



## Staff Lottery Constitution

## **North Tees & Hartlepool NHS Foundation Trust Charitable Fund (Number: 1057682)**

### **1.0 Introduction**

The North Tees & Hartlepool NHS Foundation Trust Staff Lottery is promoted by the trust for the benefit of charitable funds to support staff health and wellbeing. The lottery is run as a small society lottery under the terms of the Gambling Act 2005. The Trust through appropriate mechanisms regulates the conduct of the lottery. The Lottery is managed by the Charitable Funds Committee. The promoter of the lottery is the Director of Finance. Delegated responsibility for the operational running of the lottery will be allocated to the Head of Financial Services, and another nominated manager. All officers involved in the management and operational running of the lottery will not be eligible to participate in the staff lottery.

### **2.0 Executive Summary**

2.1 The Purpose of the Staff Lottery procedure document is to affirm the Trust's commitment to comply with the requirements of the Gambling Act 2005 and to set out procedural arrangements to ensure compliance.

2.2 The rules within the Staff Lottery must be adhered to by any member of staff wishing to conduct any form of gaming including lotteries as a means of raising funds. This Staff Lottery Scheme procedure provides a guide on the process for registering and operation of the staff lottery. The Staff Lottery rules are shown at appendix 1.

### **3.0 Staff Lottery Rules of Play**

Entry to the lottery is limited to paid substantive employees of North Tees & Hartlepool NHS Foundation Trust, North Tees & Hartlepool Solutions and Optimus Health Ltd. This is due to the process of paying for tickets via salary deduction only. The purpose of the lottery shall be the raising of money wholly or mainly for the following purpose:

- Charitable– to fund applications to support staff health and wellbeing projects including staff facilities.

The above purposes shall include without limitation the raising of funds by the Trust to support bids submitted by staff to the Trust's Charitable Funds Committee.

### **4.0 Regulation of the Staff Lottery**

There will be two named lottery managers who shall have the authority/responsibility for the overseeing of the operation of the lottery. This will also include the management of a 3rd party partner organisation responsible for the technical management and operation of the lottery system.

It is the responsibility of the Charitable Funds Committee/ on behalf of the Corporate Trustee to manage the application process and dissemination of funds to the projects.

The Charitable Funds Committee will:-

- Ensure the draw is compliant and appropriately registered in accordance with relevant legislation and regulations.
- Ensure that member's lottery ticket deductions are collected and recorded.
- Ensure that the draw is administered in a fair and transparent manner.
- Review and agree prize levels.
- Co-ordinate the process of allocating the proceeds of the prize fund to the projects.
- Manage and monitor the application process for funding to support projects.
- Ensure that transparent and comprehensive financial records of the lottery proceeds and outgoings of the draw are maintained and available for audit or other independent scrutiny.
- Ensure the Charitable Funds annual report includes a full breakdown of lottery proceeds and outgoings allocated to a separate restricted lottery trust fund, and an account of the activities of the lottery draws in promoting staff benefits. Lottery activity will be reported formally through the Charitable Funds Committee and will include details of funds raised as well as projects that are being supported.
- Be responsible for maintaining the staff lottery constitution, formally agreeing any changes or amendments, and ensuring that an up to date constitution is available to view by members.

## 5.0 Duties - Individual Officers

It is the responsibility of North Tees & Hartlepool NHS Foundation Trust Charity Representative to submit a report to the Charitable Funds Committee in respect of any and all charitable funds raised as a result of the lottery. It is the responsibility of the named lottery manager to submit regular statements to the Local Authority within 3 months of any lottery draw taking place.

## 6.0 Procedure

Entry to the staff lottery is limited to the members of staff employed by North Tees & Hartlepool NHS Foundation Trust, North Tees & Hartlepool Solutions and Optimus Health Ltd who have a paid substantive post.

Eligible staff will be required to register on the lottery website to become a member of the staff lottery.

By becoming a member of the North Tees & Hartlepool NHS Foundation Trust staff lottery and by purchasing a ticket, staff will be bound at all times by the lottery rules, as may be amended from time to time. The lottery rules in force at the date of this constitution are appended at appendix 1.

The total proceeds of the lottery will be disseminated as follows:-

- 67.5% -allocated to the prize funds
- 2.5% -administration/operation of the lottery system
- 30% -allocated to charitable funds

The staff lottery will be drawn on a monthly basis and a winner will be drawn at random. A further 10 numbers will be drawn at random for allocation of smaller prizes. It is intended that prizes shall be cash prizes, the allocation and value of this shall be as follows:-

- Winning ticket holder 50% of the 67.5% of total proceeds
- 10 tickets 50% of the 67.5% total proceeds will be shared equally amongst the 10 runner up ticket holders.

The charitable funds raised shall be allocated to projects at the staff Lottery Bid Approval Group or Charitable Funds Committee's discretion. Details about how to access charitable funds can be found at (Appendix 2)

## Appendix 1

### STAFF LOTTERY RULES

1. The staff lottery is run as a small society lottery under the terms of the Gambling Act 2005. The Trust through appropriate mechanisms regulates the conduct of the lottery.
2. Entry to the staff lottery is limited to the members of staff employed by North Tees & Hartlepool NHS Foundation Trust, North Tees & Hartlepool Solutions and Optimus Health Ltd who receive a salary payment. Membership is not transferable to any other person.
3. Payment of entry fees can only be made by a direct deduction from salary. It is the responsibility of each employee to check that deductions are accurate.
4. No prize shall be paid to any person other than the person to whom the winning numbers were allocated.
5. Members may join or leave the scheme at any time. To join or leave the scheme the member of staff can tick the appropriate box on the staff lottery website - [www.nthstafflottery.co.uk](http://www.nthstafflottery.co.uk)
6. Tickets are £1 each and a maximum of 5 tickets can be purchased for each draw. If the monthly ticket sales are close to £20,000 the administration team will monitor the ticket sales going forward and reduce the maximum number of tickets that will be available to purchase. All entrants will receive a confirmation email showing the number of ticket entries entered into the draw each month.
7. Tickets must be purchased before the 5<sup>th</sup> of the month to be included in the draw for that month. Members must complete the withdrawal form on the staff lottery website before the 5<sup>th</sup> of the month to stop deductions if they wish to leave the staff lottery scheme.
8. Draws will be held monthly on or after the 1<sup>st</sup> of the following month after all the necessary validation checks have been carried out. Each draw will be performed by a random number generator. A management representative responsible for the operation of the staff lottery or deputy and at least one additional member of staff will undertake each draw.
9. At each draw the appropriate number of winning numbers will be drawn and allocated to prizes available. No number will be eligible for more than one prize in each monthly draw.
10. If you have more than one number, you may win more than one prize each month depending upon the numbers drawn.
11. Prize money will only be paid in the form of a BACS transfer to the winning employees account. Payment of cash prizes is paid via a BACS transfer. Staff who have won a prize will receive a form attached to their email for completion. Once completed and returned, forms from all winners will be collated and submitted to the Finance team for payment. This usually takes place within 2 weeks of the staff lottery draw.

12. Numbers will only be entered into the lottery following full payment having been made by you by salary deduction to the value of the ticket (s). You shall only be entitled to take part in a draw if you have paid for the ticket (s) in full for that particular month. If payment for your ticket(s) is not received in full or deducted from your salary prior to the date of the draw, the relevant number(s) will be immediately suspended from the draw until the necessary payments recommence. You will receive an email notifying you of the suspension. Eg if an employee enters into no pay due to sickness, maternity, career break, no bank work or suspended pay.
13. If you win a prize, you hereby grant the trust permission to disclose and circulate your name, job title and department identity to others and/or any publicity as winner of a prize. If anonymity is required, you must opt out to disclose identity by ticking the box on the staff lottery registration form.
14. The value of prizes will be maintained as close to 67.5% of the annual proceeds as possible due to rounding's.
15. All lottery entry fees are final and no refund will be made at any time. All members acknowledge that their payment of £1 per ticket does not guarantee that they will win any prize.
16. If the winning number of the 1st prize is subsequently identified as ineligible for any reason, then the prize will not be awarded to the respective staff member. The number subsequently drawn will be awarded the winnings of the 1st prize. All prizes therefore beneath the ineligible number will be uplifted one place and duly awarded. The final unallocated prize will be added to the prize fund of the following month; no alternative number will be drawn.
17. The winning numbers for prizes will be drawn in descending order, i.e. the winning number first for the largest prize will be drawn first, the remaining 10 smaller prizes will also be in descending order.
18. All prize winners will receive notification by email, which is system generated and sent automatically to staff.
19. There will be no roll over prizes from any draw other than due to ineligible numbers described in rule 16.
20. The trust accepts no liability whatsoever for any failure to include your numbers in a draw, whether or not such failure is the result of payments not being made by you or not being deducted from your salary, the result of your number (s) being omitted accidentally or otherwise from the relevant draw.
21. Immediately upon you ceasing to meet the eligibility criteria specified in rule 2 above, you shall cease to be a member of the trust's staff lottery and automatically cease to be entitled to participate in the lottery. This shall include, but without limitation, where you resign, your contract is terminated or you retire from your employment or engagement with North Tees & Hartlepool NHS Foundation Trust, North Tees & Hartlepool Solutions or Optimus Health Ltd.
22. Staff who leave the employment of the trust, for whatever reason, will be automatically withdrawn from the draw in the month following their termination. Should a member of

staff terminate their employment with the trust, but continue to be wrongly in receipt of pay (with a payroll deduction being made for the price of a lottery ticket) following their termination date, for whatever reason, that former employee will not be permitted to win a prize in the monthly lottery. Additional checks will be carried out to ensure staff are not paid any winnings in error if they are not eligible.

23. If you have a period of sick leave, maternity leave or career break that results in a no pay situation your membership will be suspended for a period of 3 months and you will not be entered into the lottery. Should your no pay situation continue beyond the 3 month period your membership will be terminated. The member will be required to re-register on the staff lottery website.
24. You shall be entitled to withdraw from the lottery and to cease to be a member of the trust's staff lottery at any time through your account on the website. Members withdrawing from the staff lottery will receive formal notification by email that their membership has been terminated and will confirm the month of their last entry into the draw. You must ensure you have updated your account with your request to leave before the 5th of the month.
25. The trust reserves the right to refuse you entry to the lottery or withdraw your membership at any time in accordance with the Association's Constitution.
26. The charitable funds committee reserves the right to set limits on the total number of entries within the lottery draw by restricting access to membership of the trust lottery. This will take into account limits applied to small society lotteries as per the Gambling Act 2005.
27. The trust reserves the right to temporarily suspend or permanently cease to run the lottery immediately at any time without cause and without notice.
28. The trust makes no representation and gives no guarantee or warranty in relation to any prize and shall not be liable for any loss, damage or delay which arises out of your participation in the lottery or your use of any prize, including without limitation financial, indirect or consequential loss. Nothing in these lottery rules shall seek to limit or exclude the trust's liability for death or personal injury resulting in negligence.
29. If there is any dispute in relation to the interpretation of these lottery rules, the management of the lottery or the conduct of the lottery draws, the decision of the charitable funds committee will be final. Complaints must be made in writing to Charitable Funds Committee. A written response will be made to the complainant following discussion and review by the charitable funds committee.
30. The charitable funds committee reserves the right to vary these lottery rules from time to time. The latest version of the lottery rules will be posted on the staff intranet and the staff lottery website at [www.nthstafflottery.co.uk](http://www.nthstafflottery.co.uk).
31. The charitable funds committee will ensure that independent verification is in place to guarantee fairness of the draw.

## Appendix 2

The grant allocation funding agreed in support of staff health & wellbeing projects will be assessed and approved by the Staff Lottery Bid Approval Group or the Charitable Funds Committee on receipts of the completed Staff Lottery grant application bid form shown at appendix 3

### Grant eligibility criteria

In order to qualify to apply for funding through the staff lottery grant scheme the initiative/ project / equipment identified within the bid must meet the following criteria:

1. Each bid must clearly demonstrate a clear staff benefit, staff health or wellbeing focus.
2. The fund may be used to purchase equipment, which improves staff health outcomes.
3. The fund may be used to pump prime wellbeing projects on the understanding that funding will be time limited and that there would be an expectation from the users of the service to cover costs should the activities continue beyond the pilot period.
4. The fund may be used to improve staff facilities used to support health & wellbeing.
5. The fund must not provide sole benefit for an individual.

### Schedule of meetings

Following implementation of the staff lottery the grant applications will be allocated at the Staff Lottery Bid Approval Group or by the Charitable Funds Committee twice per annum or when funds are available.

Staff Lottery Bid Approval Group will consist of a minimum of four representatives, including a member of staff from Finance, Fundraising/Communications, Staff health & Wellbeing and a Non-Executive Director & and request attendance of a representative from the 100 leaders project.

## Appendix 3



### Staff Lottery Application Bid Form

|                          |  |
|--------------------------|--|
| Name                     |  |
| Department               |  |
| Contact telephone number |  |
| Email address            |  |

### Details of the project

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| <b><u>Cost of the project including VAT)</u></b> | £<br><br>Please obtain quotes from the Trust Procurement & Supplies Department before submitting the application bid form to confirm the cost. |
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### Senior Manager Approval for Application to be considered

I support the bid and confirm no alternative charitable funds are available to fund the project

|   |  |
|---|--|
| <b>Name</b>   |  |
| <b>Title</b> (i.e. General Manager /Care Group Manager) |  |
| <b>Email Address</b>                                    |  |
| <b>Signature</b>  |  |
| <b>Date</b>   |  |

Completed applications should be submitted to the Staff Lottery Bid Approval Group/ Charitable Funds Committee by email to the Trusts Charitable Funds Accountant at [nth-tr.stafflottery@nhs.net](mailto:nth-tr.stafflottery@nhs.net)