

## Northumbria Healthcare NHS Foundation Trust

### Charitable Funds

#### Staff Lottery Scheme Procedure

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<b>Name of author</b>	Wayne Daley
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## 1.0 Introduction

The Northumbria Healthcare NHS Foundation Trust Staff Lottery is provided by the trust as a benefit for staff and a method to raise charitable funds to support Staff Health and Wellbeing projects.

The lottery is run as a small society lottery under the terms of the Gambling Act 2005. The Trust, through appropriate mechanisms, regulates the conduct of the lottery.

The Lottery is managed by the Foundation and Engagement Team with oversight from People and Organisation Development (POD) and the Bright Charity Strategic Committee. The promoter of the lottery is the Director of Communications. Delegated responsibility for the operational running of the lottery is allocated to the Head of Corporate Social Responsibility and Foundation and the Head of Bright Northumbria Healthcare Charity. The winning entries for this lottery will be determined by a random selection process. The draw shall be conducted using a Random Number Generator. This process is designed to ensure that the outcome is dependent on chance and that no person or entity, including the organisers, can influence the result. All valid entries received within the specified period will be included in the draw and will have an equal and impartial opportunity of being selected as a winner.

## 2.0 Executive Summary

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

The rules within the Staff Lottery must be adhered to by any member of staff wishing to partake in the Staff Lottery.

This Staff Lottery Scheme procedure provides a guide on the process for registering and operation of the staff lottery. The Staff Lottery rules are shown at Appendix 1.

## 3.0 Staff Lottery Rules of Play

Entry to the lottery is limited to paid substantive employees of Northumbria Healthcare NHS Foundation Trust. This is due to the process of paying for tickets via salary deduction only.

The purpose of the lottery shall be the raising of money wholly or mainly to fund applications to support staff health and wellbeing projects and initiatives. This shall include, without limitation, the raising of funds by the Trust to support bids submitted by staff under the Bright Charity's Charitable Bids Process.

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

The promoter of the lottery is the Director of Communications. Delegated responsibility for the operational running of the lottery is allocated to the Head of Corporate and Social Responsibility and Foundation and the Head of Bright Northumbria Healthcare Charity. Digital Services within the Trust are responsible for the technical management and operation of the lottery system.

It is the responsibility of the Bright Northumbria Healthcare Charity to manage the grant application process and dissemination of funds to staff health and wellbeing projects and initiatives provided they meet their charitable purposes.

The Staff Lottery responsible officers:

- Ensure the draw is compliant and appropriately registered in accordance with relevant legislation and regulations relating to the Small Society Lottery
- Ensure that members lottery ticket deductions are collected and recorded
- Ensure that the draw is administered in a fair and transparent manner
- Review and agree prize levels
- Co-ordinate the process of allocating the proceeds of the prize fund to staff health and wellbeing projects and initiatives
- Ensure that transparent and comprehensive financial records of the lottery proceeds and outgoings of the draw are maintained and available for the audit or other independent scrutiny
- Produce an annual report which will include a full breakdown of lottery proceeds and outgoings, and an account of the activities of the lottery draws in promoting staff benefits. Lottery activity will be reported formally through POD and Bright Charity Strategic Committee and will include details of funds raised as well as projects that are being supported.
- Be responsible for maintaining the staff lottery constitution, formally agreeing any changes or amendments, and ensuring that an up-to-date constitution is available to view by members.

## 5.0 Duties – Individual Officers

It is the responsibility of a Bright Charity Representative to submit a quarterly report to the Bright Charity Strategic Committee in respect of any and all charitable funds raised as a result of the lottery.

It is the responsibility of the named lottery manager to submit regular statements to the Local Authority, in accordance with the regulations.

## 6.0 Procedure

Entry to the staff lottery is limited to the members of staff employed by Northumbria Healthcare NHS Foundation Trust and subsidiaries who have a paid substantive post or Staff Bank members who are in receipt of paid salary from Payroll for the relevant month of ticket purchase.

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

By becoming a member of the Northumbria Healthcare NHS Foundation Trust staff lottery and by purchasing a ticket, staff will be bound at all times by the current lottery rules, Appendix 1.

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

- 67.5% allocated to the prize funds
- 12.5% administration/operation of the lottery system
- 20% allocated to charitable funds (staff health and wellbeing fund)

The staff lottery will be drawn monthly, and a winner will be drawn at random.

A further 10 numbers will be drawn at random for allocation of smaller prizes.

It is intended that prizes shall be cash prizes, the allocation and value of this shall be as follows:

- Winning ticket holder: 50% of the 67.5% of total proceeds
- Runners up: 50% of the 67.5% total proceeds will be shared amongst the 10 ticket holders.

The proceeds allocated to charitable funds shall be allocated at Bright Northumbria Healthcare Charities sole discretion. Staff can apply to access charitable funds by completing a bid application form on the trust's digital workplace. This grant application will be processed through the charities agreed approvals process and an outcome will be shared with the member of staff who has submitted the bid within the normal timescales set within the charity.

**STAFF LOTTERY RULES**

1. The staff lottery is run as a small society lottery under the terms of the Gambling Act 2005. The Trust, through appropriate mechanisms, regulates the conduct of the lottery.
2. Entry to the staff lottery is limited to the members of staff employed by Northumbria Healthcare NHS Foundation Trust who receive a salary payment. Membership is not transferable to any other person.
3. New registrations, increases in number of tickets held and amends to your Staff Lottery account must be complete by Close of Play on the 5<sup>th</sup> of the month to come into effect for the following months draw. Any changes made after the 5<sup>th</sup> will come into effect for the draw the month after next. (For example: Changes made after January 5<sup>th</sup> will come into effect for March's draw)
4. The draw shall be conducted using a Random Number Generator. This process is designed to ensure that the outcome is dependent on chance and that no person or entity, including the organisers, can influence the result. All valid entries received within the specified period will be included in the draw and will have an equal and impartial opportunity of being selected as a winner. Therefore, those staff involved in the management and operational running of the lottery are eligible to participate in the Staff Lottery providing they have completed a Declaration of Interest form. This can be found on the Intranet.
5. Payment of entry fees can only be made by a direct deduction from salary. It is the responsibility of each employee to check that deductions are accurate.
6. No prize shall be paid to any person other than the person to whom the winning number was allocated.
7. Members may join or leave the scheme at any time. To join or leave the scheme the member of staff can follow the relevant steps on the staff lottery website - [www.northumbrialottery.co.uk](http://www.northumbrialottery.co.uk).
8. Tickets are £1 each and a maximum of 3 tickets per person can be purchased. Please note, this is per person, not assignment number. If you are found to have multiple accounts against different assignment numbers, your accounts could be deemed invalid and may lead to a ban from the Staff Lottery.
9. Tickets must be purchased before the 5<sup>th</sup> of the month to be included in the draw for the following month.
10. Draws will be held on the 1<sup>st</sup> of each month or the first working day following this. Each draw will be performed by a random number generator.

11. At each draw the appropriate number of winning numbers will be drawn and allocated to the prizes available. No number will be eligible for more than one prize in each monthly draw.
12. If you have more than one number, you may win more than one prize each month depending upon the numbers drawn.
13. Prize money will only be paid in the form of a BACS transfer to the winning employee's account.
14. Numbers will only be entered into the lottery following full payment having been made by you by salary deduction to the value of the ticket(s). You shall only be entitled to take part in a draw if you have paid for the ticket(s) in full for that particular month. If payment for your ticket(s) is not received in full or deducted from your salary prior to the date of the draw, the relevant number will be immediately suspended from the draw until the necessary payments recommence. You will receive an email notifying you of the suspension. After 3 failed deductions your lottery account will be automatically deleted.
15. Each participant has the choice to remain anonymous if they win a prize by ticking a box within the 'my account' section of their lottery account. However, if this box is left unticked and you win a prize, you hereby grant the trust permission to disclose and circulate your name and identity to others and/or any publicity as winner of a prize. This includes listing winners names on the website <https://www.northumbrialottery.co.uk/winners/> and on the Northumbria staff Facebook page. Those who wish to remain anonymous will have their winning ticket number published instead.
16. The value of prizes will be maintained as close to 67.5% of the annual proceeds as possible.
17. All lottery entry fees are final, and no refund will be made at any time. All members acknowledge that their payment of £1 per ticket does not guarantee that they will win any prize.
18. If the winning number of a prize is subsequently identified as ineligible for any reason, then the prize will not be awarded to the respective staff member but split among the 10 runners up.
19. The winning numbers for prizes will be drawn in descending order, i.e. the winning number first for the largest prize will be drawn first, the remaining 10 smaller prizes will also be in descending order.

20. All prize winners will receive notification by email, which is system generated and sent automatically to staff.
21. There will be no roll over prizes from any draw.
22. The trust accepts no liability whatsoever for any failure to include your numbers in a draw, whether or not such failure is the result of payments not being made by you or not being deducted from your salary, the result of your number(s) being omitted accidentally or otherwise from the relevant draw.
23. Immediately upon you ceasing to meet the eligibility criteria specified you shall automatically cease to be entitled to participate in the lottery. This shall include, but without limitation, where you resign, your contract is terminated, or you retire from your employment or engagement with Northumbria Healthcare NHS Foundation Trust.
24. Should a member of staff terminate their employment with the trust but continue to be wrongly in receipt of pay (with a payroll deduction being made for the price of a lottery ticket) following their termination date, for whatever reason, that former employee will not be permitted to win a prize in the monthly lottery.
25. If you have a period of sick leave, maternity leave or career break that results in a no pay situation you will not be entered into the lottery. Should your no pay situation continue beyond the 3-month period your membership will be terminated and your account disabled.
26. Accounts inactive for a period of 6 months or more without active tickets will be removed from the Staff Lottery system.
27. The trust reserves the right to refuse you entry to the lottery or withdraw your membership at any time in accordance with the Staff Lottery Rules and Trust policies.
28. The Trust reserves the right to set limits on the total number of entries within the lottery draw by restricting access to membership of the trust lottery. This will take into account limits applied to small society lotteries as per the Gambling Act 2005.
29. The trust reserves the right to temporarily suspend or permanently cease to run the lottery immediately at any time without cause and without notice.
30. The trust makes no representation and gives no guarantee or warranty in relation to any prize and shall not be liable for any loss, damage or delay which arises out of your participation in the lottery or your use of any prize, including

without limitation financial, indirect or consequential loss. Nothing in these lottery rules shall seek to limit or exclude the trust's liability for death or personal injury resulting in negligence.

31. 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 Foundation and Engagement Team will be final. Complaints must be made in writing to the Foundation and Engagement Team. A written response will be made to the complainant following discussion and review by the Foundation and Engagement Team.
32. The Foundation and Engagement Team reserve the right to vary these lottery rules from time to time. The latest version of the lottery rules will be posted on the staff lottery website at [www.northumbrialottery.co.uk](http://www.northumbrialottery.co.uk).