

8. ANNUAL REPORT OF THE DUE DILIGENCE PANEL (RC/AGM)

1. Purpose of the report

To inform Members of the items considered by the Due Diligence Panel over the past 12 months.

2. Recommendation

1. That the items considered by the Due Diligence Panel over the last 12 months, as set out in paragraph 8 of the report, be noted.

How does this contribute to our policies and legal obligations?

3. This work contributes to achieving the following corporate objectives for 2016/19:

- Directional Shift Grow Income – Diversifying and growing our funding, building on our valued government grant
 1. Increase our income from giving
 2. Achieve our commercial programme income targets
 3. Develop/establish sponsorship relationships
 4. Secure external funding for major programme and partnership delivery
- Cornerstone Our Organisation – Developing our organisation so we have a planned and sustained approach to performance at all levels
 1. Develop and maintain appropriate standards of corporate governance
 2. Implement our medium term financial plan
 3. Develop key business processes underpinning the Corporate Strategy

Background Information

4. The Due Diligence Panel was set up as part of the Authority's Policy on Working with Businesses, Organisations, Individuals and Groups of Individuals on Sponsorship, Philanthropy and Legacies agreed at the Authority meeting on 3 October 2014.

5. Since then the role and decision making of the Panel has been updated twice and checklists for officers to use for prospective proposals produced. The role and decision making outcomes of the Panel are:

1. To confirm whether it is appropriate to develop a relationship which has a financial value of £5,000 or more (actual or in kind) with the proposed interested party (or parties)
2. To confirm sufficient material has been provided to make a judgement or to refer back to the proposer if more information is needed
3. To advise if mitigation action is required in light of risks identified by the proposed or the Panel in order for development of the relationship to proceed.

6. In accordance with the agreed Policy all decisions made below the £5,000 threshold

are:

- a. Recorded through the finance system where a financial transaction is made – with report being made every six months by the Head of Finance to the Due Diligence Panel for review.
 - b. reported to the Democratic and Legal Support Team for recording on a register where the transaction is an in-kind transaction with a report being made every six months to the Due Diligence Panel for review.
7. The Panel began meeting in November 2015 and holds quarterly meetings but can be convened as necessary. The current members of the Panel are the Monitoring Officer (as Chair), Director of Commercial Outreach and Development, Chief Finance Officer and Cllr Mrs Caroline Howe (with Mr Zahid Hamid as deputy Member)

Proposals

8. The Committee is asked to note the following items that have been considered and decided on by the Due Diligence Panel in the past 12 months:
- Agreed to accept a legacy from a former volunteer ranger's estate
 - Agreed to accept a legacy from a relative of a former, deceased Member.

Are there any corporate implications members should be concerned about?

Financial:

9. Any financial risks of individual proposals are considered as part of the Due Diligence process.

Risk Management:

10. Any risks related to individual proposals are considered as part of the Due Diligence process and addressed accordingly.

Sustainability:

11. Any sustainability issues of individual proposals are considered as part of the Due Diligence process and addressed accordingly.

Equality:

12. Any equality issues of individual proposals are considered as part of the Due Diligence process and addressed accordingly.

13. Background papers (not previously published)

None

14. Appendices

None.

Report Author, Job Title and Publication Date

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