



**Armagh City
Banbridge
& Craigavon**
Borough Council

Leisure Transformation Programme

Staff Engagement

Weekly update from the 'Leisure Transformation Project Team'

9th May 2020



'Inspiring people to make positive changes through great experiences'



**Armagh City
Banbridge
& Craigavon**
Borough Council

Staff Engagement

As you are aware that despite the disruption, the 'Leisure Transformation Project Team' continue to plan for the opening of SLLC, and to move forward with the Transformation Programme as far as is practicable.

The team have committed to communicate with our indoor leisure staff as effectively and as regularly as we can.

In this update, we will focus on a number of issues: Covid-19 situation, update on SLLC build, staff training update for SLLC, update for staff transferring to SLLC, images of gym fit out for OLC and BLC, engaging with members/customers, encouraging members/customer to keep fit and staff questions/queries.



**Armagh City
Banbridge
& Craigavon**
Borough Council

Covid-19 Update

The month of May is here; please do not forget the Government announcement that the early May bank holiday in 2020 has moved from Monday 4 May to Friday 8 May in order to mark the 75th anniversary of Victory in Europe Day.

Data Protection for Remote working

Many staff are homeworking during the pandemic. Data protection law does not prevent that, but you will need to consider the same kinds of security measures for homeworking that you would use in normal circumstances. If you have any further queries please do not hesitate to get in touch dataprotection@armaghbanbridgecraigavon.gov.uk

Business Support Hub

The Business Support team are working hard to help local business through this challenging time, and have developed an extensive business support package available through the Business Support Hub portal on the council website.

Through this bespoke Hub, businesses can access the most up-to-date information on financial support programmes, sign up to free expert mentoring, and equip their business with the right skills and knowledge through the business support toolkit. A variety of free on-line seminars are also available concentrating on key areas of interest to business in the current economic climate. The team have prepared an Infographic Update Sheet, attached in this email, to demonstrate the type of support they have provided in recent weeks. Further information is available by logging on to: www.armaghbanbridgecraigavon.gov.uk/business-support

'Inspiring people to make positive changes through great experiences'



**Armagh City
Banbridge
& Craigavon**
Borough Council

Mobility tips

Simon Patton from Cascades Leisure Complex, Health & Recreational team has helped to prepare two short videos for staff as they continue to work from home. The videos focus on morning and office mobility stretches, and aims to help those working at desks for long periods.

Check out the links below.

Morning & Office Mobility Stretches: Part One <https://youtu.be/1TG3AZcVs8g>

Morning & Office Mobility Stretches: Part Two <https://youtu.be/JcnE6x4RkM8>

Your Mind Matters

Protecting and prioritising your mental health and well-being is vitally important during this time, and as the lockdown situation continues many people will be finding it increasingly hard. In addition to fears and uncertainty over the spread of the virus, many of us are trying to adapt to this 'new normal', whilst supporting our children, family and friends. This can lead to feeling stressed, becoming irritable more easily, feeling insecure or unsettled, having trouble sleeping or feeling helpless, like your life is lacking in focus.

You are not alone; we want you to know that as an organisation we are here to help you through this difficult time. Outlined below are many ways in which you can support your mental health, and we would encourage anyone feeling under strain to talk to someone and seek help.

Educate but don't overwhelm yourself - Having access to good quality information about the virus can help you feel more in control. Stay informed but set limits for news and social media. Try and only read information from reputable sources such as the Public Health Agency.

Implement or keep up a healthy routine - Try and ensure you eat a balanced diet, stick to a regular bedtime, try out some relaxation techniques, do something you enjoy every day such as reading and try and factor in your one exercise each day.

Stay in contact - We are very lucky we live in a time when excellent apps and technology are available to keep in contact with our colleagues and loved ones. Checking-in daily can help support you and them, and help you feel less isolated.

Try and reduce your anxiety levels - Focus on things you can control, keeping the big picture in mind and not let fear take over.

'Inspiring people to make positive changes through great experiences'



**Armagh City
Banbridge
& Craigavon**
Borough Council

Inspire Workplace are on hand to deliver online and phone support and are here to help all Council employees at this time. You can access their service through information provided in the following links available on the Intranet and Staff external link. Further information can also be found on www.armaghbanbridgecraigavon.gov.uk/health-wellbeing-directory www.inspiresupporthub.org or www.mind.org.uk

Update on SLLC build

Farrans have started back on site this week, with tasks that can be completed under the social distancing regime, which has been introduced.

Farrans will develop and refine the on-site working practices over the next month and anticipate being able to give us a revised practical completion date in early June.

It is already clear that the building will not be complete in time for the original opening date of 15th August 2020.

The 'Transformation Project Team' continues to work hard to ensure that we will be ready to accept the SLLC building whenever handed over to Council.

On-line Training for SLLC staff

The new on-line training module for all SLLC staff has been available from Monday 4th May 2020.

All staff moving or potentially moving to the new SLLC are requested to go on line and read the new 'Normal Operating Procedures' (this includes casual staff).

When you open the training: at the end of each section, you will have to complete the short question paper and gain a pass. If you fail a section, just simply just go back, read the section again, and then retake the question paper.

This can be repeated as many times as necessary.

'Inspiring people to make positive changes through great experiences'



**Armagh City
Banbridge
& Craigavon**
Borough Council

The training programme should take a few hours to complete, but staff can do this at their own pace.

**** Once completed the on-line system will record that you have completed this training.**

This training must be completed by the 18th May 2020.

If you encounter any problems/issues accessing this training portal, please contact Mark Wilson
@ mark.wilson@armaghbanbridgecraigavon.gov.uk

<https://www.armaghbanbridgecraigavon.gov.uk/leisureupdates/#trainingportal>



[Click on image to access]

'Inspiring people to make positive changes through great experiences'



**Armagh City
Banbridge
& Craigavon**
Borough Council

Update for staff transferring to SLLC

All staff eligible for a new role within SLLC will receive a letter over the next few days offering suitable alternative employment within SLLC; this letter will contain a copy of your job description and your rota.

For those of you who have indicated that you want to be considered for voluntary redundancy you will also receive a letter with a copy of an alternative job description and your redundancy calculations.

All of you will be required to confirm by Friday 15th May 2020 if you wish to accept your offer of suitable alternative employment or consideration for voluntary redundancy.

Once everyone has made his or her final decision HR & Senior Management will arrange a consultation with you on an individual basis.

If you do not receive a letter, please contact Michelle Nugent – michelle.nugent@armaghbanbridgecraigavon.gov.uk

Images for gym fit out OLC and BLC

As you are all aware the new fitness equipment that is being installed across all our indoor leisure facilities has been purchased from a leading provider in the leisure industry 'Life Fitness' which is being supplied through 'Fittr'.

The equipment and design is in keeping with a high-end private Leisure operator and will be a real asset to all of our facilities.

The Life Fitness equipment will have unique products in line with the latest fitness trends following consultation with the Fitness teams.

A number of weeks ago the 'Transformation Project Team' shared with you images of a number of centres; Dromore Recreation Centre, Gilford Recreation Centre, Keady Recreation Centre, Rathfriland Recreation Centre, South Lake Leisure Centre and Tandragee Recreation Centre.

At that stage, we had not received the Banbridge Leisure Centre and Orchard Leisure Centre images.

As we have now we have received them, we would like to share them with you: please open the document called 'Gym fit out images for BLC and OLC'.

'Inspiring people to make positive changes through great experiences'



**Armagh City
Banbridge
& Craigavon**
Borough Council

Engaging with members/customers

As our customers are important to us, we have been contacting those who have recently left or cancelled their membership.

To date we have contacted the majority of the cancelled customer base and to date 14% have confirmed to re-start their membership. We anticipate that this number will increase the closer we get to re-opening.

Hundreds of phone calls have been made and a thank you to the team completing this work from the 'Transformation Project Team'.

The 'Transformation Project Team' are looking at the service that we will be able to provide in our centres once we re-open, as we have to follow Government guidelines to ensure that we are providing a safe place for staff and customers to return.

Encouraging members/customers to keep fit

The 'Leisure Transformation Project Team' would like to say thank you to our fitness instructors who have created a number of fitness routines of varying activity and intensity level; to view a routine follow this link https://www.youtube.com/watch?v=AXQIVVuF_WA

These are designed to help us engage with our members/customers to encourage them to continue to keep to working out at home during this time.

If you would like to get involved, please contact Paul Coleman:
paul.A.coleman@armaghbanbridgecraigavon.gov.uk

Staff Questions/Queries

The 'Leisure Transformation Project Team' are interested in hearing from you, if you have any questions/queries or have a specific issue that you would like us to address during this unusual period of closure, please contact: joanne.grattan@armaghbanbridgecraigavon.gov.uk with the detail.

'Inspiring people to make positive changes through great experiences'

'Inspiring people to make positive changes through great experiences'