

DATE	26 July 2016
REPORT FOR	Trust Board of Directors - PUBLIC
REPORT FROM	Marcus Hassall, Director of Finance
CONTACT OFFICER	Marcus Hassall, Director of Finance
SUBJECT	Staff Lottery Annual Report 2015/16
BACKGROUND DOCUMENT (IF ANY)	-
REPORT PREVIOUSLY CONSIDERED BY & DATE(S)	Charitable Funds Committee – 16 June 2016
EXECUTIVE COMMENT (INCLUDING KEY ISSUES OF NOTE OR, WHERE RELEVANT, CONCERN AND / OR NED CHALLENGE THAT THE BOARD NEED TO BE MADE AWARE OF)	The report summarises the work of the Staff Lottery Committee during 2015/16.
HAVE THE STAFF SIDE BEEN CONSULTED ON THE PROPOSALS?	N/A
HAVE THE RELEVANT SERVICE USERS/CARERS BEEN CONSULTED ON THE PROPOSALS?	N/A
ARE THERE ANY FINANCIAL CONSEQUENCES ARISING FROM THE RECOMMENDATIONS?	Contained within the report
IF YES, HAVE THESE BEEN AGREED WITH THE RELEVANT BUDGET HOLDER AND DIRECTOR OF FINANCE, AND HAVE ANY FUNDING ISSUES BEEN RESOLVED?	-
ARE THERE ANY LEGAL IMPLICATIONS ARISING FROM THIS PAPER THAT THE BOARD NEED TO BE MADE AWARE OF?	-
WHERE RELEVANT, HAS PROPER CONSIDERATION BEEN GIVEN TO THE NHS CONSTITUTION IN ANY DECISIONS OR ACTIONS PROPOSED?	-
WHERE RELEVANT, HAS PROPER CONSIDERATION BEEN GIVEN TO SUSTAINABILITY IMPLICATIONS (QUALITY & FINANCIAL) & CLIMATE CHANGE?	-
THE PROPOSAL OR ARRANGEMENTS OUTLINED IN THIS PAPER SUPPORT THE ACHIEVEMENT OF THE TRUST OBJECTIVE(S) AND COMPLIANCE WITH THE REGULATORY STANDARDS LISTED	-
ACTION REQUIRED BY THE BOARD	The Trust Board is requested to note the Staff Lottery Committee Annual Report 2015/16

STAFF LOTTERY ANNUAL REPORT 2015 / 2016

Month Issued: **May 2016**

Author: **Simon Dunn,**
People and Organisational Development Lead

1. Introduction and Purpose of the Report

In February 2013 Northern Lincolnshire and Goole NHS Foundation Trust (the Trust) established a staff lottery (SuperDraw) to promote staff benefit programmes. It is operated as a small society lottery and is governed by the Gambling Act 2005. Annual registration with North East Lincolnshire Council's Licensing Department takes place, for which a formal permit is issued to the Trust.

The lottery operates on an 'Association' basis. By entering the lottery, staff enrol as members of the SuperDraw Association, and become eligible for prizes by purchasing a chance (a 'ticket') in the lottery.

On joining the Association all members agree to abide by the rules of the staff lottery, as set out in the formal Lottery Constitution document, which is updated as and when necessary. In addition to the formal Constitution, there are supplementary procedures relating to the actual running of the lottery each month and also in relation to processing approved requests from the Staff Benefits Fund.

The inaugural lottery draw in February 2013 saw 550 staff take part, with a top prize of £1,000. Both membership numbers and prize values have increased since that time, and at March 2016 1,868 staff played the staff lottery with a chance to win a top prize of £2,000. There is still some way to reach the maximum number of 4,000 players each month with a top monthly prize of £5,000 and efforts continue with a view to raising membership numbers.

In addition to the monthly lottery draws, there is an annual Christmas super draw where one lottery member has the chance to win a bigger monetary prize, which for 2015 was £12,000 (in 2014 this was £10,000). This Christmas lottery draw takes place immediately after the normal December monthly draw is run.

2. Staff Lottery Membership Data

Membership growth over the past year has been as follow:

	April 2014	March 2015	Annual Net growth	Average growth per month
Membership numbers	1642	1868	226	19

3. Staff Lottery Committee

The management and supervision of the staff lottery is undertaken by the Lottery Committee. The Committee is composed of the following members:

- The Promoter (Chief Executive) – Committee Chair;
- People and Organisational Development Lead – Deputy CEO Office (may deputise for the Promoter in meetings – and in the absence of the P&OD Lead they will nominate another non-staff rep to act as Chair);
- Assistant Director of Finance – Compliance and Counter Fraud;
- Chief Management Accountant – Finance Directorate;
- Communications Representative;
- Staff Representatives (at least 4).

The Lottery Committee meets on a monthly basis and quoracy rules apply for each meeting to ensure that decision making is robust and that it discharges its constituted responsibilities, as set out beneath, efficiently and effectively:

- Ensure the lottery is compliant and appropriately registered in accordance with relevant legislation and regulations;
- Ensure that members' lottery ticket deductions are collected and recorded;
- Ensure that the draw is administered in a fair and transparent basis;
- Review and agree prize levels;
- Coordinate the process of allocating the proceeds of the lottery to individual staff benefit projects;
- Ensure that the activities of the lottery are effectively communicated;
- Ensure that transparent and comprehensive financial records of the lottery proceeds and outgoings of the lottery are maintained and available for audit or other independent scrutiny;
- Produce an Annual Lottery Report, which will include a full breakdown of lottery proceeds and outgoings, and an account of the activities of lottery activities in promoting staff benefits;
- Be responsible for maintaining the Lottery Constitution, formally agreeing any changes or amendments, and ensuring that an up to date Constitution is available to view by members.

Each meeting of the Committee receives updates on membership numbers, a monthly finance report, on-going publicity plans and Staff Benefit Fund applications. Meetings are minuted for the record.

4. Lottery Prizes Paid Out

During 2015/16 the lottery paid out the following prize values:

	£
Total monthly prize value	43,200
2015 Annual Christmas Draw	12,000
Total value of prizes paid out	55,200

5. Staff Benefits Fund

In line with the regulations relating to the running of a small society lottery, the Lottery Staff Benefits Fund receives a minimum of 20% of total lottery proceeds.

Staff Benefits Fund summary financial data is as follows:

	£
Opening balance as at 1 st April 2015	20,227
2015/16 total income to Staff Benefit Fund	21,270
2015/16 expenditure from Staff Benefit Fund	22,540
Closing balance as at 31st March 2016	18,957

An electronic application process was devised and introduced in order for members to submit applications (via the Staff Portal) for funding from the Lottery Staff Benefit Fund. Applications must include all relevant details to enable the Lottery Committee to make an informed majority decision. Each application is submitted to the next monthly meeting of the Lottery Committee for consideration and approval / rejection. Where applications are refused the reason is given via the electronic system so that there is transparency around the decision making process and to avoid repeated requests for the same item.

During 2015/16 there was a total of 34 applications, averaging 3 a month. The majority of applications received were for 'white goods' (fridges, boilers, microwaves – all meeting Trust health and safety requirements) for use in the applicants' respective department.

Four more notable uses of the Staff Benefits Fund during the year were:

1. As with 2014, the funding of 50 tickets for lottery members (any grade/occupation) at the Trust's annual 'Our Stars 2015 Staff Awards' event at the Forest Pines Hotel and Golf Resort, Broughton, Scunthorpe.
2. Also as in 2014, paying for over 300 staff (each lottery member applying for a ticket received one for themselves and one for a non-lottery member guest to accompany them) to go to York in early December 2015 for a Christmas shopping trip. This event was again extremely well received by staff.
3. New for 2015/16 was the Summer Draw in July 2015 which saw a number of non-monetary prizes such as iPads, Nikon Digital SLR cameras and Samsung Tablets awarded to lottery members through a tombola style draw.
4. The Lottery benefits fund is pleased to support 'Team NLG'. Team NLG is a in house staff grown initiative movement which encourages team building and physical activity through the use of social media apps such as Strava and Facebook. The Lottery staff benefit fund agreed to fund 438 Jawbone fitness wearables and up to 100 Team NLG welcome packs (which consist of branded backpack, exercise clothing, water bottles, pedometers etc).

6. Lottery Financial Data

Summary financial data relating to the staff lottery transactions during 2015/16 is shown in the following table:

Ticket Sales and Prize Fund	April 2015- March 2016
	(Year End)
Membership ytd	21,270
Total ticket sales	£106,350
Monthly Prizes	£43,200
Annual prize fund	£15,293
Staff Development fund	£21,270
Administration costs contribution	£26,586
Total Allocation of funds	£106,350

Administration Costs	April 2015- March 2016 (Year End)
Balance b/fwd	-£27,992
System development	nil
Staff costs re development	nil
Contribution to costs	£18,138
Total development costs c/fwd	-£9,854

In line with the lottery permit requirements, appropriate monthly returns are submitted to North East Lincolnshire Council regarding lottery proceeds, etc.

7. Conclusion and Plans for 2016/17

The Lottery Committee will continue to look for ways to increase membership of the staff lottery throughout the coming year and continue to develop staff engagement. This commitment has been further strengthened by the increasing closer working with the Healthtree Foundation, and now formally reports to the Trust Board through the Charitable Funds Committee.

Looking toward 2016/17 the Lottery Committee forecast that the outstanding portal development costs (currently £9,845) will have been repaid by October 2016. In readiness for this the Lottery Committee is reviewing several aspects of the lottery, for example:

- A review of the current prize structure, including the potential introduction of a Summer Prize akin to that currently offered each December;
- Greater linkages between the Healthtree Foundation and introduction of a new patient/public lottery with a centralised administration function to serve as secretary to the Lottery Committee, proactively promote the lottery to encourage further membership and act as event organiser to build upon the already successful annual trip to York and offer a wider more frequent range of events to lottery members.

Importantly, the commercialisation of the Staff Portal remains an on-going matter for the Committee. Work continues with Keyzo Web Developers to jointly market the Staff Portal, with a view to being ready for the market launch of a commercially viable product within 2016/17. Marketing material and commercial contracts are presently under construction. The Trust and Keyzo will initially target other NHS organisations with links to existing forums such as the Yorkshire & Humber OD Network, HRD Network being made; however, given the portal is a generic staff engagement platform longer term sales will not be restricted to the NHS and plans to target Local Authorities and private organisations are being factored into the business plan being drawn up.