

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

<p>Proposer: Line manager or appropriate member of Management Team support confirmed:</p>
<p>Brief description of proposal:</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:
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:	Legal Team	

County court judgements		
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:

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	