TRUSTEE RECRUITMENT PACK
Welcome, and thank you for your interest in becoming a Trustee for Abbeycroft.

You may be aware of Abbeycroft as running your local leisure centre. However, we are so much more than that! We are an independent charity created in 2005, responsible for enabling local participation in physical activity, in particular through operating leisure centres and associated activities.

We have grown from operating two large leisure centres in Haverhill and Bury St Edmunds with a turnover of £2m, to running 19 centres, attracting 2 million visitors, 24 community health initiatives, a turnover of £12m and 600 staff. These centres are located throughout Suffolk and include facilities previously run by Anglia Community Leisure and South Suffolk Leisure, both organisations having voluntarily merged with Abbeycroft in recent years.

The Board has recently undertaken a complete review of its function and ways of working and is now seeking to broaden the skills base of our Board to reflect the future ambitions of the company and to support the implementation of our recently developed 5-year strategic plan. You will find an overview of the plan in our latest Impact Report.

Provision of gym and swimming facilities are core income-generating activities for us but we are focused on making a difference to people’s lives through improving their health and wellbeing. Working closely with our stakeholders we aim to inspire healthier active communities through providing excellent facilities and services, great experiences and strong partnerships which are reflected in our mission statement ‘Inspiring a Healthier you’.

We are recognised as a collaborative partner by West Suffolk Council and the West Suffolk Health Alliance and have partnership agreements with our local councils, Suffolk Mind, Allied Health Professionals and Active Suffolk. We also work in partnership with other agencies, for mutual benefit, recognising that this is essential to achieving our strategic objective of improving wellness in our community.

As a Trustee, you will focus on the strategic governance of the business but also act as an ambassador for, and a promoter of Abbeycroft Leisure’s ethos and values. You will have some interest and perhaps understanding of the beneficial impact that physical activity has on the health and wellbeing of individuals and be an advocate of the greater and longer-term benefits activity has to the community in which we live. You would be joining an established, experienced and committed Board.

The time commitment varies according to availability and interest but the expectation is that Trustees attend five board meetings a year and are able to participate in one formal committee. Board meetings are mainly strategic, with committees focusing on the more detailed examination of progress to date and future planning. I appreciate that being a trustee is a time commitment but can honestly say that I find it incredibly rewarding, both personally and professionally and well worth the time invested in such a forward-thinking, relevant and industry-leading organisation.

Please see additional information about us in this document plus a copy of our latest Impact Report (available on our website) which shows the impact we are already having on the lives and health of people in our communities. I hope you find this of interest. The closing date for applications is 14 February 2020. If you have any queries please do not hesitate to contact me. Details of how to apply are enclosed within.

Sarah Howard MBE
Chair of Board of Trustees
Additional Information

Management Team

Our management team is led by the Chief Executive, Warren Smyth, and comprises four senior managers who are well established in their roles. In 2018 they managed a seamless merger with South Suffolk Leisure, are running a diverse range of services and operating across the West Suffolk CCG Area, and wider.

Committee Structure

The Finance Committee has recently extended its role to include business development and the Organisational Development Committee monitors all people issues as well as governance, safeguarding and equality. Our third committee focuses on marketing, communications and operations.

The organisation also operates a stakeholder forum which examines how Abbeycroft Leisure can assist stakeholders and make a bigger impact on the communities it serves. We are also seeking to expand our Trustee engagement with our customers.

Statutory Duties of a Trustee

Trustees are volunteers who give their time to ensure that Abbeycroft Leisure meets its charitable purpose: safely and legally. As a member of the Board of Trustees, you will be involved in making important decisions about how Abbeycroft Leisure is run and in ensuring that the best quality support is given to all of our customers across the services. It is expected that all trustees live by the Nolan Principles and are positive ambassadors for Abbeycroft.

Reasons to become a Trustee

You will:

- make a difference to the health and wellbeing of people across the county
- put your existing skills and experience to good use as part of a team
- meet new people
- learn new skills that could help build your CV, or just add to your experience or confidence

What are my legal responsibilities?

The role of a Trustee carries legal responsibilities that should be understood before you take on the position. For further information on the key duties of being a Trustee we strongly advise you to consult the Charity Commission’s website and read ‘The Essential Trustee (CC3)’ www.charitycommission.gov.uk. You are not expected to be an expert in every area, but are expected to:
• use reasonable care in your work and apply your skills and experience where needed
• act in the best interests of Abbeycroft Leisure and not in your own or others’ personal interests
• ask for professional advice when you need it

In particular, Trustees are responsible for:

• ensuring that the charity complies with its constitution, charity law and any other relevant legislation or regulations, works to fulfil its charitable objects and applies its resources exclusively in pursuance of its objects.
• contributing actively to the board of Trustees’ in giving firm strategic direction to the organisation, setting overall policy, defining goals and evaluating performance.
• safeguarding the good name and values of the charity.
• ensuring the effective and efficient management and administration of the charity.
• ensuring the financial stability of the charity.
• ensuring the proper investment of the charity’s funds.
• employing and being responsible for the organisation’s staff.
• using any specific knowledge or experience they have to help the board of Trustees reach sound decisions.
• Working in accordance with the Charity Governance Code for larger charities

Qualifications and experience

No specific qualifications are required to be a Trustee, but you should have relevant expertise or experience which will enable you to make a positive contribution to the work of the board. Applicants with knowledge or experience in the following areas are particularly encouraged:

• Not for profit organisations
• Health and Wellbeing initiatives
• Education
• Marketing

Declarations and conflicts of interest

Trustees will be required to complete an annual statement of commercial interest and membership of other bodies to ensure compliance with the Charity Commission guidance on conflicts of interest. At present Trustees do not require a DBS check, but this may be necessary in the future.
Abbeycroft Leisure

**Local Authority Facilities**
- Brandon Leisure Centre
- Bury St Edmunds Leisure Centre
- Hadleigh Pool & Leisure
- Haverhill Leisure Centre
- Kingfisher Leisure Centre
- Mildenhall Dome Leisure Centre
- Mildenhall Swimming Pool
- Newmarket Leisure Centre
- Skyliner Leisure Centre
- Sudbury Sports Centre
- The Gym Mildenhall

**Social Initiatives**
- **Physical Health**
  - Inspire Me, Exercise on Referral, Self Referral Programme
- **Mental Health**
  - Stand Tall, Just Play disabled soft play sessions
- **Economic Development**
  - Street Velodrome & Make your Move
- **Social Isolation**
  - Keep Active, Big Sports Club, Together Tuesday
  - Teen Chill Out
- **Volunteering**
  - Mass participation events
- **Wellbeing**
  - Active Mums & Corporate

**Services**
- Corporate Wellbeing
- Sport England Framework
- Sports and Physical Development
- Mass Participation Events
- Explore Outdoor
- Health & Wellbeing
- Traditional Sporting Initiatives
- Children’s Holiday Activities
- Dementia Friendly Communities (HDAA/SDAA)

**Staff & Customers**
- **664** staff
- Working in **13** communities
- Generating:
  - 2 million visits per year
  - 15,500 members
  - 6,000 swim scheme students

**Contracts**
- East Bergholt Sports Centre
- Hadleigh High Leisure Centre
- Holbrook Sports Centre
- Thurston Sports Education Centre
- The Port of Felixstowe Gym
- The Gym Ipswich
- The Self Centre
- Trumpington Sports Centre

**Finance**
- £11.3 million turnover
- Health & Fitness £4,916,823
- Swim Scheme £1,641,079
- Casual Swim £985,931
- Catering £720,994
- Payroll £5,742,768
- Utilities £1,133,837
- Irrecoverable VAT £474,023
VISION
Inspiring healthier active communities through excellent facilities and services, great experiences and strong partnerships.

MISSION
Inspiring a Healthier You
Inspiring someone to do something that has a positive impact on their health and wellbeing.

VALUE
Act with Integrity – Do the right thing
Community Focused – Be social, be active
Delivering Together – Look for opportunities to deliver together
Pride – Pride of what we do and how we do it

Abbeycroft Leisure is a Not for Profit Company (Charity) with an annual turnover of £12 million, reinvesting all profits into services and initiatives.

✓ We generate £6.2 million of Social Value per annum in West Suffolk
✓ We have infrastructure and local knowledge in 13 communities across Suffolk
✓ We develop and sustain initiatives that focus on improving health & wellbeing.
✓ We work as part of the wider “Suffolk System” as a willing and trusted partner to complement existing services and activity.
✓ We are here to help people in our communities live longer, have fun and lead a healthier lifestyle through ensuring our facilities are community hubs, providing a diverse range of opportunities, great experiences and where you can meet
Remuneration: Trustee posts are not remunerated other than reasonable travelling expenses or expenses approved in advance by the Chair or Chief Executive Officer.

Location: West Suffolk and Babergh

Time commitment: At least 4 board meetings per year and the AGM, plus subcommittee meetings as required. It is anticipated you will spend roughly one day per month fulfilling Trustee duties.

Reporting to: Board of Trustees (Executive Committee)

To be a Trustee of an organisation is an exciting and fulfilling role. The most effective Boards are those which benefit from individuals from a diverse range of backgrounds, experiences and skill sets. The role of a Trustee is to ensure that Abbeycroft Leisure fulfils its duty to its beneficiaries through its services and delivers on our strategic objectives, as well as ensuring compliance with all legal and statutory requirements.
# JOB PROFILE: TRUSTEE

## SALARY: VOLUNTARY

### JOB PURPOSE:
Trustees are responsible in a non-executive capacity for the general governance and strategic direction of the Trust. This involves developing the Trust's strategies and goals in accordance with its Memorandum and Articles of Association and in compliance with other regulatory and legal provisions.

### REPORTING RELATIONSHIPS:
Responsible to:
Trustees are accountable on an individual and collective basis for the proper conduct of the Trust as a charity to the Charity Commission and the Trust's customers.

### KEY RESPONSIBILITIES

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<td>Contributing actively to the board of Trustees’ in giving firm strategic direction to the organisation, setting overall policy, defining goals and evaluating performance.</td>
<td>Ensuring that the charity complies with its constitution, charity law and any other relevant legislation or regulations, works to fulfil its charitable objects and applies its resources exclusively in pursuance of its objects.</td>
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### TASKS AND ACTIVITIES

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<td>Attend quarterly Board Meetings and at least one other committee.</td>
<td>Oversee the financial management of the Trust's resources.</td>
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<td>Evaluate the Trust’s performance in relation to its objectives and targets.</td>
<td>Appoint the Chief Executive Officer and monitor his or her performance.</td>
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<td>Setting overall policy, defining goals and setting targets.</td>
<td>Delegate authority to the Chief Executive Officer.</td>
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### OUTCOMES

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<td>Abbeycroft Leisure fulfils its duty to its beneficiaries through its services and delivers on its vision, mission and values.</td>
<td>A well governed trust that operates within its objects and upholds its good name in the communities it operates in, amongst all its stakeholders.</td>
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**Trustee Person Specification**

Individuals are sought who have a strong empathy with our vision to “Inspiring healthier active communities through excellent facilities and services, great experiences and strong partnerships” and our mission to “Inspire a Healthier You”.

Experience, skills, and expertise in **Not for profit organisations, Health and Wellbeing initiatives, Education** and **Marketing** as well as an interest in the **benefits of physical activity**, combined with an understanding of our work and ambitions are particularly sought.

The Board of Trustees are jointly and severally responsible for the overall governance and strategic direction of the charity, its financial health, the probity of its activities and developing the organisation’s aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines. All Trustees, should also be aware of, and understand, their individual and collective responsibilities, and should not be overly reliant on one or more individual Trustees in any particular aspect of the governance of the charity.

**Experience:**

- Successful experience of operating within a board in a charitable, public sector or commercial organisation
- Demonstrable experience of building and sustaining relationships with key stakeholders and colleagues to achieve organisational objectives
- A proven track record of sound judgement and effective decision making
- A history of impartiality, fairness and the ability to respect confidences
- A track record of commitment to promoting equality and diversity

**Knowledge, skills and understanding:**

- Commitment to the organisation and a willingness to devote the necessary time and effort
- Preparedness to make unpopular recommendations to the board, and a willingness to speak their mind
- Willingness to be available to staff for advice and enquiries on an ad hoc basis
- Good, independent judgement and strategic vision
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team
- An understanding of the respective roles of the Chair, Trustees and Chief Executive

**Sought after skills and experience include:**

- Not-for-profit organisations
- Health and Wellbeing initiatives
- Education
- Marketing
How to Apply

An up-to-date CV (no more than two sides of A4), and

A one page letter detailing:

• Your reasons for wishing to serve as a trustee on the board.

• The skills and experience which you could bring to the board, please include any skills, qualities or experience you have. We believe that everyone has something to offer, so please do include life experiences. Also include any relevant work experience such as finance, marketing, health and safety, HR, training and knowledge of the voluntary sector.

• Any Potential Conflict of Interest - these could include the following: membership of the Board of another local charity, related partners or current employment.

Please send these to Chair@acleisure.com

The closing date for applications is 14th February 2020 with interviews scheduled to be held on 24th February 2020.

For an informal chat about this opportunity to join our Board of Trustees please contact Chair@acleisure.com

Sarah Howard, Chair of Board of Trustees
E. Chair@acleisure.com

Warren Smyth, Chief Executive Officer
E: warren.smyth@acleisure.com
T: 07908 575908
Appendix 1

THE CHARITABLE OBJECTIVES OF ABBEYCROFT LEISURE

The Company has been established for public benefit to:

- To provide or assist in the provision of facilities in the interests of social welfare for recreation or other leisure time occupation of individuals available to the public at large, save for special facilities being provided for those who have need of such by reason of their youth, age, infirmity or disability, poverty, or social circumstances with the object of improving their conditions of life.

- To promote community participation in healthy recreational activities and understanding of the benefits of a healthy active lifestyle, in particular by the provision of facilities for the playing of running, cycling and walking.

- To provide or assist in the provision of community facilities to be available to all sections of the community without distinction, including use for meetings, lectures and classes and/or other forms of recreation and leisure time occupation with the object of improving the conditions of life for all those who use the facilities.

- To promote the education of pupils or students in schools or establishments for further or higher education, by the provision or assistance in the provision of facilities for physical education and development, including games or sports equipment, courses, lectures, demonstrations and coaching.

- To promote the education of the public through the provision of facilities for performing arts.

- To advance the education of the public through the preservation of buildings or sites of historic or architectural importance.

- Pursue such other charitable purposes as the Trustees in their absolute discretion shall determine (together the “Objects”).