

Warwick District Council Principles for Occupancy



Tenure

1. Warwick District Council's tenure preference is Freehold although the council will be happy to also consider Leasehold or mixed tenure options. The Council will seek the most financially advantageous ownership model.
2. There is no majority preference for a separate building, although there is a need for a secure space if a shared building were to be used.

Standards and Style of Accommodation

3. The working environment, furniture, facilities and services provided will be to the same standard for all accommodation, with exceptions to meet a specific diversity need
4. Open plan working will be the norm across all accommodation. Cellular offices will be provided for individuals by exception only and on an as needed basis.
5. Open plan workstations will be supported by sufficient bookable and non-bookable cellular space for private working and meetings.
6. Alternative workplace settings and '*innovation spaces*' will be provided in the form of meeting rooms, study cells, breakout areas and open plan meeting spaces. These areas will provide settings for both formal and informal interactions.
7. A clustering principle will be applied in order to keep teams together in order to make their management easier and to create a sense of community.
8. Larger meeting rooms will be bookable through a central system. All other work settings will be available on an *as required* basis in order to drive availability and flexibility.

Flexible Working and Collaboration

9. A flexible working environment and flexible work style will exist, supported by ICT systems that enable staff to work at their own workstation, at another workstation on the campus, at home, or any other location that is appropriate.
10. The working environment will support team communities and collaborative working. It will encourage communication, innovation and interaction between staff across the Council. The clustering principle for teams will help to create working communities while maintaining maximum flexibility.
11. Staff will be classified as 1 of 5 archetypes, according to their level of mobility:
 - i. Flexi-desk: 100-80% of time in office
 - ii. Ad-hoc home: 80-60% of time in office
 - iii. Frequent home: 60-40% of time in office
 - iv. Frequent roamer – cross campus: 40-20% of time in office
 - v. Frequent roamer – non-council sites: 20-0% of time in office

The Council will adopt an Innovative approach to the provision of workspace. The headcount for each archetype, multiplied by the expected level of mobility

will be used to determine the number of flexible workstations provided for the archetype group:

Expected headcount at occupation of new solution = 372

Archetype	% of population	Expected headcount	Desk allocation*	Number of workstations
i. Flex Desk	41%	153	1:1	153**
ii. Ad hoc home	23%	86	7:10	60
iii. Frequent home	21%	78	5:10	39
iv. Frequent roamer	8%	29	4:10	12
v. Frequent roamer	7%	26	1:10	3
Average / Total			7:10	266

*based on average level of mobility within archetype

**The number of Flex desk workstation could be reduced further based upon a number on Part time workers using a desk share approach.

12. There will be a number of fixed desks for those employees who are in the office for 80-100% of their time. The number of workstations will be linked to archetype with employees spending less than 80% of their time in the office having flexi-desks. Flexi desk working may also be applicable to part time workers and will be assessed on an individual basis dependant upon work pattern.
13. Home working will be assessed on an individual basis, and will be encouraged and supported where there exists a compelling benefits case for doing so

Sustainability

14. Warwick District Council will work towards a sustainable working environment. Warwick District Council aspire to a BREEAM *Outstanding* rating for their accommodation and a consistent reduction in energy consumption if a new building is acquired.
15. Amounts of paper used will be reduced and all paper will be recycled, as will other material that is no longer needed. The infrastructure of the building will be as energy efficient as possible.
16. Working practices that are intrinsically sustainable will be adopted where possible.

Accessibility and Health & Safety

17. All accommodation will meet the requirements and best practice as set out in the Disability Discrimination Act (DDA), ensuring they are fully accessible to all staff and visitors.
18. The working environment will be healthy and safe. The working environment, including all furniture and equipment, will comply with Health and Safety regulations.

Information, Communications & Telephony (ICT)

19. Telephony within the accommodation will use a Voice Over Internet Protocol (VOIP) network
20. ICT classification will be applied to Archetypes:

1. Dedicated desktop PC & Telephone handset (Flex Desk)
 2. Shared desktop PC & Telephone handset with supporting digital paper & home web outlook access (Ad Hoc home)
 3. Shared desktop PC & Telephone handset with supporting line of business application via PDA/smart phone & home web outlook access (Frequent Home)
 4. Lap top/tablet users with full remote access. Shared telephone access (Frequent Roamer)
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21. All printing, copying and scanning will be undertaken on strategically located MFD's (Multi Functional Devices)
 22. An EDMS process will facilitate minimal hard copy storage requirements and increase the allowance of available space