

Policy Name	Implementation of Procedures Policy
Policy Purpose	The Process for Implementing City of Lincoln Council policies and procedures.
Policy Created By	City of Lincoln Council
Policy Created date	January 2018
Policy Validated and Checked By	Legal & Democratic Services Manager
Policy Validated and Checked Date	22 <sup>nd</sup> February 2018
Policy Renewal Date	22 <sup>nd</sup> February 2019

## Policy Detail

1. CITY OF LINCOLN COUNCIL takes its legal responsibilities very seriously and requires that all Officers and staff who are administering the Lottery (to be decided at the City of Lincoln Council's absolute discretion) are aware of their legal obligations in running a successful and legally compliant Lottery.
2. New Starters
  - 2.1. All new starters who will be administering the Lottery will be given legal training as part of the induction process. The level and depth is dependent on role but covers :
    - 2.1.1. The Gambling Act 2005
    - 2.1.2. LCCP (Licence Conditions and Codes of Practice)
    - 2.1.3. CAP (Committee of Advertising Practice) and BCAP (Broadcast Committee of Advertising Practice)
    - 2.1.4. Data Protection
    - 2.1.5. Plus the process for highlighting any evidence of non-compliance
3. Existing Staff
  - 3.1. All officers administering the Lottery are aware of their legal responsibilities and compliance is a regular agenda item at review meetings.
  - 3.2. Annual refresher courses for staff who are responsible for administering the Lottery will be run to maintain knowledge and compliance.
  - 3.3. Adhoc on the job training forms part of the development of staff and focus areas for development are identified during the annual appraisal process and regular review process.
4. Training records will be kept as part of the personnel record of individuals and a register of key training delivered and renewal dates kept.
5. Training will be delivered in conjunction with our ELM Gatherwell Ltd



## Gambling commission questions:-

### ***Implementing your policies and procedures.***

- *What training will you provide to your members of staff?*
- *How will training be delivered, updated and evaluated?*
- *Will you keep a record of all training provided?*
- *How will you ensure any training provided is in line with the LCCP?*

