

NOTTINGHAM UNIVERSITY HOSPITALS NHS TRUST

Documentation Control

Staff Lottery Constitution Policy

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Target Audience	All NUH staff employees
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Lead Director	Chief People Officer
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1. Introduction

- 1.1 The Nottingham University Hospitals Trust (“NUH”) Staff Lottery (the “Lottery”) is promoted by and for the benefit of the NUH Club 12000 (“Association”), and is governed by the Gambling Act 2005. The Lottery is managed by the Association’s Lottery Committee. The promoter of the Lottery is the NUH Chief People Officer, who is not a member of and acts at all times on behalf of the Association.

2. Executive Summary

- 2.1 The purpose of this policy is to affirm the Trust’s commitment to comply with the requirements of the Act and to set out procedural arrangements which must apply internally to ensure compliance.

The Trust is committed to supporting staff who may be affected by issues such as gambling addiction and can offer support through the trust’s Employee Assistance Program (EAP) and signposting to other support organisations, such as Gambleaware, where appropriate.

3. Policy Statement

- 3.1 Entry to the lottery is limited to members of the Association, who shall be either staff employed by NUH or otherwise engaged by NUH under a contract of services at the NUH premises. A member of staff shall become a member of the Association and so be entitled to enter the Lottery upon purchasing a chance (a “Ticket”) in the Lottery.
- 3.1.2 The purpose of the Lottery shall be the raising of money wholly or mainly for any one or more of the following purposes:
- Charitable purposes
 - Participation in or support of athletic sports or games or cultural activities; or
 - Any purposes not described in (a) or (b) but which neither have purposes of private gain nor purposes of any commercial undertaking.
- 3.1.3 The above purposes shall include without limitation the raising of funds by the Association to support bids submitted by staff to improve their working environment.
- 3.1.4 Details of how to join and leave the lottery and the price of each Ticket is available from Charitable Funds. Purchase of a staff lottery ticket is not a salary sacrifice.

4. Definitions

- 4.1 Staff Lottery: The Nottingham University Hospitals Trust (“NUH”) Staff Lottery (the “Lottery”)

5. Roles and Responsibilities

5.1 Committees

5.1.1 Staff Lottery Committee:

It is the responsibility of the Staff Lottery Committee to control any expenses incurred in the running of the Staff Lottery. Expenses and accounts are audited within the process for Charitable Funds.

The Staff Lottery Committee consists of representatives from:

- Staffside
- People Directorate
- Nottingham Hospitals Charity
- Trust Divisions
- Procurement
- Communications

5.2 Individual Officers

5.2.1 NUH Charity Representative:

It is the responsibility of NUH Charity Representative from time to time to submit a quarterly report to the NUH Charity Board in respect of any and all charitable funds raised as a result of the Lottery.

5.2.2 Employees:

By joining the lottery, employees give permission for the cost of each ticket to be taken directly from their salary via the Payroll.

6. Policy and/or Procedural Requirements

6.1 By becoming a member of the Association and by purchasing a Ticket in the Lottery individuals agree to 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.

7. Training and Implementation

7.1 Training

There are no specific staff training needs identified in relation to this policy but all staff will need to be familiar with its contents

7.2 Implementation

Implementation of this Constitution is the responsibility of the Lottery Committee.

7.3 Resources

Application of this policy will be in line with the existing resources of the Trust.

8. Impact Assessments

8.1 Equality Impact Assessment

An equality impact assessment has been undertaken on this policy and has not indicated that any additional considerations are necessary.

8.2 Values and Behaviours

The Trust's Values and Behaviours describe the principles and beliefs of our people and show that we are Kind, Inclusive, Ambitious and One Team. The Values and Behaviours have been considered in relation to this policy.

9. Policy / Procedure Monitoring Matrix

Minimum requirement to be monitored	Responsible individual/ group/ committee	Process for monitoring e.g. audit	Frequency of monitoring	Responsible individual/ group/ committee for review of results	Responsible individual/ group/ committee for development of action plan	Responsible individual/ group/ committee for monitoring of action plan
Number of prize funds awarded	Lottery Committee	Review and audit	12 months	Lottery Committee	Lottery Committee	Lottery Committee

10. Relevant Legislation or Guidance

- 10.1 Legislation
- The Gambling Act 2005

11. Appendix 1 – Lottery Rules

1. By becoming a member of the Association and by purchasing a ticket in the Lottery, the person (“you”) agrees to be bound at all times by the following Lottery Rules, as may be amended from time to time.
2. Entry to the Lottery is limited to members of the Association, being employed by NUH or otherwise engaged by NUH under a contract for services at NUH premises. No other person may participate in the Lottery.
3. An eligible person under Rule 2 shall become a member of the Association and so be entitled to enter the Lottery upon purchasing a chance in the Lottery (“Ticket”).
4. You may apply to participate in the Lottery at any time. To apply to become a member of the Association and to participate in the Lottery you must be an eligible person under Rule 2 above and must have completed a written application form (in a format to be decided by the Lottery Committee) signed by you, authorising the NUH to deduct the price of the relevant tickets from your future salary/wages from time to time without further notice to you.
5. Your personal information, which you supply to the Promoter upon applying to participate in the Lottery is safeguarded under the Data Protection Act 1998. In participating in the Lottery, you agree that your personal data (as defined in the Data Protection Act 1998) and other information you supply to the Association may be used by the Association for all purposes related to the Lottery.
6. You shall be entitled to take part in the Lottery in a particular month if you have paid the full price of your ticket/s (by the relevant deductions having been made from your salary/wages) in advance of the relevant draw to which such payments relate.
7. Persons under the age of 16 years of age and persons such as the general public and patients, who are not a member of the Association may not purchase tickets or otherwise participate in the Lottery.
8. Tickets will be allocated on a first come first served basis. Upon you providing written authority to the Lottery Committee for NUH to deduct the relevant payments for your tickets from your salary/wages, a notification will be sent to you either that you have been allocated ticket numbers or placed on the waiting list. In the event of over subscription for tickets, your name will be held on the waiting list.
9. No payment will be deducted from your salary/wage as a prospective member unless and until a number has been allocated to you. As a prospective member, you will be allocated a number (or numbers, as applicable) as soon as one becomes available for you.
10. Tickets cost £1.00 each, subject to variation by the Lottery Committee from time to time upon reasonable prior notice to members.
11. Tickets are non-transferable. No person other than you, being the purchaser of the ticket shall be entitled to take any benefit from the Ticket.

12. The Lottery will be limited to a monthly gross income from ticket sales of £12,000 (i.e. 12,000 chances at £1.00 each). Members may purchase up to 10 tickets if they wish, subject to the £12,000 maximum stated above not being exceeded.
13. Draws will be held monthly, in respect of monies raised from the tickets brought by members during the relevant period to which the draw relates. Each draw will be undertaken by a senior member of NUH staff who has been approved by the Lottery Committee.
14. Winners will be chosen at random from all tickets entered into the draw.
15. At each draw, the appropriate amount of winning numbers will be drawn and prizes allocated to winning Tickets. The highest value prize will be drawn first, then the second highest, third highest, and so on. In the event of a winning number being ineligible (see Rule 2, 20 and 21) and their allocated number has not been withdrawn and therefore disqualified, that prize will be allocated to the number drawn after that number. It will therefore be necessary to draw reserve numbers, in case it transpires that an ineligible ticket has been drawn. If there is any dispute, the Promoter's decision as to the winning Ticket is final. No number will be eligible to win more than one prize in any one draw. However, if you have more than one number, you may win more than one prize each month depending on the numbers drawn.
16. Prizes will only be paid out to the purchaser of the Ticket, being the person to whom the winning number was allocated, and will normally be paid in the form of a crossed payable order i.e. cheque.
17. All prize winners will be notified in writing. The Promoter is obliged to notify non winners of the result of the prize competition. However, it may at its sole discretion publish the winning numbers and /or circulate them throughout NUH. The Promoter's decision regarding winning Tickets will be final.
18. There will be no rollover of prizes from any draw.
19. Prizes may be subject to change. The Promoter reserves the right to provide substitute prizes of similar value at any time should any proposed prizes become unavailable or unsuitable. Credit or other alternatives to prizes offered will not be given. Prizes are non-transferable, non-refundable, non changeable and are subject to availability of funds of the Association.
20. Numbers will only be entered into the Lottery following full payment having been made by you by deduction of the relevant ticket price through your salary/wage. 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/wage prior to the date it falls due prior to the draw, the relevant number will be immediately suspended from the draws until the necessary payments recommence. If any suspended number is drawn in a draw, it will be treated as an ineligible number and no prize shall be payable to you. It is your exclusive responsibility to ensure that your Ticket subscriptions have been paid by the relevant due date.
21. If you do not receive your full salary/wage for any week or month for whatever reason, meaning that you have not paid in full for your tickets, you shall only be entitled to enter

the draw in respect of such tickets which you have paid for in full. If one of your numbers is drawn for which payment has not been received, this shall be deemed to be an ineligible number and no prize shall be awarded to you.

22. The Association 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 by NUH from your salary/wage.
23. Immediately upon you ceasing to meet the eligibility criteria specified in Rule 2 above, you shall cease to be a member of the Association and automatically cease to be entitled to participate in the Lottery. This shall include, but without limitation, where you resign, are expelled from or retire from your employment or engagement with NUH.
24. You shall be entitled to withdraw from the Lottery and to cease to be a member of the Association at any time by contacting Charitable Funds and give one month's notice they will act on behalf of the NUH Chief People Officer.
25. If you cease to be a member of the association for any reason, you shall only be eligible for inclusion in the next draw following the date of your withdrawal from the Lottery if you have already paid the sums for your Ticket/s in full for the particular draw prior to the date of you ceasing to be a member of the Association.
26. If you win a prize, you hereby grant the Promoter permission to disclose and circulate your name and identify you to others as the winner of a prize. If you would prefer to remain anonymous, please notify Charitable Funds who will act on behalf of the NUH Director of Human Resources of this in writing in advance of the relevant draw.
27. The Lottery Committee reserves the right to refuse you entry to the Lottery or to withdraw your membership at any time in accordance with the Association's Constitution.
28. The Lottery Committee reserves the right to temporarily suspend or permanently cease to run the Lottery immediately at any time without cause and without notice.
29. The Promoter 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 Promoter's liability for death or personal injury resulting in negligence.
30. 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 Lottery Committee shall be final.
31. These Lottery Rules shall be governed by and construed in accordance with English Law and You consent to the exclusive jurisdiction of the English Courts.
32. The Lottery Committee reserves the right to vary these Lottery Rules from time to time. The latest version of Lottery Rules shall be posted on the staff intranet from time to time.
33. If You would like further information about the Association, the Lottery or these Lottery Rules please contact Michael Pearson by email at michael.pearson15@nhs.net