



**Armagh City
Banbridge
& Craigavon**
Borough Council

Leisure Transformation Programme

Staff Engagement

Weekly update from the 'Leisure Transformation Project Team

10th 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.

Please note: Owing to the holiday period, there will be no Leisure Matters next week (W/B 13th July). Leisure Matters will be back on the 24th July 2020.



Covid-19 Update

It has been a period of great uncertainty and concern for us all, but now things are beginning to move in the right direction. The Health & Safety of our employees has been and continues to be our primary concern. As we try to increase the level of service we can provide, there is a need to formalise employees work patterns and ensure a return to contracted hours for all employees. As an organisation we have been able to be extremely flexible with a variety of working patterns, such as allowing staff to remain at home, work limited hours etc. whilst others have been continuing to deliver frontline services.

Line managers will now be in contact to confirm your current circumstances and agree arrangements for a return to the workplace, so that the Council can balance your needs and service delivery requirements. This is a corporate approach across the organisation and all line managers are beginning to have these conversations with their staff. Unions have also been consulted on this matter and all those currently furloughed will be removed from the furlough scheme by 31 July 2020.

Leading the way in environmental excellence

Last month, council went through a very successful two-day remote audit on Environmental Management System ISO 14001:2015, and thanks to the dedication of the team, everything went extremely well, leaving them well on their way to once again retaining this high standard accreditation. To achieve this award in normal operational times is significant, but to do it remotely, during exceptionally busy and challenging times will be a major achievement. ISO 14001 is an international standard for Environmental Management Systems, which highlights organisations commitment to reducing waste and protecting the environment.

Council has a cross departmental team that focuses on how the organisation can be more sustainable, to protect our natural resources and environment for future generations. Initiatives to use our energy and water more efficiently and how waste can be reduced are examples of the programmes the team support, as well as providing training across many departments.

The Certification Body for the EMS will return in October for a site visit and the team is confident that this element of the audit will be just as successful.

Well done to everyone involved!

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Get Active Outdoors Summer Programme

It's time for everyone to get moving again and making up for all that time stuck indoors during lockdown. The whole family can get involved in our six-week jam-packed physical activity programme which starts on Monday 6 July and runs until Friday 21 August 2020. There's dance classes and C25K sessions for adults, tennis for families and lots of activities for children aged 6 to 12 including football skills, dance and fundamental movement skills – all for £1 per participant.

There's also free 'Let the Games Begin' multi-sports sessions for children aged 8 to 11.

Sessions will be limited to 8 in line with social distancing guidance. For bookings and further details on activities, dates, times, venues and age groups visit getactiveabc.com/outdoors

Recruitment Update

Recruitment will recommence on a limited basis. Internal vacancies & other HR updates can be accessed via the intranet or armaghibanbridgecraigavon.gov.uk/staffupdates. If you are unable to access this, please contact the HR Dept. and provide an email address for these updates to be sent to you. Publicly advertised vacancies will continue to be advertised on the 'Jobs' section of the Council's website.

Green bin or wheelie box – what's your preference?

Today Council launched a consultation to identify the preferred choice of container for collecting dry recyclable materials as we plan to introduce a fully harmonised service that will be rolled out to all 82,000+ households in the borough from next year.

The overall aim of the consultation is to provide a standardised waste management solution that is:

- the preferred option among service users
- ensures the highest levels of customer satisfaction
- increases household recycling participation rates; and
- leads to greater efficiencies in the long term.

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Option A: is a standard 240-litre green bin, which allows for a wide range of dry recyclable materials including glass bottles and jars to be placed in the bin and collected every fortnight. This system is already in use in the wider Banbridge and Craigavon areas.

Option B: is a wheelie box which consists of three stacked boxes which each accept different materials and fit into a wheeled stand with a pull handle. It has a recycling capacity of 150 litres and is collected every week. It is a much enhanced version of the kerbside box system already in use in the Armagh area.

In contrast to the green bin, the wheelie box allows householders to sort recyclable materials at home. The same range of recyclable materials can be collected in both receptacles with a minor difference. Small electrical appliances can go in the green bin whereas hand tools and foil can be placed in the wheelie box.

Irrespective of where you reside in the borough and which system you are currently using, we are calling on staff to provide their views on the future delivery of this key frontline service. We would also encourage you to share this with friends and family. The consultation period ends on Friday 28 August 2020. One response per household.

It only takes a few minutes to complete a short questionnaire online at armaghbanbridgecraigavon.gov.uk/consultations. For further information, contact Jason Patterson on 028 3833 9031 or email jason.patterson@armaghbanbridgecraigavon.gov.uk

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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 date since launching the safeguarding training 179 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	79
BLC	12
OLC	45
Dromore	11
Rathfriland	8
Gilford	7
Keady	5
Richill	5
Tandragee	7

Duty Officers are asked to please look at the table and note how many staff have completed this training, please advise your staff to go online and complete this training.

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

Last week we told you that we would 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 associate 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.

To date the number of staff who have completed this training is as follows:

	Numbers of staff completed training
SLLC	23
Orchard leisure Centre	8

As you can see there has been a very poor response to this training and we would urge to please go on line to complete this training as soon as you can.

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.

All staff are expected to undertake and complete all training within the time line given even though a number are at home during this closure period.

If you have any issues access this training please contact Mark Wilson:
mark.wilson@armaghbanbridgecraigavon.gov.uk

On site practical Training

A number of staff have been working in the facilities this week to undertake practical training for preparation of reopening gyms. Thank you to all these members of staff who have worked tirelessly this week to get the buildings ready to reopen to customers on the 16th July 2020.

**Please note, other staff members will be recalled as and when required to undertake work in our facilities.



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HR update for staff

Programme of courses

Last week we told you that 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

A number of posts are now being advertised to the public these are:

- Leisure Assistants & Trainee Leisure Assistants will be in the local press from Monday 13th July 2020.
- Sales & Marketing Manager will be advertised in the Belfast Telegraph on Friday 10th July 2020.

Casual staff are eligible to apply for the external vacancies advertised.

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 - update

Rota Consultations have taken place this week with staff who have accepted a role within SLLC. Thank you to you all for your time and patience in assisting us with this exercise. 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@armaghbanbridgecraigavon.gov.uk

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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.

This week you will see some communication being released to the public regarding the phased return of some of our facilities across the Borough. We hope to have the booking system up and running for customers by Friday 10th July 2020.

The information being released is as follows:

'There will be a phased return to Indoor Leisure Services at facilities across ABC Borough as gyms and exercise classes return with significant safety measures in place.'

From Thursday 16th July 2020, gym and exercise classes in the Armagh, Banbridge and Craigavon Borough Council area will recommence in a phased manner, with significant Covid-19 Health and Safety measures in place to protect staff and customers.

The facilities that are initially reopening for Gym and Exercise Classes are as follows:

- Banbridge Leisure Centre
- Craigavon Leisure Centre
- Orchard Leisure Centre

Due to Covid-19, the user experience will be slightly different, incorporating new safety measures to provide safe, but friendly, leisure environments for everyone to enjoy. There are 4 simple steps to remember.

Step 1: Book in Advance:

- All sessions must be pre-booking on-line in advance of arriving via www.getactiveabc.com/bookasession or by telephoning the facility of your choice. This is to reduce queuing in reception areas and provide contactless payment.



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Step 2: Access to facilities has changed:

- Changing rooms, lockers and showers will not be in use, so users are advised to attend gym/class ready.
- Users are advised to bring their own water, as water fountains will remain out of use.
- Strict hygiene and social distancing rules will be in place, including time limits in gym (1 hour) and exercise class sessions.
- To meet the government guidelines for gathering limits and social distancing, entry into all gyms will be limited, depending on the size of each location.

Step 3: Personal responsibilities

- Please respect the social distancing floor markers when queuing.
- Use the hand sanitiser provided on entry, and when leaving each facility and exercise area.
- Do not attend any facility if you are feeling unwell or displaying any symptoms of Covid-19, or if you are in a period of self-isolation.
- Practice good respiratory hygiene

Step 4: It's a new experience for everyone

- The customer experience may look and feel a little different than usual, but as always, staff will be there to guide customers through.
- The Health & Safety of all users is a priority at all facilities, and users should be assured that each facility operates to the highest standards of Public Health Agency (PHA) guidelines.

To book your sessions even if you don't have a membership with us please visit www.getactiveabc.com/bookasession.

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If you already have a membership with us but haven't set up your account to book online don't worry head on over to www.getactiveabc.com/insertlinkhere to find out how to link your membership.

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

All existing members from facilities that remain closed can use the other facilities that are open during this time frame.

Due to the popularity of the Get Active ABC on-line fitness classes, these will continue to be provided by logging on to: www.getactiveabc.com. Further information in relation the safe reopening of swimming pools will be updated in the coming weeks.

The Leisure Services Team are really looking forward to welcoming everyone back into the facilities and thank users in advance for their patience and cooperation as everyone's adapt to these new ways of operating.'

In the next few weeks more information will be released regarding the reopening of swimming pools and other facilities.

SLLC Cafe

As you are all aware there will be café/catering service in the SLLC reception area.

Council discussed this issue and has made the decision to secure a social enterprise to undertake this on their behalf. This opportunity has only been made available to social enterprises across Northern Ireland.

Council considered that by offering the running of the café and catering services to a social enterprise, this will make a contribution to the wider community, while assisting in making real social change and bring an additional inclusive dimension to the centre.

No one has been appointed as yet, but we will release this information once a social enterprise is procured.

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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.