**Appendix C – Sponsorship Checks**

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| **To be completed by the Funding and Partnership Lead** |
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| **Risk Area** | **Check** | **Yes/No** |
| Ethical | Has the Crime Unit/Fraud Squad confirmed that nothing is known about the potential Sponsor organisation that could bring the Force/OPCC into disrepute and that individuals associated with the sponsor are not known to us in connection with any offence, suspected offence, service of summons or execution of warrants? (Please attach written confirmation from the Crime Unit/Fraud Squad) |  |
| Have Procurement confirmed that the sponsor\donor is not in any tender process to provide goods and services either directly or indirectly to the Organisation, which could be construed by competitors as preferential treatment? (Please attach written confirmation from Procurement Department) |  |
| Can it be confirmed that the sponsor\donor does not have a potentially sensitive association where the main part of their business comes under the direct scrutiny of the Organisation e.g. licensing issues, or political parties?  |  |
| Can it be confirmed that using best judgement, the sponsor\donor does not have an ulterior or dishonest motive for their desire to work with the Organisation? |  |
| Can it be confirmed that using best judgement, there are unlikely to be any adverse public perceptions as a result of the sponsorship\donation? |  |
| Can it be confirmed that acceptance of the sponsorship\donation will not compromise the operational independence and integrity of the Chief Constable? |  |
| Operational | Can it be confirmed that the sponsorship\donation of equipment is compatible with existing Organisation standards? (Please attach written confirmation from relevant department) |  |
| Where equipment is not compatible with existing Organisation standards, can it be confirmed that appropriate training, maintenance and safe systems of work will be put in place? (Please attach written confirmation) |  |
| Have additional costs which may be incurred by the Organisation during or after the sponsorship period been identified and approval given by Finance. (Please attach written confirmation) |  |
| Commercial Agreement | Has the Joint Legal Services Department drawn up/checked and accepted any commercial agreements concerning the sponsorship?  |  |

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| Name |  | Signature |  | Date |  |

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| **Only to be completed if sponsorship includes a vehicle by Project Manager** |
| Make & Model |  | Engine Size |  |
| Registration No. |  | Vehicle Owner |  |
| Current Mileage |  | Expected annual mileage |  |
| Proposed length of vehicle loan |  | Are there any mileage restrictions? |  |
| Is the vehicle taxed? |  | Date of tax expiry |  |
| If there is no tax, who will pay for taxing the vehicle? |  |  |  |
| Is the vehicle MOT’d? |  | Date of MOT expiry |  |
| Current value of the vehicle |  | Will the vehicle be insured by the sponsor? |  |
| Will vehicle services be undertaken by the Sponsor? |  | If yes, at what service intervals? |  |
| Are there any restrictions on the use of the vehicle? |  | Copy of vehicle restriction agreement to be provided. |  |
| Has the sponsor asked for vehicle branding?  |  | If yes, what have they asked for? If the sponsor’s logo is required, request a copy. |  |
| Will there be any fuel contribution? |  | If yes, on what basis will it be provided? |  |
| Who has the responsibility for tyre replacement in the event of a puncture? |  | Who has the responsibility for vehicle recovery in the event of a breakdown |  |
| At the end of the sponsorship agreement, what happens to the vehicle? |  |  |  |
| **Before any agreement to use the vehicle on the road, the vehicle must be inspected by the Fleet Workshop Supervisor.** |
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| Name |  | Signature |  | Date |  |