

## Implementation of Procedures Policy

Policy Name	Implementation of Procedures Policy
Policy Purpose	The Process for Implementing Peterborough City Council policies and procedures.
Policy Created By	Andy Cox
Policy Created date	January 2017
Policy Validated and Checked By	CMT
Policy Validated and Checked Date	April 2017
Policy Renewal Date	March 2018

### Policy Detail

1. PETERBOROUGH CITY COUNCIL takes its legal responsibilities very seriously and requires that all Officers and staff are aware of their legal obligations in running a successful and legally compliant Lottery.
2. New Starters
  - 2.1. All new starters will be given legal training as part of the induction process. The level and depth is dependent on role but covers :
    - 2.1.1. The Gambling Act 2005
    - 2.1.2. LCCP
    - 2.1.3. CAP and BCAP
    - 2.1.4. Data Protection
    - 2.1.5. Plus the process for highlighting any evidence of non compliance
3. Existing Staff
  - 3.1. All officers are aware of their legal responsibilities and compliance is a regular agenda item at review meetings.
  - 3.2. Annual refresher courses for staff will be run to maintain knowledge and compliance.
  - 3.3. Adhoc on the job training forms part of the development of staff and focus areas for development are identified during the annual appraisal process and regular review process.
4. Training records will be kept as part of the personnel record of individuals and a register of key training delivered and renewal dates kept.
5. Training will be delivered in conjunction with our ELM, Gatherwell Ltd.

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