Policy on access to and use of NMDDC Indoor Leisure Facilities for Council employees, agency workers and Elected Members of Newry, Mourne and Down District Council (Councillors)

Policy Control

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Title of Policy:	Policy on access to and use of NMDDC Indoor Leisure Facilities for Council employees, agency workers and Elected Members of Newry, Mourne and Down District Council (Councillors)	
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Directorate / Departmental ownership:		Indoor Leisure Active Healthy Communities
Officer responsible:		Conor Haughey, Assistant Director of Healthy Living
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Equality screening and Rural Needs Impact Assessment completed by:		Kerri McConnell
Equality screening and Rural Needs Impact Assessment date:		5.12.25
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1. Title of policy

Policy on access to and use of NMDDC Indoor Leisure Facilities for Council employees, agency workers and Elected Members of Newry, Mourne and Down District Council (Councillors)

2. Statement

Previously, legacy NMDC and DDC gave consideration to the free use of leisure facilities in order to improve the health and wellbeing of employees, to reduce levels of absenteeism and for associated health benefits during certain periods of ill health. This policy now supersedes both and is applicable to those that meet the qualifying criteria as detailed within section 4 of this document

3. Aim

The purpose of the policy is to set out the arrangements and protocol for providing access to and use of the following Newry Mourne and Down District Council Indoor Leisure Facilities:

- Ballymote Sports and Well Being Centre
- Downpatrick Leisure Centre
- Kilkeel Leisure Centre
- Newcastle Leisure Centre
- Newcastle Tropicana
- Newcastle Rock Pool
- Newry Sports Centre
- Newry Leisure Centre
- St Colman's Sports Complex Newry

4. Scope

The policy applies to:

- All employees of Newry Mourne and Down District Council;
- Agency workers with 12 weeks' continuous service and who are expected to be retained for at least one month after completion of 12 weeks' continuous service.
- Current serving Elected Members of Newry, Mourne and Down District Council (Councillors)

5. Related policies and legislation

N/A

6. Definitions

N/A

7. Department and Officer responsible

Directorate / Department	**Active and Healthy Communities Indoor Leisure**
Officer(s) responsible for developing the policy	**Conor Haughey Assistant Director Healthy Living**

8. Policy approval process

Meeting	**Date**
SMT	7 March 2017
Active and Healthy Communities Committee	20 March 2017
Monthly Council Meeting	10 April 2017

9. Review Date

The policy will be reviewed in line with the Council's agreed policy review cycle i.e. every 4 years (as per Council's Equality Scheme commitment 4.31), or sooner to ensure it remains reflective of legislative developments.

10. Procedures and arrangements for monitoring the implementation and impact of the policy

1. **<u>Facilities available to those who meet qualifying criteria of section 4 of this document:</u>**

   - Free use of non-bookable facilities e.g. swimming, sauna and steam room.
   - Eligible for the free use of the fitness suites, (except for Newry Sports Centre until August 2017 where an initial £50 fee and £10 annual membership is applicable – after August 2017, free use of all fitness facilities is permitted)
   - Access to Council organised coaching classes, which will be charged at the member rate as per the scale of charges and which must be booked and paid prior to any participation in any class. Leisure and Sport section staff

can avail of Council organised coaching classes for free subject to availability, however must vacate their place if customer demand dictates.
- All is subject to each facilities normal operating and admission conditions
- Facilities must be used within each applicants own time.

2. Application Process

Qualifying permanent employees as per section 4:

- Complete Appendix A, obtain approval and signature from their relevant Department/Section Head and return the form to a centre of your choice as listed within section 1 to complete application process

Qualifying agency employees as per section 4:

- Complete Appendix A, obtain approval and signature from their relevant Department/Section Head and return the form to a centre of your choice as listed within section 1 to complete application process. This enables use of the facilities until the applicant's contract expiry date. Where there is no expiry date stipulated, Appendix 1 form must be renewed every 3 months.

Qualifying Elected Members of Newry, Mourne and Down District Council (Councillors) as per section 4:

- Complete Appendix A, obtain approval and signature from Democratic Services and return the form to a centre of your choice as listed within section 1 to complete application process. This enables use of the facilities until the applicant's expiry date.

3. Roles and Responsibilities

Chief Executive

- To keep under review this policy and procedure to ensure that it meets with the Council's corporate aims and objectives, particularly in regards to the promotion of employee wellbeing and reduction in absenteeism.

Director of Active Healthy Communities

- Responsibility to monitor the use of the facilities to ensure that they meet with the provisions of this policy.

HR

- Responsible for advising Leisure Services of any leavers or new employees.
- To provide new employees information upon commencement of employment and verify applications where appropriate.

Leisure Centre Management

- Administer approved application form as per appendix 1, issue access cards/badges/bands with relevant expiry dates and ensure that those accessing the free facilities or fitness facilities are authorised to do so
- Update internal leisure management software when necessary following notification of any leavers or new employees.

Department/Section Heads

- Responsible for ensuring they verify each person's application form noting that the applicant complies with section 4 of this document.
- Responsible for noting applicants contract expiry date where applicable – where an expiry date is unable to be supplied, Appendix 1 process must be renewed every 3 months

Applicants

- Must fill out an application form as per Appendix A and obtain approval from their Department/Section Head. Responsible for notifying Council for any change to employment status, role and responsibility.
- Must ensure that they comply with each facilities normal operating and admission procedures.

11. Equality Screening

The policy has been equality screened and the decision is that it not be subject to an EQIA (with no mitigating measures required).

12. Rural Needs Impact Assessment

The policy has been subject to a rural needs impact assessment.