitality and Gifts Received	Company Secretary
5.5	R. of Compliance Agreements	Company Secretary
5.6	R. of Re-employment of Former Employees or Engagement as Self-Employed Contractors	Company Secretary
5.7	R. of Employment Applicants of Relatives of staff	Company Secretary
5.8	R. of Staff Code of Conduct Permission Requests or Infringements	Company Secretary
5.9	R. of Staff Declarations of Interest	Company Secretary
5.10	R. of Staff (& Relatives) Tenancies with NCH and Home Purchase Applications	Company Secretary
5.11	R. of Staff (& Relatives Housing Applications (& Grants of Tenancy)	Company Secretary