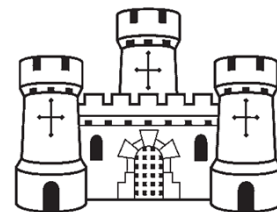


**Date of meeting** Thursday, 27th June, 2019  
**Time** 7.00 pm  
**Venue** Astley Room - Castle House  
**Contact** Jayne Briscoe 2250



**NEWCASTLE  
UNDER LYME**  
**BOROUGH COUNCIL**

Castle House  
Barracks Road  
Newcastle-under-Lyme  
Staffordshire  
ST5 1BL

## **Finance, Assets & Performance Scrutiny Committee**

### **AGENDA**

#### **PART 1 – OPEN AGENDA**

- 1 APOLOGIES**
- 2 DECLARATIONS OF INTEREST**
- 3 MINUTES OF THE LAST MEETING - 11 APRIL 2019** (Pages 3 - 6)  
To consider the minutes of the last meeting held on 11 April, 2019.
- 4 UPDATE FROM CABINET** (Pages 7 - 8)  
This item provides an opportunity for the Portfolio Holder to update members of the Scrutiny Committee on the response of Cabinet to the suggestions made by the Committee at their last meeting.
- 5 THE GUILDHALL - A REVIEW OF UTILISATION** (Pages 9 - 14)
- 6 THE LYME LOTTERY** (Pages 15 - 18)
- 7 WORK PROGRAMME** (Pages 19 - 24)
- 8 PUBLIC QUESTION TIME**  
Any member of the public wishing to submit a question must serve two clear days' notice, in writing, of any such question to the Borough Council
- 9 URGENT BUSINESS**  
To consider any business which is urgent within the meaning of Section 100B (4) of the Local Government Act 1972
- 10 DATE OF NEXT MEETING - 19 September 2019**
- 11 DISCLOSURE OF EXEMPT INFORMATION**

To resolve that the public be excluded from the meeting during consideration of the following items because it is likely that there will be disclosure of exempt information as defined in paragraph 3 in Part 1 of Schedule 12A of the Local Government Act 1972.

## **12 THE LYME LOTTERY (Para 3)**

**(Pages 25 - 32)**

**Members:** Councillors G. Burnett, A. Fear, Hutton, T. Kearon, H. Maxfield (Chair), S. Pickup, B. Proctor (Vice-Chair, in the Chair), K. Robinson, A. Rout, M. Stubbs and P Waring

**Members of the Council:** If you identify any personal training/development requirements from any of the items included in this agenda or through issues raised during the meeting, please bring them to the attention of the Democratic Services Officer at the close of the meeting.

**Meeting Quorums :-** 16+= 5 Members; 10-15=4 Members; 5-9=3 Members; 5 or less = 2 Members.

Officers will be in attendance prior to the meeting for informal discussions on agenda items.

**NOTE:** THERE ARE NO FIRE DRILLS PLANNED FOR THIS EVENING SO IF THE FIRE ALARM DOES SOUND, PLEASE LEAVE THE BUILDING IMMEDIATELY THROUGH THE FIRE EXIT DOORS.

ON EXITING THE BUILDING, PLEASE ASSEMBLE AT THE FRONT OF THE BUILDING BY THE STATUE OF QUEEN VICTORIA. DO NOT RE-ENTER THE BUILDING UNTIL ADVISED TO DO SO.

## **FINANCE, ASSETS & PERFORMANCE SCRUTINY COMMITTEE**

Thursday, 11th April, 2019  
Time of Commencement: 7.00 pm

**Present:-** Councillor Mike Stubbs – in the Chair

**Councillors:**

G. Burnett  
S. Moffat

J. Cooper  
J Tagg

A. Fear  
P Waring

T. Kearon

**Officers**

Jayne Briscoe - Democratic Services  
Officer, Martin Hamilton - Chief  
Executive, Karen Hollinshead, Sarah  
Wilkes - Finance Manager and Jan Willis  
- Interim Executive Director - Resources  
and Support Services

Also in attendance the Leader Councillor  
S Tagg, Portfolio Holder for Corporate &  
Service Improvement, People &  
Partnerships.

**1. APOLOGIES**

An apology was received from Councillor Pickup who was represented by Councillor Moffatt.

The Chair welcomed Councillor J Tagg to the meeting; Councillor J Tagg replaced Councillor Harrison who had stood down from the Council. The Committee sent their best wishes to Councillor Harrison.

**2. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**3. MINUTES OF THE LAST MEETING - 24 JANUARY 2019**

**Resolved:** That, with the inclusion of an apology from Councillor Proctor within the record of attendance the minutes of the meeting held on 24 January 2019 be agreed as a correct record.

**4. QUARTERLY PERFORMANCE REPORT**

In opening, the Chair of the Committee requested that the Leader advise the Deputy Leader of the Council that a question which had been raised at Full Council by the Chairman of Finance, Assets and Performance Committee and in the Chairs opinion not fully answered, was covered in the Quarterly Performance report to Finance, Assets and Performance and could he please ask him to take note of it.

In accordance with a previous request by this Committee (17/12/2019) to scrutinise the performance of the Council against key performance indicators the Chief Executive presented the Quarterly Performance report – Third Quarter 2018/19.

The Leader, took a holistic view of the performance figures, considered the overall picture and indicated that the Borough was heading in the right direction, although there remained areas of concern where work was underway.

**Priority 1: Local Services for Local People**

- *Green waste.* Members were concerned that semi-composted waste could harm the wellbeing of grazing animals and wished to explore how to convey this message to the general public thorough education, enforcement and Borough social media.

Take up of the green waste service may be a slow build, if recycling targets failed to be achieved it was suggested that a special offer could be posted later in the summer.

- *Human Resources.* Members had concerns around the nature of illness/sickness absence and asked whether, in the case of mental illness this was as a result of pressure at work. The main areas of sickness related absence concerned the Depot and J2 where the nature of the work may contribute to the absence rates. Members were optimistic that the new sickness policy would have a positive impact. A member highlighted the significance of valuing employees.

**Priority 2: A Healthy, Active and Safe Borough**

- *ASB cases.* Members asked for a breakdown of the quarterly figures from the Staffordshire Commissioner. The Chief Executive suggested that the speed with which cases were resolved was important.

**Priority 3: A Town Centre for All**

- A proactive communications strategy would be a useful tool to inform traders and the public of anticipated works around the market area. In this respect lines of communication with utilities and Staffordshire County Council were important.

The Chief Executive explained how the market should be viewed as a single entity and curated as a whole to attract visitors with an attractive unique product.

**5. ETHICAL DEBT COLLECTION**

Following on from a decision at Council (20/01/2019) which asked this Committee to review the Councils debt collection policies the Revenues Manager submitted a report which provided an overview of these policies and procedures which included information about alternative approaches adopted by other councils.

In reviewing the information Members were sensitive to the individual whilst acknowledging responsibility to Council tax payers in the Borough as a whole.

**Agreed:** That a local code of practice be developed for scrutiny by this Committee in consultation with the Health, Wellbeing and Partnership Scrutiny Committee.

**6. WORK PROGRAMME**

**Agreed:** That, in consultation with the Health, Wellbeing and Partnerships Scrutiny Committee, the 27 June meeting consider reports on: - the Lyme Lottery; The Guildhall and A Local Code of Practice on debt collection.

**7. PUBLIC QUESTION TIME**

There were no members of the public present at the meeting.

**8. URGENT BUSINESS**

There were no items of urgent business.

**9. DATE OF NEXT MEETING - 27 JUNE 2019**

**COUNCILLOR MIKE STUBBS**  
**Chair**

Meeting concluded at 8.30 pm

This page is intentionally left blank

## **UPDATE FROM CABINET TO FINANCE, ASSETS & PERFORMANCE SCRUTINY COMMITTEE** **27<sup>th</sup> JUNE 2019**

**Submitted by:** Cabinet

**Portfolio:** All

**Wards affected:** All

### **Purpose of the Report**

To provide a response to the Scrutiny Committee on items previously raised by Committee Members at the last meeting on 11<sup>th</sup> April 2019.

### **Recommendation**

**That the responses from Cabinet be received and noted.**

## **1. Quarterly Performance Report**

- 1.1 In opening, the Chair of the Committee requested that the Leader advises the Deputy Leader of the Council that a question which had been raised at Full Council by the Chair was not fully answered and was covered in the Quarterly Performance Report and could the Leader ask the Deputy Leader to take note of it.

### **Response from Cabinet:**

**This was passed on to Councillor Sweeney.**

## **2. Priority 1: Local Services for Local People – Green Waste**

- 2.1 Members were concerned that semi-composted waste could harm the wellbeing of grazing animals and wished to explore how to convey this message to the general public through education, enforcement and Borough social media.

Take up of the green waste service may be a slow build, if recycling targets failed to be achieved it was suggested that a special offer could be posted later in the summer.

### **Response from Cabinet:**

**Garden waste collected by the Council is taken to the accredited composting facility at Acton and is fully composted. Therefore any subsequent material that is used as soil conditioner on farmland poses no hazard to animals.**

3. **Priority 2: A Healthy, Active and Safe Borough – ASB Cases**

- 3.1 Members asked for a breakdown of the quarterly figures from the Staffordshire Commissioner.

**Response from Cabinet:**

**ASB figures for the Borough are collated by the Borough Council's Partnerships Team and reported to Cabinet and Scrutiny each quarter. The figures for Q1 19/20 are currently outstanding and will be available early July.**

**The figures from Q4 18/19 – are as follows:**

- **New cases opened during the quarter – 162 – of these 105 were categorised as general nuisance, 5 as threats or harassment, 11 as neighbour nuisance, 3 for motorbikes, 6 for drugs, 13 for noise, 1 for parking and 18 for other nuisances.**
- **Open cases at the end of the quarter – 14.**
- **Cases closed during the quarter – 156.**

**The number of cases reported/opened for Quarter 4 have increased by 56% compared to the same period for the previous year (17/18). A total of 455 cases have been received during 2018-19 and a total of 448 cases have been closed. Cases coming into the Partnerships Team are responded to within 5 working days and a Policy with accompanying Procedure is in place to manage complaints received.**

4. **Priority 3: A Town Centre for All**

- 4.1 A proactive communications strategy would be a useful tool to inform traders and the public of anticipated works around the market area. In this respect lines of communication with utilities and Staffordshire County Council were important.

**Response from Cabinet:**

**This will be picked up in the newly formed Town Centre Group and Councillor Stephen Sweeney will duly note as County Councillor for the Town Centre.**



**NEWCASTLE-UNDER-LYME BOROUGH COUNCIL**  
**EXECUTIVE MANAGEMENT TEAM'S REPORT TO THE**  
**COMMITTEE**

**Date 27 June 2019**

1. **REPORT TITLE**                      **The Guildhall – A review of utilisation.**
- Submitted by:**                      **Chief Executive – Martin Hamilton**
- Portfolio:**                              **Finance, Assets and Performance Scrutiny Committee.**
- Ward(s) affected:**                      **All Wards**

**Purpose of the Report**

To provide an information update on the activities, income and expenditure derived following the letting of this property for use by community organisations.

**Recommendations**

***Recommendations:***

- ***That the Committee receive and note the information provided.***

**Reasons**

Not applicable

1. **Background**

1.1 In late summer 2018 the Council's Customer Services Centre vacated The Guildhall, relocating into Castle House, the new public sector partnership hub.

1.2 With an absence of interest from any party to lease the building on a commercial basis, Members instructed that a new tenant occupier be sought for The Guildhall whose use of the building was to include community and/or voluntary sector purposes. The intent at this time was to both keep this prominent building in public use and support footfall in the town centre.

1.3.1 On 17th December 2018 a tenancy at will (TaW) agreement, being a pre-cursor to a lease, was completed with Support Staffordshire. This organisation is a registered charity and provides support to the voluntary, community and social enterprise sectors.

1.3.2 The tenancy agreement allows for the licencing of accommodation in the building to a range of organisations, including; Newcastle BID, Shaw Trust, Staffordshire Adults Autistic Society, Moneyline, Friends of Guildhall, Keele Uni SU, Philip Astley Project CIC, Business Enterprise Support, The Dove Service, Citizens Advice Staffordshire North and Stoke, Aspire Housing.

1.3.3 The tenancy agreement provides that all income, i.e. fees from the licencing of accommodation, net of running costs expenditure is paid to the council with verification of data by way of certified accountancy records supplied by the tenant. The Borough Council gave an undertaking to meet running cost expenditure in the event that there is a shortfall of income during the term of the TaW agreement. As part of this undertaking, the Council has retained responsibility for undertaking statutory inspections, and repairs. The cost of these will be funded as far as possible

from any fee surplus secured by Support Staffordshire. This arrangement anticipated that it would take time for Support Staffordshire to develop the use of the Guildhall to the point that its operation was self-sufficient. The Council's contribution to costs is capped at £14,273. In the first six months of operation, the Council has incurred costs of £9,700 relating to inspections and repairs/maintenance.

1.3.4 Support Staffordshire has made a positive start in terms of meeting the day to day running costs of the Guildhall (aside from costs falling to the Council), although has yet to break even. To date the project has delivered:

- fee income (to date) has amounted to £6,927
- running cost expenditure has amounted to £9,177

1.3.5 The costs incurred by Support Staffordshire have included some initial set up costs (eg cleaning equipment). The organisation, in taking over responsibility utilities, have experienced bills much higher than anticipated. This was due to the tariff being applied by the supplier, an error which has now been rectified.

1.4 The tenant, Support Staffordshire has produced a report, dated 12 June 2019 in respect of activities within the Guildhall and fee income generated. This can be found at appendix 1.

## 2. **Issues**

With only six months of operation, it is perhaps too soon to say whether the letting of the Guildhall for community / voluntary sector use will prove to be a self-sustaining. However, Support Staffordshire is positive about the prospects of building on early successes, and addressing the current operating budget shortfall.

## 3. **Options Considered**

Not applicable

## 4. **Proposal**

Allow twelve months occupation and then undertake a review of activities, income, expenditure and then report back to committee.

## 5. **Reasons for Preferred Solution**

To allow a sufficient time period in which to judge performance outcomes.

## 6. **Outcomes Linked to Sustainable Community Strategy and Corporate Priorities**

The use of the Guildhall for community and/or voluntary sector purposes ought to positively impact on the priorities within the Sustainable Community Strategy and the Council's corporate priorities, namely:

- creating a cleaner, safer and sustainable Borough
- creating a Borough of opportunity
- creating a healthy and active community

- transforming our Council to achieve excellence

7. **Legal and Statutory Implications**

Not applicable

8. **Equality Impact Assessment**

Not applicable.

9. **Financial and Resource Implications**

At this point in time it is too early to make a judgement as to financial and resource implications.

10. **Major Risks**

It is too early to make a judgement as to major risks, if any, arising from this letting of the Guildhall.

11. **Sustainability and Climate Change Implications**

Not applicable

12. **Key Decision Information**

This report is not on a key decision as defined in the Council's Constitution. Also this item is not included in the Cabinet's Forward Plan for the period in which the meeting is to take place.

13. **Earlier Cabinet/Committee Resolutions**

Council meeting 23rd September 2015 Item 6, Minuted Resolution C.

14. **List of Appendices**

Support Staffordshire Report dated 12 June 2019.

15. **Background Papers**

Not applicable.

## **Guildhall**

### **Report for Newcastle-under-Lyme Borough Council on activity and income at The Guildhall**

12<sup>th</sup> June, 2019

#### **Occupation and usage**

Support Staffordshire took on the management of The Guildhall on 17<sup>th</sup> December 2018. By Christmas one tenant had moved in – Staffordshire Adult Autistic Society into ground floor office Room 5 – and others had made plans for the New Year. In January a second tenant – Moneyline – moved into the other ground floor office (Room 4); The Shaw Trust started delivering their Work and Health Programme contract from customer service desk 1, 5 days a week, Rethink started using customer service desk 3 (initially for one day a week, then half a day a week) and the Newcastle Business Improvement District (BID) started the alterations on the first floor. By the middle of March 2019 both ground floor offices were in use, the first floor had been transformed and was being used by the BID, and the customer service desks were in regular use (if not fully occupied).

From the start, The Friends of The Guildhall has been providing volunteers to staff the reception desk from 10am to 4pm Monday to Friday (in 3 shifts – 10am to 12pm, 12pm to 2pm, and 2pm to 4pm). This has proved absolutely invaluable as members of the public are used to The Guildhall being an information point and regularly come in. The volunteers have a variety of information leaflets and can signpost people to services and organisations, with many people being directed down to Castle House.

Details of footfall and enquiries dealt with at The Guildhall from January to April are detailed in the attached summary. In total there were 910 enquiries dealt with by the volunteer receptionists of which 542 relate to the Borough Council, with waste collection and Council Tax queries being the most common.

There have been a variety of activities taking place at The Guildhall since January, mainly using the foyer and reception area. These have included:

- 28<sup>th</sup> February – Severn Trent exhibition
- 9<sup>th</sup> March – NuL Fair Trade Group event
- 29<sup>th</sup> March – screen printing demonstration
- 1<sup>st</sup> April – Grow Event
- 27<sup>th</sup> April – Umbrella workshop (linked to Carnival) and also base for scouts parade
- 6<sup>th</sup> May – Newcastle Carnival (used as one base)
- 23<sup>rd</sup> May – Dementia Friends (supporting range of stalls outside)
- 24<sup>th</sup> May – Great Victoria Sponge Cake Off

The areas that can be rented – the foyer and reception; the first floor meeting room; and the customer service desks – have been, and continue to be, actively marketed by Support Staffordshire, the Friends of the Guildhall and the BID through Facebook, press releases and websites. Many of the events listed above were wholly or partly organised by the Borough Council and no charge was levied.

### **Building management and services**

When the building was taken on by Support Staffordshire it was on the basis of making few alterations but trying to maximise use of the current space as it was configured. However the BID wished to have an open plan office on the first floor so invested a significant amount of money into removing the former customer service desks to create that open plan space; taking out a partition wall between two offices to make one meeting room; laying new carpet throughout the first floor; and the associated electrical work. It also quickly became apparent that there was a security issue as the double doors into the first floor area had no lock on them and members of the public could simply wander upstairs unchallenged. After finding a solution that met fire safety requirements, a new door lock has now been installed, another significant cost met by the BID.

Another improvement has been the installation of a letter box in the “back door” (i.e. the original front door), to current standards. The cost of this has been met by The Friends of the Guildhall and was done at the same time as the scheduled improvements and decoration of that part of the building by Borough Council contractors.

A cleaner (General Assistant) was recruited and started in January to work 2 hours every weekday morning before 10am. Unfortunately she went on sick leave at the end of March and has not yet returned. A temporary cleaner has been employed and a further recruitment process undertaken to secure someone on a contractual sessional basis to cover holidays and sick leave.

Wi-fi for the whole building has been provided by the BID and has been operational since February. The BID also donated a computer for the reception area but out of date software is limiting its use. There are plans to get two computers for public use in the reception area and perhaps identify a couple of volunteers who can help as IT buddies. The aim is for The Guildhall to offer supported signposting to a range of local public and voluntary services and a close working relationship with the Castle House Customer Service team is being developed to ensure complementarity.

The first 5 months have not been without problems. There have been a series of niggling issues with the alarm (some user created!); the heating system; the lift alarm; toilet blockages and other things. The support from the building maintenance team at NuLBC has been fantastic – clear, helpful and prompt (and patient to one learning the idiosyncrasies of this elderly building!) The heating system is industrial in size and not very flexible. The first gas and electric bills were scarily high as it became apparent that the companies had reverted to out of contract rates. These have both now been re-negotiated. Discretionary rate relief was sought for the 20% outside the 80% charitable rate relief and was finally awarded in early May (so 100% rate relief applied). Also the BID has kindly offered to cover Support Staffordshire’s required contribution to the BID of £514.16. The regular building health and safety and building maintenance issues are dealt with by the Borough Council but the estimate costs for these have not been charged yet.

### **Running costs and income**

The Guildhall is a challenging building with which to try and generate sufficient income to cover its costs. It is a large building but has significant areas that cannot be used, not least the large stairwells at the front and rear of the building. The lettable space is also configured in a less than efficient way with only two small separate offices to let and one medium sized meeting room. Opening up the space on the first floor for the BID has improved its flexibility and future earning capacity. Also, focusing on the voluntary and community sector to provide tenants is not without its challenges as funding can be limited and short term. Lots of local charities would love to use the space offered in

The Guildhall but would struggle to make even a small payment. However The Guildhall benefits enormously from its town centre location and the awareness of the general public of The Guildhall as a place to come for advice and help. Details of the running costs and income from December/ January 2018 to end of May 2019 is attached.

**To summarise:**

Total cost to date = £9,177

Total income to date = £6,927

Total loss to date = £2,250

It is anticipated that the cost profile will improve as initial set up costs like cleaning equipment are absorbed and utility bills settle down at a more reasonable level (and hopefully the heating can be turned off soon!). Income should also improve as local groups get used to the idea of hiring space at The Guildhall. It was hoped that both Aspire Housing and Citizens Advice North Staffordshire and Stoke-on Trent (re their Universal Support service) would be making regular bookings of the customer service desks but this has not materialised (both are finding the service they can offer from Castle House adequate). Prospective additional regular bookings are by a private local consultant who hopes to use meeting space one evening a week and by the North Staffordshire Wellbeing Service (part of the Midlands Partnership NHS Foundation Trust).

**Conclusion**

Taking on The Guildhall has been an interesting challenge for Support Staffordshire. It has certainly helped to raise our profile in the town and provided space for us to work from and meet local groups (we have no dedicated space but use what is available). It has helped us to strengthen relationships with the Borough Council and with member groups like the Staffordshire Adults Autistic Society, and form a new relationship with the BID. It has also taken up significant staff resources, often on quite trivial and unforeseen issues. Overall from our viewpoint the current arrangement has proved a beneficial one.

Financially The Guildhall is running at a loss. Every effort will be made to generate income and to reduce costs as much as possible over the remaining 6 months. A full 6 months review will be undertaken after the end of June. However it is likely that there will be a loss at the end of the year which will fall on the Borough Council as agreed. Support Staffordshire took on the role of managing the Guildhall to fill a gap between the Borough Council moving out and a long term solution being agreed. The Friends of The Guildhall are working on a business plan with a view to taking on The Guildhall and Support Staffordshire has been supportive to their plans. Should this not be finalised, and no agreement reached between The Friends and the Borough Council before 17<sup>th</sup> December 2019, then Support Staffordshire may be able to consider extending its current arrangement with the Borough Council.

Jill Norman  
Support Staffordshire  
12<sup>th</sup> June 2019

## NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

### EXECUTIVE MANAGEMENT TEAM'S REPORT TO THE FINANCE, ASSESTS AND PERFORMANCE SCRUTINY COMMITTEE

Date: June 2019.

1. **REPORT TITLE**                      Lyme Lottery Review.
- Submitted by:**                      Partnerships Manager, Sarah Moore.
- Portfolio:**                              Corporate and Service Improvement, People and Partnerships.
- Ward(s) affected:**                      All Wards are affected.

#### **Purpose of the Report**

The Report seeks to inform the Scrutiny Committee of the findings of the Lyme Lottery Review carried out in January 2019 and the actions recommended thereof.

#### **Recommendations (to be in bold)**

- a) **That the findings of the Lyme Lottery Review be noted.**
- b) **That the operation of the Lyme Lottery is continued and is supported using existing Council resources including the Communications Team, and external partners in the voluntary, community & social enterprise (VCSE) sector.**
- c) **That the Review is scrutinised by the Committee to consider future development opportunities.**

#### **Reasons**

Since its launch in August 2017 the Lyme Lottery has facilitated access to funding for a number of voluntary, community and social enterprise (VCSE) groups operating and providing services within the Borough of Newcastle-under-Lyme. To cease the scheme now would be detrimental to those organisations and to the Borough Council's reputation.

#### 1. **Background**

- 1.1 Following a decision by Cabinet in October 2016 the Lyme Lottery was developed in partnership with an External Lottery Manager (ELM).
- 1.2 Two ELMs, with experience of managing Local Authority Lottery schemes, were considered. A contract with Gatherwell was approved, initially on a 12 month contract, and the Lyme Lottery was launched in June 2017 with the first draw taking place on Saturday 26<sup>th</sup> August 2017. This was the first Local Authority Lottery in Staffordshire.
- 1.3 The Lyme Lottery is operated as a Local Authority Lottery under the Gambling Act 2005 as amended. This requires the Borough Council to hold a remote operating licence with the Gambling Commission and to appoint a named Licence Holder; although on advice we have 2 Licence Holders.
- 1.4 A Review of the Lyme Lottery has been carried out with a Review Report being produced in January 2019.

## 2. **Issues**

- 2.1 A total of £34,636 has been raised for the 81 Good Causes registered with the Lottery as of 31st March 2019. This is the net figure, excluding costs for administration and bolt on prizes.
- 2.2 The amount of funding that registered Good Causes have raised is very variable. At one end of the spectrum 5 organisations have raised in excess of £1,000.00 whilst at the other end 18 organisations have not raised any funds. Organisations that have had success in selling tickets for their cause are invariably those that have understood their responsibility for promoting the Lottery to their members/supporters.
- 2.3 Some work has been done in partnership with Support Staffordshire & Staffordshire Council for Voluntary Youth Services (SCVYS) to promote the lottery to VCSE organisations, including the production of “Tips for the Lyme Lottery”. This needs to be built on to provide some follow up support where appropriate.
- 2.4 Gatherwell have provided information comparing the Lyme Lottery with 5 other Local Authority lotteries that match closest in terms of population size, location and how long the lottery has been operating. This shows a good level of performance across 5 measures whilst also helping to indicate where improvements could be made.
- 2.5 Since the Lyme Lottery was established Stoke-on-Trent City Council has set up the Potto Lotto which operates on much the same basis (<https://www.pottolotto.co.uk/>). Given that a number of eligible organisations work across Newcastle and Stoke opportunities for some joint marketing could be explored.
- 2.6 Changes in licence holders for the Lyme Lottery remote operating licence have been necessary due to the departure from the Council’s employment of one of the remote operating licence holders.
- 2.7 Marketing has been limited because of the limited marketing budget made available to the scheme.

## 3. **Options Considered** (if any)

- 3.1 Ceasing the Lyme Lottery is not considered to be a viable option due to the impact that would have on the registered Good Causes and the reputation damage to the Council.
- 3.2 Continuing the operation of the Lyme Lottery is the only viable option and would be recommended.

## 4. **Proposal**

- 4.1 That the contents of the Lyme Lottery Review Report be noted. See section 14.1 below.
- 4.2 That the operation of the Lyme Lottery is continued and is supported using existing Council resources including the Communications Team, and external partners in the voluntary, community & social enterprise (VCSE) sector.
- 4.3 That registered Good Causes that neither achieve ticket sales nor engage in discussions about the scheme be contacted to advise them that they may be removed from the Lyme Lottery.
- 4.4 That Officers continue working with the Gambling Commission to make the necessary changes to the remote operating licence holders as and when necessary.



## **5. Reasons for Preferred Solution**

- 5.1 The Lyme Lottery has been successful in facilitating access to funding for a number of Good Causes in the Borough.
- 5.2 This success needs to be built on to ensure as many eligible organisations as possible are able to access funds through the Lottery.

## **6. Outcomes Linked to Sustainable Community Strategy and Corporate Priorities**

- 6.1 In providing access to funding for a range of VCSE organisations working across a range of services the Lyme Lottery links in with all Sustainable Community Strategy & Corporate Priorities in particular:-
  - a) Creating a healthy and active community – a lot of the registered organisations provide services that support people in communities to lead a healthy lifestyle.
  - b) Creating a cleaner, safer and sustainable Borough - a number of the registered organisations provide services that work to improve community safety and the local environment.
  - c) Transforming our Council to achieve excellence – as the first Local Authority in Staffordshire & Stoke-on-Trent to set up a Lottery scheme the Council can rightly consider itself to be trailblazers.

## **7. Legal and Statutory Implications**

- 7.1 There is a requirement for the Council to hold a Remote Gambling Licence with the Gambling Commission. This is in place.

## **8. Equality Impact Assessment**

- 8.1 There are no adverse equality issues identified as arising from this report.

## **9. Financial and Resource Implications**

- 9.1 There is an annual License Fee of £348.00 payable to the Gambling Commission. This is a requirement without which the Lottery could not be operated.
- 9.2 There is an annual Membership fee of £375.00 to the Lottery Council. This is a requirement and enables us to liaise with other Local Authority Lotteries and share good practice.
- 9.3 There are staff costs involved in administering the Lottery operation. These are currently provided through a part time administrative role in the Partnerships Team.
- 9.4 The volume of funds raised for local VCSE organisations helps to support the local economy.

## **10. Major Risks**

- 10.1 Two risks were identified in the previous Cabinet Report:-
  - 10.1.1 Negative publicity through the Council being seen to promote Gambling.

Two organisations raised objections in principle to the Lyme Lottery. This has not led to any negative publicity.

10.1.2 That the Lottery would not attract sufficient organisations.

The number of registered Good Causes clearly indicates this not to be the case.

10.2 No other risks have been identified.

11. **Sustainability and Climate Change Implications**

11.1 There are no sustainability and climate change implications.

12. **Key Decision Information**

12.1 This is a Key Decision since all Wards are affected.

12.2 The item is not included in the Forward Plan.

13. **Earlier Cabinet/Committee Resolutions**

13.1 Wednesday, 19th October, 2016, Minutes Number 9. Decision:-

i. That the Council introduce a local lottery for the Borough of Newcastle with the aim of raising funds for local charities, voluntary organisations and good causes.

ii. That authorisation is given to officers to work with an External Lottery Manager to develop and Implement a local lottery to commence as soon as practically feasible.

iii. That the Portfolio Holder and the Chief Executive receive regular update reports on the progress of the implementation of the local lottery.

14. **List of Appendices**

14.1 Appendix A - Lyme Lottery Review, January 2019.

14.2 Newcastle-under-Lyme – Brand Comparison, Gatherwell. Copies available from the Partnerships Team on request.

15. **Background Papers**

15.1 “Tips for the Lyme Lottery”, Newcastle Borough Council/Support Staffordshire. Copies available from the Partnerships Team on request.

## Report of the Chief Executive

To the Finance, Assets and Performance Scrutiny Committee

Thursday 27 June 2019

### WORK PROGRAMME PLANNING 2019/20

1. Members are asked to consider the contents of their Work Programme for 2019/20. To assist, a Work Programme template is attached to this report. The template details those service areas which fall within the purview of this Committee (essentially mirroring the remits of the Cabinet Members for Corporate & Service Improvement People & Partnerships and Finance & Efficiency). The template also lists a number of issues identified as potential carry forward agenda items from the former Scrutiny Committee structure.

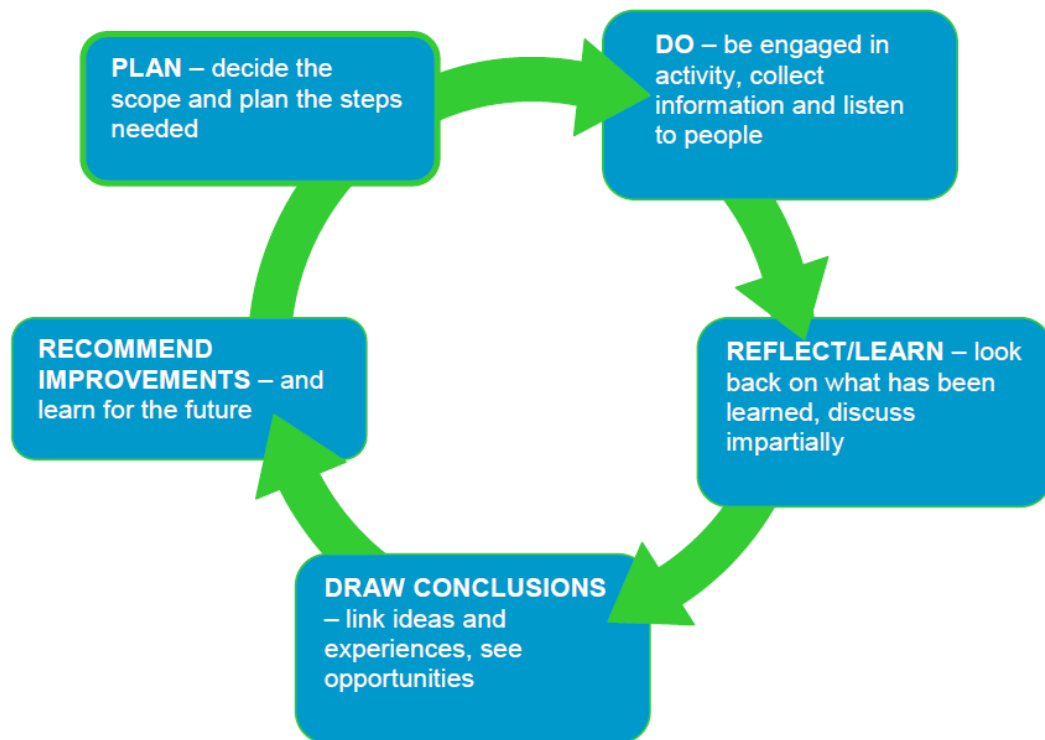
2. Topics for consideration can be generated in a number of ways including requests from Cabinet for support in policy formulation, pre-decision scrutiny of Cabinet reports, items proposed by Committee members/Chair perhaps in response to representations from the public or in response to concerns at the performance of a service. In addition, the call-in of Cabinet decisions is dealt with by the Scrutiny Committee for the service area concerned.

3. When considering suitable areas for scrutiny, matters to consider include:

- Is the topic an identified priority for the Council, a Partner or the local community?
- Does the topic have a weak trend in performance or dissatisfaction?
- Is the topic the subject of external concerns e.g. by Inspectors or Auditors?
- What outcome is sought?
- When would be the most appropriate time to conduct a scrutiny review?
- What resources are available to conduct and support a scrutiny review?

4. Scrutiny can be carried out in a variety of ways – by the full Committee, a Scrutiny Review Working Group, a Task and Finish Group, an Inquiry Day or by an individual member on behalf of the Committee. In order to maintain a manageable workload for members and the support resources, the Terms of Reference detailed elsewhere on this agenda limit the number of scrutiny exercises at any one time to three.

5. I have included a diagram of the process which is suited to all scrutiny reviews whichever format that review takes:





## FINANCE, ASSETS AND PERFORMANCE SCRUTINY COMMITTEE

Work Programme 2019/20

Chair: Councillor Helena Maxfield

Vice-Chair: Councillor Bert Proctor

Members: Burnett, Fear, Hutton, Kearon, Pickup, Robinson, Rout, Stubbs and P. Waring

*Portfolio Holders covering the Committee's remit:*

Councillor S Tagg, Leader – Corporate and Service Improvement, People and Partnerships

Councillor Stephen Sweeney - Deputy Leader – Finance and Efficiency

The following services fall within the remit of this Scrutiny Committee:

|   |  |
|---|--|
| Corporate Strategy  | Revenue and Capital Budgets              |
| Council Structure and Democracy   | Surplus Assets                           |
| External Partnerships (including Newcastle Partnership, Staffs. Strategic Partnership, Stoke on Trent and Staffordshire LEP, Town Centre BID and Constellation Partnership) | Financial Monitoring                     |
| District Deal   | Internal Audit                           |
| Economic Development Strategy   | Procurement                              |
| Human Resources and Payroll   | Treasury Management                      |
| Keele Deal  | Revenues and Benefits                    |
| LAPs  | Increasing Revenue Generation            |
| Localism  | Performance Management and Risk Champion |

Classification: NULBC **UNCLASSIFIED**

|  |  |
|--|--|
| Customer and ICT Services                  | Licensing (incl Taxis)                 |
| Communications and Website                 | Financial Inclusion (incl Living wage) |
| Guildhall                                  | Health and Safety Champion             |
| Sports and Leisure Provision for Kidsgrove | Car Parks                              |
| Ryecroft and Civic Hub projects            |  |

The core Work Programme is determined at the beginning of the municipal year. Issues can be added throughout the year with the Chair's approval or where a new priority area comes to the Committee's attention.

For more information on the Committee or it's Work Programme please contact Jayne Briscoe on 01782 742250 or at [Jayne.briscoe@newcastle-staffs.gov.uk](mailto:Jayne.briscoe@newcastle-staffs.gov.uk)

| DATE OF MEETING            | ITEM  | BACKGROUND/OBJECTIVES  |
|----------------------------|---|--|
| Thursday 28 June 2018      | Work Programme  | To discuss the work programme and potential topics that Committee members would like to scrutinise over the forthcoming year |
| Thursday 20 September 2018 | Work Programme  | To discuss the work programme and progress of scrutiny activity and to consider any amendment/additions to the Programme     |
|                            | Medium Term Financial Strategy 2018/19 - Update       |  |
| Monday 17 December 2018    | Work Programme  | To discuss the work programme and progress of scrutiny activity and to consider any amendment/additions to the Programme     |
|                            | Treasury Management Strategy 2019/20                  |  |
|                            | Revenue and Capital Budgets 2019/20 - Progress/Update |  |
|                            | Scale of Fees and Charges 2019/20                     |  |

Classification: NULBC **UNCLASSIFIED**

|  |   |  |
|--|---|--|
| Thursday 24 January 2019   | Budget Consultation                                     |  |
| Thursday 21 March 2019   | Work Programme  | To evaluate and review the work undertaken during 2018/19  |
| Thursday 27 June 2019  | Q4 Finance and Performance                              |  |
|  | The Lyme Lottery  |  |
|  | Guildhall   |  |
|  | Work Programme  | To discuss the work programme and potential topics that Committee members would like to scrutinise over the forthcoming year |
| Thursday 19 September 2019   | Q1 Finance and Performance                              |  |
|  | Ethical Debt Collection                                 |  |
|  | Work Programme  |  |
| Thursday 9 January 2020  | Treasury Management Strategy 2019/2020 - Update         |  |
|  | Revenue and Capital Budgets 2020/2021 – Progress/Update |  |
|  | Scale of Fees and Charges 2020/21                       |  |
| Thursday 19 March 2020   | Q3 Finance and Performance                              |  |
|  | Work Programme  |  |
| Thursday 25 June 2020  | Q4 Finance and Performance                              |  |
|  | Work Programme  |  |
| <p>Suggestions for potential future items:</p> <ol style="list-style-type: none"> <li>1. Guildhall – Future Use (suggested as appropriate for September 2018 meeting)</li> <li>2. Asset Management Strategy – Update (suggested as appropriate for September 2018 meeting)</li> <li>3. The Council's Corporate Health and Safety Policy (Review due 2018/19)</li> <li>4. Taxi Licensing - (Review of Policy being led by Public Protection Committee)</li> <li>5. LAPs</li> <li>6. Lyme Lottery</li> </ol> |   |  |

Classification: NULBC **UNCLASSIFIED**

Classification: NULBC **UNCLASSIFIED**



By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank