



**Armagh City  
Banbridge  
& Craigavon**  
Borough Council

**Leisure Transformation Programme**

**Staff Engagement**

**Weekly update from the 'Leisure Transformation Project Team**

**26<sup>th</sup> June 2020**



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### **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, on-line training update, HR update, update from the 'Leisure Transformation Project Team, encouraging members / customers to keep fit and staff questions/queries.



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## **Covid-19 Update**

Last week was another eventful week with further relaxations announced from the Northern Ireland Executive, and the pace of change developing on an almost daily basis. With this in mind, and to address some of the questions staff have at this time, the Health and Safety team have prepared a useful Guide to Office Safety in relation to Covid-19, which is attached with this Memo for staff to review.

## **Helping local retailers re-open**

Staff from a variety of departments across Council were on the ground across the Borough last week, visiting local retailers who were re-opening for the first time following the start of the Covid-19 crisis.

Officers provided key advice and guidance to businesses on issues such as social distancing and safety measures for customers and their staff. They also met Economy Minister Diane Dodd's on their rounds, who was out and about showing her support to business owners.

On the run up to re-opening, staff prepared a variety of tools to support the town centre traders including a retail checklist, FAQ's and a retail information pack. This information has been distributed widely to businesses Borough wide, and has access to staff contact details and Council resources such as webinars, information videos and the Business Support Hub.

You can find all the resources here <https://bit.ly/30Odt4W>

## **Men's Health Week 2020** **(15th - 21st June)**

It's Men's Health Week 2020 and the theme this year is the impact of Covid-19 on men. The virus is having a significant impact on everyone, however it can be more detrimental to men's health. While there is a broadly similar incidence in men and women contracting the virus, men are faster at developing a serious version of the illness, are slower to recover and have a higher death rate.

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As a result, Inspire Workplaces have developed key information for Men's Health Week 2020, highlighting how the virus is affecting men both physically and mentally – and includes tips on how to stay physically and emotionally healthy.

For further information, click here <https://bit.ly/2Y7DXgc>

### **Staff help injured man in Portadown People's Park**

Well done to staff members David Mayers and Carla Guedes who's quick-thinking helped a gentleman who was badly injured in Portadown People's Park last week. The injured man had fallen and hit his head, but thanks to David and Carla's first aid skills, the injury was kept under control until the emergency services attended the scene.

Carla's translation skills were also called upon as the injured man did not speak English. Carla, who has been re-deployed from Cascades Leisure Centre, was able to interpret and fill in forms for the gentleman, who was very distressed. Well done!

### **Loneliness Awareness Week 2020**

Throughout these challenging times, it's more difficult than ever to maintain social connections. Many of us may feel periods of loneliness and isolation, and we may miss seeing family and friends and taking part in our usual hobbies, interests, routines and activities.

It is at times like this that it has never been more important to stay in touch with those closest to us to help them through times when they might feel lonely, check in online or over the phone each day to feel more connected and positive.

For helpful hints and tips click here: <https://bit.ly/3htKyZY>

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### **On-line Training**

To date the response by staff completing the training on line has been good with now over 94% of staff complying.

There has been a number of training sessions organised for those staff who have problems completing this training at home; disappointingly a number of staff who agreed to attend the training sessions did not turn up.

As we said last week other staff members are taking the time to come in from home to open a facility to allow these sessions to take place, so if you have agreed to attend please do so (or let the organiser know in advance that you cannot make the session) so that your colleagues are not making unnecessary trips or wasting their time.

### **Safeguarding Training**

You all aware Council is committed to working to safeguard children and vulnerable adults from all forms of abuse, neglect or exploitation when they are using our services.

We want to ensure that safeguarding is embedded within all Council services and to ensure that our staff under their role and responsibilities in relation to safeguarding.

You all understand the importance of safeguarding training, so if you haven't already completed the training, please go on line and complete it.

To date since launching the safeguarding training 74 members of staff have completed it; the detail regarding the number of staff who have completed the training are as follows:



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Facility	Numbers of staff completed training
SLLC	50
BLC	6
OLC	3
Dromore	6
Rathfriland	4
Gilford	5
Keady	1

**\*\*\*\*Please note: Staff are asked to complete this training on or before the 1<sup>st</sup> July 2020.**

To complete this training please follow this link:

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

If you have any issues access this training please contact Mark Wilson:

[mark.wilson@armaghbanbridgecraigavon.gov.uk](mailto:mark.wilson@armaghbanbridgecraigavon.gov.uk)

The Leisure Transformation Project Team' would again like to reiterate to staff that this on line training is mandatory for all staff to complete and is vital, as we need to ensure that we are ready to re-open our buildings, including the new South Lake Leisure Centre.

All staff are expected to undertake and complete all training within the time-line given, even if you are furloughed or working from home during this closure period.

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## HR update for staff

### Access NI Checks

Staff within SLLC will receive a letter over the coming weeks which will request them to complete an Access NI check. The letters will be sent in 4 groups. The details of which check (Basic or Enhanced) is required, is contained within your letter.

You will be required to provide documents as detailed below. Copies must be emailed in colour or posted in colour as advised in your letter. It is important that you complete the Access NI check as soon as possible. If you have any issues when you receive your letter please contact Michelle Nugent.

#### **GROUP 1 : Primary identity documents**

- Current passport (any nationality)
- Biometric Residence Permit (UK)
- Current driving licence (UK, Ireland, Isle of Man, Channel Islands or any EEA country)
- Original birth certificate (UK, Isle of Man or Channel Islands) issue at time of birth
- Original long form Irish birth certificate –issued at time of registration of birth (Ireland)
- Adoption certificate (UK, Isle of Man or Channel Islands)

#### **GROUP 2a : Trusted government documents**

- Birth certificate (UK, Ireland, Isle of Man or Channel Islands) issued after time of birth
- Marriage / Civil Partnership Certificate (UK, Ireland, Isle of Man or Channel Islands)
- HM Forces ID card (UK)
- Firearms licence (UK, Channel Islands and Isle of Man)
- Electoral ID card (NI only)
- Current driving licence photocard, full or provisional (All countries outside the EEA)
- Current driving licence (full or provisional paper version (if issued before 1998) (UK, Isle of Man, Channel Islands, EEA)
- Immigration document, visa or work permit (issued by a country outside the EEA – valid only if the applicant is working in the country that issued the document)

#### **GROUP 2b : Living and social history documents**

- Mortgage Statement (UK, EEA)
- Financial statement, for example ISA, pension or endowment (UK)
- P45 or P60 statement (UK, Channel Islands)
- Land and Property Services rates demand (NI only)
- Council tax statement (Great Britain, Channel Islands)



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**Above documents must be issued within the last 12 months**

- Credit card statement (UK,EEA)
- Bank or Building society statement (UK, EEA)
- Bank or Building society statement (Outside EEA) (Branch must be in the country where the applicant lives and works)
- Bank or building society account opening confirmation letter (UK, EEA)
- Utility bill (not mobile phone) (UK, EEA)
- Benefit statement, for example Child Benefit, Pension, etc. (UK, Channel Islands)

Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, HMRC (UK, Channel Islands)

**Above documents must be issued within the last 3 months**

- EU National ID card
- 60+ or Senior (65+) SmartPass issued by Translink (NI)
- yLink card issued by Translink (NI)
- Cards carrying the PASS accreditation logo (UK, Isle of Man, Channel Islands)
- Letter from head teacher or further education college principal (UK for 16 -19 year olds in full time education – only used in exceptional circumstances if other documents cannot be provided)
- Letter of sponsorship from future employment provider or voluntary organisation (non-UK or non-EEA only for applicants residing outside UK at time of application)

## **Occupational Health**

Staff may also receive a Health Declaration to complete.

Please complete this and return in a sealed envelope to the HR office in Craigavon – do not email this document as it is private and confidential between you and Occupational Health.





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### **SLLC Recruitment**

Recruitment has been on hold since the beginning of lockdown, due to the easing of some lockdown measures we are now in a position to restart recruitment from 29<sup>th</sup> June 2020.

The following SLLC posts will be advertised internally week commencing 29<sup>th</sup> June 2020.

- Operations Manager.
- Swimming Co-Ordinator.
- Swimming Teacher.
- Maintenance Technician.

You can apply online using the following link

[www.armaghbanbridgecraigavon.gov.uk/internaljobs/](http://www.armaghbanbridgecraigavon.gov.uk/internaljobs/)

### **Update from the 'Leisure Transformation Project Team'**

The 'Leisure Transformation Project Team' gave you some information regarding some of the projects that we have been working during the closure on a number of projects in relation to indoor leisure across the Borough.

The SLLC build progress at a pace and a number of photos of the progress made to date are below:



**Car park marked out**



**Landscaping go in on site**



**Gym floor being laid**

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Indoor hall being laid



Reception being fitted out

Staff kitchen being installed



50 mt pool filled



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### **Naming the new leisure centre**

You will be aware that Council on 22<sup>nd</sup> June 2020 debated the name of the new leisure centre, and you may have seen the public part of the meeting.

The meeting continued after the public session and it was agreed that the name of the centre would be 'South Lake Leisure Centre', as per the working title of the project. Confirmation is expected the week beginning 4<sup>th</sup> July 2020 (subject to there being non call-in). This will then enable us to finalise all the branding and marketing materials in readiness for the opening later in the year.

### **Encouraging members/customers to keep fit**

As you are all aware that Council has been encouraging our members/customers to keep active whilst they stay at home. We all know that having a regular exercise slot added into a daily routine helps boost mental wellbeing and improve physical health.

Last week we told you that our outdoor spaces are now open to the public and it was agreed that we should deliver a number of activities outdoors, so from the 1<sup>st</sup> July 2020 we are hoping to run 3 outdoor classes in 3 locations across the Borough.

The locations are:

- **Craigavon area:** Craigavon Leisure Centre 3G pitch.
- **Armagh:** Ardmore Road 3G pitch.
- **Banbridge:** Banbridge Leisure Centre 3G pitch.

These classes are open to all members of the public and will have to be booked on line; the charge per class will be £5.00.





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It is anticipated that we will have 12 classes per day which will run for 3 weeks and following a weekly review an enhanced programme will be rolled out.

These classes will be supported with the Sports Development teams programme allowing pathways to progress exercise.

This allows us to not only engage with our membership base, but new customers by supporting their fitness journey.

### **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](mailto:joanne.grattan@armaghbanbridgecraigavon.gov.uk) with the detail.