

INFORMATION PACK

WE
NEED
YOU!



Impulse
LEISURE



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Our Trustees are the pillars of our organisation and your contribution makes a significant difference to the health and wellbeing in our community.

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INTRODUCTION

Thurrock Community Leisure Trust is a Company Limited by Guarantee and has been registered at Companies House. The Memorandum and Articles of Association, outlines the remit for Thurrock Community Leisure Trust, identifies the range of activities and sets out the process for decision making, Board Meetings and the election of Trustees. The Trust is a registered charity and is also governed by the Charity Commission.

Thurrock Community Leisure has been established for public benefit primarily for the following purposes:

- To provide or assist in the provision of facilities and services for recreational, sporting, or other leisure time occupations in the interests of social welfare. In particular, special facilities may be provided for people who have specific needs in relation to their youth, age, infirmity or disability, poverty or social or economic circumstances.
- To promote community participation in healthy recreation.
- To advance the education of the public on the benefit of an active lifestyle and in particular the value of physical activity for young people.
- Such other charitable purposes beneficial to the community consistent with the purposes set out above

Thurrock Community Leisure was established in 2000 and is an independent registered charity that currently leases facilities from Thurrock Council under a 30-year agreement. Thurrock Council

supported the trust in the early years with a financial subsidy, which has been reinvested into the facilities and services for the benefit of the community and to create a sustainable business

A Board of 11 Trustees, made up of local people, is responsible for the strategic management of the charity. All of the Trustees are volunteers and receive no payment for their role. Every penny of the surplus generated is re-invested back into improving the leisure offer to the people of Thurrock.



OUR PURPOSE, MISSION, AIMS AND VALUES

Thurrock Community Leisure is governed through its Memorandum and Articles of Association which details the charity's vision which is to **'To create active and healthy lifestyles'**.

OUR VISION

Active communities with viable sport, leisure, culture and well-being opportunities accessible to all.

OUR MISSION

'Creating active & healthy communities'

OUR VALUES

Our values are important and significant issues that are an intrinsic part of all activities that we undertake. Our values help us to **EXCEL + IMPROVE**

- **E**quality of opportunity
- **E**xemplary employment policies, practices, and personal conduct
- **C**ustomer service excellence
- **E**mbracing change
- **L**ooking after the environment

and

- **I**nstilling relevant urgency and priority
- **M**indful of social inclusion
- **P**artnership and Team working
- **R**eward and Recognition
- **O**ngoing improvement and use of best practice
- **V**alue for money
- **E**conomy, efficiency, and effectiveness



FACILITIES/SERVICES



Thurrock Community Leisure operates from three main locations within Thurrock and one in Wickford, details of the services provided are outlined below:

POOLS

Blackshots, Belhus and Corringham has a variety of pools and sessions from beginners and splashers to serious swimmers. Users have fun with the jets, geysers and bubble beads in the splash Pool and water flumes at two sites. Our learn to swim schools provide lifesaving skills to all ages. Our pools also offer general swimming, aqua aerobics, disabled groups plus National, Regional and County Club Galas, and is the home to Thurrock Swimming Club. Every deep-water pool is also protected by the Poseidon drowning detection system making the pools in Thurrock some of the safest in the country.

HEALTH AND FITNESS

There is a wide range of health and fitness provision including multiple studios, which offers an extensive range of group exercise classes from beginner to advanced, group indoor cycling classes, holistic and relaxation classes, and specific health condition sessions. The Gallery Studio offers a range of smaller classes and hosts our dance schools.

The Gym facilities boast Technogym fitness equipment with state-of-the-art functionality like virtual runs, interactive games, TVs, radios as well as full tracking systems through the Technogym Wellness systems. Each site offers over 100 stations ranging from free weights to

fixed resistance, and cardiovascular and functional training equipment. We also provide body analysis tracking through Body Trax to focus on more than just weight. The facilities are complimented by Health Suite areas, providing the perfect place to relax and unwind after a hard day or tough workout. Health and Fitness is an all-inclusive membership that includes access to ALL Impulse Leisure facilities.

GOLF

Belhus Park Golf Club is a par-69 golf course that is nestled over 46 acres of stunning historic parkland and scenery and is a great challenge for all levels of golfer. The course offers a 'forward tee' initiative which makes the course into a 1,300 yard or 1,900 yard 9-hole golf course. This makes it the perfect venue for the beginner or novice golfer.

The Golf Course also features an open style front nine which allows the golfer to get off to a good start. The back nine features tree lined golf holes, which will prove to be more of a test, even for the more experienced golfer. The final hole is a 477-yard par-5 that will allow the golfer to be aggressive and should lead to a pleasing finish to an enjoyable round of golf.

TERMS OF REFERENCE

The Board is the governing body of Thurrock Community Leisure and is ultimately responsible for everything the charitable company does. The Trustees act together as a group rather than as individuals in the furtherance of the charitable objects of the organisation. The Board is responsible for guiding and supporting the Managing Director and ensuring that Thurrock Community Leisure is being well managed and operating within agreed policies, the law and its budget.

NAME

Thurrock Community Leisure Board.

MEMBERSHIP

The maximum number of Trustees is 11 and the minimum is 6.

SERVICED BY

The Board of Trustees is serviced by the Company Secretary

FREQUENCY

The Board meets bi-monthly.

QUORUM

The quorum for the transaction of business is 50% of the total of Trustees.

CHAIR

The Chair is elected annually at the Annual General Meeting.

NOMINATED BOARD MEMBERS

Thurrock Council currently can nominate two Councillors to sit as Trustees on the Thurrock Community Leisure Board.



TRUSTEE JOB DESCRIPTION

Duties and Responsibilities

DUTIES/RESPONSIBILITIES

- To ensure that Thurrock Community Leisure complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- To ensure that Thurrock Community Leisure pursues its objects as defined in its governing document.
- To ensure Thurrock Community Leisure applies its resources exclusively in pursuance of its objects.
- To contribute actively to the Board role in giving firm strategic direction to the organisation, setting overall policy, defining goals, and setting targets and evaluating performance against agreed targets.
- To safeguard the good name and values of Thurrock Community Leisure.
- To represent Thurrock Community Leisure at functions and meetings as appropriate.
- To declare any conflicts of interest while carrying out the duties of a Trustee.
- To ensure the effective and efficient administration of Thurrock Community Leisure.
- To abide by the equal opportunities policy.
- To ensure the financial stability of Thurrock Community Leisure.

- To protect and manage the property of the charity and to ensure the proper investment of Thurrock Community Leisure funds.
- To appoint the Managing Director and monitor their performance.

In addition to the above statutory duties, each Trustee should use any specific skills, knowledge or experience they have to help the Board reach sound decisions. This may involve: Scrutinising Board papers, leading discussions, focusing on key issues, providing guidance on new initiatives, or other issues in which the member has special expertise.



TRUSTEE PERSON SPECIFICATION

Skills Required

THE REQUIREMENTS OF A TRUSTEE

- A proven track record in business or a relevant occupation.
- Involvement in community service (paid or voluntary).

SKILLS AND ABILITIES

- Specialist skill, e.g., experience in business, health or education or additional skills such as finance, legal, personnel, marketing, sponsorship, financial, legal, corporate, or Trust management.
- Commitment to the objectives of Thurrock Community Leisure.
- Ability to act with respect with other Board members in discussion/debate.
- Communication skills – ability to express balanced opinions and listen to the opinions of others; ability to challenge and debate.
- Analytical skills – ability to read and understand complex subject matter and comment.

OTHER REQUIREMENTS

- Resident in or in connection with Thurrock.
- Commitment to the wellbeing of Thurrock.
- Must be prepared to give up time to attend evening meetings and limited daytime meetings as and when required.
- Awareness of local issues.
- Appreciation of status and functioning of charitable organisations.
- Not disqualified from acting as a Trustee.



BOARD MEETING ARRANGEMENTS

The Articles of Association declare that the Board shall meet on a minimum of 4 occasions in each calendar year.

The Board meets 6 times per annum, generally in the following months: January, March, May, July, September or November.

Unless otherwise arranged, Board meetings commence at 6.00pm either face to face or by virtual Teams.



ORGANISATION STRUCTURE

CHAIR OF THE BOARD

THE BOARD

MANAGING DIRECTOR

**SENIOR LEADERSHIP
TEAM**

STAFF

TRUSTEE CODE OF CONDUCT

A code of conduct for Trustees ensures high standards and makes it clear how potential conflicts of interests are dealt with.

Trustees must act in accordance with their duties and liabilities under the Companies Act 1985, the Insolvency Act 1986 and the Charities Act 2006, and should also comply with good practice in corporate governance.

SELFLESSNESS

Trustees of Thurrock Community Leisure have a general duty to act in the best interests of the charity as a whole. They should not do so in order to gain financial or other material benefits for themselves, their family, their friends or any organisation they work for, come from or represent.

INTEGRITY

Trustees of Thurrock Community Leisure:

- Should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their role.
- As well as avoiding actual impropriety, should avoid any appearance of improper behaviour.
- Should avoid accepting gifts and hospitality that might reasonably be thought to influence their judgement.

OBJECTIVITY

In carrying out their role, making appointments (including Board member appointments), awarding contracts, recommending individuals for rewards and benefits, or transacting other business, Trustees of Thurrock Community Leisure should ensure that decisions are made solely on merit.

ACCOUNTABILITY

Trustees of Thurrock Community Leisure:

- Have a duty to comply with the law on all occasions in accordance with the trust placed in them and in such a way as to preserve public confidence in Thurrock Community Leisure.

- Are accountable for their decisions and actions to the public, funders, and service users. They must submit themselves to what scrutiny is appropriate to their role.

OPENNESS

Trustees of Thurrock Community Leisure:

- Should ensure that confidential material, including material about individuals, is handled in accordance with due care.
- Should be as open as possible about their decisions and action that they take. They should give reasons for their decisions and restrict information only when the wider interest clearly demands.

HONESTY

Trustees of Thurrock Community Leisure:

- Have a duty to declare any interests relating to their Board member role and to take steps to resolve any conflicts that may rise. Where private interests of a Board member conflict with the Board Member duties, they must resolve this conflict in favour of the Board role.
- Must make relevant declarations of interest in the different circumstances and roles they play both within and outside of Thurrock Community Leisure.

LEADERSHIP

Trustees of Thurrock Community Leisure:

- Should promote and support the principles of leadership by example; must respect the role of the Managing Director if there are circumstances under which Trustees will be working directly with our staff.

Guidelines for such working relationships must be clear to both staff and Trustees, when these occasions arise, the Managing Director/Chair should be informed in advance.



IMPULSE LEISURE

BLACKSHOTS LEISURE CENTRE

Grays

BELHUS PARK LEISURE & GOLF

Ockendon

CORRINGHAM LEISURE CENTRE

Corringham

CIVIC HALL

Grays

THE GYM HUB

Wickford

www.impulseleisure.co.uk

