



**Armagh City
Banbridge
& Craigavon**
Borough Council

Leisure Transformation Programme

Staff Engagement

Weekly update from the 'Leisure Transformation Project Team

9th October 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 we deal with the evolving pandemic situation our Human Resources Department would like to remind staff about Special Leave Provision. This entitlement was increased at the start of the crisis from 1 day to 3 days, as outlined in the Leave Entitlement Policy, and is still available to staff if you have not already taken these days in this annual leave calendar. Please note that these days are only to be used for Covid-19 related matters. The Leave Entitlement Policy is available on the Intranet.

Your community, your voice, your choice!

The Tak£500 Participatory Budget Fund was launched on Wednesday 29 September with a theme entitled 'Your Community, your voice, your choice'. The fund which is led by Armagh City, Banbridge Craigavon Community Planning Partnership, is inviting communities to apply for up to £500 for a project that they think will benefit their area – and best of all, it is the local residents who decide which projects should go ahead! Community ideas must be based around the 'Take5 Ways of Wellbeing'. These are five simple steps to help maintain and improve your wellbeing on a daily basis.



They are: 'Connect' with people around you; 'Be Active' in some way each day; 'Take Notice' of the world around you and how you are feeling; 'Keep Learning' by trying something new and 'Give' by doing something nice for someone else.

Lord Mayor of Armagh City, Banbridge and Craigavon, Councillor Kevin Savage said;
"Tak£500 is a fantastic way for our local communities to really take ownership of their areas and to secure funding for projects that they want to see happening on their doorsteps."

Further information about the fund is available on:
www.armaghibanbridgecraigavon.gov.uk/take500

TAKE500 YOUR COMMUNITY,
YOUR VOICE,
YOUR CHOICE!

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Important Data Protection Update

In an age of uncertainty and remote working, it is increasingly important for staff to be aware of Council's policies and procedures, especially in relation to cyber security and data breaches. The most powerful weapon we have against these threats is awareness. To help keep staff safe online, whether in the office or working remotely, Information Governance and ICT have linked up with MetaCompliance to develop and deliver automated training that will be sent directly to your computer.

What does this mean for you?

Over the next few weeks, you will receive email notifications from **no-reply@metacompliance.com**. To access, click on the 'MyCompliance Cloud Login' link, then simply sign in using your email address and the password you use to log on to your computer. Once completed, you will gain access to the course, policy and your personalised MetaCompliance desktop. MetaCompliance software allows us to send short, targeted training courses or policies directly to your inbox and you can access them in the same way each time one is allocated to you or you wish to refer to back to one you have completed.



The purpose of these digestible bite-sized courses is to help improve the knowledge and skills you require to function effectively in your role. However, it is important you understand that it is your responsibility to complete all relevant training. This will not only help you to make sure you are aware of all processes and procedures, but also understanding your role in both safeguarding your own online activity, protecting Council's reputation and complying with Council's legislative and regulatory requirements.

So look out for the emails and make sure you sign in as soon as you get it!

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Blood Transfusion Service

Giving blood saves lives. All blood donated provides a lifeline in an emergency and a crucial service for people who need long-term treatments. If you would like to donate please see below details of upcoming donation sessions in your area.



Bannside Presbyterian Church	Tommy Makem Centre
BANBRIDGE	KEADY
Wednesday 21st October 10.30am to 1.30pm and 3.00pm to 6.30pm Thursday 22nd October 10.30am to 1.30pm and 3.00pm to 6.00pm	Tuesday 20th October 10.30am to 13.30pm and 3.00pm to 6.00pm

Please note that all donation sessions are now by appointment only, donors need to call 08085 534 653 between 10.00am and 4.30pm to book.

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Samaritan's Shoebox Appeal 2020

In preparation for the festive season, we will once again be supporting the 2020 Samaritan's Purse Operation Christmas Child Shoe Box Appeal. This year, more than ever, we would love your support for this very worthy cause. Reaching places as far as Serbia, Bosnia, Kosovo and Romania, the campaign distributes shoeboxes to children all over the world who are suffering due to poverty, natural disasters and war.



Shoeboxes will be given to children based on need, regardless of their background or religious beliefs as an unconditional gift of love that brings a little bit of happiness to children in time for Christmas.

You have been supporting this very worthy campaign for many years and your generosity helped us collect over 120 shoeboxes last year! We are aiming to top this number in 2020 and help support these wonderful children at Christmas.

What goes in my shoebox?

Get some shoebox gift ideas here <https://sampur.se/34iqLXQ>

Please note that toothpaste and sweets cannot be included in the shoeboxes this year due to customs regulations.

How can you get involved?

All you need to do is follow these simple steps:

- Request a shoebox and leaflet from either:

Elaine Devlin: Palace Stables ext. 3114 (Armagh) | Reception: Civic Building ext. 4600 (Banbridge) / Cathy Devlin: Civic Centre ext. 1533 (Craigavon)

- Label the box with the particular gender and age category - you can make up a shoebox for boys and girls aged 2-4 years, 5-9 years and 10-14 years.

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- Fill your shoebox with a variety of new gifts and drop it off with the designated staff member in your area by Tuesday 3 November 2020.
 - The shoeboxes will then be distributed to children in need in time for Christmas.
- *Covid-19: Please follow all current Covid-19 advice when shopping for items for your shoebox and keep the handling of your shoebox to a minimum. Please wash your hands thoroughly before and after each handling of your shoebox. When returning your filled shoebox please take it straight to the designated staff member or location.

Training

Training continues at a pace and includes;

- Legend and Course Pro training
- Pool Lifeguard
- 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
- Gym Equipment
- Sales Training
- Customer Care
- Code of Conduct
- Evac Chair
- Culture

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HR update for staff

Recruitment Update

- Fitness Advisors/Class Instructor permanent and casual will be interviewed next week
- Casual Receptionists will be transferred to new SLLC job descriptions within the next week

Currently Advertised Externally

- Female Leisure Assistant
- Trainee Leisure Assistant
- Swimming Teacher
- Internal Vacancy
- Shift Lead

The final batch of Occupational Health appointments for internal staff have been scheduled for 2 weeks' time. Fitness Advisors will receive correspondence inviting them to attend. Please ensure you attend the appointment allocated to you.

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



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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;

Dromore Community Centre upgrade

Back in May we told you about the ongoing refurbishment/extension of Dromore Community Centre, which an investment by Council in excess of £2million.



Extension adjacent to the Existing Building

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This work includes:

- Adding a two storey extension bringing 4 new team changing rooms on the ground level (To replace a prefabricated team changing facility).
- A new 300 square metre gym on the upper floor which will be the second largest gym in the ABC portfolio (after SLLC);
 - New Fittr gym and indoor cycling equipment being installed between 19th and 23rd October.
 - Staff training in the above scheduled for 23rd October.
- A new children's mini bowling alley and new community/party room (replacing existing squash courts).
- The existing tennis courts will become much needed additional car parking space and the current gym area will convert to a new multi-purpose studio.

At the moment Centre is currently open to public using the current gym/ equipment in the main sports hall; however, the centre will closed from the 20th October to the public for handover to Council by the Contractor. It is predicted that the new Centre will open at the end of October to the public.

This new Centre will enhance the quality of health and leisure provision within the borough, providing community access for everyone.

The new centre will also provide a competitive range of flexible membership and customer schemes allowing easy and affordable access on a one-off or longer term basis so that everyone can enjoy the new facility in a way that suits their lifestyle and budget.



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Health and Wellbeing Suite SLLC

This week information has been released to the press/social media regarding the Health and Wellbeing Suite at SLLC; the detail of the information released is as follows:

“ Prior to the highly anticipated opening of South Lake Leisure Centre on 02 November, more details about the Health and Wellbeing suite within the Centre have been announced.

The adult only Health and Wellbeing Suite is a bespoke space within the South Lake Leisure Centre overlooking the tranquil Craigavon Lakes, and is set to be a haven of escapism, the perfect place to take care of your body whilst enjoying some all-important headspace and ‘me time’.

With floor-to-ceiling lake views users can relax and unwind in the warm Spa whirlpool or enjoy getting pampered by professional therapists. There is also a hot sauna, steam room, five individual treatment rooms and a relaxation room.

There will be a wide range of treatments on offer to improve mood and well-being, from skin specific spa facials and body treatments, to luxury beauty and holistic treatments, delivered by highly trained industry professionals.

The new proprietors announced today are:

Eden Beauty @ South Lake, run by Professional Beauty Therapist Sara Strain. Sara has over 14 years’ experience in the beauty therapy industry, and she and her team will bring a wealth of knowledge, skill, and expertise.

Simply Beautiful @ South Lake, run by Leanne Seeley. Leanne trained at the prestigious Roberta Mehan International College of Beauty, and has 14 years industry experience, and specialises in tailoring individual treatment for clients through a wide range of beauty therapy treatments.

Bells Mind Body Spirit @ South Lake, run by Ellie McDowell. Ellie has ten years’ experience in the beauty industry. Ellie specialises in reflexology and has qualifications in Swedish massage, hot stone therapy and Reiki.

iphysio @ South Lake, run by Katie Armstrong. Katie is a Chartered Registered Physiotherapist with ten years of experience and has previously worked with Linfield FC and Armagh GAA teams, and has also worked for the Belfast Trust in areas of orthopaedics, fractures and spinal surgery in the Royal Victoria Hospital.

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Further information in relation to booking will be released on-line in the forthcoming weeks, so keep an eye on getactiveabc.com and social media.”

Ambassadors for South Lake Leisure Centre

The week a number of Ambassadors including the GAA Armagh Captain and a Para cyclist, have been invited to come to SLLC to allow us to film them using the facility and talking about why they are excited about the new South Lake Leisure Centre opening.

These short clips will be released each Sunday evening on the SLLC Facebook page; this week we will feature Niall McVeigh who is a Paralympian badminton player who has competed in the Commonwealth Games ; please view and share this story.

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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