



**Armagh City
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Borough Council

Leisure Transformation Programme

Staff Engagement

Weekly update from the 'Leisure Transformation Project Team

21st 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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Voluntary Severance Scheme

As part of the process for filling the remaining structures in the organisation and in light of the current financial pressures that Covid has brought, approval has been given to introducing a Voluntary Severance Scheme.

To start this process, we would like to seek Expressions of Interest in Voluntary Severance. If you would like to express your interest, please complete the form; www.armaghbanbridgecraigavon.gov.uk/vrform and return it FAO Emma Walker in the Human Resources Office, Old Technical School, 3 Downshire Road, Banbridge, Co Down, BT32 3JY, or email to emma.walker@armaghbanbridgecraigavon.gov.uk by 04 September 2020. We will collate all the Expressions of Interest, and arrange for you to receive an estimate of your Voluntary Severance Payment.

If you decide to complete the form there will be no commitment by yourself or the Council at this stage - you will merely be expressing an interest. For the purposes of providing you with an estimate of your severance pay, HR will use an indicative leaving date of 31 December 2020. However in the event that your formal application is accepted, you're leaving date will be at a time that best suits the organisation.

Your expression of interest will also be made known to your Manager and HOD who will consider the merits of your initial expression of interest in line with their plans for their future departmental structure.

Following this, they will contact you at a later date to discuss your expression of interest further. If your expression of interest meets the payback period and can be accommodated in terms of future business/operational needs, you will be asked if you wish to proceed with your interest and to submit a Formal Application. It is important to note that there is no guarantee that an application for Voluntary Severance will be approved.

All Formal Applications will be considered on the basis of a business case, which will take account of the financial and managerial interests of the Council and will be subject to approval by Elected Members. Any expenditure associated with the Voluntary Severance package must be recouped within a 3.25 year period.

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A copy of the Council's [Severance & Redundancy Policy](#) is available on the intranet for further information.

Covid-19

As restrictions ease and staff begin to return to offices, it is important to remain vigilant and ensure we are all doing what we can to stay safe.

Please read each of the below points carefully – some of them are new and others have been updated since the last communication you received.

StopCOVID NI
DOWNLOAD THE APP NOW

StopCOVID NI App

If you haven't already, please download the new [Coronavirus \(COVID-19\): StopCOVID NI Proximity App](#) onto your mobile and encourage your friends and family to do the same. The new StopCOVID NI app will alert users if they have been in close contact with other users who have tested positive for Covid-19. The app is only effective if the majority of us download and activate it.

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Symptoms of coronavirus (COVID-19)

The symptoms of COVID-19 are:

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature); OR
- a new, continuous cough – this means coughing a lot for more than an hour, or three or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual); OR
- a loss of or change in sense of smell or taste.

What to do if you or anyone in your household has symptoms

If you have symptoms of coronavirus infection, however mild, do not leave your home **for 10 days** from when your symptoms started.

If you live with others and you or one of them have symptoms of coronavirus, then all other household members must stay at home and not leave the house **for 14 days**. The 14-day period starts from the day when the first person in the house became ill.

After 10 days, or longer, if you still have symptoms other than cough or loss of sense of smell/taste, you must continue to self-isolate until you feel better.

Getting tested

If you have coronavirus symptoms, [apply for a test](#) as soon as you can. **Do not wait.** The Public Health Agency advises getting tested in the first three days of coronavirus symptoms appearing, although testing is considered effective up until day five.



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There is a drive-through test centre at Craigavon MOT centre, Craigavon, BT63 5RY. Available by appointment only, it is open 9.30am – 5.30pm, seven days a week. The test can also be arranged by contacting fidelma.mcquade@armaghbanbridgecraigavon.gov.uk.

Returning from foreign travel

If you are returning from abroad, it is essential you follow the [returning traveller advice](#) on the NI Direct website before reporting for work.

Due to the ever changing nature of the pandemic, this key advice and information is being reviewed and updated regularly so keep checking this website if you are planning to travel abroad.

Face coverings

It is recommended that you should **use face coverings** for short periods in enclosed spaces where social distancing is not possible. You must wear a face covering on public transport and in shops.

A face covering is a covering of any type which covers your nose and mouth. You should use a reusable, cloth face covering if possible to help protect the environment.



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)
- 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.

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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

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.

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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

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

As you are aware on the 7th August 2020 a number of swimming pools in the Armagh, Banbridge and Craigavon Borough Area re-opened in a phased manner and with restricted times for public swimming.

We are now expanding the swimming programme on offer to the public, which includes the children's swimming lesson programme.

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We will be contacting our existing customer regarding how this process will work:

- In the few weeks, our staff will be contacting existing customers to inform them that the swimming lesson programme will restart on the 19th October 2020.
- Those children who swam in any of the existing Craigavon Leisure Centre will start their lessons in SLLC before the building opens to the public on the 2nd November.

This will allow us to see how the lesson programme, staff levels and changing rooms will work, giving us time to tweak any issues we may have before the building opens to the public.

- We will also provide information regarding changes that are being made with how the swimming lesson programme will be managed by us moving forward, as we are introducing continuous assessment, DD payments and an online service to parents.
- Customers will be advised how credits will be applied for those who have paid but did not receive lessons due to the Covid-19 situation.
- New customers will not be able to booking their children on to the swimming lesson programme until the 2nd November 2020.

More information regarding the swimming lesson programme can be found on getactiveabc.

South Lake Leisure Centre Membership sales

Council has procured the services of 'TA⁶', to help sell the new membership package for indoor leisure.

This company provides sales, marketing and retention services to leisure operators looking to grow income and invest in their staff's development. It is led by Paul Woodford and the TA⁶ team combines over 100 years of experience; the team are a group of creative leisure experts who are constantly striving to drive change and progress within the leisure industry.

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TA⁶ are experienced leisure professionals who have the ability to combine the need for a commercial focus whilst delivering social objectives.

There will be 2 members of staff from 'TA⁶', Suki Chana and John Robertson who will be coming to Craigavon on the 1st September to start the selling process for the new memberships for SLLC for a 16 week period.



Suki Chana



John Robertson

Below is some details regarding where these staff members will be based, contact details and what they will be doing when they are in the Borough:

- The team will be based initially at the Civic centre and will then move in to South Lake Leisure Centre to provide support and skills to deliver the best possible pre-sale for the exciting new facility that is about to open. Their primary aim will be secure as many new members for the facility.
- Their office in Committee Room 1 in the Craigavon Civic Centre; if you have any queries they can be contact on: (028) 3831 2459 and (028) 3831 2465 office or email: suki@allianceimpact.co.uk, johnr@allianceimpact.co.uk
- They will be contacting existing and new customers regarding the new memberships on offer.

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- They will be going to local shopping centres and areas with a large number of people to sell memberships.

Both Suki & John have lots of experience working on both new and existing facilities supporting the growth of new members delivering excellent results. They recently have been involved with the promotion of the new facilities at Monmouth LC & the Sports Hub Warwick University, both of which had excellent pre-sale results.

They both agree that South Lake Leisure Centre is a fantastic project to be working on, that the facility is state of the art and will provide the local community a tremendous destination for health & wellbeing for all ages. They are both very excited and can't wait to get started to showcase what will be the most impressive leisure facility in NI.

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