

[REDACTED]

The two spreadsheets have now been replaced. To access the spreadsheets please use the following links

[illegible]

1. Ideally if all the additional docs can be saved as pdfs in one folder it would save time and assist Governance in creating the bundle.
2. Create the bundle in the order the documents have been requested so could I also suggest that the naming convention includes the question number at the start e.g.

1. LCCP
 1. LCCP month 2016
 2. LCCP month 2017
 3. LCCP month 2018
2. Statement of Principles for licensing and regulation
3. Fame Venture application
 1. Email – *clear and concise title (xyz) date*
 2. Response from – xyz date
 3. Cover email – xyz date
 - 3.3.1 Attachment - xyz
 4. Etc
 5. Etc

■ has created a folder within the area on SharePoint which was used for the original bundle and saved the two spreadsheets ■ – colleagues have already started to work from the spreadsheets that I circulated on Friday so could you replace the two spreadsheets in the bundle with those?

For info copied below is the guidance ■ provided for the first bundle:-

- We can upload Word, PDF, Excel and Powerpoint documents as well as standard image formats. We can't upload .msg (Outlook) files so if you need to include email correspondence please:
- Convert emails to PDF (Use the Print to PDF function to do this).
- Download and save any email attachments as separate documents – they can be added as appendices to the main message.
- If documents are password protected then the protections will need to be removed in order for them to be uploaded
- **To prepare documents for bundling:**
 - Collect your documents in a folder
 - Give each document a clear and concise title

As discussed, we will review progress on Weds afternoon at the BI catch-up but if everyone could aim to do as much as possible between now and then, we can work to getting the docs out Thursday/Friday and the questions to follow asap.

Thanks,

■
The Gambling Commission
Victoria Square House
Victoria Square
Birmingham

From: [REDACTED]

To: [REDACTED]

[illegible]

Hi all

██████████ has already done a great job in moving these requests into a couple of Excel docs that we can complete. She will also be sending through an invite to a meeting on Monday for us to walk this through and to work out exactly which teams/individuals are going to do what. It's obviously very short notice so I'd be grateful if you could prioritise attendance at this meeting over anything else that it might clash with.

██████ – noting that the email from the reviewers asked for these asap, I think it's going to take several days to pull everything together (and particular challenge in Licensing around the SAM allocated to this). I think it'll be next Friday at the earliest and that's going to be a push.

[REDACTED]

The Gambling Commission

Victoria Square House
Victoria Square
Birmingham
B2 4BP



www.gamblingcommission.gov.uk