



**Armagh City  
Banbridge  
& Craigavon**  
Borough Council

**Leisure Transformation Programme**

**Staff Engagement**

**Weekly update from the 'Leisure Transformation Project Team**

**18<sup>th</sup> 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**

Over the weekend the management team was notified that a member of staff based at Craigavon Civic Centre has tested positive for Coronavirus. The member of staff was last in the building on Tuesday 8th September, and observed social distancing guidelines within the workplace during this time.

When notified our Corporate Coronavirus Response Co-ordination Protocol was immediately actioned.

This included additional cleaning of the staff member's office area, associated touch points and communal areas within the building over the weekend. A risk assessment was completed and the building was fully operationalised for work on Monday.

The staff member is now in self-isolation, and we wish our colleague well during this time.

As a management team we have anticipated, planned and prepared for incidences of Coronavirus among staff in the workplace, therefore I want to reassure you that the safety and wellbeing of all our staff remains our main priority.

Significant Coronavirus Health and Safety measures are in place across all our buildings, and it is important that we protect each other in the workplace by following the Public Health Agency's (PHA) advice by maintaining good hand and respiratory hygiene, keeping a social distance of 2 metres, and wearing a face covering where appropriate. If you or a member of your family has Coronavirus symptoms then you must self-isolate at home and arrange a test for the person who has symptoms.

It is important that you self-isolate as per PHA guidance:

<https://www.publichealth.hscni.net/sites/default/files/2020-02/COVID-19%20Self-isolation%20270220.pdf>

As an organisation we are faced with navigating our way through this challenging time, and I thank-you for your continued support and understanding.

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We receive hundreds of messages every year from people who want to say thank-you to our Officers and staff for all their hard work across a wide range of Departments. There is no doubt that the current pandemic has showcased the excellent work of Council employees, and the general public have become even more aware of all the fantastic work our staff undertake on a daily basis. The following message came from local resident Pauline Marshall thanking our brilliant staff member who manages the toilet facilities in Killylea:

*“The person who is in charge of these toilets needs rewarded - they are spotlessly clean! Warm water, soap, hot hand blower, toilet paper - well done and thanks whoever you are!”*

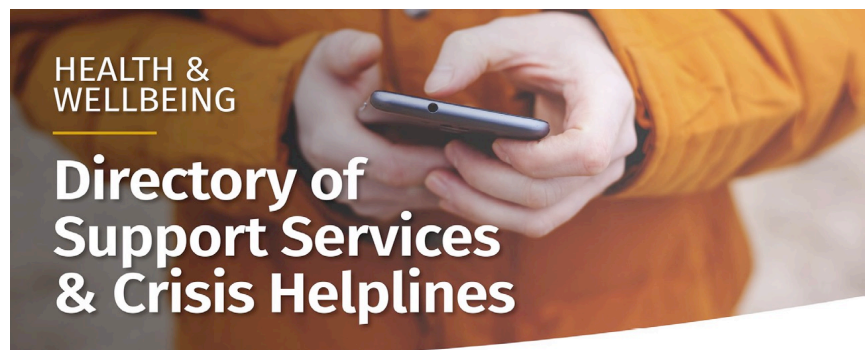
Well done to Jean Knipe for all her excellent work.

### **Help is at hand**

World Suicide Prevention Day (10 September) was marked across the globe yesterday and we are keen to remind you that our Directory of Support Services and Crisis Helplines can put you in touch with over 50 charities and organisations offering professional help, advice, counselling, listening ear and befriending for a host of issues such as suicide and self-harm, addiction, abuse, bereavement, debt, depression, family relationships and much more.

If you know someone who is struggling to cope, please encourage them to get the help they need at <https://bit.ly/359cJJU>

For more advice on taking care of your mental and emotional wellbeing, visit [mindingyourhead.info](http://mindingyourhead.info)



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### **Regulations update**

Greek islands removed from Travel Corridors exemption list.

Anyone travelling to Northern Ireland from Lesbos, Tinos, Serifos, Crete, Mykonos, Santorini and Zakynthos (Zante) from 4am on 9 September will need to self-isolate for 14 days.

The rest of Greece remains on the Travel Corridors exemption list.

From this Saturday those arriving in Northern Ireland from Portugal (excluding Madeira and the Azores), Hungary, French Polynesia, and Réunion will be required to self-isolate for 14 days. Following a review of the scientific and medical evidence, Sweden will be added to the Travel Corridors exemption list at 4am on Saturday 12 September 2020 and therefore those arriving in Northern Ireland from Sweden will not need to self-isolate.

For information in relation to the travel regulations visit: **Coronavirus (COVID-19): travel advice.**

### **Safety advice from the PHA**

Safer shopping - The Public Health Agency (PHA) has issued key advice to help make shopping trips safer during the current coronavirus pandemic and reassure shoppers on how to look after themselves while picking up their essentials. Top tips for safer shopping include:

- Try to reduce the number of shopping trips to once a week
- If possible, avoid taking children or other family members to the shop
- Try to shop at off-peak times
- Try to go to quieter local shops or arrange with local shops for collection or deliveries.  
Many smaller shops are now offering local deliveries
- Make a shopping list and buy enough in one shopping trip to feed your family for seven days
- Use your freezer to store perishable items such as bread and meats
- Don't stockpile items you don't need – think of others who may need them
- Can you get essentials for someone you know in a vulnerable group and leave them at their door?

More info and translated versions of the safer shopping flyer can be found here <https://bit.ly/2F4R3Ep>

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## **Training**

Training continues at a pace and includes;

- 'End User Training' which started on the 14<sup>th</sup> September and will continue for the next 3 weeks.

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

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## **HR update for staff**

### **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](mailto: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.



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

You will receive your last weekly payment on 17<sup>th</sup> September 2020, after this date you will transfer to monthly pay with effect from Monday 28<sup>th</sup> September 2020. Then you will receive payment from 10<sup>th</sup> to 30<sup>th</sup> 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 in relation to indoor leisure across the Borough;

**New Gym equipment arrives**

You will all be aware that the new gym equipment has started to arrive this week, Banbridge Leisure Centre has received their equipment below are some images;



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The new fitness equipment being installed has been purchased from a leading provider in the leisure industry 'Life Fitness' which is being supplied through 'Fitt'r'.

The equipment and design is in keeping with a high-end private leisure operator and will be a real asset to all of our facilities.

The 'Life Fitness' equipment has unique products in line with the latest fitness trends.

The equipment will include curved treadmills, assault bikes, Jacob Ladders, spin bikes with a virtual class function built in, Synergy rig, Rowers, Cybex and Insignia range of weights machines and weights.

Each of our indoor facilities vary in size; therefore, the equipment provided will depend on this and what staff have requested to meet customer's needs.

New equipment will continue to arrive throughout the coming month in to the other facilities.

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### **Re-opening of smaller Leisure facilities**

The week saw the re-opening of the small indoor facilities across the Borough (with the exception of Keady).

These facilities will be opened in a phased manner as the gyms are being 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:

<b>Centre(s)</b>	<b>Dates</b>
<b>Dromore CC</b>	<b><u>Re-Opened:</u></b> with temporary gym and classes set up main sports hall on <b>Monday 14<sup>th</sup> September 2020.</b> (Mon – Sat).  <b><u>Closed:</u></b> for 3- 4 days for fit out w/c <b>19<sup>th</sup>, 20<sup>th</sup> and 21<sup>st</sup> October</b>  <b><u>Re-Open:</u></b> to with new gym and indoor cycles on <b>23<sup>rd</sup> or 24<sup>th</sup> October.</b>
<b>Gilford CC</b>	<b><u>Re-Opened:</u></b> with temporary gym and classes set up main sports hall on <b>Monday 14<sup>th</sup> September 2020.</b> ( Mon – Sat)  <b><u>Closed:</u></b> temporary gym/classes facility to customers for 2 days – <b>Tue 6<sup>th</sup> and Wed 7<sup>th</sup> October.</b>  <b><u>Re-Open:</u></b> with new gym and indoor cycles on <b>Thursday 8<sup>th</sup> October</b>
<b>Keady RC</b>	<b><u>Remains closed:</u></b> as an indoor venue until 13 <sup>th</sup> October.  <b><u>Open:</u></b> with new gym and indoor cycles on <b>Wed 14<sup>th</sup> October.</b>
<b>Tandragee RC</b>	<b><u>Re-Opened:</u></b> with temporary gym and classes set up main sports hall on <b>Monday 14<sup>th</sup> September 2020.</b> (Mon – Sat)  <b><u>Closed:</u></b> temporary gym/classes facility to customers for 3 days – <b>Wed 7<sup>th</sup> October – Friday 9<sup>th</sup> October.</b>  <b><u>Re-Open:</u></b> with new gym and indoor cycles on <b>Saturday 10<sup>th</sup> October.</b>
<b>Rathfriland CC</b>	<b><u>Re-Opened:</u></b> with temporary gym and classes set up main sports hall on <b>Monday 14<sup>th</sup> September 2020.</b> (Mon- Sat).  <b><u>Closed:</u></b> temporary gym/classes facility to customers for 2 days – <b>Friday 9<sup>th</sup> October - Sat 10<sup>th</sup> October.</b>  <b><u>Re-Open:</u></b> with new gym and indoor cycles from <b>Mon 12<sup>th</sup> October.</b>



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The two larger indoor sites are also having their gym areas refurbished and fitted with new equipment.

<b>Banbridge Leisure Centre</b>	<p><b><u>Closed:</u></b> temporary gym and classes <b>8th – 15th Sept.</b> Pool remained open.</p> <p><b><u>Re-opened:</u></b> with new gym and new gym equipment and new indoor cycling studio from <b>16th Sept.</b></p>
<b>Orchard Leisure Centre</b>	<p><b><u>Open Now:</u></b> for pool, gym and classes.</p> <p><b><u>Will Close:</u></b> temporary gym and class - <b>22nd - 26th Sept.</b> Pool will remain open.</p> <p><b><u>Re-Open:</u></b> with new gym and new gym equipment and new indoor cycling studio from <b>Sun 27th Sept.</b></p>

The approximate spend is £1.5 million across all indoor leisure sites/centres for new gym equipment, gym refurbishments and new indoor cycles.

### **South Lake Leisure Centre tours**

Tours of the new SLLC will commence for indoor leisure staff on the 21<sup>st</sup> September; facilities will be contacted to and given a time/date of when staff should arrive at the building as we must adhere to Covid restrictions.

We are aware that employees working in other Departments are enquiring about tours of SLLC; if you are contacted or asked about this you can advise them that these tours will commence the week starting the 28<sup>th</sup> September; however, they must be booked in advance.

Information regarding these tours will be posted on the Council intranet page for staff.

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### **Previews of South Lake Leisure Centre**

A number of events are being organised inviting politicians, business leaders, members of the public and Clubs/Organisations in to South Lake Leisure Centre giving them the opportunity to preview the building during the month of October before we open the doors to the public on the 2<sup>nd</sup> November 2020.

### **Ambassadors for South Lake Leisure Centre**

As you are aware Council is looking for a number of ambassadors to help us promote SLLC before it opens to the public.

These ambassadors are from various walks of life e.g. existing customers, families, club members, sporting athletes, they have been invited to come to the SLLC building so that we can film them talking about why they are excited about the new South Lake Leisure Centre opening, how they will use the Centre, use equipment, how it will benefit them etc.....

A number of weeks ago we asked for a SLLC staff member/members to take part in the filming process; unfortunately no one has agreed. If you are interested in getting involved, please email [joanne.grattan@armaghbanbridgecraigavon.gov.uk](mailto:joanne.grattan@armaghbanbridgecraigavon.gov.uk)

We would be absolutely delighted if a member of staff who will be working in this new building would take part.

We know that excitement is building amongst the staff and in the local community waiting for this new center to open.

### **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](mailto:joanne.grattan@armaghbanbridgecraigavon.gov.uk) with the detail.

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