

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 5 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 8 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 November 2023.**

How does this contribute to our policies and legal obligations?

3. This work contributes to achieving the Authority Plan aim to be inspiring, pioneering and enabling in delivering the National Park vision by having best practice governance arrangements in place.

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 Finance Manager to the Due Diligence Panel for review.

- b) Reported to Customer and Democratic Support Team where the transaction is an in-kind transaction for recording on the registers, with a report being made every six months to the Due Diligence Panel for review.

7. The Panel has met quarterly since November 2015 with extra meetings convened as necessary. The current members of the panel are the interim Monitoring Officer (as Chair), Head of Assets and Enterprise, Chief Financial Officer and Mr James Berresford

(with Ms Annabelle Harling as Deputy Member).

Proposals

8. The Committee is asked to note the items that have been considered and decided on by the Due Diligence Panel in the past 12 months:
- Grant funding to Moors for the Future Partnership (MFFP) from Rebel Restoration to enable peatland restoration on Ilkley Moor.
 - Donation to MFFP from Nestle towards the Combs Moss restoration project.
 - Donation to MFFP from an individual with condition to be used for communications and engagement and any other non-capital works core expenditure.
 - Donation to MFFP from Ross-Shire Engineering to enable long-term monitoring and data analysis of a Molinia management trial as part of the Moor Water project.
 - Legacy donation to MFFP to be used as match funding for the NFC Roaches Peatland restoration project.

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 November 2023.

Are there any corporate implications members should be concerned about?

Financial:

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

Risk Management:

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

Sustainability:

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

Equality, Diversity and Inclusion:

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

13. Climate Change

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

14. Background papers (not previously published)

None.

15. Appendices

None.

Report Author, Job Title and Publication Date

Ruth Crowder, Customer and Democratic Support Manager and interim Monitoring Officer, November 2023.