



**Armagh City
Banbridge
& Craigavon**
Borough Council

Leisure Transformation Programme

Staff Engagement

Weekly update from the 'Leisure Transformation Project Team

3rd July 2020



'Inspiring people to make positive changes through great experiences'

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

This week Council launched an exciting promotional campaign to 'Boost our Borough', and over the next few week's you will be seeing a lot more of 'Bob' across our social media platforms, and out and about on the streets of the Borough.

With the unprecedented impact of the Coronavirus, the borough's economy has been severely impacted with local businesses experiencing difficult and potentially long-lasting consequences due to the pandemic.

Now starting on the road to recovery, local businesses are being given a helping hand from Bob, who is leading the way to encourage local residents to show their support to help sustain employment and revive the local economy.

We would encourage everyone to get on board with the campaign by liking and sharing our messages on social media, and staying true to the campaign slogans of shopping, dining, and staying local to help support our local businesses through this difficult time.



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Accessing Online Payslip Information

To access your Payslip information online please follow the following steps:

1. Log into Office 365. www.office.com
2. When logged in on the homepage in the search bar at the top type in Cintra.
3. Click on the Cintra Payroll App
4. This will bring you to the login screen for online payslips
5. Enter your Username and Password.

Staff bring beautiful blooms to Bluestone

Our hard working staff from the Environmental Services Grounds Maintenance Team descended on Craigavon Area Hospitals Bluestone Unit recently with a van full of beautiful flowers and bedding plants to bring a splash of colour to the exterior of this important unit.

Council was recently contacted by a member of staff from the unit to ask if it could assist with improving the exterior of the building during these difficult times, without visitors or access off the ward, visiting the outdoor garden space has become an essential part of the day for staff and patients.

Council was only too happy to help and donated a selection of bedding plants, ensuring the unit will be awash with colour soon!

Support for your Health and Wellbeing

The Covid-19 crisis has had a significant impact on the Health and Wellbeing for many people. To help support everyone through this unsettling time, the Public Health Agency (PHA) has partnered with a number of other organisations to create Covid Wellbeing NI, an online hub to support the mental and emotional wellbeing of people during and after the Covid-19 pandemic.



The online hub can be found at www.mindingyourhead.info and brings together information, self-help guides and ways to find support on a range of mental health and wellbeing issues. This is an excellent resource for everyone at this time.

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Activity packs for elderly people

If you have any elderly family members, relatives or friends who are currently feeling isolated or lonely, there are some fabulous free activity packs currently available to help keep them occupied while they are spending more time at home.

The packs have been developed by ABC Seniors Network and Age NI, with the help of the Young Men's Group in St Patrick's Youth Club Keady, and are grant funded through Age NI, coordinated by ABC Council's Age-Friendly Officer.

Each pack includes an activity book to help ease stress and relax the mind; pens; colouring pencils; seeds and even some soil to plant the seeds. A writing pad is also included because it is thought that sending a letter can brighten both the sender and the receiver's day. There are also some useful leaflets and contact details for ABC Seniors Network. If you or someone you know is aged 60+ and feeling a little isolated or lonely, you can request an activity pack by contacting Stephanie Rock, Age-Friendly Officer on 078 2501 0630.



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On-line Training

Safeguarding

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 147 [includes 3 fails that were not re-taken] members of staff have completed it; the detail regarding the number of staff who have completed the training are as follows:

Facility	Numbers of staff completed training
SLLC	66
BLC	12
OLC	26 pass and 3 fails
Dromore	11
Rathfriland	7
Gilford	8
Keady	5
Richill	3
Tandragee	6

**** Anyone who has failed the training please go back in to the training module and simply retake.**

To complete this training please follow this link:

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

Thank you to all those staff who are completed this training; if you have not done so yet please complete as soon as possible.

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Covid 19 Risk Assessments

This week will be uploading the Covid-19 Risk Assessments for the re-opening of gyms, all staff are asked to complete these as soon as possible to ensure that we are compliant and staff have an understanding of the risk associated with Covid.

When you open the Covid-19 Risk Assessments please read them thoroughly and once complete please click on the link 'Register for Covid-19 Risk Assessments', this will provide a record to show that you have completed this training.

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

mark.wilson@armaghbanbridgecraigavon.gov.uk

On site practical Training

From the **6th July 2020** staff will be asked to come in to a facility to undertake practical training for preparation of reopening gyms. Line Managers will be in contact with staff in due course.

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.

HR update for staff

Programme of courses

Learning & Development have put together a brief programme of courses for July and August.

These courses will be run remotely and you will be able to complete them from your laptop, ipad, smart phone etc.

The courses are a mixture of skills based training and some wellbeing modules to help support us all in these challenging times.



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If you are interested in any of these, you can book a place in one of the following ways:

- Through the Booking Bug - <http://abc-svr-intra.abc.local/human-resources>. (Courses are listed under Microsoft Courses and Personal Development)
- Emailing HRTraining@armaghbanbridgecraigavon.gov.uk
- By phoning Craigavon HR Office on [028 38312498](tel:02838312498) and speaking to either Karen Baxter, Nicola Watt or Maria McConville.

Places are limited and will be allocated on a first come, first serve basis.

The courses are being facilitated via Zoom which you will need to download. You will then be forwarded a link for access.

Please ensure that you leave us an email address or mobile number when you book your place (if you are not using a work email) so that the link can be forwarded. Your details will only be used for the purposes of sending you the training information (which will come via the Provider or HR) and will not be shared with anyone else.

Recruitment Update

SLLC vacancies will continue to be advertised week commencing 6th July. This will include varying contracted hours for the following roles:

- Sales & Marketing Manager
- Customer Advisor
- Administration Assistant
- Housekeeper
- Leisure Assistant

Rotas cannot be amended for personal preference for any of the advertised roles. Rotas will be structured to fulfil the needs of the service.

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Recruitment process reminder

- All posts will be advertised internally for a 2 week period on the internal jobs website - www.armaghbanbridgecraigavon.gov.uk/internaljobs/
- Please read the recruitment information pack prior to completing your application.
- Shortlisting & Interviews will take place as advertised within the recruitment timeline.
- Due to the current circumstances relating to COVID19, Armagh City, Banbridge & Craigavon Borough Council reserves the right to determine the selection process at short notice. While face to face interviews may be conducted with social distancing measures, alternative arrangements may be utilised.
- Reserve lists will be created for all staff who achieve the pass mark for vacancies of a same or similar nature.

Access NI & Occupational Health Reminder

If you have received a letter requesting completion of a Health Declaration and/or Access NI. Can you please complete as soon as possible as this will impact your ability to start in your new role. Please email documentation in colour to:

Rasa.StrolytePraca@armaghbanbridgecraigavon.gov.uk

Furlough

As more of our facilities are opening with the lockdown easing line managers will be contacting staff in relation to returning to work or being redeployed. It is anticipated that this work will be completed by 31 July.

Consultations

Rota Consultations will take place from 6th July for all staff who have accepted a role within SLLC. Staff who have requested suitable alternative employment outside SLLC will be contacted during this time.

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Voluntary Redundancy

Council have approved all staff requests for Voluntary Redundancy. The leave date for these staff has been agreed as 31/07/20.

The 'Leisure Transformation Project Team' would like to thank all these members of staff for their dedication and long years of loyal service that they have given to Council. We wish you well on your new adventure

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.

You will all be aware that last week the N.I. Executive relaxed some of the covid-19 regulations stating that:

- Indoor gyms could reopen on the 10th July 2020.
- Leisure Centres could reopen on the 7th August 2020.

The 'Leisure Transformation Project Team' are now reviewing the start-up plans to reopen our facilities across the Borough given the complexities of staff being furloughed, July holiday period and the migration of the Craigavon teams to SLLC.

Members are to discuss this issue and will agree the re-openings; we expect to have this information next week and we will update the Leisure Matter page immediately.



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Health and Wellbeing Suite SLLC



A number of weeks ago we told that Council invited suitably qualified and experience practitioners to register their interest in working from the health and wellbeing suite at South Lake Leisure Centre on a self-employed basis.

As you are aware, a variety of treatments will be on offer in the health and wellbeing suite, with therapists offering nail, beauty treatments, face and body treatments, holistic therapies, physiotherapy, aesthetic treatments, and complementary therapies.

We have had over 50 expressions of interest; with the vast majority coming from the local area.

The range of treatments and operational model will be finalised following a market engagement exercise.

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Encouraging members/customers to keep fit

Our class instructors are now delivering a number of outdoor exercise classes as of 1st July 2020, in three locations across the borough:

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



Banbridge first class

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 for non-members; however, existing members can avail of a 50% discount when they are booking the classes by providing their membership number. Please note: Membership DD's have not been activated.

This has proved very popular and within an hour of opening bookings we had 54 people booked in to the various classes on offer.

Please share with anyone you know who would like to get involved in exercise again; the link to book and see the timetable is https://getactiveabc.com/hw_programs/outdoor-classes/

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.

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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.