



**Armagh City
Banbridge
& Craigavon**
Borough Council

Leisure Transformation Programme

Staff Engagement

Weekly update from the 'Leisure Transformation Project Team

4th 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

Financial Review and Transformation Project

As a direct result of the economic impact of the Coronavirus pandemic Council is initiating a Financial Review and Transformation Project to address immediate and long term financial pressures. This review will ascertain potential efficiencies in expenditure that are needed to address the £10 million budget deficit facing Council in this financial year, and also projected budgetary shortfalls for the incoming financial year 2021-2022.

As with all reviews this is not merely about making cuts, it is about taking the opportunity to progress as an organisation, modernise services and transform operational practices through cost-effective measures. Our aim is to make cost saving now to address the immediate deficit, and look to the longer term with strategically focused investment to modernise service provision.

There is no doubt this is significantly challenging both politically and financially, however with a greater emphasis on collective thinking, there is the ability to reform as an organisation and move progressively forward.

This review project has been developed to provide a sustainable footprint for Council, by adapting its delivery model to reflect the changing economic and environmental landscape of the future. Key decisions relating to the future of council estates, reform of service delivery, partnership arrangements, and current operating models are all being financially assessed.

This may cause staff some uncertainty at this time, so it is important to note that this review process may present opportunities for staff to diversify their skills in a range of areas, and managers will advise on impacts in relation to service delivery going forward. Further information will be communicated to staff on an ongoing basis as the review process develops.

'Wear one for everyone'

Since the 10th of August face coverings in certain indoor settings, such as shops or shopping centres, is now mandatory. You must also wear a face covering on public transport. Wearing a face covering may reduce the spread of coronavirus droplets in certain circumstances, helping to play our part in staying on top of this virus and looking after each other. It is still important to continue social distancing and maintain regular hand washing. The legislation does not apply to children under 13 or those that cannot wear a mask due to health or disability reasons.

For further information click: <http://bitly.ws/9uR7>

#wearoneforeveryone



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Annual Leave Reminder

As September draws closer, we would like to remind staff (who have not pre-booked leave) that it is expected you will use 50% of your annual leave by **Friday 6 November 2020**, if you have not already done so over the summer months.

Annual leave allows employees to take paid time off from work to rest and re-energise. Taking your annual leave will help reduce your stress levels and improve your general health. This year has been difficult for everyone, so we would encourage staff to use your leave to recharge.

All approval for leave must be sought in line with the leave policy.

If, however, you are considered to be a frontline worker and unable to take annual leave requested due to Covid-19, you may be permitted to carry over leave beyond our normal carryover in line with the government guidelines. This will be confirmed on a case by case basis by your line manager in conjunction with the HR Operations Manager.

On-line Training

This week sees the start of over 50 staff renewing their Pool Lifeguard Award.

Gym procedures has now been uploaded to the Training Portal for SLLC staff to complete, staff are requested to do this before 1st October 2020.

Legend Training

Next week's sees the start of the legend training that will take place in Lough Neagh Discovery Centre; the member's staff who are doing this training have already been contacted regarding this issue.



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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;

Duty Manager: Emma Crawford

Emma has been appointed as a new Duty Manager and brings with her over 14 years' leisure experience working in a number of indoor leisure facilities across the Borough.

Duty Manager: Mark Wilson

Mark has been appointed as a new Duty Manager and brings with him over 25 years' leisure experience working in a number of indoor leisure facilities across the Borough.

Duty Manager: Gary Spiers

Gary has been appointed as a new Duty Manager and brings with him 18 years' leisure experience working in a number of indoor leisure facilities across the Borough.

Swimming Co-ordinator: Ashley McConville:

Ashley has been appointed as a new Swimming Co-ordinator for SLLC and brings with him 11 years' leisure experience working in a number of indoor leisure facilities across the Borough.

Sales and Marketing Manager: Kieran Mullan

Kieran has been appointed as the new Sales and Marketing Manager and brings with him over twenty years' marketing experience across the creative and cultural industries, beginning his career in key marketing, audience development and PR roles in the Belgrade Theatre, Coventry and The Grand Opera House, Belfast. Kieran has moved from his role as Marketing Manager in the Tourism, Arts & Culture department of Armagh City, Banbridge & Craigavon Borough Council.

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 roles are currently advertised externally:

- Operations Manager
- Leisure Assistants
- Swimming Teachers

Interviews will be completed for all the above posts by September 18th September 2020.

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 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;

Celebration events for the Craigavon facilities

As Council makes preparations to open the new South Lake Leisure Centre to the public on the 2nd November, 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.

We would like to record people's reminiscences for posterity and create memories for our archives. Therefore are going to invite users and past members of staff to come along to a celebration day to help us collate the memories that they may have and record stories that they can tell.

The dates for these events are still to be agreed; however, we would like to ask the staff that worked in these centres that if they know of someone that they feel should be invited to please contact Joanne or Dwyer, so that an invite can be send to them.

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Ambassadors for South Lake Leisure Centre

Council is looking for a number of Ambassadors to help us promote the new South Lake Leisure Centre which is opening to the public on the 2nd November.

ABC Sport Forum has a number of Sports Ambassadors; these are aspiring athletes who reside in the Borough and have competed and achieved success at a very high level within their sport.

We have invited these sporting ambassadors along to film them talking about why they are excited about the new South Lake Leisure Centre opening, how you will use the Centre, using equipment etc.....

We would be delighted if a SLLC staff member/members would step forward and agree to take part in the filming process.

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

Unfortunately, at this stage I cannot confirm a time/date when filming may take place, but if you are interested in taking part, please email joanne.grattan@armaghbanbridgecraigavon.gov.uk

I hope you will take part and look forward to working with you.

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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