



**Armagh City  
Banbridge  
& Craigavon**  
Borough Council

**Leisure Transformation Programme**

**Staff Engagement**

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

**19<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 for staff, update from the 'Leisure Transformation Project Team, encouraging members / customers to keep fit and staff questions/queries.



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## Covid-19 Update

Following the announcement by the NI Executive that, all non-essential retailers can reopen. This is significant, as it indicates a welcome return to trading for many businesses within the Borough, and indeed a new sense of easing of restrictions for everyone.

With all of the recent announcements our Business Support, Regeneration and Environmental Health Departments have been, and continue to be exceptionally busy, providing support to retailers as they reopen, in a dramatically different environment.

Social distancing and hygiene measures are now part of the new norm for all retailers, and our teams have been proactively supporting these businesses with advice and guidance.

### **A big thank-you to our Lurgan Park volunteers!**

Over the past few months, some of our staff members have been busy volunteering in Lurgan Park, keeping it tidy and getting it well presented for the summer months ahead.

Due to Covid-19 restrictions, staff have switched their normal jobs at venues such as Cascades Leisure Centre to help with grass maintenance, strimming, flower planting and gate keeping in the park. They also assisted with the planting of flowerbeds to ensure the park will be awash with colour soon!

Parks right across the Borough will see the planting of new summer bedding promising to be a feast for all the senses. Thanks to everyone for all you help!

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(L-R) Adrian McStraw, Eddie Drury, Claire Hillen, Mel Spearing, Amy Flynn, Debbie Knox, and Michael McDaid.

### **Child Safety Week**

Accidents are the main cause of death for children post-infancy, with many occurring in the home. Child Safety Week raised awareness of accidents that can happen in the home and provided helpful tips to prevent them from occurring. More at: <https://bit.ly/3eMW40d>

### **Contact Tracing Update**

Anyone with any symptoms of COVID-19 is urged to get tested as quickly as possible. These include a new, continuous cough, high temperature, and changes to sense of smell or taste. Tests can be arranged for anyone over the age of five by going online to [nhs.uk/coronavirus](https://nhs.uk/coronavirus) or by calling 119. More at: <https://bit.ly/2yYbkls>

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### **Update on Shielding Advice**

The Northern Ireland Executive has agreed that vulnerable people advised to shield during the Coronavirus lockdown can go outdoors again. Those considered to be at the highest clinical risk from the virus were advised to stay at home at all times and avoid all face-to-face contact for at least 12 weeks.

From Monday 8 June, they can go outdoors with their household; or if they live alone they can meet one person from another household, provided social distancing is observed. More at: [bit.ly/37b7KaM](https://bit.ly/37b7KaM)

### **Coping with loneliness survey**

The Institute of Public Health is inviting people to take part in an online anonymous global survey to help understand how people are coping during the Covid-19 pandemic. The survey has been developed by the International Loneliness and Social Isolation Research Network (I-LINK). The survey aims to learn about the issues that people have faced, how they are managing with social distancing, and changes to everyday life. It will offer invaluable insights into life before and during the Covid-19 pandemic, including key challenge sand coping strategies.

This information will help the Institute understand how the Covid-19 pandemic has impacted individuals, families, communities, policies and services at both a country and global level. If you would like to take part in the survey, click here <https://bit.ly/36PxDg1>

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### **On-line Training**

To date the response by staff completing the training on line has been good with over 90% of staff complying.

However, there have been a few members of staff who have made contact to say that they were having issues gaining access to the training for a number of reasons.

To facilitate these members of staff a number of training sessions were then organised; however, a number failed to attend.

Other staff members are being asked 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.

Those people who have failed to attend the training sessions this week will be contacted by Management to discuss this issue.

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.

### **Safeguarding Training**

Last week we launched 'Safeguarding Training' on the portal which is essential and mandatory for all staff to complete across indoor leisure. To date 41 of staff have completed this training so thanks to those who have taken the time to do this; please note, if you take the test and fail a section you will be prompted to retake this section again.

To complete this training please follow this link:

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

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Safeguarding training is mandatory for all staff to complete and is vital, as we need to ensure that we are ready to re-open **all** our buildings, including the new South Lake Leisure Centre. Once you complete this training the system will recognise that you have done so.

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

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

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

### **HR update for staff**

### **Furlough and redeployment Q&A's**

Council has been implementing a furlough scheme for full-time and part-time staff in applicable income related areas.

For further information on the scheme and answers to a wide range of 'Frequently Asked Questions (FAQs)' such as, pension contributions and holiday entitlements click here:

<https://bit.ly/3faUKEL>

### **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 (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, [michelle.nugent@armaghbanbridgecraigavon.gov.uk](mailto:michelle.nugent@armaghbanbridgecraigavon.gov.uk)

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### 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)

**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**





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- 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)

### **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 first ‘virtual’ meeting of this ‘South Lake Leisure Centre Board’ was held on Monday 15<sup>th</sup> June 2020.

At this meeting the Board received reports on:

- Progress of the SLLC build now that Farrans are back on site.
- Update on the work that has been ongoing on the transformation project since the start of lockdown. Members were pleased with the progress that has been made despite the Issues created by Covid19, and asked us to thank everyone for all their hard work over the past three months.
- An introduction to the issues that have arisen relating to the previously agreed Migration plan (how we move from the three leisure centres and water sports centre) to SLLC. The

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- Board had agreed a phased closure of the three leisure centres. Now that they are closed because of Covid19, the Board is reviewing the current plan to make sure that it remains fit-for-purpose.

A further report will be taken to the Board on 29<sup>th</sup> June 2020.

### **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.

Staff have been making a number of videos of various exercise routines to suit a range of abilities.

To date we have had 109k views on Facebook videos and on YouTube there has been 1100 hours of videos watched; these figures are absolutely brilliant and goes to show that our customers and the public are engaging with us.

The 'Leisure Transformation Project Team' would like to thank all staff members who have been involved in this project as it has really been a great success in helping us to engage with our customers and the public.

Thank you this really is a good news story during a period of time that has been hard for everyone to get through, the videos have really helped keep people active both physically and mentally.



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Last week we told you that our outdoor spaces are now open to the public it was agreed that we should deliver a number of activities outdoors if possible.

As you are aware the 'Sports Development Team' have been delivering a number of activities in our Parks and Open Spaces from Monday 8<sup>th</sup> June 2020. This week there has been a change in the number of people that can participate which is going up to 10 people and the areas that they are being held in more venues across the Borough.

To complement this an animated video has been released to make people aware of how to book into an activity and what to expect when they attend in relation to keeping safe, to view the video follow this link: [https://getactiveabc.com/hw\\_programs/get-active-outdoors/](https://getactiveabc.com/hw_programs/get-active-outdoors/)

***So now indoors are moving outdoors !!*** As you know in the ne next few weeks we hope to be offering a range of classes outdoor. Again like Sports Development these classes will have to be booked and all regulations adhered to.

A number of staff have been contacted about taking these classes, further details will be released once the timetable has been confirmed.

If you would like to get involved;

Please contact Paul Coleman: [paul.A.coleman@armaghbanbridgecraigavon.gov.uk](mailto: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](mailto:joanne.grattan@armaghbanbridgecraigavon.gov.uk) with the detail.

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