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Date: 3 July 2015

## Notice of meeting

### Cabinet

**Date:** Wednesday, 15 July 2015

**Time:** 7.00 pm

**Place:** Council Chamber, Council Offices, Knowle Green, Staines-upon-Thames

<b>The members of the Cabinet</b>	<b>Cabinet member areas of responsibility</b>
R.L. Watts (Chairman)	
P.C. Forbes-Forsyth	
C.A. Davis	
T.J.M. Evans	
N.J. Gething	
V.J. Leighton	
A.J. Mitchell	
J.M. Pinkerton OBE	
J.R. Sexton	

**Spelthorne Borough Council, Council Offices, Knowle Green**

**Staines-upon-Thames TW18 1XB**

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## **AGENDA**

**Page nos.**

- 1. Apologies for absence**
- 2. Minutes** **1 - 8**  
To confirm the minutes of the meeting held on 24 June 2015.
- 3. Disclosures of Interest**  
To receive any disclosures of interest from councillors in accordance with the Council's Code of Conduct for members.
- 4. Recommendation from Audit Committee** **9 - 20**  
Councillor Evans  
  
To consider a recommendation from Audit Committee on the Corporate Risk Register.
- 5. Gambling Act Policy Statement 2016-2019** **21 - 60**  
Councillor Forbes-Forsyth
- 6. Leader's announcements**  
To receive any announcements from the Leader.
- 7. Issues for future meetings**  
Councillors are requested to identify any issues to be considered at future meetings.
- 8. Urgent items**  
To consider any items which the Chairman considers as urgent.

**Minutes of Cabinet**

**24 June 2015**

**Present:**

Councillor P.C. Forbes-Forsyth  
Councillor T.J.M. Evans  
Councillor V.J. Leighton  
Councillor A.J. Mitchell  
Councillor J.M. Pinkerton OBE  
Councillor J.R. Sexton

**Apologies:**

Councillor R.L. Watts  
Councillor C.A. Davis  
Councillor N.J. Gething

**Councillors in attendance:**

Councillor S. Lohmann

**2179/15 Minutes**

The minutes of the Cabinet meeting held on 28 April 2015 were agreed as a correct record.

**2180/15 Disclosures of Interest**

There were none.

**2181/15 Reports from the Local Plan Working Party**

Cabinet received the minutes and recommendations of the meeting held on 1 June 2015.

**RESOLVED** that Cabinet:

- (a). agrees the Duty to Cooperate Framework, subject to the changes proposed.
- (b). recommends to Council that the Statement of Community Involvement be adopted, subject to the changes proposed.
- (c). agrees the Town Centres Study, subject to the changes proposed.
- (d). agrees the draft Strategic Housing Market Assessment for public involvement.

### **2182/15 Treasury Management Annual Report**

Cabinet considered a report on the Treasury Management for 2014-15.

**RESOLVED** that Cabinet notes the report.

#### **Reason for the decision:**

Cabinet noted that the Council's ability to generate maximum, net investment returns with minimal risk provides significant resources for the General Fund revenue budget and the subsequent financing of the Council's services to local residents.

### **2183/15 Capital Outturn**

Cabinet considered a report on the provisional capital outturn spend for 2014-15.

**RESOLVED** that Cabinet notes the contents of the report.

### **2184/15 Revenue Outturn**

Cabinet considered a report on the provisional revenue outturn for 2014-15.

**RESOLVED** that Cabinet notes the contents of the report.

### **2185/15 Report on residents' survey**

Cabinet received a report on the outcomes of a residents' survey undertaken by MEL Research Development Consultancy.

**RESOLVED** that Cabinet notes the contents of the report and agrees to the survey being undertaken on a two-yearly basis.

#### **Reason for the decision:**

Cabinet wanted to stress the need for, and importance of, obtaining the views of the Borough's residents in order to ensure that the Council always has the best interests of its residents at heart.

### **2186/15 Appointments to Outside Bodies**

Cabinet considered a report on the proposed appointments of representatives to Outside Bodies, Surrey County Council Spelthorne Local Committee and Working Groups 2015-16.

**RESOLVED** that Cabinet appoints representatives to Outside Bodies, Surrey County Council Spelthorne Local Committee and Working Groups 2015-16 as shown in Appendix A of the report.

## **2187/15 Leader's announcements**

### **The following are the latest service updates from various Council departments.**

Spelthorne celebrated the 800<sup>th</sup> anniversary of the sealing of Magna Carta with the Barons' Gathering and River Flotilla events on Saturday 13 June. Over 4,000 people came out to enjoy the festivities which highlighted the fact that many of the Magna Carta Barons met in Staines-upon-Thames before making their way to confront King John at Runnymede.

Travellers who were staying at Dumsey Meadow in Shepperton were moved on by the Council following a week-long stay. The site has been cleared and the access points secured.

Spelthorne Council has successfully prosecuted the owners of three boats which were illegally moored in Shepperton and Sunbury-on-Thames. Hearings held at Redhill Magistrates Court on 16 June resulted in £1400 in fines and £1050 in costs paid to the Council. The Council had received complaints that some boats were persistently mooring in excess of the 24 hours permitted within in a 48 period. On hearing the evidence, Magistrates were satisfied that the defendants had moored in contravention of Spelthorne's Byelaws.

The Council is in the process of reviewing its Local Plan which sets out how much development should be allowed in Spelthorne. Forming part of the information needed for the review, the Council has drafted a Housing Market Assessment which Cabinet will consider on 24 June. If agreed, the Council will be asking residents for the views on the draft document which will be published on the website.

A number of food businesses identified as needing improvement following their hygiene inspections have received additional training, funded by the Food Standards Agency. Of the 15 food businesses which received the additional help, 9 have gone on to improve their food hygiene ratings and 4 of these managed to increase their score to either a "4" (good) or "5" (very good).

The Council Tax collection rates (cumulative) up to end May were:-

- Council Tax: 26.3% (26.4% sply)
- Business Rates: 21.28% (24.29 sply)
- Council Tax Support: 20.1% (17.5% sply)

The Supporting Families Partnership between Spelthorne, Elmbridge, Epsom & Ewell and Surrey County Councils continues to provide intensive support for families with complex needs. The team has received Quality Assurance feedback which confirms that their frontline practice is of a high standard, with extremely positive feedback from the families supported. Along with the other Surrey councils, the team are now looking to expand their service by supporting a larger number of families with a wider range of needs.

Spelthorne has received a Gold award for the 4th consecutive year for the quality of its address data at the 2015 Geoplace Exemplar Awards. The Local Land and Property Gazetteer (LLPG), managed by ICT, is the corporate address database for Spelthorne and underpins many of the Council's address based services.

The Council has partnered with the online business support service, My Incubator Ventures (MIV), to offer local residents free access to online business advice. Using the online chat facility, residents can speak to a professional business mentor from the comfort of their home, office or whilst on the move.

Spelthorne Council and seven other Surrey councils have joined together to target fraud across the county. Using funding from the Government, the councils have created the Surrey Counter Fraud Partnership to improve detection and prevention of fraud for areas such as Council Tax, Business Rates, the Blue Badge scheme, and supplier management.

Cllr Mark Francis was elected as the new Mayor for Spelthorne at the Annual Council Meeting held on Thursday 21 May. During his term as Mayor, Cllr Francis will be supporting the Fordbridge Centre in Ashford, The Samaritans and The Well – a charity operated by Kings Community Church. Cllr Alfred Friday was elected as Deputy Mayor.

People in parts of London and Surrey are being reminded not to touch the caterpillars of the oak processionary moth (OPM), which are now emerging in oak trees. OPM caterpillars are a tree pest which was accidentally introduced to Britain. Their tiny hairs contain a protein which can cause itchy skin rashes and, less frequently, eye and throat irritations and breathing difficulties in people and animals. The greatest risk period is May to July.

An impressive 594 runners completed this year's Staines 10K road race which took place on 17 May. The winner of this year's event was Ben Martin-Dye from Bracknell Forest Running Club who finished in a time of 34 minutes and 29 seconds. The women's race was won by Kay Trinder from Woking Athletic Club who completed the course in a time of 41 minutes and 43 seconds.

Work is underway on the summer edition of the Bulletin which will feature articles on developments in Staines-upon-Thames, flooding protection products, the Walking for Health scheme, and the Joint Enforcement team. It also contains the rubbish and recycling collection dates for the coming year.

The next Partnership Action Day is being held on 9 July in Shepperton and will involve the various partner agencies including the Council, Police, Trading Standards and A2Dominion.

Environment Services recently won a funding bid to increase levels of electrical recycling in the Borough. In September the team will launch the collection of large electrical waste (fridges, washing machines, TVs etc.) and also relaunch the bulky waste collection scheme. In December, regular kerbside collections will be introduced for small electrical items (hairdryers, toasters etc).

Stickers reminding residents to use the food waste collection scheme rather than placing food in their bins are being produced in association with Surrey CC. The stickers will be placed on residents' bins in phases in July and September.

The Environment team will be running roadshows in local supermarkets in July to encourage residents to recycle more plastic. Food waste roadshows for schools will start again in September and work continues to promote the new textiles collection service.

#### **2188/15 Issues for future meetings**

There were none.

#### **2189/15 Urgent items**

There were none.

#### **2190/15 Exempt Business**

**RESOLVED** to move the exclusion of the Press and Public for the following item in view of the likely disclosure of exempt information within the meaning of Part 1 of Schedule 12A to the Local Government Act 1972, as amended by the Local Government (Access to Information) Act 1985 and by the Local Government (Access to information) (Variation) Order 2006.

#### **2191/15 Exempt report - Bridge Street car park**

**(Paragraph 3 – Information relating to the financial or business affairs of any particular person, including the authority holding the information).**

Cabinet considered a report on the future of Bridge Street car park.

**RESOLVED** that Cabinet agrees to:

- Proceed to go out to tender via a fast track process to the two top bidders (paragraph 2.1).
- To enter into a Conditional Sale and Development Agreement for the site with the preferred bidder.
- To give delegated authority to the Chief Executive in consultation with the Leader to deal with all aspects of the revised fast track tender process.
- To dispose of the land on the best terms possible and provided that a certificate for best value has been received from the Council's professional advisors.
- **To work with the preferred bidder after the conditional sale and development agreement has been exchanged, to ensure a considered and well-designed scheme is brought forward, which meets the 6 development objectives in the Marketing Brief, and for the Council to use external expert design and urban design advice to ensure these objectives are achieved.**

NOTES:-

(1) Members of the Overview and Scrutiny Committee are reminded that under Overview and Scrutiny Procedure Rule, the "call-in" procedure shall not apply to recommendations the Cabinet makes to the Council. The matters on which recommendations have been made to the Council, if any, are identified with an asterisk [\*] in the above Minutes.

(2) Members of the Overview and Scrutiny Committee are entitled to call in decisions taken by the Cabinet for scrutiny before they are implemented, other than any recommendations covered under (1) above.

(3) Within three working days of the date on which a decision of the Cabinet or a Cabinet Member is published, not less than three members [one of whom must be the Chairman] of the Overview and Scrutiny Committee are able to "call in" a decision;

(4) To avoid delay in considering an item "called in", an extraordinary meeting of the Overview and Scrutiny Committee will be convened within seven days of a "call in" being received if an ordinary meeting is not scheduled in that period;

(5) When calling in a Cabinet decision for review the members doing so should in their notice of "call in":

Outline their reasons for requiring a review.

- Indicate any further information they consider the Overview and Scrutiny Committee needs to have before it in order to conduct a review in addition to the written report made by officers to the Cabinet;
- Indicate whether, where the decision was taken collectively by the Cabinet, they wish the Leader or his nominee (who should normally be the Cabinet Member) or where the decision was taken by a Cabinet Member, the member of the Cabinet making the decision, to attend the committee meeting; and



- Indicate whether the officer making the report to the Cabinet or the Cabinet Member taking the decision or his/her representative should attend the meeting.

The deadline of three working days for "call in" by Members of the Overview and Scrutiny Committee in relation to the above decisions by the Cabinet is the close of business on **1 July 2015**

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**Cabinet****15 July 2015**

<b>Title</b>	Corporate Risk Register		
<b>Purpose of the report</b>	To note		
<b>Report Author</b>	Punita Talwar, Internal Audit Manager		
<b>Cabinet Member</b>	Councillor Robert Watts	<b>Confidential</b>	No
<b>Corporate Priority</b>	This item is not in the current list of Corporate priorities but still requires a Cabinet decision		
<b>Cabinet Values</b>	N/A		
<b>Recommendations</b>	Cabinet is asked to approve the Corporate Risk Register, as submitted.		

**1. Key issues**

- 1.1 This explains the main criteria upon which the decision is to be based.
- 1.2 The Council's Risk Management Policy/Strategy was approved by the Executive in 2002. The Audit Committee is responsible for considering the effectiveness of the authority's risk management arrangements, and receives regular reports on risk issues.
- 1.3 The Audit Committee reviewed the revised Corporate Risk Register (attached) at its meeting on 26 June 2015 and noted and accepted the contents. The revised register is considered to be an accurate reflection of the high level risks affecting the Authority, as well as the progress made on actions previously proposed, based on our assessment of risk and controls in operation.

**2. Audit Committee Recommendation**

- 2.1 The Audit Committee recommends to the Cabinet: -  
That the Corporate Risk Register, as submitted, be approved

**Appendices: Appendix 1 – Corporate Risk Register**

**SPELTHORNE BOROUGH COUNCIL - CORPORATE RISK REGISTER**  
**2015/16 QUARTER 1**

This register summarises the Councils most significant risk. It sets out controls in place and identifies any further action needed to mitigate risks. Actions are assigned to appropriate officers with target dates for implementation.

Reviewed June 2015

Level of risk: Likelihood vs. Impact on a scale of 1 (lowest) to 4 (highest)

RAG	RISK / CONSEQUENCES	LEVEL OF RISK	CONTROLS	OUTSTANDING ACTIONS	RISK OWNERSHIP	ACTION DATE	PROGRESS / COMMENTS
	1. Health and Safety failing resulting in death or serious injury to staff /public and legal action against the Council	4	Policies and SHE (Safety Health and Environment) system .The Health and Safety, Insurance and Risk Administrator manages the SHE Database, overseen by the Health and Safety, Insurance and Risk Manager. Managers have a legal requirement to conduct regular risk assessments. Induction training.	<i>Risk assessments for all Services are to be reviewed, and updated details entered onto the SHE system.</i>	MAT/ All Service Heads	30 June 2015 *R	Additional resource is currently in place to assist Managers in conducting/updating health and safety risk assessments for their Services. A report is going to Management Team in July proposing to make this increased resource permanent.  Annual Review of Risks and Inspections to commence in June .The Health and Safety, Insurance and Risk Administrator will be supporting Managers to input this into the SHE system.
	2. Uncertainty surrounding the financial /economic/other consequences of contaminated land. Legal action against the Council.	4	Legal duty to inspect land and prioritise action. Documented records of all site investigations and assessments held. A separate risk assessment is held which is reviewed regularly. Reports issued to Management Team and Cabinet.	<i>The Contaminated Land Strategy to be finalised and approved by Cabinet.</i>	DCX (LO)/SEHM*	31 July 2015	
	3. Disaster- major in borough, e.g. flooding, resulting in significant strain on council services (eg homelessness).	4	Corporate Emergency Plan updated and approved November 2013. Membership of Local Resilience Forum (LRF). Regular testing of Emergency Assistance Centre plan. Borough Emergency Centre Plans. Incident management training and exercising. Council has been part of a multi agency debrief to learn lessons and improve multi agency response via the Local Resilience Forum. Emergency Response requirements will remain the responsibility of the authority following the commencement of the Applied Resilience Service.	<i>3i. The Corporate Emergency Plan is being updated as normal (no major changes required). 3ii. The contract agreement between Spelthorne and Applied Resilience is being prepared by the Principal Solicitor. On completion it will be issued to Managers for consultation.</i>	CX (RT)/ RRM (NM)*	01 August 2015	Function to be delivered via Applied Resilience Service from 1st August 2015. To provide a full time member of staff with a view to increasing resilience and support for Emergency and Business Continuity Planning. Recommendations agreed by Cabinet relating to the flooding response have now mostly been addressed. Suggested improvements to the Business Emergency Centre (BEC) have not all been implemented due to plans to vacate Knowle Green.

**SPELTHORNE BOROUGH COUNCIL - CORPORATE RISK REGISTER**  
**2015/16 QUARTER 1**

RAG	RISK / CONSEQUENCES	LEVEL OF RISK	CONTROLS	OUTSTANDING ACTIONS	RISK OWNERSHIP	ACTION DATE	PROGRESS / COMMENTS
	4. Failure to manage corporate and service performance / failure to meet Council objectives and targets (Performance Management)	3	The Corporate Plan should set out targets for the authority which should be monitored by Members and Management Team. Service performance should be monitored by Management Team. Individual performance is monitored through the appraisal process. Flagship project performance is reported to Management Team and Members. Performance Management Working Group has been established to improve monitoring arrangements. Updates have been provided to Cabinet and the Audit Committee.	<i>Corporate Plan and priorities may need to be reviewed as a result of the new Council. The impact on ongoing projects, resources and Service Planning will need to be assessed.</i>	MAT / DCX LO	31 August 2015	DCX (LO) liaising with the Leader.
	5. Failure to align service objectives to corporate aims and priorities / Failure to deliver services effectively due to poor service planning	3	The Corporate Planning process should set out a clear vision for the authority and specific targets. Some services have statutory responsibilities. Individual Service Plans should be derived from the Council's Corporate Plan and statutory/other responsibilities. Plans incorporate resources, risks, workforce, significant projects and performance indicators.	<i>Service Plans are being prepared for 2015/16.</i>	Service Heads/ MAT	31 March	The majority of service plans have been completed, although some are still awaiting comments from portfolio holders. There has been a delay in a number of services submitting their plans due to particular work pressures, but they are in hand. Service plans may need to be reviewed depending on whether there is any review of the Council's Corporate Plan.
	6. Failure of projects due to poor project management arrangements. Lack of resource and expertise to deliver and coordinate asset related/other projects whilst continuing to maintain services.	3	1. Project management arrangements are in place including process for project initiation, consideration of resources available to deliver, identification of project risks and progress reporting processes. Corporate Project team is in place. The Council's Management Team ensures project documentation is completed, resource implications assessed and agreed control processes adhered to. Project management team meets individual members of MAT on a regular quarterly basis to review management of projects.	<i>1i. Many larger projects are asset related – this area will need to be kept under review due to limited resources in this area.</i>	MAT	31 August 2015	MAT reviewing Asset Management structure as part of 'Towards a Sustainable Future' (TaSF) programme. Proposed restructure (draft) for 2016 promotes greater links between Planning, Asset Management and Economic Development.
<i>1ii. Management team to consider limited capacity and revenue implications prior to approving additional / new projects.</i> <i>1iii. Management team to take steps to address some longstanding projects such as Manor Park cafe, Airport Parking, Short Lane and Ashford Multi-Storey Car Park.</i>				MAT	31 August 2015	Approx 26 projects are currently being tracked through the Project Office and the TaSF programme. In addition the Leisure Centre Contract is significant and due to commence shortly. Some projects have been outstanding for considerable time. It is also noted that £350k is held in the capital budget for local projects and opportunities for match funding are currently being explored. If successful, this would have implications for revenue costs as well as resourcing and management of additional projects.	

**SPELTHORNE BOROUGH COUNCIL - CORPORATE RISK REGISTER**  
**2015/16 QUARTER 1**

RAG	RISK / CONSEQUENCES	LEVEL OF RISK	CONTROLS	OUTSTANDING ACTIONS	RISK OWNERSHIP	ACTION DATE	PROGRESS / COMMENTS
			2. Staines upon Thames - The Head of Planning and Housing strategy has been appointed full time until the end of 2015 as the Staines upon Thames regeneration manager with support from consultants.		Head of P&HS*	Requires monitoring	5 work streams have been fully defined and documented. A report went to Cabinet on 16th December 2014 regarding the Bridge Street site when a preferred developer was chosen (subject to contract). In late April 2015 the preferred developer advised that they could no longer sustain their original bid level, and reduced the figure. The Council is currently considering its options. The money the Council receive may well be less and later than initially projected. This will impact on when the 'planned for' projected income from reinvesting the capital receipt comes on stream.
			3. Towards a Sustainable Future - The Head of Customer Services has mapped out a programme for this challenging initiative. This identifies roles, responsibilities, key deadlines, financial implications and risks. There are three work streams/mini programmes falling under the overall TaSF programme. Knowle Green - Relocation and Redevelopment projects assigned, approved and underway. High level risks and issues identified as well as outline budget costs. Mapping of the individual projects under the three work streams. Review completed of document retention and electronic data management systems (see section 7).	3i. <i>Management Team to consider the resource requirements and funding for the 'Towards a Sustainable Future' programme.</i> 3ii. <i>Possible scope for enhancing high level overview of the three workstreams to ensure cohesion and coordination.</i>	MAT	Requires monitoring	MAT have assigned resources to the main areas of the TaSF programme, and projects are underway. No officer is currently assigned with the task of coordinating all three main work streams under the TaSF programme. It is however acknowledged that the TaSF programme brief is being prepared with key milestone dates, due to go to Cabinet for approval in July.
	7. Security / data breaches, resulting in system failure, Information Commissioner fines and reputational damage.	3	Back up and continuity arrangements managed by ICT and tested by Service Heads. ICT security policies. Personal Commitment statement required from staff. ICT security group assess ongoing risks. ICT disaster recovery test satisfactorily conducted March 2014. Information Governance Group meet regularly. Head of Corporate Governance is the Senior Information Risk Owner (SIRO).	<i>Information Governance Group pursuing action plan to ensure information assets are identified and managed.</i>	Head of CG *	31/08/2015 R*	The Information Governance Group are addressing some actions, although the absence of dedicated resources needs to be acknowledged. The Committee Manager is responsible for keeping the issues log up to date. <b>Awaiting update from the Head of Corporate Governance and Committee Manager.</b>

**SPELTHORNE BOROUGH COUNCIL - CORPORATE RISK REGISTER**  
**2015/16 QUARTER 1**

RAG	RISK / CONSEQUENCES	LEVEL OF RISK	CONTROLS	OUTSTANDING ACTIONS	RISK OWNERSHIP	ACTION DATE	PROGRESS / COMMENTS
	7. See above.			<i>The Council's project team is currently considering the document retention policy and alternative electronic document management systems which will help to strengthen info security.</i>	HoCS*/ MAT	31 August 2015	The authority has decided on its approach to document management and implemented the first phase. The Idox document management system has been implemented for Environmental Health, Planning and Building Control with training being organised. Expanding Civica Contact Manager system. For internal Documents the plan is to review and rebrand Sharepoint.
	8. Failure to meet the minimum security requirements of the Government Code of Connection resulting in termination of connection to any other government sites/data.	3	A review group assesses compliance with the Government Code of Connection (COCO). Firewall installed, laptops encrypted, memory sticks banned until they are 'white-listed' as known devices on the network, and universal serial bus (USB) ports locked down. Dual factor authentication on all laptops. External penetration test and health check took place in October 2014. All Baseline Personnel Security Standard checks completed. CoCo re-accreditation achieved in January 2015 and a revised format required for next submission due in January 2016. The Cabinet Office has increased security requirements due to the implementation of the Public Service Network (PSN).		Head of ICT *	Ongoing monitoring	
	9. Lack of business continuity planning to cover loss of building, equipment, ICT or staff - leading to loss or disruption to services	3	Business Continuity (BC) Policy . The BC Forum oversees progress of BC planning. All Services should have up to date and tested BC Plans, but this is not the case. Business Impact Assessments identify priority services, resources required for their continuation and time frame. Emergency protocols for loss of building access/loss of power/loss of ICT are being developed. Emergency messaging system for staff. Live loss and denial of access exercise for Knowle Green took place Sept 2013. Improvements made to telephony resilience.	<i>1.The Risk and Resilience Manager to outline actions underway to update and test business continuity plans for all Services, as well as provide corporate steer and guidance. 2.Guidance to Services to update and test their Business Continuity plans will be a priority under the new service delivery model. 3.The contract agreement between Spelthorne and Applied Resilience is being prepared by the Principal Solicitor. On completion it will be issued to Managers for consultation.</i>	Service Heads/MAT/RM *	31 August 2015 (R*). Action Outstanding	At the March Audit Committee the Chairman asked for a progress update ahead of the June Committee. The Risk and Resilience Manager will therefore be preparing a briefing note. Corporate steer and guidance from the Risk and Resilience Manager remains outstanding for Business Continuity Planning and plans are out of date/not tested. Function to be delivered via Applied Resilience Service from 1st August 2015, with a view to increasing resilience and support for Emergency and Business Continuity Planning (full time officer will be assigned).

**SPELTHORNE BOROUGH COUNCIL - CORPORATE RISK REGISTER**  
**2015/16 QUARTER 1**

RAG	RISK / CONSEQUENCES	LEVEL OF RISK	CONTROLS	OUTSTANDING ACTIONS	RISK OWNERSHIP	ACTION DATE	PROGRESS / COMMENTS
	10. Failure in service delivery due to over reliance on individuals	3	Service Heads/MAT are responsible for ensuring business continuity, including loss of key staff. Critical procedures should be documented and staff appropriately trained. Service Heads should review as part of the service planning process. Resilience may be provided from other local authorities or other organisations.	<i>MAT are reviewing structures as part of the budget saving exercise, and consideration will be given to resilience and succession planning arrangements.</i>	Service Heads/ MAT	Ongoing monitoring	Wellbeing and Resilience workshops and other training being provided to support staff during time of organisational change.
	11. Failure in service delivery due to reduced capacity and increasing demands from the community. Increased risk of delay, errors or stress.	3	Short term reductions in capacity are accommodated by prioritisation and reallocating work amongst staff. Longer term impacts and changes to demand may be more difficult to address. Service review may be required to help match resources to the level of work. Resources need to be diverted to implementing new systems or introduce new ways of working. If resources cannot be enhanced, services will have to prioritise work to resources available. Staff have access to counselling via Occupational Health.	<i>Members and Management Team will need to keep resourcing levels under review, particularly the impact of new projects and any statutory obligations on service/project delivery.</i>	Service Heads/ MAT	Ongoing monitoring	MAT maintaining under review Towards a Sustainable Future (TSF) should help to address service levels/requirements and capacity issues
	12. Low morale as a result of increasing service demand, lack of staff & finance and uncertainty due to organisational review/restructure. Increased turnover, risk of losing expertise and impact on services.	3	Employment arrangements in place include recruitment and selection, pay and rewards, training and development. Change Management process, clear communications, performance management systems, appraisals, one to one's, team meetings, performance clinics, staff meetings. A tripartite pay group is meeting regularly to discuss officer pay.	<i>1: Management Team to keep under review, particularly in light of 'Towards a Sustainable Future'.</i>	MAT	Ongoing monitoring	MAT maintaining under review . The Head of Human Resources advises MAT as appropriate. Revised structure charts have been issued to all staff outlining proposals for the permanent restructure from 2016, although these may be subject to further change. There is a risk of increased turnover during current times of uncertainty which MAT acknowledge.
				<i>2. A peer review took place January 2014 and an action plan has been developed.</i>	DCX (LO)	31 July 2015 R*	An action plan has been produced by Management Team in consultation with the Leader, which is being progressed. The key elements of the action plan are summarised in the conclusion of the Annual Governance Statement for 2014.



**SPELTHORNE BOROUGH COUNCIL - CORPORATE RISK REGISTER**  
**2015/16 QUARTER 1**

RAG	RISK / CONSEQUENCES	LEVEL OF RISK	CONTROLS	OUTSTANDING ACTIONS	RISK OWNERSHIP	ACTION DATE	PROGRESS / COMMENTS
	13. Failure to comply with the Council's corporate governance requirements and standards resulting in poor value for money, Costly legal challenges and reputational damage.		Corporate Plan setting out clear purpose, vision and outcomes. Constitution setting out clearly defined roles/rules for Members/Officers. Code of Corporate Governance and Codes of Conduct to promote high standards of conduct and behaviour. Informed and transparent decision making processes open to scrutiny. Member and staff training programmes.Accountability through published accounts and community engagement .	<i>The Council's Code of Corporate Governance is to be reviewed in 2015/16</i>	MAT	Ongoing monitoring	
	14. Procurement - Weak governance arrangements and lack of transparency in procurement decisions. Contractual disputes and claims through poor specifications. Weak contract management resulting in Contractors/partners failing to deliver expected outcomes. Reputational damage and costly challenge by other companies. Financial loss/poor vfm as a result of poor contract management. Reliance on Legal for support on tendering processes/appointment of Contractors.	3	Contract Standing Orders set out tendering requirements. Officer Code of Conduct sets out requirement for declaration of interests. Contract guidelines with compliance checklist. Legal team provide support on contract management and major procurements. Contract management training held in 2012 and 2013. Specification writing training taken place. Procurement training In October 2014. Development of the e-procurement system continues and further contracts continue to be sourced with this solution which offers significant time savings and efficiencies for staff in Legal. Procurement Board meet regularly.	<p>1i. <i>Procurement, contract management and asset management expertise is limited across the authority and this is to be reviewed under the TaSF programme. 1ii. Procurement Board to monitor implications of the new UK Public Contract Regulations 2015 and implementation of the Local Government Transparency Code requirements.</i></p> <p>2. <i>There is limited horticultural expertise within Streetscene and therefore a risk that the Grounds Maintenance contract will not be effectively managed.</i></p>	MAT DCX (TC)/ PS*	Requires Monitoring	<p>1i. Management Team has considered expertise and resources in these areas. Additional resource has been allocated to Asset Management. The Corporate Risk Management Group will continue to monitor. MAT are reviewing through TaSF and organisational restructures.</p> <p>1ii. Ongoing monitoring of legislative changes by the Procurement Board. In process of agreeing new guidance notes with Legal to be issued to all staff on the public sector and EU procurement regulations changes.</p>
					DCX (LO)	Requires Monitoring	2. The Head of Streetscene has enrolled with a distance learning provider to take the RHS level 2 diploma exam. In the meantime the authority is drawing upon some of the knowledge provided by its contractors and existing employees. Audit Committee Members have requested that the Head of Streetscene attend the June committee so she can outline how risks in this area are being addressed.

**SPELTHORNE BOROUGH COUNCIL - CORPORATE RISK REGISTER**  
**2015/16 QUARTER 1**

RAG	RISK / CONSEQUENCES	LEVEL OF RISK	CONTROLS	OUTSTANDING ACTIONS	RISK OWNERSHIP	ACTION DATE	PROGRESS / COMMENTS
				<i>3. MAT will monitor the appointment of consultants and contractors for the Council's projects including Town Centre, Knowle Green and other initiatives to ensure full compliance with governance requirements</i>	MAT	Requires Monitoring	3. MAT are monitoring. See also 1ii above.
	15.1 Pressures on Housing Service as a result of economic climate and welfare reforms including changes in government policy to restrict housing benefit. Introduction of Universal Credit may lead to staff retention issues. Loss of Housing Benefit subsidy and uncertainty over recovery of outstanding debt.	3	Service Heads/ MAT/Members are aware of risks. Working groups established to deal with changes. The authority faces some challenges in managing the loss of £500k per annum in subsidy (recovery of Housing Benefit overpayments) which will be fully realised if the roll out of Universal Credit is completed in 2017/18. This loss of subsidy may be spread over a longer period of time as completion of Universal Credit roll out slips. Accountancy have factored into outline budget projections and currently assume phase out by 2017-18. The first year's impact was reflected in the 2014/15 budget. There is currently £2.1m of outstanding Housing Benefit overpayment debt in the Council's accounts. This is being recovered, albeit repayments are often small due to Housing Benefit regulations. Accountancy to confirm the bad debt provision for the 2014/15 accounts. Cabinet has received updates on Welfare Reforms. This includes a suggested approach to the use of discretionary housing payments. Officers and A2D have been working with families affected by the benefit cap.	<i>1. Service Heads/MAT to monitor staffing and other resource implications as appropriate.</i>	MAT / Joint Heads of H & IL*	Requires Monitoring	There is a continual increase of households in bed and breakfast (with the added issue of overspend on the bed and breakfast budget) and the lack of resources to discharge duty. An "Advisor" was contracted to look at all options for the borough to invest in as well as look at good practice elsewhere. A number of options are now being pursued following Cabinet support for this approach. MAT are supportive of quickly filling any posts which become vacant in the Housing Options team and have agreed to a mini-restructure. This includes increasing resource for the Housing Visiting and Finance officer to assist in managing bed and breakfast debts.
	15.2 Introduction of Council Tax Support scheme has impacted on resources.	3	The council tax support scheme has generated a significant number of small council tax debts, which are difficult and time consuming to recover, impacting on resources. Recovery policy applied.	<i>2. Service Heads/MAT to monitor staffing and other resource implications as appropriate.</i>	DCX (TC)	Ongoing monitoring	CTS claimants have a lower collection rate of 80.9% (76.1%) compared to 98.5% overall and recovery is continuing across all areas.
	16. Poor partnership governance arrangements	3	Partnership governance policy. Significant partnerships identified. Overview and scrutiny committee to periodically review partnerships. Insurance arrangements in place		MAT	Ongoing monitoring	

**SPELTHORNE BOROUGH COUNCIL - CORPORATE RISK REGISTER**  
**2015/16 QUARTER 1**

RAG	RISK / CONSEQUENCES	LEVEL OF RISK	CONTROLS	OUTSTANDING ACTIONS	RISK OWNERSHIP	ACTION DATE	PROGRESS / COMMENTS
	17. Uncertainty over economic growth and supplier failure, impacting on: <ul style="list-style-type: none"> <li>• Delivery of contracts and services</li> <li>• Business Rate income. SBC now bears a significant share of any losses on collection.</li> </ul>	3	Financial Services monitor the financial media in relation to larger companies and critical commercial partners. Recovery and inspection of business properties is being strengthened to maximise collection/minimise losses for the Council	<i>Impact of new Business Rate arrangements on Council finances is under ongoing review.</i>	DCX (TC) *	Ongoing monitoring	Some of the DCLG Fraud fund has been allocated to dealing with Business Rate avoidance cases during 2015/16. As part of Spelthorne joining the Surrey Business Rates pool for 2015-16 the Council are participating in enhanced monitoring and data sharing with the other four participating councils.
			Economic Development Strategy is reviewed every three years. Communication of the vision, proposed actions and measures of success is taking place. Reporting to Economic Committee task group Members to advise on progress with action plans.	<i>Economic development is a Council priority and growth will impact on business rate income - this is under ongoing review.</i>	DCX (TC) * CS & EDO*	Ongoing monitoring	LGA funded adviser produced 3 reports on Key Account Management, Inward Investment and Visitor Numbers, with a number of recommendations having resourcing implications. This has been considered as part of 15-16 budget process. A growth bid has been approved as follows: - Inward Investment - £5k Stimulate economic Activity - £10k Regular monitoring updates on delivery of the Strategy had been provided to the Leader's Economic Development Task Group Magna Carta - £8k Staines-upon-Thames BID £32k SBF / Miscellaneous £16.5k Total - £71.5k  The creation of a new post of Economic Development Officer has been also been approved, this post including on-costs is £29.4k This gives a total of £100.9k
	18. Failure to comply with employment legislation or statutory duty leading to possible compensation (unlimited), damage to reputation, Legal costs and significant officer time.	3	Human Resources (HR) identify changes in employment legislation, provide guidance and training to ensure compliance. Equality and Diversity working group and training provided to all staff.		MAT/ Service Heads/ Head of HR*	Ongoing monitoring	Professional HR support will continue to be available.

**SPELTHORNE BOROUGH COUNCIL - CORPORATE RISK REGISTER**  
**2015/16 QUARTER 1**

RAG	RISK / CONSEQUENCES	LEVEL OF RISK	CONTROLS	OUTSTANDING ACTIONS	RISK OWNERSHIP	ACTION DATE	PROGRESS / COMMENTS
	19. Failure to comply with statutory duty / adhere to Safeguarding Policy leading to death or injury to child or vulnerable adult, legal action and reputational damage. Failure by County to address Spelthorne referrals relating to vulnerable children/adults.	3	Safeguarding policies and procedures. Staff and Member training. All referrals to Surrey County Council should be reported to a nominated Spelthorne Officer. Regular meetings held with Surrey County Council and consultation with the Surrey Safeguarding Children's Board (SSCB). Annual Section 11 audit. The Children's Safeguarding and Adults at Risk Strategies were approved by Cabinet October 2013. From 2015 the Council will have statutory responsibility for safeguarding adults.	<i>In view of Councils taking on statutory responsibility for safeguarding adults, Independent Living Managers to review any changes required to Adults at Risk policies and processes. Staff training needs to be assessed.</i>	DCX (TC)/LSM/JL & NR*	Ongoing monitoring	The Independent Living Managers are liaising with the Safeguarding Adult Social Care team to ascertain when statutory responsibility for safeguarding adults comes into effect for the authority.
	20. Service delivery and planning difficulties due to reduction in Revenue Support Grant - 30 % reduction in spending / increase in income	3	Long term strategic/financial planning. Corporate Plan / priorities reviewed. Member engagement 'Towards a Sustainable Future' programme identified potential savings and additional sources of income.	<i>Towards a sustainable future programme to be delivered</i>	MAT	Key milestone dates to be agreed with Cabinet	Programme Brief being prepared with milestone dates.
<i>Identify alternative service delivery models and prepare business cases.</i>				Service Heads	31 August 2015	Service Heads are preparing business cases for alternative service delivery models, to be reviewed by Management Team. The Applied Resilience Service to take effect from 1 August 2015.	
	21. Reduction in service delivery and possible loss of internal control as a result of savings required to balance budget	3	Management is responsible for maintaining key services and internal controls regardless of resource levels. Any savings offered will be accompanied with summary of any associated risks.		Service Heads/ MAT	Ongoing monitoring	
	22. Poor return on long term investments /investments insecure in current climate	3	Treasury Management Strategy approved annually by Members. Aim to select counter parties of the highest credit quality; credit ratings monitored closely. Council's investments managed internally in consultation with Arlingclose. Use a range of credit ratings and criteria recommended by Arlingclose. Regular monitoring ,reporting of investment portfolio and returns achieved.		DCX (TC) *	Ongoing monitoring	Outturn income achieved for 2014-15 was £200k better than budget with average rate of 5% achieved on core pooled investments (which also have achieved cumulative capital growth of £1.3m). Accountancy are continuously monitoring risk and seek to spread risk through a diversified portfolio.

**SPELTHORNE BOROUGH COUNCIL - CORPORATE RISK REGISTER**  
**2015/16 QUARTER 1**

RAG	RISK / CONSEQUENCES	LEVEL OF RISK	CONTROLS	OUTSTANDING ACTIONS	RISK OWNERSHIP	ACTION DATE	PROGRESS / COMMENTS
	23. Changes arising from election of new Members, particularly relating to current priorities and delivery of projects	3	Corporate Plan and priorities will need to be reviewed following new Council Members. The impact on ongoing projects, resources and Service Planning will need to be assessed.		MAT	Ongoing monitoring	
	24. Increased risk of fraud / theft due to economic climate resulting in financial losses and damage to reputation of authority. Housing tenancy fraud reduces availability of social housing.	3	Corporate Policies including Confidential Reporting Code (Whistle blowing), Anti-fraud, Bribery and Corruption Strategy, Proceeds of Crime and Anti-Money Laundering, Code of Conduct including rules relating to gifts and hospitality, and declaration of interest. Staff are reminded about governance policies during appraisal process. Fraud awareness training for staff and Members and leaflet issued. Implications of Bribery Act (July 2010) considered by services. Various policies and procedures such as Financial Regulations and Contract Standing Orders, management checks, segregation of duties, reconciliation processes for financial systems and IT Security measures.	<i>To ensure that the DCLG fraud fund is used appropriately and that each initiative is receiving a payback.</i>	Service Heads/ MAT/Head of AP/IAM/Head of CS/Head of H&IL	Requires monitoring	Spelthorne have received £60k of the DCLG fraud fund (up to March 2016), which is being used to assist in the detection and prevention of non benefit fraud, focusing on housing, (homeless and housing applications, tenancy fraud, right to buy applications) business rates (evasion and avoidance), and Corporate/miscellaneous frauds. Audit Services are coordinating progress in terms of payback and submitting periodical fraud returns/details of the number of cases under investigation to Surrey County Council. 92 cases highlighted via NFI data matching exercise and 2 further referrals under investigation. 2 additional cases being investigated relating to B&B. Panel of officers meet periodically to review cases and decide further action. Supporting A2D on validation checks for Right to Buy applications.

**SPELTHORNE BOROUGH COUNCIL - CORPORATE RISK REGISTER**  
**2015/16 QUARTER 1**

RAG	RISK / CONSEQUENCES	LEVEL OF RISK	CONTROLS	OUTSTANDING ACTIONS	RISK OWNERSHIP	ACTION DATE	PROGRESS / COMMENTS
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**\*KEY TO RAG RATING**

	Actions outstanding
	Partially actioned
	Completed/Ongoing monitoring

**\*KEY TO TARGET DATES**

- \* O = Original target date for assigned action  
 \* R = Revised target date for assigned action

**\*KEY TO OFFICERS**

MAT - Management Team  
 Head of CS - Head of Customer Services, Linda Norman  
 Head of CG – Head of Corporate Governance, Michael Graham  
 Head of ICT – Helen Dunn  
 DCX (TC) – Terry Collier  
 Health and Safety Officer – Stuart Mann  
 Head of S & L – Head of Sustainability and Leisure Services, Sandy Muirhead  
 Head of SS – Head of Streetscene, Jackie Taylor  
 DCX (LO) – Lee O’Neil  
 SEHM - Senior Environmental Health Manager, Tracey Wilmott-French  
 PS - Principal Solicitor, Victoria Statham

HoP&HS - Head of Planning and Housing Strategy, Heather Morgan  
 Head of AM & OS – Head of Asset Management and Office Services, Dave Phillips  
 Head of HR – Head of Human Resources, Jan Hunt  
 CM- Contract Managers  
 Joint Heads of H & IL – Joint Heads of Housing and Independent Living, Deborah Ashman and Karen Sinclair  
 LSM - Leisure Services Manager, Lisa Stonehouse  
 RRO – Risk and Resilience Officer, Nick Moon  
 CS & EDO – Community Safety and Economic Development Officer, Keith McGroary  
 Head of AP - Head of Audit Partnership , Deanna Harris  
 IAM - Internal Audit Manager, Punita Talwar

**Cabinet****15 July 2015**

<b>Title</b>	Gambling Act Policy 2016 – 2019 Draft for consultation		
<b>Purpose of the report</b>	To make a recommendation to Council		
<b>Report Author</b>	Dawn Morrison		
<b>Cabinet Member</b>	Councillor Penny Forbes-Forsyth	<b>Confidential</b>	No
<b>Corporate Priority</b>	Delivering quality of life services		
<b>Cabinet Values</b>	Community		
<b>Recommendations</b>	Cabinet is asked to approve the revised Statement of Gambling Policy 2016 – 2019 for consultation in accordance with the timetable specified in this report.		

**1. Key issues**

- 1.1 Spelthorne must review its Statement of Gambling Policy at least every three years. The current policy will therefore need to be revised this year, and the revised version must be published by 31 December 2015 to be brought into effect by 31 January 2016.
- 1.2 Before a revised policy can be published Spelthorne must consult with certain stakeholders such as Surrey Police, gambling businesses and other organisations affected by gambling activities. There is discretion to consult more widely and the list of organisations and groups that will be consulted are contained in Annex 2 of the draft policy.
- 1.3 The written consultation should follow best practice as set out by the Cabinet Office including allowing 12 weeks for responses. The proposed timescale as outlined in this report will achieve this recommendation.
- 1.4 The draft policy has been amended in respect of changes to statutory guidance and codes of practice issued by the Gambling Commission since the current policy came into effect in January 2013. For example, there is a requirement for applicants for premises licences to complete risk assessments that take into account local considerations. The Gambling Commission Guidance suggests that Licensing Authorities include in their policy a “Local Area Profile” to assist operators in completing these risk assessments, so this has been included in the draft policy.
- 1.5 Further guidance was also issued by the Gambling Commission in February 2015 on test purchasing, which has also been included in the draft policy.
- 1.6 A copy of the draft policy is located in the Members’ Room. The proposed amendments are highlighted for ease of reference.

1.7 It should be noted that functions in relation to the three year policy statement cannot be delegated and remain functions of the Council.

## **2. Options analysis and proposal**

2.1 The preferred option is for Cabinet to approve the draft policy so that it can go out to consultation with relevant stakeholders in accordance with the timetable set out in this report.

2.2 There is an option for Cabinet to amend the policy. However if Cabinet decides on the latter course of action this may cause a delay in starting the consultation process and implementation of the policy beyond the required time limit. In any event, suggested amendments can be dealt with by way of a consultation response. All members will be sent a link to the consultation and draft policy as part of the consultation.

2.3 Cabinet is asked to approve the revised Statement of Gambling Policy 2016 – 2019 for consultation.

## **3. Financial implications**

3.1 The costs of revising the policy and the consultation exercise will be met within existing budgets.

## **4. Other considerations**

4.1 In revising the policy and conducting the required consultation the Council will meet the requirements of the 2005 Act.

## **5 Timetable for implementation**

5.1 The proposed timetable is as follows:

- Report to Cabinet on 15 July 2015 to obtain approval to consult on the revised draft policy.
- Consult with stakeholders between 16 July 2015 and 1 October 2015.
- Report to Licensing Committee on 4 November 2015 to seek a recommendation to adopt a final proposed policy.
- Report to Cabinet on 9 December 2015 to seek a recommendation to adopt the final proposed policy.
- Publish updated policy and add to Spelthorne's website by 31 December 2015 to take effect from 31 January 2016.

**Background papers: There are none**

**Appendices: There are none**





## **Gambling Act 2005**

# **Spelthorne Borough Council's Statement of Gambling Policy 2016 - 2019**

**Statement: 9 December 2015**

This Statement of Principles was approved by Spelthorne Borough Council on the **9 December 2015**

All references to the guidance refer to the **5th** edition of the Gambling Commission's Guidance to Licensing Authorities, dated **June 2015**

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**Annex 1 Map of Spelthorne**

**Annex 2 List of Consultees**

**Annex 3 Schedule of Responsible Authorities**

**Annex 4 Council’s scheme of delegations of functions under The Gambling Act 2005**

**Annex 5 Glossary of terms**

**Note: The greyed areas of this Policy highlight the principles which will be applied by the Council in exercising its powers as a Licensing Authority under the Gambling Act 2005.**

## **General Statement of Principles**

Spelthorne Borough Council ('The Council') recognises the wide variety of premises which require a licence or a permit. These include casinos, betting shops, bingo halls, pubs, clubs and amusement arcades.

In carrying out its licensing functions the Council will have regard to any guidance issued by the Gambling Commission from time to time.

The Council will not seek to use the Act to resolve matters more readily dealt with under other legislation.

To ensure the licensing objectives are met the Council will establish a close working relationship with the police, the Gambling Commission and, where appropriate, other responsible authorities.

Where children and other vulnerable people are allowed access to premises where gambling takes place, the Council may take whatever steps are considered necessary to either limit access generally or by introducing measures to prevent under-age gambling.

The Council will not normally seek to limit the access of children to any premises unless it receives representations to that effect or it believes it is right to do so for the prevention of their physical, moral or psychological harm.

Applicants seeking premises licences are encouraged to propose any prohibitions or restrictions of their own in circumstances where it is felt that the presence of children would be undesirable or inappropriate.

**The overriding principle** is that each application and the circumstances prevailing at each premises will be considered on their own individual merits.

## **1. Introduction**

### **1.1 The Gambling Act 2005**

#### **1.1.1 The Functions of Licensing Authorities**

The Gambling Act 2005 ('the Act') gives licensing authorities various regulatory functions in relation to gambling.

Spelthorne Borough Council ('the Council') is a licensing authority for the purposes of the Act.

The main functions of licensing authorities are:

- Licensing premises for gambling activities
- Considering notices given for the temporary use of premises for gambling
- Granting permits for gaming and gaming machines in clubs and miners' welfare institutes (where appropriate)
- Regulating gaming and gaming machines in alcohol licensed premises

- Granting permits to family entertainment centres for the use of certain lower stake gaming machines
- Granting permits for prize gaming
- Considering occasional use notices for betting at tracks
- Registering small societies' lotteries

The Gambling Commission has responsibility for dealing with personal licences and operating licences.

### 1.1.2 The Licensing Objectives

In exercising their functions under the Act, licensing authorities must have regard to the licensing objectives as set out in section 1 of the Act. The licensing objectives are:

- Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime
- Ensuring that gambling is conducted in a fair and open way
- Protecting children and other vulnerable persons from being harmed or exploited by gambling

## 1.2 Spelthorne Borough – Local Area Profile

Spelthorne Borough Council lies fifteen miles west of central London and sits in the far north west corner of Surrey, **bounded by a long meander of the Thames and close to the boundary of Berkshire.** The Borough is also bordered by the London Boroughs of Hillingdon, Hounslow and Richmond. The Borough, covering twenty square miles, is at the inner edge of the Metropolitan Green Belt, with 45% being urban and the remainder protected as Green Belt. Spelthorne's resident population was 95,600 by the end of 2011, based on the 2011 census. The main centres of population are the towns of **Staines-upon-Thames**, Ashford, **Sunbury-on-Thames**, Shepperton and Stanwell.

**Commercially, the area is one of the most active in Surrey.** The local economy includes manufacturing and service industries, research, agriculture, the professions and many administration sites. In fact 20% of all commercial or industrial property in the county is located in the Borough, including the headquarters of national and international companies such as BP. Shepperton Film Studios and Kempton Park Racecourse are also located within the Borough. Heathrow, the busiest international airport in the world, lies on the Borough's northern edge and inevitably has a major impact on the area both economically (13% of Spelthorne's economically active population work there) as well as environmentally.

Transport links in the area are mainly good but traffic can get very congested. The busiest section of the M25 passes through the western part of the Borough while the M3 commences in the south of Spelthorne at Sunbury Cross. Bus and rail links to London are good, but poor to the rest of Surrey.

There are **20** betting shops, one adult amusement arcade located in **Staines-upon-Thames**, the Borough's principle town. There are **42** pubs in the Borough, most of which have gaming machines, and **23** Private Members' clubs. There are no bingo premises or casinos.

**While relative to the county of Surrey as a whole, the Borough is marginally less**

affluent. However in national terms it is more affluent. According to a Local Economic Assessment conducted in 2013, unemployment levels in Spelthorne are very low at 0.9% (February 2015), although skill levels and consequently incomes are below average for the wider area.

Politically, the Spelthorne constituency has a strong Conservative majority, with 35 Conservative councillors returned in the 2015 borough elections, with three Liberal Democrat councillors and one Labour councillor.

The Campaign for Fairer Gambling commissioned a study into money lost on fixed odds betting terminals (FOBTs). These are the high stake machines found in many betting shops. The report analysed the economic impact of FOBTs. The study appears to show that in the year 2013 to 2014, gamblers in Spelthorne lost more money on these machines (£3.3m) than other boroughs in Surrey, However, to put this into a wider context, the same survey shows losses in the neighbouring boroughs of Windsor and Maidenhead of £3.6m, Slough £5.4m, Richmond £5.9m and Hounslow £14.8m.

A Map of Spelthorne Borough is at **Annex 1**

### **1.3 Consultation**

This statement of policy has been prepared in consultation with the following persons/bodies

- The Chief Officer of Police
- One or more persons who appear to the authority represent the interests of persons carrying on gambling businesses in the authority's area
- One or more persons who appear to the authority to represent the interests of persons who are likely to be affected by the exercise of the authority's functions under the Gambling Act 2005

A full list of consultees is attached as Annexe 2.

The statement of policy will remain in force for no more than three years, but may be reviewed at any time.

### **1.4 Declaration**

This statement of policy has been prepared with due regard to the licensing objectives, the guidance to licensing authorities issued by the Gambling Commission and with due weight attached to any responses received from those consulted.

### **1.5 Responsible Authorities**

These are generally public bodies that must be notified of all Gambling Act Premises Licence applications and who are entitled to make representations to the Council if they are relevant to the licensing objectives.

Section 157 of the Act defines those authorities as:-

- The Gambling Commission
- The Police
- The Fire Service
- The local planning authority
- Environmental health
- Child Protection Committee (see Section 1.5.1)
- HM Revenue and Customs
- A licensing authority in whose area the premises is situated

Any concerns expressed by a responsible authority in relation to their own functions cannot be taken into account unless they are relevant to the application itself and the licensing objectives. In this regard the Council will not generally take into account representations which are deemed to be irrelevant, i.e.:

- there are too many gambling premises in the locality
- the premises are likely to be a fire risk
- the location of the premises is likely to lead to traffic congestion
- the premises will cause crowds to congregate in one area causing noise and nuisance

Each representation will, however, be considered on its own individual merits.

The contact details of all the Responsible Authorities under the Act are contained in Annex 3 of this policy

The Regulatory Reform (Fire Safety) Order 2005 will apply when Gambling premises buildings are occupied. These regulations require the responsible person to carry out a suitable and sufficient fire risk assessment and to act on its findings. The assessment must be reviewed regularly and if any changes are proposed to the licensed premises.

### 1.5.1 Protection of children

In exercising the Council's powers under Section 157(h) of the Act to designate, in writing, a body which is competent to advise the authority about the protection of children from harm, the following principles have been applied:

- the need for the body to be responsible for an area covering the whole of the licensing authority's area
- the need for the body to be answerable to democratically elected persons, rather than any particular vested interest group etc

Having regard to the above principles, the Council designates the **Surrey County Council Children's Service** for this purpose.

### 1.6 Interested parties

Interested parties can make representations about licence applications, or apply for a review of an existing licence. The Act defines interested parties as persons who, in the opinion of the licensing authority:

- a) live sufficiently close to the premises to be likely to be affected by the authorised activities;
- b) have business interests that might be affected by the authorised activities; or
- c) represent persons who satisfy paragraph (a) or (b) \*

Whether or not a person is an interested party is a decision that will be taken by the Council on a case-by-case basis. However, the following factors will be taken into account:

- the size of the premises;
- the nature of the premises;
- the distance of the premises from the location of the person making the representation
- the potential impact of the premises (number of customers, routes likely to be taken by those visiting the establishment);
- the nature of the complainant. This is not the personal characteristics of the complainant but the interests of the complainant which may be relevant to the distance from the premises. For example, it could be reasonable for an authority to conclude that "sufficiently close to be likely to be affected" could have a different meaning for (a) a private resident; (b) a residential school for children with truanting problems; and (c) residential hostel for vulnerable adults;



- the 'catchment' area of the premises (i.e. how far people travel to visit); and whether the person making the representation has business interests in that catchment area, that might be affected.

This list is not exhaustive and other factors may be taken into consideration in an individual case.

\*The Council considers the following bodies/ associations to fall within the category of those who represent persons living close to premises, or having business interests that might be affected by the authorised activities:-

- trade associations;
- trade unions;
- residents and tenants associations;
- ward/ county/ parish councillors
- MP's

This list is not exhaustive and the Council may consider other bodies/ associations & persons to fall within the category in the circumstances of an individual case.

The Council may require written evidence that the person/ association/ body represents an interested party.

## **1.7 Exchange of Information**

The Council regards the lawful and correct treatment of information as very important to the successful and efficient performance of the Council's functions, and to maintaining confidence between the people/ bodies we deal with and ourselves. We ensure that our organisation treats information lawfully and correctly. Information provided to the Council in connection with the Gambling Act may not be held confidentially if, in order to fulfil its functions, the Council is under a duty to share it with, e.g.;

- the Gambling Commission, or,
- other public bodies,

In handling information it receives consideration will be given to guidance issued by the Gambling Commission and to the Council's policies in relation to data protection and freedom of information.

Any person wishing to obtain further information about their rights under the Data Protection Act 1998 or the Freedom of Information Act 2000 may view the Council's policies at [www.spelthorne.gov.uk](http://www.spelthorne.gov.uk)

## **1.8 Enforcement**

Licensing authorities are required by regulation under the Gambling Act 2005 to state the principles to be applied by the authority in exercising the functions under Part 15 of the Act with respect to the inspection of premises, and the powers under section 346 of the Act to institute criminal proceedings in respect of the offences specified. This licensing authority's principles are that:

It will be guided by the Gambling Commission's Guidance to licensing authorities and will endeavour to be:

- Proportionate: regulators should only intervene when necessary, remedies should be appropriate to the risk posed, and costs identified and minimised;

- **Accountable:** regulators must be able to justify decisions, and be subject to public scrutiny;
- **Consistent:** rules and standards must be joined up and implemented fairly;
- **Transparent:** regulators should be open, and keep regulations simple and user friendly; and
- **Targeted:** regulation should be focused on the problem, and minimise side effects.

In accordance with the Gambling Commission's Guidance to licensing authorities, this licensing authority will endeavour to avoid duplication with other regulatory regimes so far as possible.

This licensing authority has adopted and implemented a risk-based inspection programme, based on:

- The licensing objectives
- Relevant codes of practice
- Guidance issued by the Gambling Commission, in particular at Part 36
- The principles set out in this statement of licensing principles

The main enforcement and compliance role for this licensing authority in terms of the Gambling Act 2005 is to ensure compliance with the premises licences and other permissions which it authorises. The Gambling Commission is the enforcement body for the operating and personal licences. It is also worth noting that concerns about manufacture, supply or repair of gaming machines are not dealt with by the licensing authority but should be notified to the Gambling Commission.

This licensing authority shall have regard to the principles of "Better Regulation" as outlined by the Department for Business Innovation and Skills.

The council will take account of the Gambling Commission's guidance document issued in February 2015 (or any subsequent amendments) 'Approach to Test Purchasing' when considering making test purchases at gambling premises.

## **2. Premises Licences**

### **2.1 Decision making - general**

In accordance with Section 153 of the Act, the Council shall aim to permit the use of premises for gambling in so far as it thinks it:

- in accordance with any relevant code of practice issued by the Gambling Commission
- in accordance with any relevant guidance issued by the Gambling Commission
- reasonably consistent with the licensing objectives and
- in accordance with the authority's statement of licensing policy

The Council will not have regard to the expected demand for the facilities which it is proposed to provide, nor the likelihood of the applicant obtaining planning permission or building regulations approval for the proposal.

Moral objections to gambling will not be considered by the Council, as they are not a valid reason for rejecting an application for a premises licence.

Each case will be considered on its individual merits. However, in order to assist applicants and objectors alike, this section sets out the general factors that will be taken into account by the Council when considering applications for premises licences.

## **2.2 Premises “ready for gambling”**

Gambling Commission Guidance states that a licence to use premises for gambling should only be issued in relation to premises that the licensing authority can be satisfied are going to be ready to be used for gambling in the reasonably near future, consistent with the scale of building or alterations required before the premises are brought into use.

If the construction of a premises is not yet complete, or if they need alteration, or if the applicant does not yet have a right to occupy them, then an application for a provisional statement should be made instead.

In deciding whether a premises licence can be granted where there are outstanding construction or alteration works at a premises, this authority will determine applications on their merits, applying a two stage consideration process:-

- First, whether the premises ought to be permitted to be used for gambling
- Second, whether appropriate conditions can be put in place to cater for the situation that the premises are not yet in the state in which they ought to be before gambling takes place.

Applicants should note that this authority is entitled to decide that it is appropriate to grant a licence subject to conditions, but it is not obliged to grant such a licence.

## **2.3 Location**

The location of premises may be relevant to the promotion of the licensing objectives. In particular, premises located in close proximity to the following may give rise to concern:

- schools
- vulnerable adult centres
- residential areas with a high concentration of children

Much will depend upon the type of gambling that it is proposed will be offered on the premises. The Council will, where appropriate, consider the location on a case-by-case basis. If the proposed location does pose a risk to the promotion of the licensing objectives, the applicant will be invited to show how they propose to overcome such concerns.

## **2.4 Multiple licences/ layout of buildings**

Where multiple licences are sought for a building (or a discrete part of a building used for other non-gambling purposes), specific issues will be considered by the Council before such application(s) can be granted. These include

- the ability of children to gain access to or observe gambling facilities (even accidentally) – entrances and exits from parts of a building covered by more than one premises licence should be separate and identifiable so that the separation of

different premises is not compromised and that people (and in particular, children) do not drift into a gambling area;

- the compatibility of the two or more establishments; and
- the ability of the establishments to comply with the requirements of the Act.

### **Splitting of premises**

“Premises” can include “any place” but the Council shall pay particular attention if there are issues about sub-divisions of a single building or plot. Revised guidance from the Gambling Commission includes the following advice: “The Commission does not consider that areas of the building that are artificially or temporarily separated, for example by moveable partitions, can properly be regarded as different premises”, and also that “the crux of the matter is whether the proposed premises are genuinely separate premises that merit their own licence with, for example, the machine entitlements that brings are not an artificially created part of what is readily identifiable as a single premises”.

In determining whether two premises are truly separate, factors that we are advised to consider are:

- Whether the premises have different postal addresses
- Whether the premises have separate registration for business rates
- Whether the premises are owned by the same company

In accordance with the Gambling Commission guidance, an overriding consideration will be whether, taken as a whole, the co-location of the licensed premises with other facilities has the effect of creating an arrangement that otherwise would, or should, be prohibited under the Act.

### **Appropriate Licence Environment**

The Guidance to Local Authorities and the Licence Conditions and Codes of Practice (LCCP) commencing May 2015, set out additional matters that the council should take into account when considering licence applications for premises licences.

Guidance section 19, LCCP condition 16 and code 9 prescribe restrictions on gambling activities on premises, previously known as primary gambling activity. The council will consider any application based on the provisions in these codes and guidance.

Where gambling facilities are provided at premises as a supplementary activity to the main purpose of the premises; e.g. motorway service areas and shopping malls, the council will expect the gambling area to be clearly defined to ensure that customers are fully aware that they are making a choice to enter into the gambling premises, and that the premises is adequately supervised at all times.

### **Licence Conditions and Codes of Practice**

Section 7 of the Gambling Commission Guidance to Local Authorities sets out considerations that an operator must make in order to protect children and young people from accessing gambling premises.

The Licence Conditions and Codes of Practice (LCCP) issued in 2015 prescribe how operators must prevent children from using age restricted gaming or gambling activities, particularly where gaming machines are licensed.

In particular operators must ensure that;

- all staff are trained,
- that all customers are supervised when on gambling premises
- must have procedures for identifying customers who are at risk of gambling related harm.

The council will expect all operators to have policies and procedures in place as required by the LCCP codes on social responsibility to cover all aspects of the code, in particular staff training records and self-exclusion records

Further provisions with regard to self-exclusion and marketing are included in the social responsibility code. The council will take all conditions and codes into account when considering applications or performing enforcement activities.

### **Risk Assessments: Betting Premises**

Such risk assessments are required from new applicants, and from existing premises licensees seeking to vary a licence. The code requires all operators of Casinos, AGCs, Bingo Premises, FECs, Betting shops and remote betting intermediaries to assess local risks to the licensing objectives, and to have policies, procedures and control measures in place to mitigate those risks.

Operators are required by the SR code to make the risk assessment available to licensing authorities when an application is submitted either for new premises licence or variation of a premises licence, or otherwise on request, and this will form part of the Council's inspection regime and may be requested when officers are investigating complaints.

This Council expects the following matters to be considered by operators when making their risk assessment:-

- Information held by the licensee regarding self-exclusions and incidences of underage gambling,
- Arrangement for localised exchange of information regarding self-exclusions and gaming trends.
- Urban setting such as proximity to schools, commercial environment, factors affecting footfall,
- Range of facilities in proximity to the licensed premises such as other gambling outlets, banks, post offices, refreshment and entertainment type facilities
- Known problems in the area such as problems arising from street drinkers, youths participating in anti-social behaviour, drug dealing activities, etc.
- Matters relating to children and young persons, including;
- Institutions, places or areas where presence of children and young persons should be expected such as schools, youth clubs, parks, playgrounds and entertainment venues such as bowling allies, cinemas etc.
- Any premises where children congregate including bus stops, café's, shops, and any other place where children are attracted,
- Areas that are prone to issues of youths participating in anti social behaviour, including such activities as graffiti/tagging, underage drinking, etc.
- Recorded incidents of attempted underage gambling

Matters relating to vulnerable adults, including:-

- Information held by the licensee regarding self-exclusions and incidences of underage gambling,
- Gaming trends that may mirror days for financial payments such as pay days or benefit payments
- Arrangement for localised exchange of information regarding self-exclusions and gaming trends.

- Proximity of premises which may be frequented by vulnerable people such as hospitals, residential care homes, medical facilities, doctor's surgeries, council housing offices, addiction clinics or help centres, places where alcohol or drug dependant people may congregate

## 2.5 Conditions

Conditions may be imposed upon a premises licence in a number of ways. These are

- Mandatory** – set by the Secretary of State (some set out on the face of the Act) and some to be prescribed in regulations, for all, or classes of licence;
- Default** – to be prescribed in regulations made by the Secretary of State, to be attached to all or classes of licences unless excluded by the licensing authority;
- Specific** – conditions that can be attached to an individual licence by the licensing authority.

Conditions imposed by the Council will be proportionate to the circumstances that they are seeking to address. In particular, this Council will ensure that premises licence conditions:

- Are relevant to the need to make the proposed building suitable as a gambling facility
- Are directly related to the premises and the type of licence applied for;
- Are fairly and reasonably related to the scale and type of premises; and
- Are reasonable in all other respects

The Council will not apply conditions upon a premises licence in relation to the following matters:

- any condition on the premises licence which makes it impossible to comply with an operating licence condition;
- conditions relating to gaming machine categories, numbers, or method of operation;
- conditions which provide that membership of a club or body be required (the Gambling Act 2005 specifically removes the membership requirement for casino and bingo clubs and this provision prevents it being reinstated); and
- conditions in relation to stakes, fees, winning or prizes

## 2.6 Door Supervisors

It is not a mandatory requirement of the Act to impose a condition relating to door supervision.

However, if the Council do consider it necessary to impose a condition on a premises licence requiring the presence of door supervisors, such persons will be required to hold the appropriate licence from the Security Industry Authority (SIA).

This requirement does not apply to door supervisors at licensed casino or bingo premises, who are exempt from the licensing requirements of the Private Security Industry Act 2001.

The Council may however impose specific requirements on door supervisors at such premises if considered appropriate in an individual case.

The Council will only impose a condition requiring door supervisors where such a condition

is considered necessary and proportionate to be compatible with the licensing objectives

## **2.7 Adult gaming centres**

Persons operating an adult gaming centre must obtain an operating licence from the Commission and a premises licence from the Council. This will allow the operator to make category B, C & D machines available to their customers. No one under the age of 18 is permitted to enter an adult gaming centre.

In considering licence applications for adult gaming centres, weight will be given to the need to protect children and vulnerable persons from harm or being exploited by gambling. The Council will therefore expect applicants to demonstrate that there will be sufficient measures in place to promote this objective.

Applicants are encouraged to consider the following steps:

- Proof of age schemes
- CCTV
- Supervision of entrances / machine areas
- Location of and entry to premises (so as to minimise the opportunities for children to gain access)
- Notices / signage
- Training for staff on challenging persons suspected of being under-age
- Specific opening hours
- Self-barring schemes
- Provision of information leaflets / helpline numbers for organisations such as GamCare.
- Betwatch schemes

This list is not exhaustive, and is merely indicative of example measures.

## **2.8 Licensed family entertainment centres**

Operators of licensed family entertainment centres will require an operating licence from the Gambling Commission, and a premises licence from the Council. This will allow the operator to make category C & D machines available to their customers.

Children and young persons will be able to enter licensed family entertainment centres and play on category D machines but will not be permitted to play on category C machines.



As family entertainment centres will particularly appeal to children and young persons, weight shall be given to child protection issues. Where category C machines are available in licensed family entertainment centres the Council will normally require that:

- all such machines are located in an area of the premises separate from the remainder of the premises by a physical barrier which is effective to prevent access other than through a designated entrance;
- only adults are admitted to the area where the machines are located;
- access to the area where the machines are located is supervised;
- the area where the machines are located is arranged so that it can be observed by staff of the operator or the licence holder; and
- at the entrance to, and inside any such area there are prominently displayed notices indicating that access to the area is prohibited to persons under 18.

Applicants are therefore encouraged to consider the steps set out at paragraph 2.6 of this statement in order to prevent children and young persons from gaining access to category C machines. In addition, applicants are encouraged to consider the following

- Physical separation of areas
- Measures / training for staff on how to deal with suspected truant school children on the premises

This list is not exhaustive, and is merely indicative of example measures.

## **2.9 Tracks**

Tracks are sites (including racecourses and dog tracks) where sporting events take place. Operators of tracks will require a premises licence from the Council, but they do not need to obtain an operating licence from the Gambling Commission (although they may have one).

Tracks may be subject to one or more than one premises licence, provided each licence relates to a specified area of the track.

It will be a mandatory condition of all track licences that children and young persons are excluded from any areas where facilities for betting are provided, and any area where a gaming machine, other than a category D machine, is situated. Special dispensation from this rule is provided for dog tracks and horse racecourses, on days when racing takes place, in relation to the areas used for betting. On these days families will be entitled to attend the track or racecourse, and children enter the areas where facilities for betting are provided. This race day dispensation does not apply to the areas where gaming machines of category B & C are provided, and the Council will therefore wish to ensure that suitable measures are in place to prevent children from entering such areas.

Applicants should consider the steps set out at paragraph 2.6 in order to prevent the access of children and young people to machines of category B & C. In addition, applicants should consider the following

- Physical separation of areas
- Measures / training for staff on how to deal with suspected truant school children on the premises

## **Gaming machines**

Holders of betting premises licences in respect of tracks who also hold a pool betting operating licence may make available up to four gaming machines (categories B2 to D) on the track.

The Council will therefore expect the applicant to demonstrate that suitable measures are in place to ensure that children are prevented from entering areas where machines (other than category D machines) are made available.

## **Condition on rules being displayed**

The Council will attach a condition to track premises licences requiring the track operator to ensure that the rules are prominently displayed in or near the betting areas, or that other measures are taken to ensure that they are made available to the public. For example, the rules could be printed in the race-card or made available in leaflet form from the track office.

## **Applications and plans**

The Council will require the following information from applicants for premises licences in respect of tracks: -

- detailed plans for the racetrack itself and the area that will be used for temporary “on-course” betting facilities (often known as the “betting ring”)
- in the case of dog tracks and horse racecourses, details of the fixed and mobile pool betting facilities operated by the Tote or track operator, as well as any other proposed gambling facilities

Plans will need to make it clear what is being sought for authorisation under the track betting premises licence and what, if any, other areas are to be subject to a separate application for a different type of premises licence.

## **2.10 Casinos**

**No Casinos resolution** - The Council has not passed a ‘no casino’ resolution under Section 166 of the Gambling Act 2005, but is aware that it has the power to do so. Should the Council decide in the future to pass such a resolution, it will update this policy statement with details of that resolution.

## **2.11 Betting Premises**

This paragraph deals with off-course betting, that is betting that takes place other than at a track (commonly known as a licensed betting office). Operators of betting premises will require an operating licence from the Gambling Commission and a premises licence from the Council.

The holder of a betting premises licence may make available for use up to four gaming machines of category B (B2, B3 or B4), C or D.

The Council may, in accordance with section 181 of the Act, restrict the number of betting machines, their nature, and the circumstances in which those machines are made

available for use. When considering whether to impose such a condition, the Council will take into account the following: -

- the size of the premises;
- the number of counter positions available for person-to-person transactions; and
- the ability of staff to monitor the use of the machines by children and young persons (it is an offence for those under 18 to bet) or by vulnerable people

The Council will therefore expect applicants to have fully considered these issues in their application and risk assessments and may ask for alterations to plans where it is not satisfied that adequate supervision of the machines can be ensured.

The Council will only restrict the number of betting machines where there is evidence that breaches of the licensing objectives have occurred or are likely to occur.

## **2.12 Bingo**

Operators of premises offering bingo (cash or prize) will require a bingo operating licence from the Gambling Commission, and a premises licence from the Council.

The holder of a bingo premises licence may, in addition to bingo in all its forms, make available for use up to four category B gaming machines (B3 & B4) and any number of category C & D machines.

It is important that if children are allowed to enter premises licensed for bingo that they do not participate in gambling, other than on category D machines. Where category C or above machines are available in premises to which children are admitted the Council will normally require that:

- all such machines are located in an area of the premises separate from the remainder of the premises by a physical barrier which is effective to prevent access other than through a designated entrance;
- only adults are admitted to the area where the machines are located;
- access to the area where the machines are located is supervised;
- the area where the machines are located is arranged so that it can be observed by staff of the operator or the licence holder; and
- at the entrance to, and inside any such area there are prominently displayed notices indicating that access to the area is prohibited to persons under 18.

## **2.13 Temporary Use Notices**

Temporary use notices allow the use of premises for gambling where there is no premises licence but where a person or company holding a relevant operators licence wishes to use the premises temporarily for providing facilities for gambling. Premises that might be suitable for Temporary Use Notices would include hotels, conference centres and sporting venues. The licensing authority can only grant a Temporary Use Notice to a person or company holding a relevant operating licence.

The Secretary of State has the power to determine what form of gambling can be authorised by Temporary Use Notices. At the time of writing this statement the relevant regulations state that Temporary Use Notices can only be used to permit the provision of facilities for equal chance gaming, where the gaming is intended to produce a single winner. In practice this means poker tournaments.

There are a number of statutory limits in regards to temporary use notices. The meaning of “premises” in Part 8 of the Act is discussed in Part 7 of the Gambling Commission Guidance to Licensing Authorities. As with “premises”, the definition of “a set of premises” will be a question of fact in the particular circumstances of each notice that is given. In the Act “premises” is defined as including “any place”. In considering whether a place falls within the definition of “a set of premises”, the licensing authority needs to look at, amongst other things, the ownership/occupation and control of the premises. This licensing authority expects to object to notices where it appears that their effect would be to permit regular gambling in a place that could be described as one set of premises, as recommended in the Gambling Commission’s Guidance to Licensing Authorities.

If objections are received to a temporary use notice (from the Police, Gambling Commission, HM Revenues & Custom or any other licensing authority in whose area the premises are situated), the Council will hold a hearing to consider the representation (unless all the participants agree that a hearing is unnecessary).

If the Council, after a hearing has taken place or been dispensed with, considers that the temporary use notice should not have effect, it will issue a counter-notice which may:

- prevent the temporary use notice from taking effect;
- limit the activities that are permitted;
- limit the time period of the gambling; or
- allow the activities to take place subject to a specified condition

The Council will apply the principles set out in paragraph 2.1 of this Statement of Policy to any consideration as to whether to issue a counter-notice.

### **3. Permits**

#### **3.1 Unlicensed Family Entertainment Centre gaming machine permits**

Unlicensed family entertainment centres will be able to offer category D machines if granted a permit by the Council. If an operator of a family entertainment centre wishes to make category C machines available in addition to category D machines, they will need to apply for an operating licence from the Gambling Commission and a premises licence from the Council.

The Council can grant or refuse an application for a permit, but cannot attach conditions.

As unlicensed family entertainment centres will particularly appeal to children and young persons, weight shall be given to child protection issues.

The Council will expect the applicant to show that there are policies and procedures in place to protect children from harm. Harm in this context is not limited to harm from gambling but includes wider child protection considerations.

The policies and procedures are expected to include:

- what staff should do if they suspect that truant children are on the premises
- how staff should deal with unsupervised young children on the premises

- how staff should deal with children causing perceived problems on or around the premises

The Council will also expect applicants to demonstrate

- a full understanding of the maximum stakes and prizes of the gambling that is permissible in unlicensed family entertainment centres;
- that the applicant has no relevant convictions (those that are set out in Schedule 7 to the Act);
- that staff are trained to have a full understanding of the maximum stakes and prizes.

### **3.2 (Alcohol) Licensed premises gaming machine permits**

Premises licensed to sell alcohol for consumption on the premises, can automatically have two gaming machines, of categories C and/or D. The holder of the premises licence authorising the sale of alcohol will simply need to notify the Council, and pay the prescribed fee.

The Council may remove the automatic authorisation in respect of any particular premises if;

- provision of the machines is not reasonably consistent with the pursuit of the licensing objectives;
- gaming has taken place on the premises that breaches a condition of section 282 of the Act;
- the premises are mainly used for gaming; or
- an offence under the Act has been committed on the premises.

If a premises wishes to have more than two machines, then the holder of the premises licence will need to apply for a permit. The Council shall consider that application having regard to the licensing objectives, any guidance issued by the Gambling Commission issued under Section 25 of the Act, and any other matters that are considered relevant.

The Council shall determine what constitutes a relevant consideration on a case-by-case basis, but weight shall be given to the third licensing objective i.e. protecting children and vulnerable persons from being harmed or being exploited by gambling. To this end, the Council will expect applicants to demonstrate

- that there will be sufficient measures in place to ensure that under 18 year olds do not have access to the adult only gaming machines.
- Measures may include the adult machines being in sight of the bar, or in the sight of staff who will monitor that the machines are not being used by those under 18.
- Notices and signage.

With respect to the protection of vulnerable persons, the Council will expect applicants to provide information leaflets / helpline numbers for organisations such as GamCare.

It is recognised that some alcohol-licensed premises may apply for a premises licence for their non-alcohol licensed areas. An application for an Adult Gaming Centre premises licence would be necessary in these circumstances.

The Council may decide to grant the application with a smaller number of machines and/or a different category of machines than that applied for. The Council will not attach any other conditions in granting such an application.

The holder of such a permit will be required to comply with any Code of Practice issued by the Gambling Commission about the location and operation of the machines.

### **3.3 Prize gaming permits**

Applicants for prize gaming permits should set out the types of gaming that he or she is intending to offer. The applicant will be required to demonstrate:

- that they understand the limits to stakes and prizes that are set out in Regulations; and
- that the gaming offered is within the law.

In making its decision on an application for this type of permit the Council does not need to have regard to the licensing objectives but will have regard to any Gambling Commission guidance. Weight will be given to child protection issues. Relevant considerations are likely to include the suitability of the applicant (i.e. if the applicant has any convictions which would make them unsuitable to operate prize gaming) and the suitability of the premises. Applicants for prize gaming permits must disclose any previous relevant convictions to the Council.

The Council may grant or refuse an application for a permit, but will not attach any conditions. However, there are four conditions in the Act that permit holders must comply with. These are:

- the limits on participation fees, as set out in regulations;
- all chances to participate in the gaming must be allocated on the premises on which the gaming is taking place and on one day; the game must be played and completed on the day the chances are allocated; and the result of the game must be made public in the premises on the day that it is played;
- the prize for which the game is played must not exceed the amount set out in regulations (if a money prize), or the prescribed value (if non-monetary prize); and
- participation in the gaming must not entitle the player to take part in any other gambling.

### **3.4 Club gaming and club machine permits**

Members clubs (but not commercial clubs) may apply for a club gaming permit. The club gaming permit will enable the premises to provide gaming machines (three machines of categories B4, C or D), equal chance gaming and games of chance.

If a club does not wish to have the full range of facilities permitted by a club gaming permit or if they are a commercial club not permitted to provide non-machine gaming (other than exempt gaming under section 269 of the Act), they may apply for a club machine permit, which will enable the premises to provide gaming machines (three machines of categories B4, C or D).

Members' clubs must have at least 25 members and be established and conducted "wholly or mainly" for purposes other than gaming, unless the gaming is permitted by separate

regulations. It is anticipated that this will cover bridge and whist clubs, which will replicate the position under the Gaming Act 1968. A members' club must be permanent in nature, not established to make commercial profit, and controlled by its members equally. Examples include working men's clubs, branches of Royal British Legion and clubs with political affiliations.

The Council will only refuse such an application on one or more of the following grounds;

- the applicant does not fulfil the requirements for a members' or commercial club or and therefore is not entitled to receive the type of permit for which it has applied;
- the applicant's premises are used wholly or mainly by children and/or young persons;
- an offence under the Act or a breach of a condition of a permit has been committed by the applicant while providing gaming facilities;
- a permit held by the applicant has been cancelled in the previous ten years; or;
- an objection has been lodged by the Gambling Commission or the Police

The Council will have regard to the guidance issued by the Gambling Commission and (subject to that guidance), the licensing objectives.

There is a 'fast-track' procedure available for clubs which hold a club premises certificate under the Licensing Act 2003. Under the fast-track procedure there is no opportunity for objections to be made by the Gambling Commission or the Police, and the grounds upon which an authority can refuse a permit are reduced.

The grounds on which an application under the fast track procedure may be refused are;

- that the club is established primarily for gaming, other than gaming prescribed under schedule 12;
- that in addition to the prescribed gaming, the applicant provides facilities for other gaming; or
- that a club gaming permit or club machine permit issued to the applicant in the last ten years has been cancelled.

The Council may grant or refuse an application for a club gaming or club machine permit, but will not attach any conditions. However, there are a number of conditions in the Act that the holder must comply with.

### 3.5 Cancellation of Permits

#### 3.5.1 Gaming /Machine Permits

The authority is able to cancel a permit. It may do so in specified circumstances which include if the premises are used wholly or mainly by children or young persons or if an offence under the Act has been committed. Before it cancels an authority must notify the holder giving 21 days' notice of intention to cancel, consider any representations made by the holder, hold a hearing if requested, and comply with any other prescribed requirements relating to the procedure to be followed.

#### 3.5.2 Gaming / Club Machine Permits

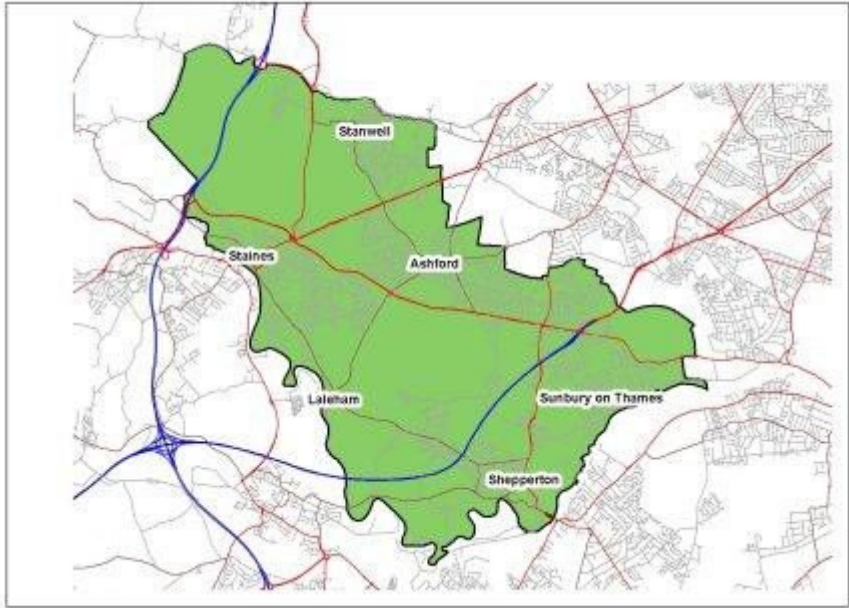
Decisions relating to the cancellation of a Club Gaming or Club Machine Permit may not be made by an officer of the authority. Such decisions shall be dealt with by a Licensing Sub Committee.

### 3.5.3 Alcohol licensed premises permits

In the event of representations being received against a notice of cancellation, the matter will be determined by a licensing sub-committee. Where no representations are received or have been withdrawn, then the decision may remain with an officer.



**Annex 1 – Map of Spelthorne Borough**



## **Annex 2**

### **Schedule of Consultees**

<p><b>Persons or bodies representing The interests of those carrying on gambling businesses in the Borough:</b> Association of British Bookmakers mailto:mail@abb.uk.com British Amusement Catering Trade Association mailto:info@bacta.org.uk Leisure Link Group http://leisurelink.com/contact-us/ Racecourse Association Ltd mailto:info@racecourseassociation.co.uk</p> <p><b>Persons or bodies representing the interests of those who are likely to be affected by the exercise of the authority's functions:</b> All Elected (Ward) Councillors, Spelthorne Borough Council All "Responsible Authorities" as defined under the Gambling Act Spelthorne Borough Council Heads of Service Inspector Ian St John, Surrey Police GamCare info@gamcare.org.uk Responsibility in Gambling Trust alan@responsiblegamblingtrust.org.uk Samaritans jo@samaritans.org Surrey Youth Offending Team surreycc.gov.uk Community Groups, residents' groups and tenant's associations The Salvation Army <a href="mailto:info@salvationarmy.org.uk">info@salvationarmy.org.uk</a></p>	<p><b>Neighbouring London, County and District Councils:</b></p> <ul style="list-style-type: none"><li>• London Boroughs of: Hounslow, Hillingdon &amp; Richmond;</li><li>• Elmbridge Borough Council</li><li>• <u>Royal Borough Of Windsor &amp; Maidenhead</u></li><li>• Runnymede Borough Council</li><li>• Woking Borough Council</li></ul> <p><b>Current holders of licences, permits etc. in Spelthorne:</b></p> <ul style="list-style-type: none"><li>• Representatives of Licensing Act 2003 Premise Licence holders</li><li>• Representatives of Qualifying Clubs with Club Premises Certificates</li></ul>
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**Note:** This list is not intended to be exhaustive. Comments and observations are welcome from anyone interested in this policy. Should you have any comments about this policy statement please send them via e-mail or letter to [licensing@spelthorne.gov.uk](mailto:licensing@spelthorne.gov.uk)  
Licensing Department, Spelthorne Borough Council, Council Offices, Knowle Green, Staines, TW18 1XB

## **Annex 3**

### **Schedule of Responsible Authorities**

For the purposes of the Act, Responsible Authorities are public bodies that must be notified of all applications and who are entitled to make representation in relation to Premises

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#### **Spelthorne Licensing Department**

Spelthorne Borough Council  
Council Offices  
Knowle Green  
Staines  
TW18 1XB

#### **The Gambling Commission**

Victoria Square House  
Victoria Square  
Birmingham  
B2 4BP

#### **Licensing Northern Surrey Police**

Spelthorne Neighbourhood Team  
PO Box 101  
Guildford  
GU1 9PE

#### **Surrey Fire & Rescue Service**

70 Wray Park Road  
Reigate  
Surrey  
RH2 0EJ

Head of Planning

#### **Spelthorne Planning Department**

Spelthorne Borough Council  
Council Offices  
Knowle Green  
Staines  
TW18 1XB

Head of Statutory Child Protection & Child Care

**Child Protection & Independent Review Unit**

Fairmount House, Bull Hill  
Kingston Road  
Leatherhead, Surrey  
KT22 7AH

**HM Revenue & Customs**

Greenock Accounting Centre  
Custom House  
Custom Quay, Greenock  
PA15 1EQ

**Surrey Trading Standards**

East Surrey Area office  
Omnibus  
Lesbourne Road  
Reigate  
RH2 7JA

**Spelthorne Environmental Health Department**

Spelthorne Borough Council  
Council Offices  
Knowle Green  
Staines  
TW18 1XB

**Authorities for vessels:**

- Navigation Authority
- The Enforcement Agency
- The British Waterways Board
- The Secretary of State

**Annex 4 – Council’s Scheme of Delegation for its Function Under the Gambling Act 2005**

<b>Matter to be dealt with</b>	<b>Full Council</b>	<b>Sub-committee</b>	<b>Officers</b>
Three year licensing policy	X		
Policy not to permit casinos	X		
Fee Setting – when appropriate	X (after recommendation from Licensing Committee and Executive)		
Application for premises licences		Where representations have been received & not withdrawn	Where no representations received / representations have been withdrawn
Application for a variation to a licence		Where representations have been received & not withdrawn	Where no representations received / representations have been withdrawn
Application for a transfer of a licence		Where representations have been received from the Commission	Where no representations received from the Commission
Application for a provisional statement		Where representations have been received & not withdrawn	Where no representations received / representations have been withdrawn
Review of a premises licence		X	
Application for club gaming / club machine permits		Where representations have been received & not withdrawn	Where no representations received / representations have been withdrawn
Cancellation of club gaming / club machine permits		X X	
			X

Applications for other permits			
Cancellation of licensed premises gaming machine permits		Where permit holder requests a hearing	Where permit holder does not choose to have representations considered
Consideration of temporary use notice		X (where representations are received)	X (where no representations are received)
Decision to give a counter notice to a temporary use notice		X	

## ANNEX 5 – GLOSSARY OF TERMS

**Admissible Representations:** - representations submitted by a Responsible Authority or Interested Party.

**Authorised Local Authority Officer:** - a Licensing Authority Officer who is an authorised person for a purpose relating to premises in that authority's area.

**Authorised Person:** - a licensing officer and an officer of an authority other than a Licensing Authority, both of whom have been authorised for a purpose relating to premises in that authority's area. The following are considered authorised persons:

- Inspectors appointed under the Fire Precautions Act 1971;
- Inspectors appointed under the Health and Safety at work, etc. Act 1974;
- Inspectors or Surveyors of ships appointed under the Merchant Shipping Act 1995; &
- A person in a class prescribed in regulations by the Secretary of State.

**Automated Roulette Equipment:** - equipment that is either linked to a live game of chance, e.g. roulette, or plays live automated games, i.e. operates without human intervention.

**Automatic Conditions:** - conditions attached automatically to premises licences or authorisations. The Licensing Authority has no discretion not to include or modify them.

**AWP machines:** - Amusement with Prize Machines

**BACTA:** - the British Amusement Catering Trade Association

**Betting Intermediary:** - someone who offers services via remote communication, such as the internet.

**Betting Ring:** - an area that is used for temporary 'on course' betting facilities.

**Bingo:** - a game of equal chance.

**Casino:** - an arrangement whereby people are given an opportunity to participate in one or more casino games.

**Casino Games:** - games of chance that are not equal chance gaming.

**Casino Premises Licence Categories:** - regional, large, small, casinos permitted under transitional arrangements.

**Casino Resolution:** - resolution concerning whether or not to issue Casino Premises Licences.

**Child:** - an individual who is less than 16 years old.

**Christmas Day Period:** - the period of 24 hours from midnight on 24 December.

**Club Gaming Machine Permit:** - a permit to enable the premises to provide gaming machines (three machines of Categories B, C or D)

**Club Gaming Permit:** - a permit to enable the premises to provide gaming machines (three machines of Categories B C or D), equal chance gaming and games of chance.

**Complex Lottery:** - an arrangement where:

- Persons are required to pay to participate in the arrangement;
- In the course of the arrangement, one or more prizes are allocated to one or more members of a class;
- The prizes are allocated by a series of processes; and
- The first of those processes relies wholly on chance.

**Conditions:** - conditions to be attached to licences by way of:

- Automatic provision
- Regulations provided by Sec. Of State
- Conditions provided by Gambling Commission
- Conditions provided by Licensing Authority
- Conditions may be general in nature (either attached to all licences or all licences of a particular nature) or may be specific to a particular licence,

**Customer Lotteries:** - lotteries run by the occupiers of business premises who sell tickets only to customers present on their premises. These lotteries may not be conducted on vessels.

**Default Conditions:** - conditions that will apply unless the Licensing Authority decide to exclude them. This may apply to all Premises Licences, to a class of Premises Licence or Licences for specified circumstances.

**Delegated Powers:** - decisions delegated by the Licensing Authority either to a Licensing Committee, Sub-Committee or Licensing Officers.

**Disorders:** - in the case of gambling premises licences, disorder is intended to mean activity that is more serious and disruptive than mere nuisance.

**Domestic Computer:** - one used for in a residential property for private, non-commercial purposes and is exempt from a Gaming Machine Permit.

**Dual Use Computer:** - definition in forthcoming Regulations. Exempt from a Gaming Machine Permit.

**Equal Chance Gaming:** - games that do not involve playing or staking against a bank and where the chances are equally favourable to all participants

**EBT:** - Electronic Bingo Ticket Minders consisting of electronic equipment operated by a Bingo Operators Licence for the purposes of playing bingo.

**Exempt Lotteries:** - lotteries specified in the Gambling Act as permitted to be run without a licence from the Gambling Commission. There are four types:

- Small Society Lottery (required to register with Licensing Authorities)
- Incidental Non Commercial Lotteries
- Private Lotteries
- Customer Lotteries



**External Lottery Manager:** - an individual, firm or company appointed by the Small Lottery Society to manage a lottery on their behalf. They are consultants who generally take their fees from the expenses of the lottery.

**Fixed Odds Betting:** - general betting on tracks.

**Gaming:** - prize gaming where the nature and size of the prize is not determined by the number of people playing or the amount paid for or raised by the gaming and where the prizes are determined by the operator before the play commences.

**Gaming Machine:** - a machine used for gambling under all types of gambling activity, including betting on virtual events.

**Guidance to Licensing Authorities:** - guidance issued by the Gambling Commission dated April 2006.

**Human Rights Act 1998:** - Articles 1, 6, 8 and 10

Article 1: Protocol 1 – the right to peaceful enjoyment of possessions

Article 6: - the right to a fair hearing

Article 8: - the right of respect for private and family life

Article 10: - the right to freedom of expression

**Inadmissible Representation:** - a representation not made by a Responsible Authority or Interested Party.

**Incidental non-commercial lottery:** - a lottery that is run as an additional amusement at non-commercial events with tickets only sold and drawn during the event, such as a raffle at a dance, bazaar etc.

**Information Exchange:** - exchanging of information with other regulatory bodies under the Gambling Act.

**Interested Party:** - a person who in the opinion of the Licensing Authority

- Lives sufficiently close to the premises to be likely to be affected by the authorised activities,
- Has business interests that might be affected by the authorised activities, or
- Represents persons above, including Trade Associations, Trade Unions, Residents and Tenants Associations where they can demonstrate that they represent such persons.

In determining if a person lives or has business interests sufficiently close to the premises, the following factors will be considered: -

- The size and nature of the premises to be licensed.
- The distance of the premises from the location of the person making the representation.
- The potential impact of the premises (e.g. number of customers, routes likely to be taken by those visiting the establishment).
- The nature of the complaint, i.e. not the personal characteristics of the complainant but the interest of the complainant, which may be relevant to the distance from the premises.
- The catchment area of the premises (i.e. how far people travel to visit).

- Whether the person making the representation has business interests that might be affected in that catchment area.

**Irrelevant Representations:** - representations that are vexatious, frivolous or will certainly not influence the authority's determination of the application.

**Large Lottery:** - where the total value of tickets in any one lottery exceeds £20,000 or tickets in separate lotteries in one calendar year exceeds £250,000. This type of lottery requires an operating Licence from the Gambling Commission.

**Licensed Lottery:** - large society lotteries and lotteries run for the benefit of local authorities will require operating licences to be issued by the Gambling Commission.

**Licensing Objectives:** - there are three objectives

- Preventing gambling from being a source of crime or disorder, being associated with crime or disorder, or being used to support crime;
- Ensuring that gambling is conducted in a fair and open way; and
- Protecting children and other vulnerable persons from being harmed or exploited by gambling.

**Live Gambling:** - gambling on a live game as it happens.

**Lottery:** - an arrangement which satisfies the statutory description of either a simple lottery or a complex lottery in Section 14 of the Act.

**Lottery Tickets:** - every lottery must have tickets for each chance

- Identifying the promoting society
- Stating the price of the ticket, which must be the same for all tickets
- Stating the name and address of the member of the society who is designated as having responsibility at the Society for the promotion of the lottery, or, if there is one, the external lottery manager; and
- Stating the date of the draw, or sufficient information to enable the date of the draw to be determined.

**Mandatory Conditions:** - conditions that must be attached to a Premises Licence, to a class of Premises Licence or licences for specified circumstances.

**Members Club:** - a club must have at least 25 members, be established and conducted 'wholly or mainly' for purposes other than gaming, be permanent in nature, not established to make commercial profit and controlled by its members equally.

**Non-commercial event:** - an event where all the money raised at the event, including entrance fees, goes entirely to purposes that are not for private gain.

**Non-commercial society:** - a society established and conducted for charitable purposes; for the purpose of enabling participation in, or of supporting, sport athletics or a cultural activity; or for any other non-commercial purpose other than that of private gain.

**Occasional Use Notice:** - a notice that may only be issued in respect of a track, that permits betting on a track without the need for a Premises Licence and which only the person responsible for administration of events on the track or the occupier of the track may issue.

**Off Course Betting:** - betting that takes place other than at a track, i.e. at a licensed betting shop.

**Off Course Betting:** - betting that takes place in self contained betting premises within the track premises providing facilities for off course betting, i.e. on other events, not just those taking place on the track. Normally operate only on race days.

**On Course Betting:** - betting that takes place on a track while races are taking place.

**Operating Licence:** - a licence issued by the Gambling Commission to permit individuals and companies to provide facilities for certain types of gambling, including remote or non remote gambling.

**Permit:** - an authorisation issued by the Licensing Authority to provide gambling facilities where the stakes and prizes are low or gambling is not the main function of the premises.

**Personal Licence:** - a licence issued by the Gambling Commission to individuals who control facilities for gambling or are able to influence the outcome of gambling.

**Pool Betting (Tracks):** - pool betting may only be offered at a horse racecourse by the Tote and at a dog track by the holder of the premises licence for the track.

**Premises:** - 'any place' including anything (other than a seaplane or amphibious vehicle) designed or adapted for use on water, a hovercraft or anything or any place situated on or in water. It is for the Licensing Authority to decide whether different parts of a building can be properly regarded as being separate premises.

**Premises Licence:** - a licence issued by the Licensing Authority to authorise the provision of gaming facilities on casino premises, bingo premises, betting premises, including tracks, adult gaming centres and family entertainment centres where an operator's licence and personal licence have been issued by the Gambling Commission. A licence is restricted to one premise only but one set of premises may have separate licences issued in respect of different parts of the building.

**Private lottery:** - there are three types of private lottery

- Private Society Lotteries – tickets may only be sold to members of the Society or persons who are on the premises of the Society
- Work Lotteries – the promoters and purchasers of tickets must all work on a single set of work premises
- Residents' Lotteries – promoted by, and tickets may only be sold to, people who live at the same set of premises

**Prize Gaming:** - gaming in which the nature and size of the prize is not determined by the number of players or the amount paid for or raised by the gaming, the prizes having been determined before play commences, e.g. bingo with non-cash prizes. (NB: bingo with cash prizes and that carried on in commercial bingo halls will need to be licensed by the Gambling Commission; prize gaming does not include gaming by use of gaming machines.)

**Prize Gaming Permit:** - a permit issued by the Licensing Authority to authorise the provision of facilities for gaming with prizes on specific premises.

**Provisional Statement:** - an application to the Licensing Authority in respect of premises that are

- Expected to be constructed
- Expected to be altered
- Expected to acquire a right to occupy

**Relevant Representations:** - representations that relate to the Gambling Licensing Objectives, the Gambling Commission's Guidance, the Codes of Practice.

**Responsible Authorities:** - public bodies for the area in which the premises are mainly or wholly situated

- Licensing Authority in whose area the premise is partly or wholly situated
- Chief Officer of Police
- Fire & Rescue Service
- Planning Authority
- Environmental Health (related to pollution and harm to human health)
- Body competent to advise on protection of children from harm, i.e. Children & Young Peoples' Service
- Authority in relation to vulnerable adults
- Navigation Authority whose statutory functions are in relation to waters where a vessel is usually moored or berthed
- Environment Agency
- British Waterways Board
- Maritime & Coastguard Agency
- HM Revenue & Customs
- Gambling Commission

**Simple Lottery:** - an arrangement where

- Persons are required to pay to participate in the arrangement
- In the course of the arrangement, one or more prizes are allocated to one or more members of a class and
- The prizes are allocated by a process which relies wholly on chance.

**SWP:** - a Skills-with-Prizes machine

**Skills with Prizes machine:** - a machine on which the winning of a prize is determined only by the player's skill and there is no element of chance. SWP's are unregulated.

**Small Lottery:** - where the total value of tickets in a single lottery is £20,000 or less and the aggregate value of the tickets in a calendar year is £250,000 or less.

**Small Society Lottery:** - a lottery promoted on behalf of a non-commercial society, i.e. lotteries intended to raise funds for good causes.

**Small Operations:** - independent on course betting operators with only one or two employees or a bookmaker running just one shop.

**Statement of Principles:** - matters the Licensing Authority may publish in the Statement of Licensing Principles that they intend to apply when considering an applicant's suitability in applications for permits for unlicensed family entertainment centres and prize gaming.

**Temporary Use Notice:** - a notice that may be issued in respect of a set of premises where there is no premises licence, but where a person or company holding an operating licence relevant to the proposed temporary use of premises wishes to use the premises temporarily for providing facilities for gambling.

**Totalisator (Tote):** - the only permitted operators of pool betting on horseracing tracks.

**Track:** - a site where races or other sporting events take place e.g. horse racing, dog racing or any other premises on any part of which a race or other sporting event takes place or is intended to take place.

**Travelling Fair:** - a fair that 'wholly or principally' provides amusements and must be on a site used for fairs for no more than 27 days per calendar year.

**Vehicles:** - includes trains, aircraft, sea planes and amphibious vehicles other than hovercraft.

**Vessel:** - anything (other than a seaplane or amphibious vehicle) designed or adapted for use on water; a hovercraft; or anything or part of any place situated on or in water.

**Virtual Betting:** - gambling by machine that takes bets on virtual races, i.e. images generated by computer to resemble races or other events.

**Vulnerable Persons:** - no set definition but likely to mean group to include people who gamble more than they want to, people who gamble beyond their means; people who may not be able to make informed or balanced decisions about gambling due to a mental impairment, alcohol or drugs.

**Young Person:** - an individual who is over 16 years of age but who is under 18 years of age.

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