



**Armagh City
Banbridge
& Craigavon**
Borough Council

Leisure Transformation Programme

Staff Engagement

Weekly update from the 'Leisure Transformation Project Team'

24th July 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, 'Leisure Transformation Project Team update and staff questions/queries.



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Covid-19 Update

Thank you from the Lord Mayor and Members

I am delighted as Lord Mayor to have this opportunity to say a word of thanks on behalf of all the Members of Council to staff, for the excellent work you have carried out over the past few months.

Very quickly we all found ourselves in very different situations and I am very proud of all our dedicated staff who were able to respond to the varying needs of our citizens. Many of you were busier than usual, many of you undertook work outside of your normal workplaces and all of us, Councillors included, had to learn fast and move from face to face meetings and interactions to online zoom and other platforms! A huge well done to you all for pulling together to keep vital services running and keeping our residents supported and well informed.

As we are now in the recovery phase, Members of Council recognise that more hard work is taking place by staff to re-adjust and respond to changes in government guidelines to create the new normal we find ourselves in, as we strive to open our facilities once again. So please be assured that your work is greatly appreciated and I look forward to meeting some of you over the course of my term in office, which has certainly had a different beginning to other Lord Mayors!

Councillor Kevin Savage

Lord Mayor

Bereavement Helpline

The Southern Health & Social Care Trust Bereavement Helpline is supporting many people who have lost a loved one, particularly during the current pandemic. If you have suffered a bereavement and are in need of support to get through this difficult time, you can call the helpline on 028 3756 7990 - Monday to Friday from 9am until 5pm. There will be a compassionate and listening ear waiting to help you.

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Community Centres and Town Halls to re-open

It's been over three months since our community centres and town halls closed their doors to the public following the onset of the Coronavirus pandemic. Following extensive work, implementing significant Covid-19 health and safety measures to protect staff and customers, we are delighted to announce all community centres and town halls across the Council area will re-open from Tuesday 1st September.

Due to Covid-19, the user experience will be slightly different - incorporating new safety measures to provide safe, but friendly, welcoming environments for everyone to enjoy. There may be slight changes to the booking system due to the need for additional breaks between user groups for cleaning and sanitising purposes.

Centre staff will be on site from 1st August 2020. To reserve a booking, please contact the relevant site – more info can be found here <https://bit.ly/2CtJ6Hz>

Workplace health & safety measures Covid-19

The Estates, Facilities and Health & Safety Teams have been working extensively in all Council buildings to ensure all relevant health and safety measures are in place for staff to safely return to work in their normal working environment. All government recommendations have been implemented include hand sanitising stations, markers on floors to ensure distance between individuals and regular cleaning across buildings. Check out this great video showcasing the work which has been undertaken <https://bit.ly/32MmeO8>

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On-line Training

Safeguarding

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 complete this training please follow this link:

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

[Thank you to all those staff who have completed this training..](#)

Covid 19 Risk Assessments

In the last edition we told you that we would be uploading the Covid-19 Risk Assessments for the re-opening of gyms, if you have not completed this training staff are asked to complete this as soon as possible to ensure that we are compliant and staff have an understanding of the risk associate with Covid in this area.

We would like to remind you that 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.

As pools are scheduled to reopen soon, facilities will from next week starting to run lifeguard training in line with new Covid-19 guidance, line managers will be in touch.

This 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.

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

mark.wilson@armaghbanbridgecraigavon.gov.uk

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HR update for staff

Programme of courses

Learning & Development have put together a brief programme of courses for July and August; just to remind you about these courses,

They 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.

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.



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Recruitment Update

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 - update

Rotas have been finalised. Due to unforeseen circumstances there has been a slight delay in the administration of the letters confirming individual shift patterns. All staff will receive a letter within the next two weeks confirming your shift pattern. If you have any questions please contact Michelle Nugent – michelle.nugent@armaghibanbridgecraigavon.gov.uk

Occupational Health

As part of the ongoing occupation health reviews, staff may be required to complete and audio and eyesight test with Occupational Health.

These will take place over the dates:

- 4th August
- 7th August
- 11th August
- 14th August

If you are required to attend you will received a letter within the next week. You must attend at the date and time stated on the letter. There will be no option to change or swap appointments. Failure to attend may impact on your start date in SLLC.

Recruitment

The following posts will be advertised week commencing 27th July 2020

- Administrator
- Housekeeper

For all staff attending interviews please ensure you confirm you will be attending your interview. Due to ongoing Covid 19 restrictions interviews will feel very different at this time. In order to prepare yourself for the interview please be advised of the following:

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- All interviews will be socially distanced with panel members and candidates 2 metres apart
- Candidates will be required to bring their own bottled water
- Hand sanitiser will be provided
- Desks and chairs will be cleaned before and after every interview
- Candidates will be asked to remain in their cars until called for interview

If you have any questions please contact Michelle Nugent at Michelle.Nugent@armaghbanbridgecraigavon.gov.uk

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.

As you are aware we have reopened some of our facilities for gym and exercise classes across the Borough starting on the 16th July 2020.

Bookings for sessions has been slow to start; however, it is anticipated that we will get busier with people returning from the bank holiday break.

We have also received compliments, with one Customer stating:

"Craigavon Leisure Centre: "brilliant lay out ..so pleased to get back ..came out feeling so good"

This is a fantastic review and it's great to know that our customers have appreciated all the hard work that staff have put in to re-open these facilities. Thanks to all the staff who have worked tirelessly to get the buildings ready to open safely to the public

Throughout the month of July the charge for a gym session and exercise classes will be £5.00 for non-members and existing DD members £2.50.

All existing members from facilities that remain closed can use the other facilities that are open during this time frame; it should be noted that we are now aware of the reopening date of the other facilities but we will keep you updated as soon as we can.

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If you know anyone who would like to book a session in the gym or an exercise class please inform them to go to: www.getactiveabc.com/bookasession

This week a number of staff members have been making contact asking if they can book a session in the gym and go to an exercise class.

As you are all aware members of staff can:

‘Avail of free gym and swimming in our facilities and if they want want to take part in exercise classes they pay a DD; however, these DDs are still suspended.’

So in response to these requests, staff are able to book a gym sessions free of charge and those who pay a DD can booking a class at £2.50; those who don't pay a DD can book a class for £5.00 a session.

If a member of staff asks how this works please ask them to contact Gary Major in advance so that he can set them up as a staff member; gary.major@armaghbanbridgecraigavon.gov.uk



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South Lake Leisure Centre update

Work continues on site and we hope to release the new opening date for South Lake Leisure Centre by the end of this month.

We know that you have not been in the building in a long time and under normal circumstances staff would have now been undertaking training on site, so we would like to keep you up dated with how the build is progressing by letting you see the most recent images:



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Health and Wellbeing Suite – vitality pool



50 meter pool

Signage erected on the front of the building



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.

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