



Business Continuity Policy

Policy Statement

The Trust is committed to a crime free and fair and open approach to gambling. The British Gambling Commission Rider Guidance Notes (Operating Licence) state that :

"... a lottery cannot be promoted if there is no approved Annex A or PML holder in place, which includes sickness and annual leave. We therefore recommend a minimum of two people submit an Annex A or PML application, ideally this should be the individual who has overall management responsibility for the lottery and the individual who has day to day responsibility for the lottery."

This document outlines the business continuity plans should the Trust's Personal Management Licence (PML) holder be absent at the point that a related draw is to be promoted. The Chair of the Trust is a PML holder. Currently the maximum number of draws for the Trust that can take place in a year is four. Given the infrequency of draws, the risk associated with a PML holder being absent is low.

The Trust's PML holder must be present when a draw is being promoted

REQUIREMENTS

- The PML holder must ensure that periods of absence do not coincide with a draw being promoted by the Trust.
- If for any reason, absence is unavoidable and for which advance notice is not possible then, the following will be implemented:
 1. Notification to Head of Charities and ELM
 2. Depending on incident date, and if draw is imminent, then discussions will take place with the ELM on possible scenarios:
 - a. Draw date changed and notification to players
 - b. Draw cancelled and notification to players

RECOMMENDATIONS

The Board acknowledges that with one Personal Management Licence holder, this creates a level of risk. This will be considered as part of the review of the risk register at board meetings and discussions about a second PML holder will be taken forward.

REVIEW

This policy is reviewed annually.