**Appendix 2a: Proposer’s Pre-Checks and Information Proposal Template (not Legacies)**

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| **Proposer:**  **Line manager or appropriate member of Management Team support confirmed:** |
| **Brief description of proposal:** |
| **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

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| --- | --- | --- |
| **Check:** | **Confirmation from:** | **Outcome of check:** |
| Whether Due Diligence Panel process applies or whether a different process applies e.g. is it a commercial decision, a procurement decision | Head of Finance  Senior Legal officer |  |
| Whether proposal is valued (including in kind) over £5,000 requiring Panel consideration or less requiring notification to Democratic and Legal Support Team | Line manager -  please consult Head of Finance or Senior Legal officer if in doubt |  |
| Whether proposal is within our powers | Senior Legal officer |  |
| Identity and financial check:  Money laundering/source of wealth | Head of Finance |  |
| Identity and financial check:  Company House/bankruptcy | Legal Team |  |
| Environmental credentials:  Environmental policy read and checked as ok if available | Proposer with interested party |  |
| Environmental credentials:  consultation with internal specialists as appropriate to check any reputational issues | Internal specialists: Cultural Heritage, Natural Environment and Rural Economy, Access and ROW team |  |
| Environmental credentials:  Internet search | Proposer |  |
| Conflict of interest/impact on reputation:  Planning and enforcement history  Potential for future regulatory contact | Planning Service, Natural Environment and Rural Economy Team, and interested party |  |
| Conflict of interest/impact on reputation:  Policy development | Head of Planning  Head of Information and Performance Management |  |
| Conflict of interest/impact on reputation:  Procurement history and potential | Proposer with interested party |  |
| Conflict of interest/impact on reputation:  County court judgements | Legal Team |  |
| Conflict of interest/impact on reputation:  Promoted/campaign association with a particular political party | Proposer through internet check above |  |
| Do NPUK need to be advised due to implications for national sponsorship policy/strategy? | Head of Engagement |  |

**Further Proposal Material Required:**

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| Details of interested party including nature of business |  |
| Contribution of proposal to corporate strategy |  |
| Fit with brand values |  |
| Reasons why interested party wants to develop a relationship with PDNPA and why is a mutually beneficial arrangement |  |
| What the interested party expects from the Authority in return |  |
| Environmental gains- the Policy refers to the Authority will seek to work with organisations with high and recognised environmental performance or who are seeking to improve their own environmental performance, or whose products seek to support ethical or green consumer behaviour |  |
| Possible risks identified by proposer in progressing proposals and suggestions for mitigating action |  |
| Proposer’s next steps following conclusion of Panel |  |
| Any other relevant information |  |