

**To:** The Management Committee  
**From:** The Director  
**Subject:** Annual Inspection of Registers

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1. Introduction and Purpose
  - 1.1 Annually Committee inspect the following Registers and note any entries added during the year:  
  
Gifts and Hospitality  
Disposals  
Frauds and attempted Frauds  
Declarations of Interest
  - 1.2 With the exception of the Declarations of Interest Register which is held in an Excel format, the other Registers are held in the format of hardback books.
  - 1.3 The purpose of this report is to advise Committee of any entries to the Registers in the last year and to present the Declarations of Interest Register, which is attached, for inspection.
2. Registers
  - 2.1 The registers held in hardback books will be presented at the meeting for Committee to inspect. Following which the Chair will be asked to sign each Register.
  - 2.2 The Register of Interests is attached for Committee's inspection. A paper copy will be available at the meeting for the Chair to sign once Committee has confirmed it has reviewed it.
3. Summary
  - 3.1 Committee is asked to note the Hardback Registers will be available at the meeting for inspection, following which the Registers will be signed by the Chair. The Register of Interests, which is held in an Excel format, is attached for Committee's inspection.