

7. ANNUAL REPORT OF THE DUE DILIGENCE PANEL

1. Purpose

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

2. Context

2.1 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.

2.2 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 for the Panel are:

1. To confirm whether it is appropriate to develop a relationship which has a financial value of £5,000 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.

2.3 In accordance with the agreed policy all decisions made below the £5,000 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.

2.4 The Panel has met quarterly since November 2015 with extra meetings convened as necessary. The current members of the Panel are the Monitoring Officer (as Chair), Head of Assets and Enterprise, Chief Financial Officer and James Berresford (with Janet Dugdale as Deputy Member).

3. Proposals

3.1 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:

- Donation to Moors for the Future Partnership (MFFP) from Harris & Sheldon Group for restoration works on Combs Moss.
- Increased funding to MFFP from Rebel Restoration for further restoration projects.
- Acceptance of a legacy donation.

3.2 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 together with the One Team register of benefits in May and October. The Panel have decided that these registers only need to be reviewed on an annual basis going forward.

4. Recommendations:

- 1. To note the items considered by the Due Diligence Panel over the last 12 months, as set out in paragraph 3.1 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 One Team register of benefits in May and October 2024 and that the Panel will review these registers on an annual basis in future.**

5. Corporate Implications

a. Legal

Effective due diligence processes are an important element of corporate good governance to protect the Authority both from a legal and reputational perspective.

The Bribery Act 2010 and the Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017, include legal requirements pertaining to the use of due diligence when establishing relationships with third parties.

b. Financial

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

c. National Park Management Plan and Authority Plan

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.

d. Risk Management

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

e. Net Zero

Any issues related to net zero in individual proposals are considered as part of the Due Diligence process and addressed accordingly.

6. Background papers (not previously published)

None.

7. Appendices

None.

Report Author, Job Title and Publication Date

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