



TO THE CHAIRMAN AND MEMBERS OF THE **OVERVIEW AND SCRUTINY COMMITTEE**

You are hereby summoned to attend a meeting of the Overview and Scrutiny Committee to be held on Monday, 20 January 2020 at 7.00 pm in the Council Chamber - Civic Offices.

The agenda for the meeting is set out below.

RAY MORGAN
Chief Executive

NOTE: Filming Council Meetings

Please note the meeting will be filmed and will be broadcast live and subsequently as an archive on the Council's website (www.woking.gov.uk). The images and sound recording will also be used for training purposes within the Council. Generally the public seating areas are not filmed. However by entering the meeting room and using the public seating area, you are consenting to being filmed.

AGENDA

PART I - PRESS AND PUBLIC PRESENT

Part I - Press and Public Present

- 1 Apologies for Absence
To receive any apologies for absence.
- 2 Minutes (Pages 5 - 10)
To approve the minutes of the meeting of the Committee held on 25 November 2019 as published.
- 3 Matters Arising from the Previous Minutes
To review any outstanding items from the previous minutes.
- 4 Urgent Business
To consider any business that the Chairman rules may be dealt with under Section 100B(4) of the Local Government Act 1972.
- 5 Declarations of Interest
To receive declarations of disclosable pecuniary and other interests from Members in respect of any item to be considered at the meeting.

Matters for Consideration

- 6 Joint Waste Management Performance Review
Reporting Person: Richard Bisset, Joint Waste Solutions
- 7 Woking Community Lottery (OSC20-002) (Pages 11 - 38)
Reporting Person: Frank Jeffrey

Matters for Determination

- 8 Work Programme (OSC20-001) (Pages 39 - 64)
Reporting person: Councillor D Hughes

Performance Management

- 9 Performance and Financial Monitoring Information
To consider the current publication of the Performance & Financial Monitoring Information (Green Book). Members are asked to bring their copy of the Green Book to the meeting.

Reporting person: Councillor D Hughes

Task Group Updates

- 10 Task Group Update
To receive an update following the recent meeting of the Woking Football Club & Associated Developments Task Group.

Reporting Person: Councillor D Hughes

AGENDA ENDS

Date Published - 8 January 2020

For further information regarding this agenda and arrangements for the meeting, please contact Hanna Taylor, Democratic Services Officer, Ext 3056, Email Hanna.Taylor@woking.gov.uk



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MINUTES
OF A MEETING OF THE
OVERVIEW AND SCRUTINY COMMITTEE

held on 25 November 2019

Present:

Cllr D E Hughes (Chair)
Cllr M A Whitehand (Vice-Chair)

Cllr S Hussain	Cllr M I Raja
Cllr R Mohammed	Cllr J E Bond
Cllr C Rana	Cllr J R Sanderson

Also Present: Councillor Colin Kemp

Absent: Councillors G G Chrystie

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Chrystie.

2. MINUTES

RESOLVED

That the minutes of the meeting of the Committee held on Monday, 21 October 2019 be approved and signed as a true and correct record.

3. MATTERS ARISING FROM THE PREVIOUS MINUTES

The status of the Housing Infrastructure Fund conditions would be followed up by the Finance Task Group and included in a future update for the Committee.

The Community Safety item that was discussed under Urgent Business and taken to the Community Safety Task Group where it was discussed at the last meeting was addressed following the circulation of the minutes from the task group.

The Committee reviewed the response from the Leisure Partnership Board following the review of Freedom Leisure at the previous meeting of the Committee.

4. URGENT BUSINESS

There was no urgent business to discuss.

5. DECLARATIONS OF INTEREST

None.

6. FREEDOM LEISURE - PERFORMANCE REVIEW OF THE CONTRACT

The Chairman introduced the background to the recent review work undertaken alongside Freedom Leisure, including the site visit, town centre survey and presentation. David Loveless provided a presentation on the details of the contract, services provided and responsibilities of Freedom Leisure and Woking Borough Council. The presentation also provided an overview of current improvement works noting the strengthening of the roof, replacement of windows, and installation of new boilers and upgrades made to the heating/hot water systems.

Following a question regarding the refurbishment of the changing rooms, that was not included in the original proposals in the contract, where it was confirmed that it would be dealt with as a partnership arrangement.

Concerns were raised on the communication of works and habits of users, Angella Baillie confirmed that there were many signs encouraging hygienic habits of users and staff had undergone training to educate users too. Freedom had also been working on a marketing and communication plan with Andy Denner, Woking Borough Council's Marketing Manager.

It was reported that the Asset Management Improvement Plan had been heavily focused on Pool in the Park and was a rolling programme, Leigh Clarke would confirm the cost of service for the Council per annum.

The strong partnership and positive working relationships of both organisations was noted. The Chairman thanked Freedom Leisure and David for attending the meeting.

7. TREASURY MANAGEMENT MID-YEAR REVIEW

Leigh Clarke, Finance Director, introduced the annual Treasury Management Mid-Year Review Report. It was noted that the information in the report was also reported monthly in the Green Book.

Following a question, Leigh confirmed that the £10 million investment with Surrey County Council enabled Woking Borough Council to secure further long term borrowing at a preferential rate as the funds would not be required immediately, therefore enabled a long term investment with the secure counterparty.

Leigh advised there had been new requirements implemented to Treasury Management in the current year, and were detailed in the report such as the Capital and Investment Strategy. It was noted that interest rates had risen slightly compared to earlier in the year, and rather than borrowing upfront it had been decided to borrow only when required in the near future.

Following a question, it was confirmed that the Treasury Management Panel had not met in the current year as there had been no debt rescheduling opportunities, and therefore no financial benefit in repaying it with a better rate.

The Government had implemented a 1% increase that was applied to all rates going forward and would not affect the rates of loans already taken out, the reason for the increase was to reflect the market to the same level it was a year ago however since the increase, rates had naturally increased and therefore it was believed that the Government may decide to remove the additional 1%.

The Chairman thanked Leigh for all the information provided.

8. CELEBRATE WOKING 2019/20 REVIEW AND FORWARD PLAN

The Chairman introduced Riette Thomas, Project Manager for Celebrate Woking, provided a presentation on the various events.

Riette encouraged Members to view the webpage - <https://www.wokingfoodanddrinkfestival.co.uk/>

The presentation detailed the Celebrate Woking Programme and highlighted the following:

- Woking Literary Festival at the Lightbox
- World War One Commemoration Service at the Peace Garden
- Dance Woking's 25th Anniversary
- First Pride event hosted in Woking
- Opening of Basingstoke Canal Town Quay
- Celebrating 130 Years of the Shah Jahan Mosque in Woking exhibition at the Lightbox
- Unveiling of Blue Plaque for the Muslim Heritage Trail in Brookwood Cemetery
- H.G. Wells Statue moved to the new Wells Plaza.

The statistics of the webpage were presented, which had an ongoing upward trend in visitors to the page. It was also noted that Woking had been named the Happiest Place in Surrey following the governments measure of wellbeing.

Attention was drawn to the Celebrate Woking events that had been nominated or won awards, noting the following:

- Britain's Muslim Heritage Trails nominated for 2019 International Tourism Awards
- Nominated for Best Local Food Event Surrey Life Food and Drinks Awards in 2019
- The Lightbox: Shortlisted for the Fantastic Families Awards – Best Age-Friendly
- The Lightbox: 'Commended' in the Beautiful South Access and Inclusivity Award which is for tourist attractions across the south and south east of the UK

The vision and ideas for future events were shared with the Group, with the key priorities of Woking Borough Council in mind and to reflect and respect all aspects of the Community.

Members praised the events of Celebrate Woking and the positive work that Riette and the team had done, continue to do and look forward to another successful year.

9. PLAY AREA MAINTENANCE

Arran Henderson, Green Spaces Development Officer, introduced the presentation on the 42 play areas, noting that all the play areas are maintained by Serco under the environmental maintenance contract. Serco undertake weekly routines and log any repairs. However the busier and most popular parks tend to be visited more frequently to empty bins and check sand pits etc.

Future planned worked included refurbishment at Sutton Green, Oakfield, Horsell Moor and Loop Road play areas. After the refurbishment works, the Play Strategy would be considered for a review, along with the condition of the existing play area stock and the development of a new play area refurbishment programme. Arran also provided information on multi-use games area's (MUGA's) and Skate Parks within the borough.

Following questions from members, Arran added that repair works were prioritised based on safety and that more aesthetic repairs such as painting would be incorporated into the programme for a later date. Other reactive works included vandalism and seasonal weathering issues that were often reported by the public in the time between Serco visits. Positive feedback from members was received on the improvement works at West Byfleet park. The Committee then discussed the change of management of the tennis courts, and questions were redirected to the Sports Development Team.

The Chairman raised concerns over signage and age designations to which Arran informed the Committee that there would unlikely be signage to parks unless it was a cultural or major area of importance (to justify the sign), and that age designations were purely guidelines.

10. WORK PROGRAMME

RESOLVED

That the Work Programme be noted.

11. RECOMMENDATION TO SET UP A TASK GROUP

The Chairman introduced the background to the suggested Task Group and the Committee reviewed the draft terms of reference. The membership of the group was confirmed as Cllrs Chrystie, Bond, Whitehand, Rana, Hughes and Hussain. The purpose of the task group was discussed along with the objectives. The Committee had no objections to the setup of the task group.

RESOLVED

That the Woking Football Club and Associated Development Task Group setup was agreed.

The first meeting of the task group was confirmed for Tuesday 26 November 2019.

12. PERFORMANCE AND FINANCIAL MONITORING INFORMATION

The Committee reviewed the October Green Book and it was highlighted that the street cleaning indicator appeared to be on a downward trend.

13. TASK GROUP UPDATES

The Committee received the Housing Task Group update and the Economic Development Task Group update.

An extract of the minutes from the Community Safety Task Group had been tabled following concerns raised around anti-social behaviour in West Byfleet, noting the outcome of increased patrolling.

The Chairman added that following the suggestion from the Overview and Scrutiny Committee, a member of the Leisure Partnership Board would also attend the meetings of the Health and Well-being Task Group had been taken forward.

Finally, the Chairman informed the Committee on the feedback from the Peer Review, which mentioned that the Overview and Scrutiny Committee had not generated anything of

significant change over the last few years, and the Chairman expressed the desire to be instrumental in generating change and robust scrutiny going forward.

The meeting commenced at 7.00 pm
and ended at 9.41 pm

Chairman: _____

Date: _____

OVERVIEW AND SCRUTINY COMMITTEE – 20 JANUARY 2020

WOKING COMMUNITY LOTTERY SCHEME

Executive Summary

Woking Borough Council has been approached by a firm – Gatherwell Ltd. – which provides Local Authorities and Schools with a lottery scheme through which funds are raised for local community organisations. The scheme is largely administered by the firm and has been adopted by 65 Councils and over 200 schools. A number of Surrey Authorities have adopted the scheme, including Guildford, Surrey Heath and Elmbridge.

This paper sets out an outline of the scheme offered with a view to considering whether a Community Lottery Scheme for Woking is an approach which would be of benefit to the residents of Woking. Supporting documents by the firm are attached: in the meantime, some of the key questions are dealt with in this report.

Phil Wright, Business Development Manager for Gatherwell Ltd., will be attending the meeting to assist with questions.

Recommendations

The Committee is requested to consider the benefits of a Community Lottery Scheme for Woking together with the likely cost and resource implications, and recommend to the Executive whether the Council should explore further the possibility of adopting a Community Lottery Scheme.

The item above will need to be dealt with by way of a recommendation to the Executive.

Background Papers: None.

Reporting Person: Frank Jeffrey, Democratic Services Manager
Email: frank.jeffrey@woking.gov.uk, Extn: 3012

Contact Person: Frank Jeffrey, Democratic Services Manager
Email: frank.jeffrey@woking.gov.uk, Extn: 3012

Date Published: 8 January 2020

1.0 Introduction

- 1.1 Woking Borough Council has been approached by Gatherwell Ltd. with a proposal for a Community Lottery Scheme for the Borough. Gatherwell Ltd. is an 'External Lottery Manager' or ELM. An ELM makes arrangements for a lottery on behalf of a society or local authority but is not a member, officer or employee of the society or local authority. A society or local authority and an ELM must be separate entities and be able to demonstrate that they are independent of each other. ELMs are responsible for managing on-line lottery ticket sales and prize management.
- 1.2 Societies and local authorities can employ ELMs to manage all or part of their lotteries so that societies and local authorities may benefit from the experience or economies of scale that come with employing an ELM.
- 1.3 This report sets out details of the community lottery schemes and the offer by Gatherwell Ltd., and invites the Committee to recommend to the Executive whether the Council should explore further the possibility of establishing a community lottery scheme for the Borough. It is stressed that this report is seeking the views of the Committee on the option of appointing an ELM to manage a local lottery scheme on the Council's behalf; whilst the Council could consider establishing and managing a lottery scheme itself, the resource implications are such that it is not considered a viable option for consideration.
- 1.4 Included within this report is a summary of the main points of the scheme and the following appendices:
 - Appendix 1 – Brochure on the scheme.
 - Appendix 2 – Guidance on the ethical issue of gambling and taking part in a lottery
 - Appendix 3 – Review Report by Guildford Borough Council on its experiences of the scheme.
- 1.5 The scheme has been adopted by a number of neighbouring authorities and Members of the Committee have been encouraged to visit the website of a participating authority (for example, Guildford Borough Council, Elmbridge Borough Council and Surrey Heath Borough Council).
- 1.6 The Members of the Overview and Scrutiny Committee are asked to recommend to the Executive whether the principle of establishing a local community lottery is supported. Officers will then explore in greater detail the implications such a decision would have, in particular in terms of the costs and officer time that would be necessary to ensure the success of such a scheme. Officers would also review the different offers by the various ELMs (including Gatherwell) and recommend a process for the appointment of a suitable ELM.
- 1.7 Should the scheme be adopted by the Council, the Authority would need to undertake a number of further steps before the scheme could be put in place. This would include drawing up suitable policies, applying for the necessary licences, establishing a marketing approach and adopting guidelines for the Charities involved. Marketing will be key and it will be important to ensure that sufficient resource exists within the Marketing and Communications Team.
- 1.8 It is proposed that, should the Council establish a Community Lottery Scheme, its performance would be reviewed on an annual basis by the Overview and Scrutiny Committee. The report by Guildford Borough Council (Appendix 3) gives a good indication of the type of information that would be provided as part of the annual review.

2.0 Key points

2.1 Set out below are the key aspects of a local lottery scheme together with details of the offer by Gatherwell Ltd.

<p>Local Government Lottery Schemes</p>	<p>The operation of lotteries (excluding the National Lottery) is regulated by the Gambling Act 2005. Local Authorities may run “local authority lotteries” to raise funds to cover anything for which they have the power to incur expenditure. All local authority lotteries must be licensed by the Gambling Commission, which was set up as the regulatory body under the 2005 Act. The licensing regime includes the need for a Personal Management Licence (PML) held by an individual within the organisation as well as an Operating Licence.</p> <p>The Gambling Commission has issued statutory guidance. This confirms that local authority lotteries must apply a minimum of 20% of the gross proceeds for any purpose for which it has power to incur expenditure, up to a maximum of 80% of the proceeds may be divided between prizes and expenses, and the maximum value of tickets that can be sold in a single lottery is £4million. The maximum aggregate value of lottery tickets that can be sold in a calendar year is £10 million, the maximum prize in a single lottery is £25,000 or 10% of the gross ticket sales (whichever is greater) and rollovers are permitted provided the maximum single prize limit is not breached.</p> <p>Local authority lotteries may employ an external lottery manager (ELM) to run all or part of their lottery, and ELMs must also be licensed by the Gambling Commission. The appointment of an ELM will need to be formalised by entry into a contract.</p>
<p>Lotteries</p>	<p>Lotteries have long been a way for smaller organisations to raise income. They are regulated by the Gambling Act 2005. There are different types of lotteries available; this proposal falls within the category of ‘society lotteries’.</p> <p>Society lotteries are promoted for the benefit of a non-commercial society. A society is non-commercial if it is established and conducted:</p> <ul style="list-style-type: none"> ○ For charitable purposes ○ For the purpose of enabling participation in, or of supporting, sport, athletics or a cultural activity ○ For any other non-commercial purpose other than that of private gain <p>There are two variants of society lotteries, the main difference being who issues the licence (local authorities permit small lotteries and the Gambling Commission permits large lotteries).</p> <p>A large society lottery:</p> <ul style="list-style-type: none"> ○ Has proceeds that exceed £20,000 for a single draw ○ Has aggregate proceeds from lotteries in excess of £250,000 in any one year <p>A small society lottery:</p>

Woking Community Lottery Scheme

	<ul style="list-style-type: none"> ○ Does not have proceeds that exceed £20,000 for a single draw ○ Does not have aggregate proceeds from lotteries in excess of £250,000 in any one year <p>The proposal before the Council would establish a 'large society lottery' similar to those adopted by a number of local authorities, including Surrey Heath Borough Council, Guildford Borough Council and Elmbridge Borough Council.</p>
Gatherwell Ltd.	<p><i>"We have created an easy to use, intuitive dashboard which allows local authorities to approve and create causes with the click of a button, while also tracking and managing your lottery in real time.</i></p> <p><i>Ethical and transparent</i></p> <p><i>We understand the importance of keeping costs down, that is why we have complete clarity on our costs and make sure that all donations from supporters go where they're supposed to – the good causes!</i></p> <p><i>Social media integrations</i></p> <p><i>We set up your lottery across various social media channels and have built in integrations which allow news to be shared with supporters at any time."</i></p> <p>The company was first established in 2013, specifically to support Schools through lottery schemes. In 2015, the company established a scheme for Local Authorities.</p> <p>In 2018, over £3m was raised for good causes. In 2019, Gatherwell Ltd. was awarded the 'Lottery Operator of the Year' award by The Lotteries Council.</p> <p>Further information is set out in Appendix 1.</p>
Cost to the Council	<p>Approximately £8,000 year 1.</p> <p>Following that, costs will be around £3,000 depending on the amount of promotion undertaken. The costs include an annual payment to the Lottery Council (£350) and £700 for a licence.</p> <p>Note: Gatherwell Ltd. has indicated that an Authority could, should it choose to, use the income through the scheme to offset these costs.</p> <p>Contract Period 1 year with a rolling three month contract.</p>
Scheme	<p>The scheme started when Aylesbury Vale District Council approached Gatherwell Ltd. which at that point specialised in a community lottery scheme for Schools. The District Council developed the scheme for Local Authorities with Gatherwell Ltd.. Lottery tickets are sold for £1. Players are encouraged to sign up to recurring monthly payments. Each person selects six numbers between 0 and 9 of any combination. Gatherwell Ltd. processes all ticket sales.</p> <p>Prizes are awarded on matching number sequences – the order of the numbers need to match. Top prize is £25,000 which will be met by the firm, even if won in the first week of operation.</p> <p>Weekly draws are held on Saturday evenings. Results are posted</p>

Woking Community Lottery Scheme

	online immediately and winners will also be notified via email.
Age Limit and Ethical Responsibility	<p>The minimum age to participate is 16.</p> <p>Gatherwell Ltd. has prepared a document which sets out to reassure Local Authorities in respect of adopting a 'gambling' scheme. A copy is attached at Appendix 2.</p>
Responsibilities of the Authority	<p>Gatherwell Ltd. will take care of all operation and administrative requirements, including marketing strategies and advice pre and post launch.</p> <p>The remaining responsibilities for the Authority are:</p> <ul style="list-style-type: none"> o Application/compliance of a Local Authority Licence from the Gambling Commission. o Approval of new good causes as applications are submitted online. o Authorisation of monthly cause payments and Gambling Commission lottery return. o Continuous promotion of the lottery to players and good causes. o The appointment of a person to have overall management responsibility for the promotion and proper management of the lottery and for compliance with the regulatory regime as a whole. The person should be a senior manager who holds the relevant delegated authority.
Allocation of funding	<p>Under the Gatherwell Ltd. scheme, 60% of ticket price is donated to good causes in the local community.</p> <p>20% makes up the cash prizes players can win each week.</p> <p>17% goes towards admin and running costs incurred by Gatherwell Ltd.</p> <p>3% VAT which can be claimed back.</p>
Players Choices	<p>The players can choose to allocate the 60p of their draw price to a general fund administered by the Council or to allocate 50p to the Charity of their choice from the list maintained by the Council, with the remaining 10p going to the general fund.</p> <p>The prizes are:</p> <ul style="list-style-type: none"> - 6 matched numbers - £25,000 - 5 matched numbers - £2,000 - 4 matched numbers - £250 - 3 matched numbers - £25 - 2 matched numbers - 3 free tickets <p>Draws are held at 8pm every Saturday and the results are posted on-line. Winners are notified by email and receive the prize directly into nominated account or can donate the prize to a good cause.</p>
Charity Involvement	<p>The scheme is based on charities signing up with the Council and, if accepted by the Council, be added to a list of charities which the</p>

Woking Community Lottery Scheme

	<p>players can choose their favourites from. The number of charities is unlimited.</p> <p>Each charity provides details of its services to assist players in making their choices of local services to support, as well as giving an indication of what the money will be spent on.</p> <p>As is mentioned elsewhere, engagement with the local community organisations is key to the success of a community lottery scheme and the launch in particular is an essential element.</p> <p>There is no cost to those charities and community groups participating in the scheme. They receive any income generated through the scheme on a monthly basis.</p>
Allocation of funding	<p>Any contributions direct to a Charity on the list maintained by the Council is paid to the Charity on a monthly basis.</p> <p>The funds in the general fund can be allocated at the discretion of the Authority. They do not need to be allocated within year. The Council sets the criteria for the fund.</p> <p>The players can see information on the scheme, including the details of funding awarded and the list of prizes won.</p>
Comparison with Other Lottery Schemes	<p>People's Postcode Lottery – 32% to charities.</p> <p>National Lottery – 22% to good causes</p> <p>Gatherwell Ltd. Community Lottery Scheme – 60% to charities</p> <p>Euromillions – 28% to good causes.</p> <p>Health Lottery – 20% to good causes</p>

3.0 Implications

Financial

3.1 The financial implications for the Council have been set out earlier in this report and comprise:

Year 1 – approximately £7-8,000. This includes a one-off set up fee by Gatherwell Ltd. which includes:

- Web design, hosting, maintenance and development.
- Payment gateway investments (dedicated Direct debit and payment card accounts).
- Dedicated support telephone number, email and social media accounts.
- Marketing strategy support and gambling licence application support.

- Training for licence holders.

Councils are recommended to provide funds for launch marketing, including the arrangements for a formal launch event targeting the voluntary community.

Year 2 onwards annual cost – Approximately £3,000, depending on the amount of promotion undertaken. The costs include an annual payment to the Lottery Council (£350) and £700 for a licence. Gatherwell Ltd. has indicated that an Authority could, should it choose to, use the income through the scheme to offset these costs.

Woking Community Lottery Scheme

- 3.2 The Contract Period offered by Gatherwell Ltd. is a minimum of one year with subsequently a rolling three month contract. Should the Overview and Scrutiny Committee be minded to support the idea of establishing a community lottery scheme for the Borough, Officers would undertake to assess the offers of different ELMs before reporting to the Executive.
- 3.3 The report by Guildford Borough Council gives an indication of the money a lottery scheme could raise for local charities.

Human Resource/Training and Development

- 3.4 There will be resource implications for Officers, including the IT Team, the Marketing and Communications Team and the Team responsible for managing the list of local Charities featured through the scheme. A suitable launch and ongoing promotion will be essential and accordingly it is anticipated that the Marketing and Communications Team will have a key role to play; should the Overview and Scrutiny Committee support the idea of a Community Lottery Scheme, further work would be undertaken in advance of consideration by the Executive to ensure that the resource implications have been fully considered.

Community Safety

- 3.5 There are no community safety issues arising from the proposals.

Risk Management

Financial

- 3.6 There is little financial risk to the Council. The minimum contract is for a year after which a three month rolling contract will be in place. The initial cost to the Council is in the region of £8,000 following which the estimated annual cost will be £3,000. The prize money is met by Gatherwell Ltd. (It is worth noting, however, that a budget for a local lottery scheme has not been identified at this stage in the consideration of the Council's options.)
- 3.7 The scheme will, however, have the potential to provide local charities and community organisations with an additional source of income. There is a risk of raising expectations amongst such organisations, an aspect that the Council would seek to address through the launch and other promotions.
- 3.8 It should be noted that the Woking and Sam Beare Hospice runs an established lottery scheme of its own. There is a risk that, should the Council establish a Borough lottery scheme, it would impact on the ticket sales of the Hospice.

Reputational

- 3.9 The Council's reputation could be damaged in the event that the Council launches the lottery scheme only to have to close it due to a lack of interest. It could be argued, however, that the Council was seeking to create a new funding stream for the voluntary sector at a time when funding options are harder than ever to identify.
- 3.10 There could also be a negative reaction from residents who may perceive the lottery to be a stealth tax, in addition to their Council Tax.

Gambling

- 3.11 There is a reputational risk to the Council associated with any lottery scheme in that there can be a perception that the Council is promoting gambling. However, lottery schemes have been adopted by over 50 local authorities and is more akin to a raffle than a lottery,

Woking Community Lottery Scheme

appealing more to those who want to donate rather than those who want to gamble. In particular, it is worth noting that:

- The scheme would be marketed with the promotion of good causes as its focus, appealing more to people motivated to donate rather than gamble;
- The scheme is delivered remotely and requires individuals to go through the process of setting up an online account;
- There is no instant gratification element;
- The top prize is limited to £25,000 and there are no roll overs; there are no life-changing amounts;
- The number of tickets is limited per individual.
- There will be no 'high profile' activity surrounding the weekly draw.

Sustainability

- 3.12 There are no environmental sustainability issues arising from this report.
- 3.13 In terms of sustaining a local lottery scheme, advice from Gatherwell Ltd. and other Local Authorities emphasises the need to adopt a suitable awareness campaign and maintain the promotion of the scheme. The initial launch of the such a scheme to the voluntary sector has also been highlighted as a key stage in the development of a long term community lottery scheme.
- 3.14 The adoption of a local lottery scheme would form part of the Council's wider commitment to work with the voluntary and community sector to support it to access alternative sources of funding.

Equalities

- 3.15 There are no direct equalities issues arising from this report. It is noted however, that as an internet-based scheme, players would need to have access to a computer in order to participate.
- 3.16 The scheme will be open to any residents aged 16 or over and guidance has been produced on the ethical issue of gambling and taking part in a lottery.

Safeguarding

- 3.17 There are no safeguarding implications arising from this report.

Responsible Gambling

- 3.18 The scheme offered by Gatherwell Ltd. is restricted to those aged 16 or over and the number of ticket purchases in any one week is limited to 20 per individual. Should the limit be reached by an individual, Gatherwell Ltd will contact them to ensure they are playing for the right reasons or that they meant to select that many tickets to ensure responsible gambling.

4.0 Conclusions

- 4.1 This report seeks to set out the implications of the establishment of a Community Lottery Scheme for the Borough. The scheme is specific to local authorities and would provide additional income for local community organisations. The Members of the Overview and

Woking Community Lottery Scheme

Scrutiny Committee are invited to consider the merits of the scheme and recommend accordingly to the Executive. In the event the Overview and Scrutiny Committee supports the idea of a Community Lottery Scheme, further work would be undertaken in advance of consideration by the Executive to ensure that the Council has the necessary resource availability to fulfil its responsibilities.

- 4.2 Should the Council enter into a contract with an ELM, the scheme would be reviewed annually by the Overview and Scrutiny Committee to ensure that it continues to provide a service of value to local community organisations.

REPORT ENDS



Gatherwell Local Authority Lottery Specialists

WINNER of The Lotteries Council
'Lottery Operator of the Year 2019'



Aylesbury Vale
have raised
£250,000
for local causes
to date

Raising money in your community

In response to the ever increasing pressures on local authorities to maintain community grant funding levels, our innovative, low-cost solution has been designed to help you and the third sector gain access to new funding streams.

Pioneered in collaboration with Aylesbury Vale District Council in 2015, our online lottery platform offers higher contributions to good causes than any other major lottery in the UK.

Our model also lets supporters choose the good cause they want to support and has minimal administration requirements. Our lottery model revolutionises the way that lotteries work at a grassroots community level.

Why develop a lottery?

We are committed to helping local communities and empowering them to fundraise. We wanted to create a solution that:

- Helped to alleviate the pressures on council's grant funding budgets.
- Provided a lottery to help the third sector raise funds and maintain long-term relationships with their supporters.
- Supported the third sector whilst moving the council's role from provider/funder to enabler.
- Enabled the third sector to access a lottery product that is designed for them and at no cost to them.
- Helped to shift in the minds of the community the role their council takes in third sector matters and their innovative approach to service delivery.

How it works



Lottery tickets are £1 per ticket, per week. Players can choose their own numbers.



The more numbers they match the bigger the prize. **Match all 6 in the correct order and they win the £25,000 jackpot.**



60% of ticket price goes to local good causes. Players can choose which cause they want to support.

Draws are conducted every Saturday at 8pm and results are posted online immediately. Winners will also be notified via email.

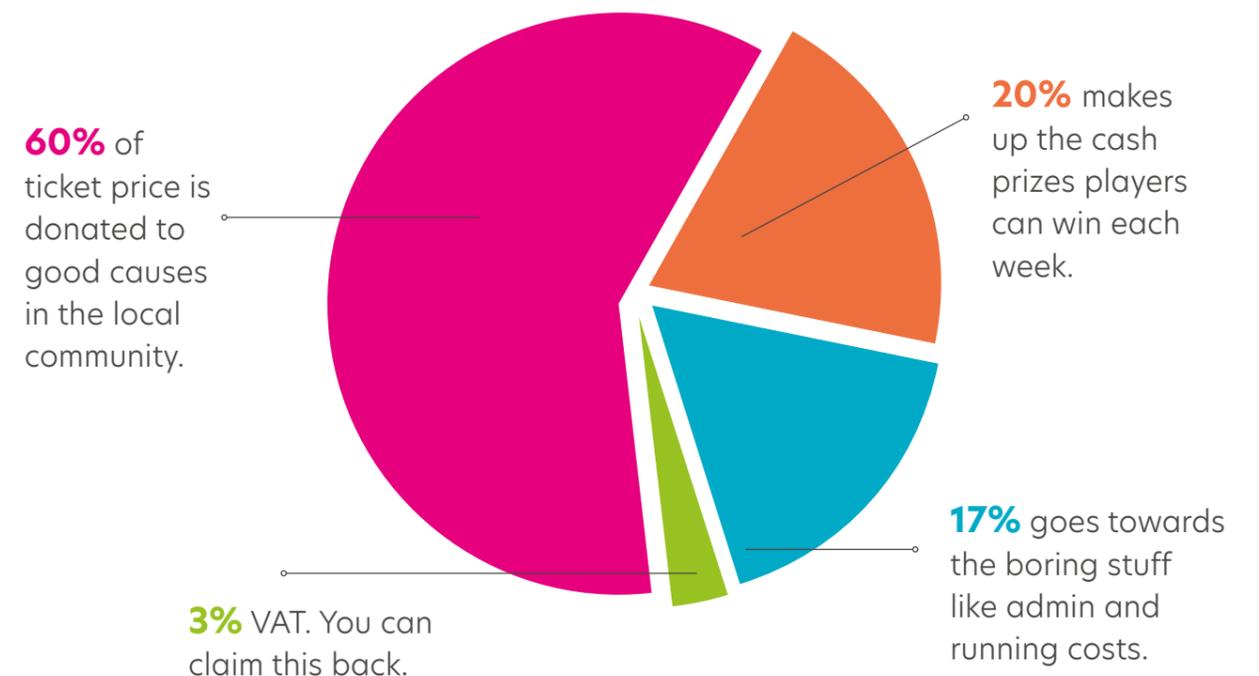
Players are encouraged to sign up to recurring monthly payments. This generates stable monthly income for your good causes and players get a hassle free way of supporting their favourite causes.

Whilst the lottery is online we do allow players to sign up over the phone. These accounts can be linked to an email address or we can arrange for all communication to be done by letter and telephone for those with no email address.

We also offer an option for paper Direct Debit mandate that can be filled in and posted to our freepost address.

Where does the money go?

The pie chart below shows how the ticket revenues are distributed.



Giving People Choices

When players buy tickets they are given a choice as to which good cause they want to support.

Central Fund

Choosing the central fund ensures that 60% of the ticket price goes to the central fund to be awarded by the council's chosen process.

All funds allocated to the central fund can either be used to increase the council's existing community grant funding budget or used to replace/reduce committed funding, thereby releasing general funds back to the council.

Specific Good Cause

Choosing a specific good cause ensures that 50% of the ticket price goes directly to that cause, with the other 10% going to the central fund.



Recruiting Good Causes

Good causes apply to join the lottery via the website. Once you have approved their application, they are provided with their own branded page within the site and provided with regularly updated, bespoke marketing materials to help them spread the word about the lottery.

The causes keep 50% of all ticket sales generated through their page. There are no fees for the good causes and no administration. All they need to do is market their page to their supporters. They receive all the funds raised directly into their nominated account each month.



What about the prizes?

The lottery offers an exciting breadth of prizes for your players. The more numbers they match the bigger the prize - up to £25,000 jackpot! Gatherwell manage the prize fund and any associated insurance - relieving you of any exposure.



Matching numbers	Prize	Winning Odds
6 numbers	£25,000	1 : 1,000,000
5 numbers	£2,000	1 : 55,556
4 numbers	£250	1 : 5,556
3 numbers	£25	1 : 556
2 numbers	3 free tickets	1 : 56

Overall odds of winning any prize is 1:50



Ben Speare*

Managing Director

*Likes running marathons in pink tutus.



Martin Woodhead*

Technical Director

*Prefers saving lambs to eating them.

About Gatherwell

At the start of Gatherwell's journey we were just raising funds for our kids' school. Our drive to make fundraising easy, transparent, fun and rewarding led us to become the UK's fastest growing lottery provider. As an External Lottery Manager (ELM) we work passionately to revolutionise the way that lotteries work at a grassroots community level, working to constantly evolve our successful fundraising platform that makes an astonishing difference to the lives of

people of all ages through 5,000 inspiring good causes. We are committed to helping to educate, motivate and inspire people to build a better life for themselves and improve the communities they live in.

Based in Oxford UK. Gatherwell are a relaxed, friendly and driven team that are committed to helping good causes raise money by delivering engaging lotteries that supporters enjoy.



Who runs the lottery?

The lottery is run by you through Gatherwell. We are an external lottery manager (ELM). We run all day-to-day operations of the lottery, but you control oversight and governance.

Page 26



What do you need to do?

We take care of all operation and administrative requirements. We even provide marketing strategies and advice pre and post launch. The only remaining responsibilities for you are:

- Application/compliance of a Local Authority Licence from the Gambling Commission. We will guide you through this process.
- Approval of new good causes as applications are submitted online.
- Authorisation of monthly cause payments and Gambling Commission lottery return.

Finally, the most important thing - you need to continuously promote the lottery to players and good causes! The more people that play your lottery, the more money you can raise for your community.



What does it cost?

We are an ethical company - we are built to keep costs down so the money goes where it's supposed to, to the good causes.

There is a small upfront fee to cover the cost of set up (£5,000) plus the Local Authority Lottery License fee from the Gambling Commission, and some dedicated officer time.

The good causes do not have to pay anything. All running costs are covered

within the administration charge (17%) on ticket sales.

There is no annual fee from Gatherwell. It is advisable to set aside an annual marketing budget to help maintain and grow the lottery - this can be deducted from the central fund before it is distributed each year, or 3% of the ticket price is VAT. This can be claimed back and re-used for marketing purposes.

Next steps

The lotteries we support are **raising over £4 million** each year for local good causes.

We'd love to talk with you to explain how we can help your local good causes raise funds.

Please get in touch, we'd be happy to help!



gatherwell

01865 582 482
info@gatherwell.co.uk
www.gatherwell.co.uk



gatherwell

gatherwell Ltd

PO Box 888

Oxford

OX1 9PS

e: info@gatherwell.co.uk

w: www.gatherwell.co.uk

From time to time we have organisations raise the ethical issue of gambling and taking part in a lottery. In these instances, we offer the following guidance on the issue;

1. A lottery is a raffle; a supporter purchases a ticket, one of which is drawn at random just like picking a raffle ticket from the hat. Therefore, if the organisation holds a Christmas raffle or has a raffle at a summer fair, for example, it is exactly the same level of risk.
2. Although tightly regulated the Gambling Commission view the lottery as a low risk form of gambling, hence the license required to hold a lottery is the same as a raffle.
3. Players have to be over 16 years of age to participate. The site requires all players to register for an account before they are able to purchase tickets and play the lottery which includes age verification via a date of birth.
4. We currently run successful lotteries for a number of religious organisations for example Village Halls and schools to name a couple of categories.
5. Although not right for everyone, it is each individual's choice whether to participate or not in the lottery. If a person doesn't agree with spending their money in a lottery, it doesn't mean everyone else should be prevented from taking part and raising money for the cause in this way.
6. There are strict guidelines in place to prevent the marketing lotteries to underage or vulnerable people. This includes the imagery we can use and where we can advertise.
7. Players can stop their subscription at any time. At the bottom of the website there are links to the Gambling Aware organisation for help if anyone needs it.

8. There is no instant gratification with a lottery and all monies must be cleared before a ticket can be entered into a draw.
9. There is a vigorous vetting process and very strict guidelines in place in order to gain approval and a licence to run lotteries via the Gambling Commission. This includes measures to protect children and vulnerable people from being harmed or exploited by gambling.
10. Players are able to set up a self-exclusion agreement and the lottery will take reasonable steps to prevent further participation, including removing their name and details from any marketing databases.
11. Safeguards are in place to ensure that ticket purchases are not excessive. These include gatherwell monitoring this and contacting any supporter with a high-ticket yield to ensure they are fully aware of their purchase and lottery entries.

If you need any further information or have any questions on the above, please do not hesitate to get in touch.



As an External Lottery Manager (ELM) we work passionately to revolutionise the way that lotteries work at a grassroots community level. Running ethical and responsible lotteries is something we pride ourselves on and how our journey started. Our drive to make fundraising easy, transparent, fun and rewarding led us to become the UK's fastest growing lottery provider.

Supporting good causes is at the heart of what we do and our lottery platform has been built with that in mind. We've carried out research into the industry, as well as profiling our current lottery players to give us a better understanding of how to support our causes, clients and players.

Summary of key points

- **Research using Acorn and Mosaic Profiling, backed by the Mintel Lotteries Report (2019) identified that supporting good causes is a key motivation for participating in our lotteries**
- **Our lottery players sit within the highest social classifications**
- **Community Lotteries are considered low risk by the Gambling Commission**
- **Our systems have robust measures in place to mitigate the risk of problem gambling**
- **The industry is tightly regulated**
- **Gatherwell are a responsible and experienced External Lottery Management company, supporting over 70 Local Authority Lotteries across the UK**

Research has identified those most likely to participate in our lotteries

Internal research using Acorn and Mosaic Profiling, backed by the Mintel Lotteries Report (2019) identifies two distinct categories of player – those who are prize motivated and those who are cause motivated.

Our platform is designed to appeal to those who are more cause motivated. The amount we give to good causes is much higher compared to other lotteries with an emphasis on charitable giving as a key motivation to play. The UK Giving Report by CAF (2019) also identifies buying a raffle/lottery ticket is the third most popular way to donate to causes, behind cash and buying goods.

Key player demographics for our target audience (cause motivated players) is reflected by actual players on our platform.

The typical player can be summarised as being an older demographic with high disposable income, driven by a moral compass. Purchasing a ticket is a rational decision involving weighing up the benefits, for example, the contribution given to good causes vs the cost. They tend to be retired with more disposable income and greater financial freedom to spend money on things like the lottery. This demographic is also more likely to donate to good causes and when they do, it tends to be more frequently and higher amounts.

Research from The Gambling Commission (February 2019) found of those who purchased tickets for a charity or other lottery, 55% reported gambling to support good causes. This compares to 15% of those who play the National lottery.



Our lottery players sit in within the highest social classifications

Player analysis from Acorn and Mosaic profiling showed only around 12% of players sit within social group D and less than 5% in group E - the groups with perhaps the least disposable income and living in difficult circumstances.

A majority of players (around 80%) sit within the three most affluent Acorn categories and this remains fairly consistent across the duration of the lottery.

Community Lotteries are classed as low risk by the Gambling Commission

A small society or community lottery works like a raffle. Players buy a ticket with a number on it. The tickets are randomly drawn and those holding the same numbered ticket win a prize. All tickets must cost the same so everyone has the same chance of winning for the same outlay. Although the industry is heavily regulated, for these reasons the lottery is viewed as a low risk form of gambling and requires the same license as a raffle.

Prize motivated players are more likely to purchase lottery tickets in person

Younger, prize motivated audiences tend to be driven by emotions. They typically buy on impulse or because of a fear of missing out on winning a big jackpot. With our platform, there is no instant gratification or the ability to purchase tickets via cash. Research my Mintel has shown this is particularly true of those aged 16-34 years who are most likely to buy lottery tickets in person at a local shop for example.

The Mintel report into UK Lotteries also echoed our analysis in that those with a higher household income are more likely to play a lottery as they have greater financial freedom to spend their money on luxuries such as gambling.



Our systems have measures in place to mitigate the risk to problem gambling

A maximum of 20 tickets can be purchased in any one transaction per supporter. We have internal processes to identify anyone at risk and our team have been trained to help identify the signs of vulnerable or at risk players. Gatherwell contact any supporter with a high-ticket yield to ensure they are fully aware of their purchase and lottery entries.

At the bottom of the website, there are links to the Gamble Aware organization for help if anyone needs it.

Players are able to set up a self-exclusion agreement and the lottery will take reasonable steps to prevent further participation, including removing their name and details from any marketing databases.



There is no instant reward or gratification when purchasing tickets.

Tickets cannot be purchased for the day of the draw and payment must be cleared before entry. Players are unable to buy a one off single tickets and you can only play by setting up a Direct Debit or card payment – not cash.

The industry is tightly regulated requiring a demonstration of safeguarding policies

There is a vigorous vetting process and very strict guidelines in place in order to gain approval and a license to run lotteries via the Gambling Commission. This includes measures to protect children and vulnerable people from being harmed or exploited by gambling.

There are strict guidelines in place to prevent the marketing lotteries to underage or vulnerable people. This includes the imagery we can use and where we can advertise.

Responsible and Experienced External Lottery Management

Gatherwell are proud to have supported over 70 Local Authority lotteries. We share best practice from our other brands to ensure the maximum income is generated.

The focus of our lotteries is supporting the local community with nearly double given to good causes compared to other national lotteries.

The jackpot prize is insured, meaning there is no risk to the Council to cover prize winnings. Each lottery has its own client deposit account, ensuring all supporter money is kept secure at all times.

Overview and Scrutiny Committee Report

Report of Managing Director

Author: Steve Benbough

Tel: 01483 444052

Email: stephen.benbough@guildford.gov.uk

Relevant Lead Councillor(s): Paul Spooner

Tel: 01483 444701

Email: paul.spooner@guildford.gov.uk

Date: 5 March 2019

Guildford Community Lottery

Officer recommendation:

The Committee is invited to note and comment on progress with the establishment and development of the Guildford Community Lottery.

Reason for Recommendation:

To enable the Committee to review the operation of the Guildford Community Lottery.

1. Executive Summary

1.1 Following a decision by the Executive in May 2018, the Guildford Community Lottery was launched on 24 September 2018 with the first draw taking place on 1 December 2018. Performance in terms of ticket sales and player numbers has been positive during the first three months of operation with the lottery supporting a wide range of good causes across the borough.

2. Strategic Priorities

2.1 The “Community” theme in our Corporate Plan emphasises that “every person matters” and that this fundamentally underpins all we do. We are committed to working with partners to improve the lives of our vulnerable and less advantaged residents and to encouraging participation in local cultural, environmental and sporting activities.

2.2 The Guildford Community Lottery provides an additional funding stream to help local voluntary and community organisations provide valued services and facilities for our residents and contribute towards our own priorities. As part of Project Aspire, we have also been working to develop a greater sense of self-reliance within our communities so that residents are less dependent on our

services and can deliver and manage projects for themselves. The lottery provides a financial tool to help local community groups achieve this.

3. Background

3.1 At its meeting on 22 May 2018, the Executive agreed to establish a lottery to support local good causes. Gatherwell Ltd was appointed to manage the lottery on our behalf.

3.2 We subsequently launched the new Guildford Community Lottery at a well-attended event for good causes on 24 September 2018, with the first draw taking place on 1 December 2018. Key features of the lottery include:

- (a) Gatherwell manage all aspects of the online lottery on our behalf, including processing new players, distributing prizes and awarding funding to good causes. They also have insurance in place to cover jackpot wins and suspension or failure of the lottery.
- (b) Lottery players sign up online through direct debit or payment card, with Gatherwell processing all ticket sales.
- (c) There are weekly lottery draws with tickets costing £1. The proceeds of each ticket sale are split as follows:

- £0.60 goes to local good causes*
- £0.20 covers prizes
- £0.17 to the External Lottery Manager (Gatherwell)
- £0.03 VAT

(*For comparative purposes, 28% of ticket sales from the National Lottery go to good causes, 27.5% from the Postcode Lottery and 20% from the Health Lottery.)

- (d) Individual lottery players have two choices as to how the 60% for good causes generated by the purchase of their ticket is distributed:
 - (i) the whole 60% can go to a good cause nominated by the council; or
 - (ii) 50% of the ticket price can be given to a specified good cause registered with the lottery and selected by the player, with the remaining 10% being allocated to the council's nominated cause.
- (e) Players select a line made up of six numbers running from 0 to 9. Prizes will be awarded according to the number of matched numbers, as follows:
 - 6 matched numbers - £25,000
 - 5 matched numbers - £2,000
 - 4 matched numbers - £250
 - 3 matched numbers - £25
 - 2 matched numbers - 3 free tickets

(The odds of winning the jackpot are approximately 1,000,000 to 1 and the odds of winning any prize are 50 to 1.)

- (f) The Council decides the criteria for good causes to be eligible to benefit from the lottery and determines applications from relevant voluntary and community organisations to register.
- 3.3 We worked with Gatherwell to design a Guildford Community Lottery website. Once approved, each good cause then has its own branded page on the website and is provided with its own bespoke marketing material for the lottery.
- 3.4 Voluntary and community organisations are then able to direct their own supporters and members to their individual lottery page and retain 50% of ticket sales purchased through this route. Promotion of the lottery internally within their own organisations is the primary driver of ticket sales.
- 3.5 As mentioned above, we are able to select a good cause to benefit from lottery ticket sales and the Executive nominated Guildford Philanthropy. If selected by players, Guildford Philanthropy receives 60% of each ticket sale. Otherwise, it receives 10% of each sale, with 50% going to the good cause chosen by the player.
- 3.6 As the lottery operator, we undertook a number of other required steps prior to the formal launch, including
- securing a lottery operating licence from the Gambling Commission;
 - appointing the Policy and Partnerships Manager and Director of Community Services as the licence holders;
 - becoming members of the Lotteries Council;
 - agreeing the eligibility criteria for organisations wishing to join the lottery;
 - adopting the following policies:
 - Children and Vulnerable Persons Protection Policy
 - Fair and Open Gambling Policy
 - Implementation of Procedures Policy
 - Protection from Source of Crime and Disorder Policy
 - Social Responsibility in Gambling Policy
- 3.7 We also led on the promotion of the lottery to encourage good causes to sign-up.

4. Progress

- 4.1 The first weekly draw for the Guildford Community Lottery took place on Saturday 1 December. Therefore, we are still in the early stages having been operating the lottery for only three months.

4.2 At the time of writing, 91 organisations have signed up to the Guildford Community Lottery, although not all have yet started to promote and market their own cause. The full list of registered good causes is attached as Appendix 1.

4.3 We currently have 839 players buying a total of 1,760 weekly tickets to support their chosen good causes. Based on those figures, an annualised total of £55,000 would be raised for good causes, including nearly £11,000 for Guildford Philanthropy. The actual sum paid to good causes from draws held to date is £10,734 (including £2,250 to Guildford Philanthropy). The top performing causes in terms of weekly ticket sales are:

Cherry Trees	157
Friends of Guildford County School	106
Kane FM	84
The Sunflower Trust	73
Guildford Philanthropy	66
Home Start Guildford	60
The Royal Surrey County Hospital	54
Weyfield Primary Academy School PTFA	50
Burpham Primary School PSA	50
The Fountain Centre	46
Friends of Worplesdon School	41
Cadence Drum and Bugle Corps	41
4 th Farnham (Tongham and Ash) Scouts	40

4.4 To put the current figures into context, Gatherwell has set targets for the lottery based on its experience elsewhere and the demographics of the local area. Our performance against those is summarised in the following table:

	Predicted (52 weeks)	Actual (20 weeks)	Difference (%)
Number of players	570	842	+ 47%
Tickets bought per player	1.5	2.09	+ 39%
Gross Revenue	£44,460	£91,912	+106%
Central Fund (10%)	£4,446	£9,131	+105%
Good Causes (50%)	£22,230	£45,656	+ 105%

4.5 This shows that we were significantly exceeding our 52 week targets after only 20 weeks of operation in terms of player numbers, weekly ticket sales and number of tickets purchased per player. Whilst this is a positive start, we are keen to continue to grow the lottery particularly by encouraging more local good causes to sign-up.

5. Financial Implications

5.1 Budgetary provision was made in the current financial year to meet the following start-up costs for the new Guildford Community Lottery:

- Gatherwell Ltd set up fees £3,000
- Licence fees and affiliations £1,400
- Marketing expenses £3,000

5.2 The ongoing annual cost to the Council of running the lottery will be £1,050 for the Gambling Commission's annual licence fee and continued membership of the Lotteries Council.

6. Legal Implications

6.1 The Gambling Act 2005 creates eight categories of permitted lottery, one of which is a local authority lottery. Local authority lotteries are promoted by the relevant council and the net proceeds can be used for any purpose for which the authority has power to incur expenditure.

6.2 The Guildford Community Lottery must be run under an operating licence issued by the Gambling Commission and must comply with the specific licence conditions and relevant codes of practice.

6.3 We are permitted to appoint Gatherwell to manage the lottery on our behalf in accordance with Section 257 of the Gambling Act. The external lottery manager also needs to obtain the necessary consent and operating licence from the Gambling Commission. However, we remain responsible for ensuring that the lottery operates lawfully. To this end, we have appointed the Policy and Partnerships Manager and Director of Community Services as responsible officers for the Gambling Commission's lottery licence.

7. Human Resource Implications

7.1 Some officer time is required to administer the lottery (e.g. registering and determining eligible good causes and authorising payments, completing licence applications to the Gambling Commission and marketing the lottery). However, these duties are managed from within existing staff resources.

7. Key Risks

7.1 Various risks associated with establishing a new lottery were highlighted to the Executive in May 2018, such as:

- (a) the voluntary and community sector choosing not to engage with the initiative; and
- (b) the lottery not performing as well as expected and not producing the anticipated levels of income.

7.2 However, these risks do not have appear to have been realised and the lottery is successfully generating new funding for local voluntary and community organisations.

7.3 Lotteries are the most common form of gambling activity and are considered to be low risk in terms of problem gambling due to their relatively controlled format. There is also no instant gratification or reward involved. The buying pattern of players is also monitored online and issues mitigated if required. The lottery also complies fully with the Gambling Commission's licensing code of practice.

8. Suggested issues for overview and scrutiny

8.1 The Committee is invited to comment on the establishment and early performance of the Guildford Community Lottery.

9. Conclusion

9.1 The Guildford Community Lottery is supporting a wide range of good causes across the borough. This supports the "Community" theme in our Corporate Plan by giving our voluntary sector partners access to a new funding stream to deliver services and facilities for our residents.

9.2 Performance in terms of ticket sales and player numbers has been strong during the first three months of operation, but we will continue to seek to grow the lottery in the coming months, including by encouraging new good causes to sign-up.

10. Background Papers

Report to Executive on 22 May 2018: Proposed Guildford Community Lottery

11. Appendices

Appendix 1: Good Causes Registered for the Guildford Community Lottery



WOKING BOROUGH COUNCIL

Overview and Scrutiny

Work Programme

CIVIC OFFICES
GLOUCESTER SQUARE
WOKING GU21 6YL
01483 755855
www.woking.gov.uk

INTRODUCTION TO WOKING BOROUGH COUNCIL'S OVERVIEW AND SCRUTINY WORK PROGRAMME

This Overview and Scrutiny Work Programme is published with the purpose of assisting the Council in its overview and scrutiny role. The Work Programme covers the following areas:

- Items for consideration at future meetings of the Overview and Scrutiny Committee.
- An extract from the latest version of the Council's Forward Plan.
- Any Scrutiny Review Topics proposed by Members of the Council for inclusion on the Work Programme.
- Any topics identified for pre-decision scrutiny.
- Details of the current Task Groups under the Committee's remit.

The Work Programme is designed to assist the Council with its overview and scrutiny role by providing Members with an indication of the current workload, subjects to be considered for review and items which the Executive expects to consider at its future meetings, so that matters can be raised beforehand and/or consultations undertaken with a Member of the Executive prior to the relevant meeting.

The Committee

Chairman: Councillor D E Hughes

Vice-Chairman: Councillor M Whitehand

Councillor J Bond

Councillor R Mohammed

Councillor G G Chrystie

Councillor M I Raja

Councillor S Hussain

Councillor C Rana

Councillor J R Sanderson

2019/20 Committee Dates

- 17 June 2019
- 15 July 2019
- 16 September 2019
- 21 October 2019
- 25 November 2019
- 20 January 2020
- 24 February 2020
- 23 March 2020

Suggested Additions to the Work Programme

Decision to be Taken	Proposed by	Officer Comment
Housing Infrastructure Fund. For the Committee to receive the HIF Bid conditions once received from Homes England.	Chairman and Vice-Chairman	The Finance Task Group would review the conditions once made available.
Serco. For the Committee to review the services provided by Serco and their capacity to achieve and improve services.	Chairman and Vice-Chairman	This was postponed due to Officer sick leave and would be addressed at a future meeting of the committee.

Overview and Scrutiny Committee Meeting – 24 February 2020

Decision to be Taken	Consultation	Background Documents	Contact Person
Performance Management			
Performance & Financial Monitoring Information. For the Committee to consider the current publication of the Performance & Financial Monitoring Information (Green Book)	None	None	Chairman
Matters for Determination			
Work Programme. For the Committee to receive the updated Work Programme.	None	None	Hanna Taylor
Matters for Scrutiny			
Children and Family Centres. For the Committee to capture the feedback from the closure of some children’s centres, the transitional effects on those that are operational.	None	None	Adam Thomas
Empty Homes Strategy. For the Committee to review the updated Empty Homes Strategy and to see how the Committee and Councillors can support the programme.	None	None	Louise Strongitharm
Freedom of Information Requests. To review the statistics and requests that proceed to the Information Commissioners Office.	None	None	Hanna Taylor

<p>Overview of Complaints Received and Performance Review. For the Committee to review the complaints for 2019 from NVH and identify any trends. The Committee wish to review some areas of the contract.</p>	None	None	Joanne McIntosh
<p>Task Group Updates</p>			
<p>Task Group Update. To receive an update on the work of the Task Groups under the remit of the Committee.</p>	None	None	Chairman

Overview and Scrutiny Committee Meeting – 23 March 2020

Decision to be Taken	Consultation	Background Documents	Contact Person
Performance Management			
Performance & Financial Monitoring Information. For the Committee to consider the current publication of the Performance & Financial Monitoring Information (Green Book)	None	None	Chairman
Matters for Determination			
Work Programme. For the Committee to receive the updated Work Programme.	None	None	Hanna Taylor
Matters for Scrutiny			
Community Infrastructure Levy. For the Committee to review the CIL proposals and the management plans for the future.	None	None	Ernest Amoako
Safer Working Partnership – Community Safety Plan. The Police and Justice Act 2006 gave local authorities responsibility for considering crime and disorder matters. In 2010 the Committee agreed that the Safer Working Partnership Plan would be brought forward annually for scrutiny.	None	None	Camilla Edmiston

<p>Anti-Social Behaviour. For the Committee to understand the youth provisions within the borough and the statistics on anti-social behaviour.</p>	None	None	<p>Camilla Edmiston Adam Thomas Cllr Kemp</p>
<p>Task Group Updates</p>			
<p>Task Group Update. To receive an update on the work of the Task Groups under the remit of the Committee.</p>	None	None	<p>Chairman</p>

Latest Version of the Forward Plan

The Forward Plan gives an indication of the decision to be taken by the Executive. Published monthly, the Forward Plan has traditionally given an indication of the decisions to be taken over the following four months.

16 January 2020

Key Decision	Subject	Decision to be taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
No	Petition - Taxi Rank Accessibility	To receive a petition.	Cllr Harlow, Portfolio Holder.	None.	Head of Democratic and Legal Services (Peter Bryant)
No	Performance and Financial Monitoring Information	To consider the Performance and Financial Monitoring Information contained in the Green Book.	Cllr Bittleston, Portfolio Holder.	None.	Chief Finance Officer (Leigh Clarke)

6 February 2020

Key Decision	Subject	Decision to be taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
Yes	General Fund, Service Plans, Budgets and Prudential Indicators 2020-21	To recommend to Council the General Fund, Service Plans, Budgets and Prudential Indicators for 2020-21.	Cllr Azad, Portfolio Holder, Business Managers	None.	Chief Finance Officer (Leigh Clarke)
Yes	Housing Revenue Account Budgets 2020-21	To recommend to Council the Housing Revenue Account Budgets for 2020-21.	Cllr Azad, Portfolio Holder, Business Managers.	None.	Chief Finance Officer (Leigh Clarke)
Yes	Investment Programme 2019-20 to 2023-24	To recommend to Council the full review of the Investment Programme and priorities.	Cllr Azad, Portfolio Holder, Business Managers, Finance Task Group.	None.	Chief Finance Officer (Leigh Clarke)
Yes	Capital, Investment and Treasury Management Strategies	To recommend to Council the Capital, Investment and Treasury Management Strategies for 2020-21.	Cllr Azad, Portfolio Holder.	None.	Chief Finance Officer (Leigh Clarke)
No	Recommendation from Climate Change Working Group - Climate Emergency - Planning for Carbon Neutrality	To receive recommendations from the Climate Change Working Group regarding planning for carbon neutrality.	Cllr Davis, Portfolio Holder, Climate Change Working Group.	None.	Deputy Chief Executive (Douglas J Spinks)

Yes	Homelessness and Rough Sleeping Strategy	To recommend to Council that the Homelessness and Rough Sleeping Strategy be approved.	Cllr Harlow, Portfolio Holder.	None.	Director of Housing (Louise Strongitharm)
Yes	Robin Hood	To recommend to Council the provision of Loan Finance to Rutland Woking for the development of the former Pub site for a Community Transport Depot and residential accommodation.	Cllr Azad, Portfolio Holder.	None.	Deputy Chief Executive (Douglas J Spinks)
Yes	Housing Infrastructure Fund - Funding Allocation of £95Million to Woking Town Centre	To agree to enter into an agreement with SCC to deliver the infrastructure improvements.	Cllr Bittleston, Leader of the Council.	None.	Deputy Chief Executive (Douglas J Spinks)
No	Performance and Financial Monitoring Information	To consider the Performance and Financial Monitoring Information contained in the Green Book.	Cllr Bittleston, Portfolio Holder.	None.	Chief Finance Officer (Leigh Clarke)
No	Monitoring Reports - Projects	To provide quarterly reports on the progress of projects in the interests of financial prudence and corporate governance.	Cllr Bittleston, Portfolio Holder.	None.	Chief Executive (Ray Morgan)

<p>Yes</p>	<p>Land Management</p>	<p>To consider the acquisition of property.</p> <p>(The press and public will be excluded from the meeting during consideration of this item in view of the nature of the proceedings that, if members of the press and public were present during this item, there would be disclosure to them of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A, to the Local Government Act 1972.)</p>	<p>Cllr Azad, Portfolio Holder.</p>	<p>None.</p>	<p>Deputy Chief Executive (Douglas J Spinks)</p>
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Special Grants Executive - 27 February 2020

Key Decision	Subject	Decision to be taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
Yes	Applications for Financial Assistance 2020-21	To receive the annual report on applications for the Community Support Scheme for the 2020/21 financial year.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Age Concern Woking - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Boom Credit Union - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Browns Community Services CIC - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Cherry Trees - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
Yes	Citizens Advice Woking - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)

No	Community Advice Forum - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
Yes	Coram Life Education - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Crossroads Care Surrey - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
Yes	Friends of the Elderly - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	GASP Motor Project - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Headway Surrey - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Home-Start Runnymede and Woking - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Hungarian School Woking - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Imago Dei Prison Ministry - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)

No	Intergenerational Music Making - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Isha Foundation - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
Yes	LCAG Lift Up Together and Little Minions - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Let's Read Ltd - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
Yes	Maybury and Sheerwater Community Trust - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
Yes	New Life Church - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Outline - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
Yes	Rape and Sexual Abuse Support Centre - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)

No	Relate West Surrey - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Sight for Surrey - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
Yes	Surrey Care Trust - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Surrey Drug and Alcohol Care Ltd - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
Yes	Surrey Lifelong Learning Partnership - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Surrey North Area Cruse Bereavement Care - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Surrey Welfare Rights Unit - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	TALK Surrey CIO - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	The Brigitte Trust - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)

No	The Club at Old Woking - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	The Counselling Partnership - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	The Lightbox - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
Yes	The Lighthouse - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
Yes	The Maybury Centre Trust - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
Yes	The Useful Wood Company - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Transform Housing and Support - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	West Surrey Mediation Service - Application for Financial Assistance	To determine the application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Wishel Lawn Tennis Club - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)

No	Woking and District Men's Shed - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
Yes	Woking and Sam Beare Hospices - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Woking and Weybridge Branch of Parkinsons UK - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Woking Blackhawks Basketball Club - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
Yes	Woking Community Transport (Bustler) - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
Yes	Woking Community Transport (Town Centre Buggy) - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Woking District Scouts (Handicamp) - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
Yes	Woking Mind - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)

No	Woking People of Faith - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Woking Shopmobility - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Woking Street Angels - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
No	Woking Strokeability - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Finance Officer (Leigh Clarke)
No	Woking Talking Newspaper (1988) Association - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
Yes	Woking United Reformed Church Charity - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
Yes	Woodham Parish Hall - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
Yes	York Road Project - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)

Yes	Your Sanctuary - Application for Financial Assistance	To determine the grant application.	Cllr Azad, Portfolio Holder. Internal Officers.	None.	Chief Executive (Ray Morgan)
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26 March 2020

Key Decision	Subject	Decision to be taken	Consultation (Undertaken prior to the meeting unless otherwise stated)	Background Documents	Contact Officer
Yes	Brookwood Cemetery Masterplan	To recommend to Council the Brookwood Cemetery Masterplan.	Cllr Azad, Portfolio Holder, and Cllr Cundy, Lead Member for Brookwood Cemetery	None.	Deputy Chief Executive (Douglas J Spinks)
Yes	Flood Risk Management	Authorisation to release remaining funds to allow scheme to be constructed.	Cllr Davis, Portfolio Holder.	None.	Deputy Chief Executive (Douglas J Spinks)
Yes	Smarts Heath Road Woking Gymnastic Center	To recommend to Council funding arrangements for the implementation of the approved scheme.	Cllr Azad, Portfolio Holder.	None.	Chief Executive (Ray Morgan)
No	Regulation of Investigatory Powers Act 2000 - Annual Monitoring Report	To receive details of RIPA authorisations during 2019 calendar year.	Cllr Azad, Portfolio Holder.	None.	Head of Democratic and Legal Services (Peter Bryant)
No	Performance and Financial Monitoring Information	To consider the Performance and Financial Monitoring Information contained in the Green Book.	Cllr Bittleston, Portfolio Holder.	None.	Chief Finance Officer (Leigh Clarke)

Current Task Groups Responsible to the Committee

The table below provides a list of current Task Groups established by the Committee, including an indication of the resource requirements and the anticipated completion date. Updates on the progress of individual Task Groups are included elsewhere on the Committee's agenda.

Task Group	Topic	Membership	Resources	Date Established	Anticipated Completion Date
Economic Development Task Group	To identify and seek the implementation of measures to mitigate the impact of the economic downturn on the residents, community organisations and businesses in the Borough of Woking.	Cllrs Ali, Azad, Barker, Bond, Davis, Elson, and Johnson.	Officer and Councillor time.	11.03.09	Ongoing
Finance Task Group	To review Financial issues as and when identified by the Committee. Financial Performance of the Council Management and Administration of Accounts procurement Strategy, Pension fund, Financial Strategy.	Cllrs Ashall, Azad, Aziz, Bond, Davis, Hughes, and Sanderson.	Officer and Councillor time.	25.05.06	Ongoing
Housing Task Group	To review Housing issues as and when identified by the Committee, including Housing Strategy, Housing Business Plan, Housing Service Plans, Housing Revenue Account, Housing Conditions, Housing Needs, Private Sector Housing, Home Improvement Agency, Housing and Council Tax Benefits, and monitor/review progress of the PFI Scheme	Cllrs Aziz, Bridgeman, Forster, Harlow, Johnson, Kemp and Mohammad.	Officer and Councillor time.	25.05.06	Ongoing