

Appendix 2b: Proposer's Pre-Checks and Information Proposal Template (Legacies)

<p>Proposer: Line Manager or appropriate member of Management Team support confirmed:</p>
<p>Brief description of proposal: Approval of legacy of []</p>
<p>Democratic & Legal Support Team asked to identify potential dates for Panel meeting by:</p>

Pre-checks (to be completed prior to Panel meeting): NB all information will be assumed to be non-confidential under FOI unless marked confidential for a particular reason

Check:	Confirmation from:	Outcome of check:
Value of legacy (if known) (If over £5,000 requires Panel consideration).	Proposer	
Identity and reputation check: internet search	Proposer	
Conflict of interest/impact on reputation: Planning and enforcement history Potential for future regulatory contact	Planning Service, Natural Environment & Rural Economy Team and interested party	
Conflict of interest/impact on reputation: Policy development	Head of Planning, Head of Information & Performance Management	
Conflict of interest/impact on reputation: Promoted/campaign association with a particular political party	Proposer through internet check above	
Any links to existing or past Members of the Authority or to staff or volunteers	Democratic and Legal Support Team, People Management and Engagement Managers	

Further Proposal Material Required:

Details of deceased	
<p>Terms attached to the legacy (if any):</p> <ol style="list-style-type: none"> 1. Is compliance within the powers of the Authority? 2. Resource implications of acceptance 	
Possible risks identified by proposer in accepting legacy and suggestions for mitigating action	

Proposer's next steps following conclusion of panel	
Any other relevant information	