



**Armagh City
Banbridge
& Craigavon**
Borough Council

Leisure Transformation Programme

Staff Engagement

Weekly update from the 'Leisure Transformation Project Team

28th August 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, on-line training update, HR update, 'Leisure Transformation Project Team' update and staff questions/queries.



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Covid 19

Work Life Balance during COVID-19

The concept of a work/life balance has undoubtedly undergone a major change in recent months. And where the lines – both physical and psychological – between our home and working lives have become increasingly blurred, where or how do we find a ‘healthy’ space between the two?

Read more from inspire work places: [Work Life Balance during COVID-19.pdf](#)

On-line Training

Covid-19 lifeguard training is ongoing.

Several NPLQ renewal courses and assessments throughout September have been organised for any staff whose qualification has expired or was due to expire from 17th March 2020 – 30th September 2020.

An RLSS Trainer/Assessors will be in contact with staff in the coming weeks to confirm dates/times.

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 you in these challenging times.

If you are interested in any of these courses, 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)

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- 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

The following roles are currently advertised externally:

- Operations Manager
- Leisure Assistants
- Swimming Teachers

Feedback sessions

Feedback sessions will be offered after shortlisting and interview for candidates who are unsuccessful – if you require feedback please contact Michelle Nugent to arrange a feedback slot with the panel.

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

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Casual Access NI & Occupational Health Review

All casuals wishing to transfer to SLLC will receive correspondence in the next two weeks to complete an AccessNI application – please complete as soon as possible and return documentation as requested within your letter.

Occupational Health appointments for Leisure Assistants & Swimming teachers have been scheduled, failure to attend will result in a delay in commencing in your role in SLLC.

Occupational Health Appointments will be organised in the coming weeks for Casual Fitness Advisors & Class Instructors.

Permanent Staff – Transfer to monthly payroll and new role in SLLC

All staff will transfer to their new role no later than 10th September 2020.

Emoluments – Irregular Hours, Shift Allowance & Weekend Enhancements

All staff will receive any additional allowances as part of their salary on a monthly basis. These will no longer be paid in arrears and will now be paid in the current month. Payroll will calculate your entitlements each month and this will be broken down clearly on your monthly payslip. For staff on monthly pay, you may receive a slightly higher payment in September as you will receive any additional enhancements in September for both August & September.

For staff who are currently on weekly pay please take note of the following;

You will receive your last weekly payment on 17th September 2020, after this date you will transfer to monthly pay with effect from Monday 28th September 2020. Then you will receive payment from 17th to 31st September 2020 and will then receive a full month's pay from October 2020 onwards

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Update from the 'Leisure Transformation Project Team'

The 'Leisure Transformation Project Team' would like to give 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;

Swimming Lesson Programme

Last week we told you that the swimming lesson program is set to resume on the 19th October; this week our existing customers have received information on our new software system and how to register on this system.

The booking process for swimming lessons will go live on the 14th September for parents to making bookings.

Emma Crawford has agreed to co-ordinate our energies/efforts and be the **ONE POINT OF CONTACT** for the operational side, to ensure swim lessons are working consistently across the three ABC pools on a continuous assessment basis; but also ensure a Covid 19 safe basis in October.

To contact Emma: emma.crawford@armaghbanbridgecraigavon.gov.uk

To find out more about the swimming lessons please go to:
<https://getactiveabc.com/activities/swim-lessons/>

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Leisure Staff Training

Over the next few weeks Liz Doak has agreed to take on the role of co-ordinating the indoor leisure staff training across all the indoor sites.

She will act as the **ONE POINT OF CONTACT** organising and communicating with all sites making sure that everyone who needs to get trained does so that staff and suppliers are clearly aware of:

- **The content of the training**
- **The day and time of the training**
- **The length of the session**
- **The max. no of people per session**
- **The exact venue**

This co-ordination is vital as there is a huge amount of training happening at the moment, for example;

- Legend Training for staff.
- Course Pro Training for staff.
- Fittr Gym/Indoor Cycle Equipment Training for Staff.
- SLLC NOP etc. training for SLLC staff.
- New prices and changes to memberships.

If you have any queries or questions please liaise with Liz to ensure that all training/communications/updates will be delivered in the most efficient and effective way possible.

To contact liz: Liz.Doak@armgahbanbridgecraigavon.gov.uk



Re-opening of indoor facilities

A number of weeks ago we told you that a number of our smaller indoor centres would be opening to the public in September 2020; with the exception of one (Keady).

As some of you are aware, these facilities are getting their gyms refurbished and fitted with new equipment; therefore, they will open for a short period of time and closed to allow the refurbishment to take place.

The details are:

Centre(s)	Dates
Dromore CC	<p><u>Open:</u> with temporary gym and classes set up main sports hall on Monday 14th September 2020. (Mon – Sat).</p> <p><u>Close:</u> for 3- 4 days for fit out w/c 19th, 20th and 21st October</p> <p><u>Re-open:</u> to with new gym and indoor cycles on 23rd or 24th October.</p>
Gilford CC	<p><u>Open:</u> with temporary gym and classes set up main sports hall on Monday 14th September 2020. (Mon – Sat)</p> <p><u>Close:</u> temporary gym/classes facility to customers for 2 days – Tue 6th and Wed 7th October.</p> <p><u>Re- Open:</u> with new gym and indoor cycles on Thursday 8th October</p>
Keady RC	<p>Keep <u>closed</u> as an indoor venue until 13th October.</p> <p><u>Open</u> with new gym and indoor cycles on Wed 14th October.</p>
Tandragee RC	<p><u>Open:</u> with temporary gym and classes set up main sports hall on Monday 14th September 2020. (Mon – Sat)</p> <p><u>Close:</u> temporary gym/classes facility to customers for 3 days – Wed 7th October – Friday 9th October.</p> <p><u>Re- Open:</u> with new gym and indoor cycles on Saturday 10th October.</p>



Centre (s)	Dates
Rathfriland CC	<p><u>Open:</u> with temporary gym and classes set up main sports hall on Monday 14th September 2020. (Mon- Sat).</p> <p><u>Close:</u> temporary gym/classes facility to customers for 2 days – Friday 9th October - Sat 10th October.</p> <p><u>Re-Open:</u> with new gym and indoor cycles from Mon 12th October.</p>

Two of the larger indoor sites are also having their gym areas refurbished and fitted with new equipment; therefore, they will closing for a short period of time to allow the refurbishment to take place; details below:

Banbridge Leisure Centre	<p><u>Open Now:</u> for pool, gym and classes.</p> <p><u>Closed:</u> temporary gym and class closed - 8th – 11th Sept. Pool will remain open.</p> <p><u>Re-open:</u> with new gym and new gym equipment and new indoor cycling studio from Sat 12th Sept.</p>
Orchard Leisure Centre	<p><u>Open Now:</u> for pool, gym and classes.</p> <p><u>Closed:</u> temporary gym and class closed - 22nd - 26th Sept. Pool will remain open.</p> <p><u>Re-Open:</u> with new gym and new gym equipment and new indoor cycling studio from Sun 27th Sept.</p>

South Lake Leisure Centre is unique as it is still under construction but as you are aware the building will be open to the public on the 2nd November; however at the moment work is ongoing to organise 'soft opening' of the building when we invite customers in to use the facility to let the staff see how the building will work with people in it.



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Visit to SLLC

This week a number of Officers accompanied Members of the 'Project Board' to visit and view the new South Lake Leisure Centre.



Significant work has been undertaken by the contractor Farrans to bring the build to this stage, and it is anticipated the project completion date will be mid-September.

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The tour showcased everything the expansive facility has to offer including its unique 50-metre pool, young children's indoor leisure water feature, a 1,000m² state-of-the-art gym, multiple studios, sensory room, eight-court sports halls, spin studio, soft play area and an on-site café. Due to its lakeside location the facility also incorporates extensive outdoor water sports amenities including; windsurfing, water skiing and paddle sports.

The centre will open its doors to the public on **Monday 2nd November 2020**, marking the culmination of Council's ambitious three year project to bring modern and accessible leisure and wellbeing facilities to the region.

We will of course be offering tours of the building to staff before it opens its doors to the public.

We know that you will be interested in the staff accommodation that has been created in the building; see picture below:



Excitement is building in the local community and we are sure that our staff cannot wait to get into this new and very impressive space.

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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