

North East Derbyshire District Council

Cabinet

10 May 2017

Accommodation Strategy

Report of Councillor J Austen, Portfolio Holder with Responsibility for Information Technology, E-Information and Asset Management

This report is public

Purpose of the Report

- To seek approval to implement an Accommodation Strategy which sets out the way in which the council utilises its office accommodation.

1 Report Details

1.1 The strategy document describes the methodology and standards that underpin the way North East Derbyshire District Council utilises current and future accommodation needs.

1.2 The document provides a guide to what members, employees and partners can expect from the authority's office accommodation. It will also ensure that there is consistency in the standard of accommodation provided across council departments and introduces key principles in relation to:-

- Efficient use of space occupied by council operations and to maximise revenue income of vacant accommodation.
- Reconfigure, develop, disposes of or acquire property that suits the purpose of the authority, in line with the Council's corporate aims.
- Provide a range of corporately owned office facilities serviced and managed by a Corporate Facilities Management team.
- To reduce the Council's carbon footprint to the minimal level that will maintain service delivery.
- To provide a portfolio of accommodation that will support flexible working and provide staff with the facilities they need to deliver services.
- To reduce the Council's property running costs to the optimum level that will maintain service delivery

2 Conclusions and Reasons for Recommendation

- 2.1 By adopting this framework document it will give NEDDC guidance on how it utilises its accommodation to ensure it takes a consistent and thought out approach in the way it uses and manages corporate accommodation.

3 Consultation and Equality Impact

- 3.1 This report enforces the way accommodations is currently used and does not recommend any changes in council practices.

4 Alternative Options and Reasons for Rejection

- 4.1 None.

5 Implications

5.1 Finance and Risk Implications

- 5.1.1 There are no direct financial implications, and changes to the way accommodation is currently used, which either generates a saving or which is outside approved budgets will be presented to members via appropriate approval routes.

5.2 Legal Implications including Data Protection

- 5.2.1 None.

5.3 Human Resources Implications

- 5.3.1 By prescribing how much space an individual work station takes up and what facilities should be provided, gives protection for both staff and the Council.

6 Recommendations

- 6.1 That the document Accommodation Strategy as set out in **Appendix 1** is approved.

7 Decision Information

Is the decision a Key Decision? (A Key Decision is an executive decision which results in income or expenditure to the Council of £50,000 or more or which has a significant impact on two or more District wards)	No
Is the decision subject to Call-In? (Only Key Decisions are subject to Call-In)	No
District Wards Affected	N/A
Links to Corporate Plan priorities or Policy Framework	Links to all Corporate Priorities

8 Document Information

Appendix No	Title
1	Accommodation Strategy
Background Papers (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet (NEDDC) or Executive (BDC) you must provide copies of the background papers)	
Report Author	Contact Number
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Accommodation Strategy

May 2017

CONTROL SHEET FOR Accommodation Strategy

Strategy Details	Comments / Confirmation (To be updated as the document progresses)
Strategy title	Corporate Asset Management Strategy and Plan
Current status – i.e. first draft, version 2 or final version	Draft Version
Strategy author	
Location of strategy i.e. L-drive, shared Drive	
Member route for approval	Cabinet
Cabinet Member (if applicable)	Cllr J Austen
Risk Assessment completed (if applicable)	
Equality Impact Assessment approval date	
Partnership involvement (if applicable)	
Final strategy approval route i.e. Executive/ Council /Planning Committee	AMG, SAMT, Cabinet,
Date strategy approved	
Date strategy due for review	2021
Date strategy forwarded to Strategy and Performance (to include on Intranet and Internet if applicable to the public)	

North East Derbyshire District Council – Accommodation Strategy

1 Introduction

This document describes the methodology and standards that underpin the way North East Derbyshire District Council utilises current and future accommodation needs.

The document provides a guide to what members, employees and partners can expect from the authority's office accommodation. It will also ensure that there is consistency in the standard of accommodation provided across council departments.

2 The Vision

To ensure all the Council's office accommodation is modern, flexible, cost effective and efficient workplace for use by all employees that will facilitate good employee working conditions and which complement service delivery.

This will be achieved by making the most effective and efficient use of the accommodation the Council owns. Consideration will be given to utilising flexible ways of working where they complement the needs of the service. There is no simple generic flexible working model that will fit all work situations. It is more of a flexible approach which will need to be configured to an individual team or sections circumstances or needs.

The objectives of the accommodation review are:

- To efficiently use the space occupied by council operations and maximise revenue income of vacant accommodation.
- Reconfigure, develop, disposes of or acquire property that suits the purpose of the authority, in line with the councils corporate aims.
- To provide a range of corporately owned office facilities serviced and managed by a Corporate Facilities Management team.
- To reduce the Council's carbon footprint to the minimal level that will maintain service delivery.
- To provide a portfolio of accommodation that will support flexible working and provide staff with the facilities they need to deliver services.
- To reduce the Council's property running costs to the optimum level that will maintain service delivery.

3 Principles Underpinning the Provision of Accommodation

Several key principles will underpin the provision of the Council's office accommodation.

- **Cost, Quality and Adaptability** - The flexibility and adaptability of the Council's office accommodation is essential in order to enable it to respond quickly and positively to changing business needs. Office accommodation will be generic and will not be excessively bespoke so as not to compromise future flexibility. Accommodation will have a consistent look and feel with a common approach to the facilities provided, space allocation and utilisation. Good design is about achieving the right balance between functionality, serviceability, maintainability, aesthetics, affordability and value for money.
- **Security and Wellbeing** - The security and wellbeing of the Council's staff is paramount, therefore full compliance with work place health and safety legislation will be incorporated in to the provision of accommodation.
- **Equality** - The Council is committed to providing its services from buildings that are accessible to and inclusive of all sections of the community that it serves and the people it employs. Where practicable, every endeavour will be made to ensure the office accommodation provided is accessible and compliant with the Equality Act 2010 requirements.
- **Comfort, Productivity and Fitness for Purpose** - It is recognised that staff require different types of workspace to perform their jobs effectively. Every element of the Council's office accommodation will have a purpose. This means that available space will be utilised in the most efficient and effective way to support service delivery whilst maintaining environmental comfort and ease of use for staff and service users.
- **Sustainability** - Sustainability has become and will remain a key issue for building occupiers and is therefore fundamental to this strategy. The incorporation of sustainable objectives and practices in to the provision of the Council's accommodation will deliver a healthy, productive and ecologically sustainable workplace with reduced environmental risks.
- **Value for Money** - Achieving the vision set out in this document will require a choice of products and solutions which offer the best combination of value for money and quality of performance.

- **Better Customer Experience** - The reduction in the amount of accommodation the Council uses will be the most visible message to customers that we are changing.

4 Welfare Facilities

The Council recognises the importance of providing facilities that meet the welfare needs of their employees. Welfare facilities are those that are necessary for the well-being of employees, such as washing, toilet, rest and changing facilities, and somewhere clean to eat and drink during breaks. Where practicable the Council will provide facilities that exceed minimum requirements.

5 Buildings

- **New Buildings** - This category of buildings covers any new buildings that are required to achieve the vision. They will be high quality sustainable buildings in suitable locations, which will provide both functionality and flexibility and will create a stimulating environment which will encourage creativity, enhance communication and portray a dynamic organisation.
- **Retained Buildings** - This category of building relates to buildings that are assessed as being currently or potentially well performing and fit for purpose and in the correct location to support the delivery of services. Retained buildings will be invested in so that they provide good quality working environments in full compliance with statutory provisions. They will be provided with infrastructure capable of supporting an adaptable and flexible environment. The existing constraints of the building will influence the layout although principles of good design will be applied wherever possible.

6 Flexible Working

Flexible working requires collaboration between property and infrastructure, people and service needs. It is about delivering the best services to our customers, creating a better environment for our staff and service users whilst reducing the overall costs of property to the Council. In order to facilitate flexible working, the property team, ICT and service managers will work together to find the best solution for the individual needs of the service.

7 Work Space Allocation

Space will be allocated on the basis of business need. The amount of space provided to a particular service or department will depend on the type of work carried out within that service or department. Space will be allocated on an average of 5-7m² per workstation maximum, excluding shared meeting, ancillary and social space. All space will be allocated in order to comply with any building related or health and safety legislation.

8 Furniture Profiles

In order to achieve the most efficient and effective use of the Council's office accommodation, whilst maintaining service provision, a standard desk size and shape should be adopted. A 1600mm rectangular workstation offers staff sufficient desk top area to perform their duties. The rectangular shape enables greater flexibility in accommodation layout over other shaped workstations.

Any shelving provided for the storage of files and paperwork that cannot be stored on the Council's electronic document records management system will normally be free standing rather than wall mounted to maintain the flexibility of the space.

9 Information and Communication Technology (ICT)

The Council will actively encourage flexible working by the provision of the most appropriate equipment to enable modern working methods to ensure the best outcomes for the Council and the individual. All Council office accommodation will be provided with the infrastructure to enable staff to access the Council's ICT networks.

ICT Equipment

In order to ensure consistency across the county, standard ICT equipment profiles have been allocated to the worker profiles as follows:

Worker Profile	IT Profile	Telephony Profile
Fixed Office Worker	Desktop PC	IP telephone per desk
Flexible Worker (joint Officer)	Shared Desktop PC or laptop	IP Telephone per desk/ optional mobile phone
Home Worker	Desktop PC optional printer optional – Managers approval required	IP telephone or mobile phone

The technical solutions identified above are options which will be utilised as

required on a case by case basis to ensure cost effective working solutions. It is recognised that there will be instances where specialised equipment or software is required. Any request for equipment outside the standard specification will be considered on its own merit.

When allocating ICT equipment to staff, consideration must be given to the degree of flexibility they will require. Where desktop PC's are allocated for use by flexible workers, they will be installed with all the required software to enable full flexibility. In order to maximise the Council's sustainability credentials, a further consideration when allocating ICT must be the energy efficiency of the equipment issued. However, this needs to be balanced against the cost of purchasing and maintaining the equipment over its expected life.