

CIO Terms of Reference

Membership

As defined in the Constitution the Laindon Community Centre Committee will comprise of the Charity Trustees in order to support a membership made up of local residents within the specified “Area of Benefit”. This area includes Laindon, Langdon Hills and neighbouring areas within the borough of Basildon.

Members outside this area are welcome and will be deemed “Associate Members”.

No member shall be excluded without good reason and shall not be discriminated against with regard to race, sex, religion, sexual orientation, political, age or any other trait deemed by general society to be discriminatory or exclusionary.

Purpose

The fundamental purpose of the CIO is to provide leisure and sporting facilities, education and social pastimes. The CIO aims to promote the objectives of the charity in accordance with its constitution and goals. The main purpose is to:

- further or benefit the residents of Laindon and Langdon Hills (and neighbourhoods)
- provide these services without distinction of sex, sexual orientation, race or of political, religious or other opinions
- to bring together the community, local authorities, voluntary and other organisations in a common effort to advance education and provide facilities in the interest of social welfare for recreation and leisure time occupational
- improve the conditions of life for residents

Scope

The CIO's main roles are to:

- investigate, understand and deliver services the local community needs
- guard the welfare and well-being of residents
- develop projects and schemes that provide ongoing benefit to residents
- develop new policies that are in line with the CIO's objectives and help deliver those services
- at all time provide a safe and encouraging space for community groups to prosper
- ensure that all the charity's activities come within the charitable objectives

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- provide assurances to regulatory and committee that all necessary safeguards are in place to offer the required services effectively and safely
- recognise residents changing needs and adapt services to cater for these changes
- ensure day to day governance is carried out properly including day to day running of services, insurances, policies, procedures and emergency planning
- work within a budgetary framework to ensure cost effective service delivery and best value
- monitor and record resource utilisation by age, ethnicity, sex (and other traits deemed necessary) to ensure services fairly address social needs across all intersectionalities
- monitor and record service uptake to provide for accurate community benefit analysis
- perform an annual performance audit to address any shortfalls or improvements necessary
- establish procedures for recruitment, support, appraisal, enumeration of staff, and for dealing with disciplinary matters
- conduct weekly meetings with staff and Activity Centre to ensure a cohesive and seamless service delivery, provide a mechanism for reporting issues and obtaining feedback
- seek professional and other expert advice where necessary

Authority

In accordance with the Constitution the CIO Charity (Association Model), it is the Trustees that have the power to do anything which is deemed to further its objects or is conducive or incidental to doing so. For specific Authority as it pertains to Trustees, please refer to the separate Committee Terms of Reference document.

CIO staff are delegated duties and responsibilities to carry out the day to day running of the centre within the guidelines and set out in the CIO Staff Terms of Reference document.

Frequency & Duration

The CIO is governed by monthly meetings held by Committee who meet on the first Thursday of each month at 7:30pm. Meetings will conclude by 10:30pm.

Day to day running of the centre is achieved with combination of weekly Monday meetings at 11am with the Activity Centre and ad-hoc meetings held with staff (due to rota's and working patterns).

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Chair

The Committee are governed by the Chairing rules set out in the Committee Terms of Reference document. CIO Staff meetings will be chaired by either the Centre Director or Centre Manager as appropriate.

Reporting Procedure

CIO Staff will report to the Committee on a monthly basis to address the ongoing operation of the CIO and services. If a meeting is needed urgently the Chair will be contacted and appropriate arrangements made.

An annual performance audit will be performed by CIO Staff and presented to the Committee.

Quorum

There shall be a quorum when at least two charity trustees, or one third of the number of members (whichever is greater) of the committee are present at the meeting for Committee meetings.

For CIO Staff meetings it will be deemed appropriate if the business in hand can effectively be communicated to sufficient stakeholders to determine the meeting effective. If it is not possible to hold a weekly meeting due to availability, holiday or sickness, it may be possible to conduct it by telephone or remotely by some other means – this will ensure any important issues are dealt with effectively and efficiently.

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Trustees

Signed: _____ (Chairman)

Date: 1st October 2021

Signed: _____

Signed: _____

Signed: _____

Signed: _____ (maximum 5 trustees)

CIO Staff

Signed: _____ (Business Director)

Date: 1st October 2021

Signed: _____ (Centre Manager)