



**Armagh City
Banbridge
& Craigavon**
Borough Council

Leisure Transformation Programme

Staff Engagement

Weekly update from the 'Leisure Transformation Project Team

25th September 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

As an organisation we are aware that many staff have questions during these uncertain times about Covid-19, in particular testing and self-isolation. In order to help everyone understand the processes in place a comprehensive guide entitled an 'Employee Guide to Test and Trace' has been prepared to help clarify any queries you may have. This is a very useful leaflet and we would encourage everyone to read it, a copy has been communicated along with this memo, and is also available on the Staff Intranet <https://bit.ly/35X8XE7>

At this time we would like to acknowledge and thank everyone for their continued efforts in communicating with your line managers and the HR team to keep our workplace safe at this time.

Your support with this process is essential as we approach the winter months.

Together We Recycle

Next week, it's Recycle Week (21-27 September) and the theme of this year's national campaign - promoted under the banner of 'Together We Recycle' - is about thanking the nation for continuing to recycle in spite of all the challenges faced throughout the pandemic. One positive thing to come out of the pandemic is people in NI became more environmentally aware during lockdown. Some 83% of households here now say they regularly recycle and coming out of lockdown, more people than ever are prepared to change their lifestyles to help the environment. This was also reflected in local recycling figures. More than 2,000 tonnes of additional recyclable waste was collected from households across the borough between March and June this year compared to the same period last year, with food and garden waste accounting for two-thirds and dry recyclable materials making up the remainder.

Recycle Week provides us with an opportunity to thank everyone in the borough for continuing to recycle and to celebrate how we all pulled together in order to protect the environment during a period of unprecedented disruption to daily life.

The Lord Mayor will share a message of appreciation to all who showed unstinting commitment to recycling and thank those who recognised the efforts of our waste collection crews as they heroically worked in the most difficult of circumstances to sustain an essential frontline service. He will also encourage us all to capitalise on this positive leap forward in attitudes so that we are inspired to recycle more and do better in the coming year.

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On Tuesday 22 September, we will light up several key buildings green for the first time in support of Recycle Week, and throughout Recycle Week, we will be reinforcing the 'Together We Recycle' message on our social media channels and motivating local communities to keep up the good work.

For more information on Recycle Week, visit recyclenow.com/ni and follow #RecycleWeek

Annual Leave Update

In line with the communication sent to all staff with regard to using 50% of annual leave by 6 November, can all staff please ensure that planned annual leave is inputted into MSS by Friday 25 September.

Be Ready NI Campaign

Council has joined with a series of public bodies to promote the 'Be Ready NI' campaign. This campaign is designed to highlight various emergency contacts and support services throughout the month of September, and you can follow the campaign on our social media channels. One of the messages this week was First Aid, and what you should do in an emergency situation. As we all know accidents can happen anywhere, anytime, and the campaign is encouraging everyone to take a minute to download a free app that is designed to support and guide you in an emergency situation. Having this on your phone will help you feel prepared in an emergency first aid situation.

To download the app click <http://bit.ly/FirstAidAppFB>

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Be Active

This week we are focusing on the need to **BE ACTIVE**, as one of the Take 5, Steps to Wellbeing. You do not need to be as active as a professional sportsperson, all you need to do is to introduce some increased movement to your daily routine in a way that you enjoy.

Being active is important for both your physical health and mental and emotional wellbeing.

Regular physical active can help to:

- maintain and improve mental and emotional wellbeing;
- improve mood and self-esteem; and
- manage and reduce stress

For good physical and mental health, we should aim to be physically active every day. Any amount of physical activity is better than doing none at all, and if you are already physically active, increasing the amount you do can also benefit your health.

For more information on how you can BE ACTIVE visit: www.mindingyourhead.info
Don't forget there are lots of ways that you can 'Be Active' through employee discount memberships at our Leisure Centres.

Check out the new Get Active website: www.getactiveabc.com or contact a member of the Leisure Services team for further information.

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Training

Training continues at a pace and includes;

- 'End User Training' started on the 14th September and will continue for the next 3 weeks.
- Legend and Course Pro training
- Pool Lifeguard course was completed this week
- Gym equipment training is being undertaken across the Borough in our indoor facilities
- ICG training
- Coach by Colour
- MyRide Group cycle
- Halo Fitness Cloud

Future training includes:

- Environmental Management Systems 28th Sept, 5th & 10th Oct – all staff
- Gym Equipment 28th Sept – Fitness Advisors
- Sales Training 14th & 15th Oct – Management & Customer Advisors
- Customer Care
- Code of Conduct
- Evac Chair
- Culture



HR update for staff

Recruitment

The following posts are currently advertised:

- Fitness Advisor.
- Class Instructors – Pilates/Yoga/Aqua Aerobics.
- Swimming Teacher.

Appointments made for SLLC

A number of posts have been filled in South Lake Leisure Centre and we would like to wish these members of staff all the best as they take on their new roles, these include;

Swimming Teacher

Chris Grimley - has been appointed as a new Swimming Teacher and brings over 13 years leisure services experience working in facilities across the Borough.

Aimee Flynn - has been appointed as a new Swimming Teacher and brings over 13 years leisure services experience working in facilities across the Borough.

Chloe McKeever - has been appointed as a new Swimming Teacher and brings over 5 years leisure services experience working in facilities across the Borough.

We would also like to welcome our Trainee Leisure Assistants to South Lake Leisure Centre and wish you luck at the start of your journey with Council;

- Chloe Leathem.
- Pavel Pesek.
- Graham Stevenson.
- Jack Bingham.
- Ethan Williamson.

They are all looking forward to working with the rest of the team on the transformation of leisure and in helping to make SLLC a great success

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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

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 10th to 30th 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 in relation to indoor leisure across the Borough;

South Lake Leisure Centre tours

The '**getactiveabc team**' has invited members of staff (from the other Council Departments) to preview the new South Lake Leisure Centre before it opens to the public on the 2nd November 2020.

The tours start on the 28th September and staff will be taken on a short tour of the building; each tour will take approximately one hour and must be booked in advance on booking bug.

Staff have been asked to remember 4 simple steps before and when they are on a tour:

Step 1: Book in Advance:

- All tours must be pre-booked on-line in advance of arriving via [booking bug](#).

Step 2: Access to the SLLC facilities:

- Please come to the building at your allotted time and wait in reception where a staff member will meet and greet you.
- Please observe the one way system when using the facility and the social distancing.

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Step 3: Personal responsibilities

- Please respect social distancing when in the building.
- Use the hand sanitiser provided on entry, throughout the building and when leaving each facility.
- Do not attend 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; we will ask all those on a tour of the building to wear a mask.

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 you 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.

Ambassadors for South Lake Leisure Centre

This week a number of 'Ambassadors' from various walks of life were invited to come to SLLC to see the building and to allow us to film them using/talking about the facility.

This footage will be put on to our social media pages, so watch out for it on 'getactiveabc' and the new 'SLLC' Facebook page.

Again we would like to ask if a SLLC staff member/members would take part in the filming process, to talk about how excited they are for the building to be opening and to be working in this brand new facility. If you are interested in getting involved, please email joanne.grattan@armaghbanbridgecraigavon.gov.uk

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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.