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

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

**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 |  |
| Terms attached to the legacy (if any):   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 |  |