



**Armagh City
Banbridge
& Craigavon**
Borough Council

Leisure Transformation Programme

Staff Engagement

Weekly update from the 'Leisure Transformation Project Team

22nd January 2021



'Inspiring people to make positive changes through great experiences'



Staff Engagement

As you are aware that despite the disruption, the 'Leisure Transformation Project Team' continue to move forward with the Transformation Programme to embed new ways of working and continuous improvement.

Completion of transformation across Indoor Leisure and a re-structure of staffing is necessary to achieve a consistency of resources and approach, for the following reasons:

- Indoor Leisure, as a whole, share;
 - The same objectives and targets – to be an industry leader, and deliver an improved leisure service.
 - The same ABC wide customer membership/charging system.
 - The same need to demonstrate that the “In House Model” can transform and perform.
- Good employee relations - fairness and consistency are necessary in this regard and currently staff have different job descriptions and pay grades for the same roles in many cases.
- Management and staff resources are currently inconsistent from site to site.
- Job roles (new and existing) need to align with SLLC and with best industry practice.
- The need to improve staff flexibility and sharing across all sites.

The team have committed to communicate with our indoor leisure staff as effectively and as regularly as we can.



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Covid

As you are aware there have been grave developments in the Covid-19 pandemic over recent weeks, and in particular the growing strain that our Health Service is currently facing as it battles the third wave of this virus.

Council is also being impacted by the increasing prevalence of the virus, with increasing numbers of staff, and their families being affected by the rapid growth in community transmission.

Therefore, it is increasingly important that staff do not come to work if they, or a member of their family, are waiting on a Covid-19 test, or test result. At this time, we need to do everything we can to stop the spread of this virus within our community, to protect ourselves, each other and our families.



For further information in relation to what to do if you, or a member of your family, has symptoms please click :<https://bit.ly/38lc8QG>

Major Clean-up Campaign begins at South Lake

Fifty six shopping trolleys, 12 tyres (including a lorry tyre), six scaffolding planks, one push scooter and four bicycles – this is what has already been removed from the harbour area at South Lake following the commencement of a major Clean-Up Campaign.

This Campaign, which will refresh the lake, started before Christmas to ensure that the waters will be restored, revived and ready to use when the new Watersports Centre and activities are launched later this year.



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Staff from Armagh City, Banbridge and Craigavon Borough Council kicked off the Clean-Up Campaign by dredging the harbour and removing the vast amount of rubbish that has been discarded into the Lake over the years. So far, four 25kg skips have been filled. After dredging the harbour, staff then took time to thoroughly clean the paths around the area as well as the slipway of the temporary Watersports Centre.

“This Clean-Up Campaign is a huge undertaking and there has been a determined team effort to start getting the lake and surrounding area back to its former glory,” commented the Lord Mayor, Councillor Kevin Savage.

“The dredging uncovered vast amounts of rubbish and has removed dead vegetation and pollutants from the water – but I know that this is only the beginning of the project. We are extremely hopeful that we will be able to launch our brand new Watersports Centre and range of activities later this year and our staff are working extremely hard to ensure that everything will be ready. The difference after just a few weeks of work is amazing and there are many exciting plans in the pipeline.”

The island based on South Lake will be next on the clean-up list along with extensive plans and collaborative working to manage water quality, sustainability of the area, community activity and regeneration, as well as new signage and a new and improved summer watersports programme.

Watch this space!

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Help is at hand through redeployment

Gareth Dobbs is a full-time Leisure Attendant at Orchard Leisure Centre. He has recently been redeployed to Armagh Depot to become a full-time Waste Collection Operative, joining his brother Michael.

Gareth is helping keep the borough clean and tidy during lockdown, and his redeployment efforts are really appreciated by everyone at this time. Well done Gareth!



Annual Leave

As we approach the last quarter of the annual leave year, staff are reminded to take the appropriate annual leave allocation in line with the Leave Entitlement Policy <https://bit.ly/2XFRJpg>.

HR and Line Managers will be adhering to the Leave Entitlement Policy which states that a 'carryover of 10 days' maximum is permitted (pro rata for part time employees) and that 'any additional carry over beyond 10 days is only permitted in exceptional circumstances and subject to approval by EMT'. All staff are required to ensure that they plan their annual leave in conjunction with your line manager, who must approve all leave requests prior to it being taken.

You may be aware that the Executive introduced a temporary change to the Working Time Regulations (Northern Ireland) 2016 legislation allowing employees to carry over up to 4 weeks' paid holiday into their next 2-holiday leave year. However, the Executive confirmed that this was 'not intended to be a general relaxation of rules on holiday leave and entitlement' and the carry-over of such leave will only be as a result of Covid-19 this may be because of increased demand, particularly in relation to providing essential services, or to maintain sufficient cover.

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Any staff member requesting this must be able to demonstrate the following:

1. That they have requested annual leave and that their line manager has refused leave.
2. The grounds for refusing the annual leave.
3. The number of days refused or being requested to carry over into the next leave year so that the information can be provided to EMT for approval.

Staff were requested to use 50% of their annual leave entitlement by 6 November 2020 in previous communications for the purposes of taking paid time off from work to enable regular breaks for staff welfare, and also ensure that large balances did not remain until the end of the leave year. As stated above there are 10 weeks remaining for staff to use their annual leave allocation, and staff are being advised to speak with their line managers to plan their annual leave between now and the end of March 2021.

If a staff member is anticipating that they may be furloughed, they should still request annual leave within the guidance outlined above. Furlough is not a reason to not take annual leave.

Staff Development Opportunities

Effective Management in a Pandemic (with an element of Emotional Intelligence)

DATE: Thursday 4 February 2021

TIME: 9.30AM-12.30PM

PROVIDER: Paul Murray via ZOOM

Emotional Intelligence 2 (achieving a work/life balance, managing stress in your work & home life, developing your confidence)

DATE: Thursday 11 February 2021

TIME: 9.30 AM-12.30PM

PROVIDER: Paul Murray via ZOOM

Places can be booked via Booking Bug:

<https://abcb.council.bookingbug.com/home/46970->

[Training-Courses](#), under the Personal Development section

or by contacting Nicola Watt: nicola.watt@armaghbanbridgecraigavon.gov.uk

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New Fraud Policy

Following regional trade union approval in November 2020 a new Fraud policy is now place. Mandatory training will be available for all staff via the HR eLearning system over the coming months.

The fraud policy is to set out the council's stance on fraud, corruption or other dishonest acts and reinforce an open and honest culture. The council is committed to the highest possible standards of openness, probity and accountability.

The policy aims to:

- promote a culture of honesty; an anti-fraud culture
- define and explain the roles of key parties
- promote the prevention of fraud and corruption
- aid the detection of fraud and corruption
- ensure effective investigation in all cases where suspected fraud or corruption has occurred, and
- explain what we will do if we identify any cases of fraud and corruption and what action will be taken.

To view the policy click here: <https://bit.ly>



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Name the Christmas Calves Competition

Have your chance to name our two beautiful female Irish Moiled calves which were born at Tannaghmore Rare Breeds Animal Farm on Christmas Day and be in with a chance to win a special spring time guided tour of the farm for all the family (Covid-19 regulations Permitting).

Simply email your suggestions along with your name, address and contact details to parksdevelopment@armaghbanbridgecraigavon.gov.uk

Entries must be received by 5pm on Friday 29 January 2021.

Please note: this competition is open to Armagh City Banbridge and Craigavon Borough residents only. Only emailed entries can be accepted.





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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 leisure across the Borough;

Community Lottery Funding

South Lake Leisure Centre staff have partnered with Verve [SHSCT] in an effort to reach those impacted by Long Covid.



A grant of £600.00 has now been received from the 'Community Lottery' to run a programme based around health and fitness.

Participants will be engaging in activities such as swimming, gym and we are also working alongside our business partners in the Health and Beauty Suite to enhance the programme offering.

Council wants to continue working with the local community and support local organisations and has agreed to match this funding to develop the programme/activities that we can offer to the participants.

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

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period of closure, please contact: joanne.grattan@armaghbanbridgecraigavon.gov.uk with the detail.