



**Armagh City
Banbridge
& Craigavon**
Borough Council

Leisure Transformation Programme

Staff Engagement

Weekly update from the 'Leisure Transformation Project Team

11th 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

Mental Health and Wellbeing is a key focus for the Northern Ireland Executive, our Council and the Lord Mayor this year, and with summer officially over and the uncertain world we are now living in, it is important that everyone looks after their mental health.

The Public Health Agency (PHA), five Health and Social Care (HSC) Trusts and Northern Ireland Ambulance Service (NIAS) have developed an inter-agency social media campaign to promote positive mental health and wellbeing of people across Northern Ireland. The campaign incorporates both World Suicide Prevention Day (WSPD) and World Mental Health Day (WMHD) and will focus on looking after the mental and emotional wellbeing of self and others by promoting the Take 5 Steps to Wellbeing and the range of resources and support available.

The campaign will be launched on Monday 7 September 2020 and run for a 5 week period. Each week of the campaign will focus on promoting one of the Take 5 Steps to Wellbeing (Connect, Be Active, Take Notice, Keep Learning and Give). You can follow the campaign on the Council social media channels, and help share these important messages within our local community using [#MentalWellbeingNI2020](#).

NJC Pay Agreement

An outcome has been reached in relation to the NJC Local Government Services Pay Agreement for 20/21. The percentage increase for this year will be 2.75%, applicable from 1 April 2020. Payroll will be processing this increase in September salaries.

The NJC has also agreed that from 1 April 2020, minimum annual leave will increase from 21 to 22 days for employees with less than five years' service.

HR will adjust leave entitlements for those applicable staff, and payments will be processed for all staff in September's Payroll.

Acting Head of Human Resources and Organisational Design

As you may be aware, after an external recruitment exercise Council was unable to make an appointment to the post of Head of Human Resources and Organisational Design. This is a vital role for our organisation, especially as we move forward with our programme of transformation while continuing to meet the challenges created by Covid 19.

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In the interim period Niamh Shannon has agreed to act up into the role of Head of Human Resources and Organisational Design.

During this time, Aisling Knipe and Christine Allister will continue to be part of the strong HR leadership team that has worked hard to keep vital services operating over the last number of months with Aisling Knipe continuing to be the principal lead on employee relations matters and absence.

Women in Business Yes You Can 'Imagine It' Virtual Boot Camp

Have you ever wondered how established entrepreneurs have got to where they are, or want to find out their biggest challenges and how they overcame them?

Join the Women in Business Yes You Can 'Imagine It' Virtual Boot Camp on Thursday 24 September from 10am -1.30pm and be inspired and supported on your business journey.

Workplace health & safety measures Covid-19

Our Estates, Facilities and Health & Safety Teams continue to work hard in all Council buildings to ensure all relevant health and safety measures are in place and monitored for staff on an on-going basis. All government recommendations have been implemented including; hand sanitising stations, markers on floors to ensure distance between individuals and regular cleaning across buildings.

All staff are encouraged to view the following video showcasing Covid-19 guidance within the work environment and are reminded to sanitise workstations before and after use
<https://bit.ly/32MmeO8>

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Business Webinar

On Monday 7th September the Economic Development team will host a webinar as part of the Digital Retail Therapy Programme entitled 'How to get your Retail Business Found Online'. Further information is available by clicking the link <https://bit.ly/2ERILjF>

During the morning, you will hear from local businesswoman Jenna Stevenson of Made in Mourne, as she shares her story on how she grew her incredible business and reveals the challenges and learnings she faced along the way.

The online event will also see a panel Q&A session with local entrepreneurs, facilitated group discussions as well as guidance on local support available and a series of mini workshops on confidence, challenges, resilience and creative thinking to support you at the beginning of your journey. An excellent opportunity to virtually meet like-minded women, the inspiring morning will enable you to start your day motivated, empowered and confident.

Register here: <https://app.smartsheet.com/b/form/e623a204f78c4abda10b5733998bb119>

Training

- Monday 14th September starts the three week 'End User Training'.

This training on operational aspects of the building on how things work mostly for the management team but certain employee groups/individuals will be asked to attend.

- Legend and Course Pro training started this week and will continue over the next few weeks – this will be for a variety of staff/posts within leisure.
- Updated Covid-19 Risk Assessment training has been uploaded to the Training Portal for staff working in Craigavon Leisure Centre & Cascades Leisure Complex.
- Monday 14th September starts a full 5 day Pool Lifeguard course in Cascades Leisure Complex

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Gym equipment training

Over the next weeks staff will be receiving training for the new gym equipment that is being installed in to all of our indoor leisure facilities; this training will consist of:

Equipment orientation Training

The objective of this training is to up skill the staff with a clear understanding of the equipment in their gym.

All Fitness Instructors will be fully trained on the safe and proper set up and use of the equipment prior to the gym opening. This will include:

- A clear understanding of the benefits of the equipment in theirs (and other) ABC Council gyms.
- Understand how the equipment is adaptable for a wide range of client groups the Council wishes to attract into our facilities .
- Effective set up and safe use of cardio equipment
- Use of the Consoles.
- Effective set up and safe use of strength equipment.
- Safety features of equipment.
- Adaptability, features, benefits.
- Preventative maintenance and cleaning of equipment.

ICG Training

Class Instructors will be trained in Coached By Colour and MyRide which are certified training programs, they will be registered with ICG in Germany and have to complete an online part of their training.

Coach By Colour

The **Coach By Colour** training system delivers real-time, colour coded feedback to maximize the training experience for every use, allowing them to reach their goals faster.

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MyRide Group

Instructors can use apps to enhance live training sessions, and facilities can use them to schedule virtual classes online or play on demand.

Halo Fitness Cloud

Halo Training will become an integral part of Councils day to day operation of the gyms; it has a number of capabilities:

- Monitoring equipment.
- Service notifications for equipment.
- Allows membership communication.
- Creating fitness plans.

Presenting and introducing Halo Fitness to the team

Session 1: Reception /Sales Team

- Brief introduction on the information members will receive and how is it a beneficial service.
- Overview of the mobile app and its capability.
- All team members to become a user, to experience how Halo works.

Session 2: Fitness Instructors

- Received a wider and more in depth session to understand Halo Fitness allowing them to be competent to navigate around Halo Fitness web and app.
- Understanding the customer journey, key customer points and Fitness Instructors responsibilities.

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HR update for staff

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;

Maintenance Technician – Paul Coleman

Paul has been appointed as a new Maintenance Technician and brings with him over 15 years environmental and leisure services experience working in facilities across the Borough.

Maintenance Technician – Jack Ratcliffe

Jack has been appointed as a new Maintenance Technician and brings with him over 5 years engineering experience in marine engineering and has recent experience working in Cascades Leisure Centre.

Swimming Teacher – Stephen Wilson

Stephen has been appointed as a new Swimming Teacher for SLLC and brings with him over 3 years' leisure experience working in a number of indoor leisure facilities across the Borough.

Swimming Teacher – Chris Grimley

Chris has been appointed as a new Swimming Teacher for SLLC and brings with him over 13 years' leisure experience working in a number of indoor leisure facilities across the Borough.

Swimming Teacher – Aimee Flynn

Aimee has been appointed as new Swimming Teacher for SLLC and brings with her over 13 years' leisure experience working in a number of indoor leisure facilities across the Borough.

Swimming Teacher – Chloe McKeever

Chloe has been appointed as new Swimming Teacher for SLLC and brings with her over 4 years leisure experience working in a number of indoor leisure facilities across the Borough.

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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The following role is advertised externally

- Maintenance Technician

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

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 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 during the closure on a number of projects in relation to indoor leisure across the Borough;

Council gets keys to SLLC

Farran's has now formally handed over the SLLC building and site to Council.

As you all know 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 a modern, accessible leisure and wellbeing facility to the region.

There are a number of steps that we will be working through to open this facility in eight weeks' time, including equipment set-up, staff training and snagging.

Having ownership of and access to the building will allow staff to move ahead with the work required to open this amazing complex – including implementing health and safety measures, undertake training and adapting to this new work environment.

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South Lake Leisure Centre tours and preview of building

In the next few weeks we will be organising tours/preview events for a range of people, including staff.

To adhere to Covid restrictions we will be asking all those coming to a preview the building to book in advance so that numbers can be controlled.

Tours for indoor leisure staff will commence on the 21st September (indoor leisure staff will be contacted about this) and for other Council employees from the 28th September.



Celebration events for the Craigavon facilities

Last week we told you that we would like to take time to celebrate the contribution that the three Craigavon Leisure facilities have made to the local community over the last 50+ year and to recognise the work of our staff.

Unfortunately, due to Covid restrictions we have had to change the way the celebration events will be taking place.

We still would like to record people's reminiscences for posterity and create memories for our archives.

Details of how these celebration will be shared with staff as soon as they are finalised.

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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