



**Armagh City  
Banbridge  
& Craigavon**  
Borough Council

**Leisure Transformation Programme**

**Staff Engagement**

**Update from the 'Leisure Transformation Project Team**

**10<sup>th</sup> December 2021**



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## **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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## **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

### **Announcement - New Operations Manager in Indoor Leisure**

Our new (Indoor Leisure) Operations Manager - **Arlene Barton** – started employment with ABC Council on Tuesday 7<sup>th</sup> December 2021.

Arlene joins us from Newry, Mourne and Down Council and we wish Arlene every success in this new role and a long and happy career in ABC.

As planned within the re-structure and transformation of Indoor Leisure, Arlene will oversee the management of Banbridge Leisure Centre, Dromore Community Centre, Gilford Community Centre and Rathfriland Community Centre.

Gary Major (Operations Manager) will oversee the management of Orchard Leisure Centre, Tandragee RC, Keady RC and Richhill RC.

Arlene and Gary report to Stephen Tully – Indoor Leisure Manager.

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**LEISURE AMENTIES UPDATE**

**Opening and Closing Hours for Indoor Leisure Facilities during the Christmas Holidays**

Date	Banbridge Leisure Centre	Dromore Community Centre	Gilford Community Centre	Keady Recreation Centre	Orchard Leisure Centre	Rathfriland Community Centre	Richhill Recreation Centre	South Lake Leisure Centre	Tandragee Recreation Centre
20 <sup>th</sup>	Normal Hours	Normal Hours	Normal Hours	Normal Hours	Normal Hours	Normal Hours	Normal Hours	Normal Hours	Normal Hours
21 <sup>st</sup>	Normal Hours	Normal Hours	Normal Hours	Normal Hours	Normal Hours	Normal Hours	Normal Hours	Normal Hours	Normal Hours
22 <sup>nd</sup>	Normal Hours	Normal Hours	Normal Hours	Normal Hours	Normal Hours	Normal Hours	Normal Hours	Normal Hours	Normal Hours
23 <sup>rd</sup>	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	Closed for training	09:00 - 17:00
24 <sup>th</sup>	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed
25 <sup>th</sup>	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed
26 <sup>th</sup>	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed
27 <sup>th</sup>	09:00 - 17:00	09:00 - 17:00	Closed	Closed	09:00 - 17:00	Closed	Closed	09:00 - 17:00	Closed
28 <sup>th</sup>	09:00 - 17:00	09:00 - 17:00	Closed	Closed	09:00 - 17:00	Closed	Closed	09:00 - 17:00	Closed
29 <sup>th</sup>	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	Closed	09:00 - 17:00	09:00 - 17:00
30 <sup>th</sup>	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	Closed	09:00 - 17:00	09:00 - 17:00
31 <sup>st</sup>	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	Closed	09:00 - 17:00	09:00 - 17:00
1 <sup>st</sup>	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed
2 <sup>nd</sup>	normal hours	normal hours	normal hours	normal hours	normal hours	normal hours	normal hours	normal hours	normal hours
3 <sup>rd</sup>	09:00 - 17:00	Closed	Closed	Closed	09:00 - 17:00	Closed	Closed	09:00 - 17:00	Closed
4 <sup>th</sup>	normal hours	normal hours	normal hours	normal hours	normal hours	normal hours	normal hours	normal hours	normal hours



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## Covid-19

Throughout the pandemic the Leisure Services team at Council has prioritised the health and safety of customers, ensuring that everyone has a safe and enjoyable experience when using or visiting all leisure and recreational facilities. This focus will remain the same as the transition into the final stages of the relaxation of restrictions takes place, and the current guidance from the Northern Ireland Executive is implemented.

As you will be aware the Northern Ireland Executive have made a recent announcements regarding the Covid pandemic and possible further restrictions. Council's corporate response on these issue will be shared with staff as soon as possible.

## COVID -19 – STAFF WORKPLACE GUIDANCE

**As you're aware from recent media reports the transmission rates of Covid-19 are still high, with over 1,000 cases per week across the borough since the start of August. This is largely due to the onset of winter and people starting to spend more time indoors, which unfortunately increases the risk of the virus spreading.**

As an organisation we are very aware that everyone is growing increasingly tired of this situation, however we feel it is necessary in the lead up to Christmas to once again encourage staff to continue to follow the Covid-19 Health and Safety measures put in place to help keep you, your families and colleagues safe at this time.

### **We are asking all staff to follow the workplace guidance:**

- Staff using the workplace and those attending the office are asked to regularly use lateral flow tests. These are available for staff at the main civic centres and depots, and are an important mitigation against the spread of the virus.
- Wear a face covering when in all public buildings and communal areas, unless exempt from doing so. Face coverings help protect you and your colleagues around you.

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- Be conscious of social distancing, try to minimise the amount of time that you are within two metres of others.
- Keep work spaces well ventilated – open doors and windows when you can.
- Avoid sharing cars with colleagues, where possible, unless specific to your job role.

As always we want to thank staff for your on-going work and commitment to maintaining services, and we hope that by continuing with these safety measures we can keep each other, our families and our community well at this time, and support the Health Service as it continues to face significant challenges.

### **Happy Christmas**

The 'Leisure Transformation Project Team' would like to thank all staff members for all their hard work this year given the challenges that we have had to face, from opening a new building to the public and dealing with the Coronavirus pandemic that has effected the world.

We wish you a very Happy Christmas and a wonderful New Year.



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## **LORD MAYOR'S SANTA SAUNTER**

Get into the festive spirit and join the Lord Mayor, Alderman Glenn Barr, for a Santa Saunter around Solitude Park, Banbridge, on Sun 12 December from 3-4pm. All proceeds from the day will go to the Lord Mayor's chosen charities, Angel Wishes and Guide Dogs NI.

Registration is £5 per person, £10 for a family of 2-3 or £15 for a family of 4-5.

Hot drinks will be provided.

To register visit <https://getactiveabc.com/events/charity-santa-saunter/>



## **Family Fun Day at Gosford Park**

A HUGE thank you to everyone who attended the Family Fun Day in Gosford Park earlier this month and who very generously donated to the Lord Mayor's charity appeal.

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An amazing **£1,391.38** was raised for Guide Dogs NI!

Lynette Cooke and Patricia Gibson pictured with Guide Dogs NI representatives.



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### **Nominations Open for this Year's Senior Sports Awards**

It is exciting times for the borough's sporting elite with nominations now being accepted for the Armagh City, Banbridge and Craigavon Borough Council Senior Sports Awards 2022 sponsored by new Headline Sponsor, Ulster Carpets.

Despite a disruptive eighteen months, there has been much to celebrate as our sports clubs have continued their incredible work.



### **Give Blood**

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Details of the latest blood donation sessions in the Borough are as follows;

## **BANBRIDGE**

Thursday 30 December  
Bannside Presbyterian Church  
12.30pm to 4pm and 5pm to 7.30pm

Friday 31 December  
Bannside Presbyterian Church  
10am to 3pm

**All donation sessions by appointment only, call 08085 534 653 to book**



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## **CHRISTMAS HOLIDAY PAY ARRANGEMENTS – DECEMBER 2021**

### **Weekly Paid Staff**

#### **Banbridge Weekly Payroll**

Normal pay day is due on Christmas Eve – Friday 24 December – therefore, payment will be made one day earlier on Thursday 23 December.

Payment for wk end 18 December (normal week), 25 December and 1 January (holiday weeks).

Next payment date would be Friday 14 January for wk end 8 Jan (plus any adjustments due).

#### **Craigavon Weekly Payroll**

Normal pay day Thursday 23 December.

Payment for wk end 15 December (normal week), 22 December and 29 December (holiday weeks).

Next payment date would be Thursday 13 January for wk end 5 January (plus any adjustments due).

### **Monthly Paid Staff**

Monthly payroll staff will receive payment on Thursday 23 December.

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**Transfare Claims – December**

To ensure payment in DECEMBER Payroll, please ensure all mileage claims are submitted on or before Friday 3 December.