

10. ANNUAL REPORT OF THE DUE DILIGENCE PANEL

1. Purpose of the report

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

Key Issues

- The Panel have considered 3 items during the past 12 months and these are detailed in the report.

2. Recommendations

- 1. To note the items considered by the Due Diligence Panel over the last 12 months, as set out in paragraph 9 of the report.**
- 2. To note that the Panel reviewed the financial register of sponsorships and donations, the in-kind register of sponsorships and donations and the staff/Member benefits register in May and October 2022.**

How does this contribute to our policies and legal obligations?

3. This work contributes to achieving the Authority's outcomes to be an agile and efficient organisation and to be a National Park loved and supported by diverse audiences.

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 3rd 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 £5000 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 proposal or the Panel in order for development of the relationship to proceed.

6. In accordance with the agreed policy all decisions made below the £5000 threshold are:

- a) Recorded through the finance system where a financial transaction is made – with a report being made every six months by the Head of Finance to the Due Diligence Panel for review.

- b) Reported to 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. In 2019 the Panel agreed to split the in-kind register to show items that were just of benefit to staff as a separate register and this has also been reviewed every six months
8. 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 Head of Law & Monitoring Officer (as Chair), Head of Engagement, Chief Financial Officer and Mr James Berresford (with Ms Annabelle Harling as Deputy Member).

Proposals

9. The Committee is asked to note the items that have been considered and approved on by the Due Diligence Panel in the past 12 months:
 - Grant Application to the Worley Foundation by Moors for the Future re Helping Hands for Nature – The Great North Bog
 - Donation to Moors for the Future Partnership from the Golden Bottle Trust (C. Hoare & Co. Bank)
 - Donation to Moors for the Future Partnership from Intelligent Facility Solutions Ltd, via 1% for the Planet.
10. The Committee is also asked to note that the Panel carried out the half yearly review of the financial and in-kind registers of sponsorship and donations and the staff benefits register in May and October 2022.

Are there any corporate implications members should be concerned about?

Financial:

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

Risk Management:

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

Sustainability:

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

Equality, Diversity and Inclusion:

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

15. Climate Change

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

16. Background papers (not previously published)

None

17. Appendices

None.

Report Author, Job Title and Publication Date

Andrea McCaskie, Head of Law and Monitoring Officer, 12 January 2023