



SMART WORKING & ACCOMMODATION

11th July 2019

BACKGROUND

- 2016 - Project Initiated & Gateway 2 approval
- 2016 - DBE pilot
- 2016 - Project Team On Hold
- 2017 - IT Transformation
- 2018 - New Officer Smart Working Group Started & Workplace Manager Recruited
- 2019 - Design Principles Established for Strategic Smart Working
- 2019 - Walbrook Wharf Letting & Project to Relocate CoL staff to GH
- 2019 - Fundamental Review

SMART WORKING

Design Principles/Standards

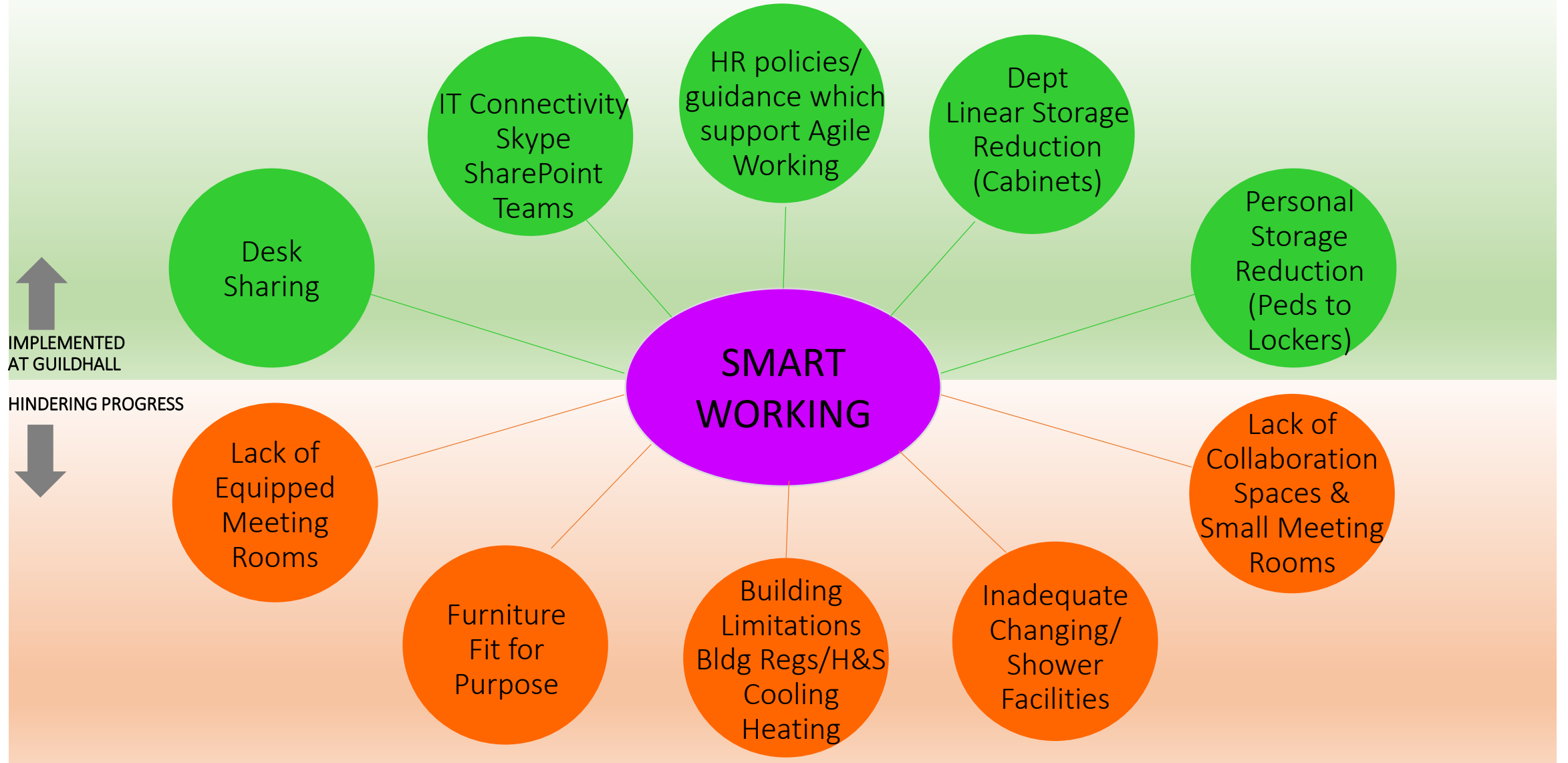
Strategic Smart Working

To deliver greater efficient, modern and agile use of office space, initiated at Guildhall Complex by implementation of;

- Clear Desks – Security
- Reduce Linear Storage
- Deliver the corporate metric space target of 7m² net per FTE
- Smart Meeting rooms - Implementing innovative new technologies to transform our meeting rooms into collaborative environments that foster creativity, and improve workforce connectivity.
- Deliver corporate outcomes to promote smarter working through cultural change and staff behaviours – and help meet the staff survey responses, to meet the work environment.

SMART WORKING

What are we doing?



SPECIFIC ACTIVITIES

HR ACTIVITIES

Policies/Guidance;

- Agile/Mobile Working with DSE
- Laptops & Other Portable Devices
- Multiple Display Screens.
- Home and Remote working safely.

E-learning packages on City Learning;

- Agile Working and Agile Working for managers (includes a self assessment test)

Short courses for managers;

- Managing remote workers which focuses on the advantages and issues of remote workers and how to manage the outputs of remote workers.
- New managers course being developed for supporting managers in the fundamental review (includes managing agile workers).

SDI (Strengths Deployment Indicator) team

- A training intervention tool which analyses the way people interact. Used with teams and includes communication for different styles.

SPECIFIC ACTIVITIES

IT ACTIVITIES

Training & Roadshows

- General and Department Specific

SharePoint and Teams

- Online file storage to facilitate digitisation of files and access from anywhere.

Skype and Teams

- Can facilitate audio and video conferencing from any device. This should be the main way that the products are used, supplemented by the Meeting Room solutions. IT can and have provided many headsets to facilitate.

Direct Access

- Staff can log in from anywhere and have the same experience as if they were in the office.

Mobile experience

- Staff can now use their Corporate Phones or Tablets on the move with access to all the same Microsoft tools and capabilities.

CHALLENGES

What Are The Challenges Within The Existing Space?

AVAILABILITY OF FUNDING

The Walbrook Wharf relocation is a *spend to save* project being funded from the OPR Fund. There is no approved funding to improve the working environment and fully implement smart working outside of this.

Initiating the cultural changes needed to progress agile working is happening in many areas but space pressures and available funding remains a constraint.

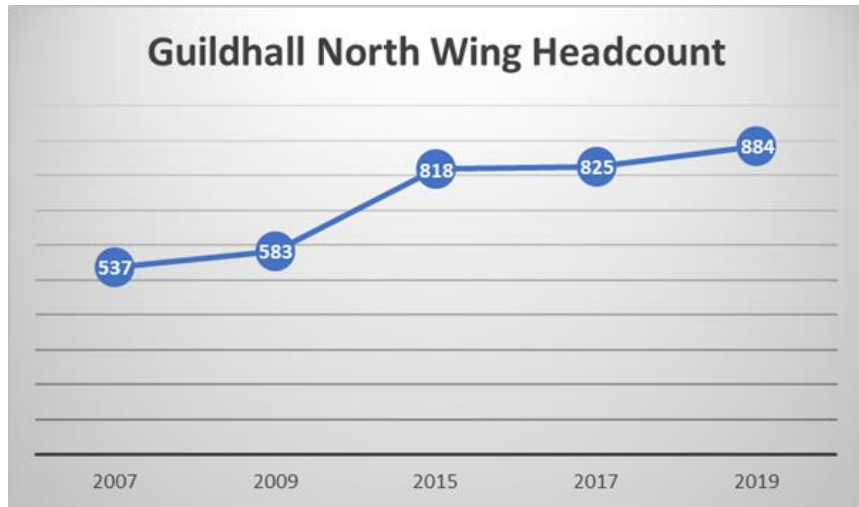
BUILDING LIMITATIONS

We are exceeding the original heating and cooling design criteria for both Wings. The plant in West Wing is over 20 years old and requires renewal, and 12 years old in North Wing. We have significantly increased the headcount over recent years and this is having an adverse effect on the current heating and cooling conditions, as well as other facilities such as kitchen & toilet areas. More investment is required.

Meaningful progress will be slower, until there is a decision to undertake a full-scale refurbishment of the space. Due to the design of West Wing, it would need to be temporarily decanted to allow full refurbishment.

Guildhall North & West Wings

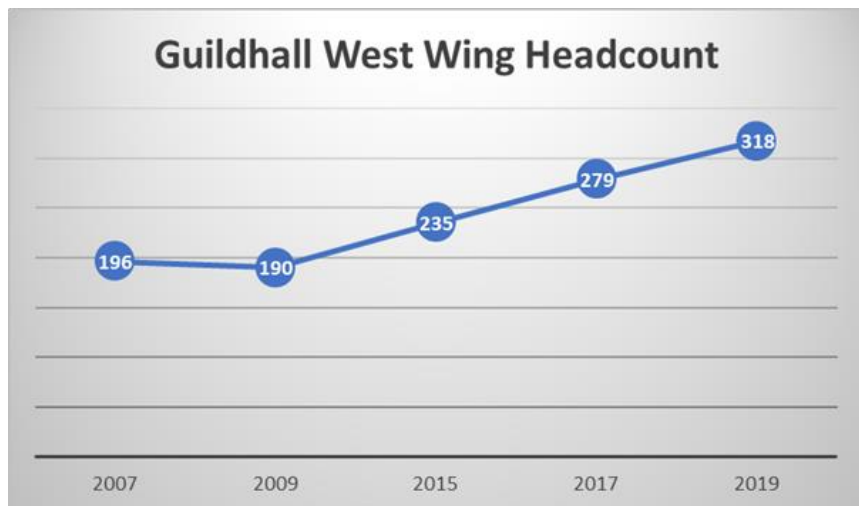
12-year Headcount and Space Issues



North Wing Space Issues – GIA 18,215

m²/NIA 11,273 m²

- Poor GIA to NIA ratio; 61.9%
- Inefficiencies of the original building design i.e. 4 lift cores and 5 staircases
- Occupation has increased, but M&E (cooling & ventilation) have not been upgraded
- M&E now requires enhancements to meet increased occupation



West Wing Space Issues – GIA 17,996

m²/NIA 9,959 m²

- Poor GIA to NIA ratio; 55.3%
- At capacity in terms of means of escape (office area)
- M&E in need of replacement and would require temporary decant of building prior to works commencing

SMART WORKING

Current Tactical Projects

Vacation of Walbrook Wharf offices - *income generation*

- 2nd and 3rd floors - *complete*
- 4th and 5th floors - *in progress*

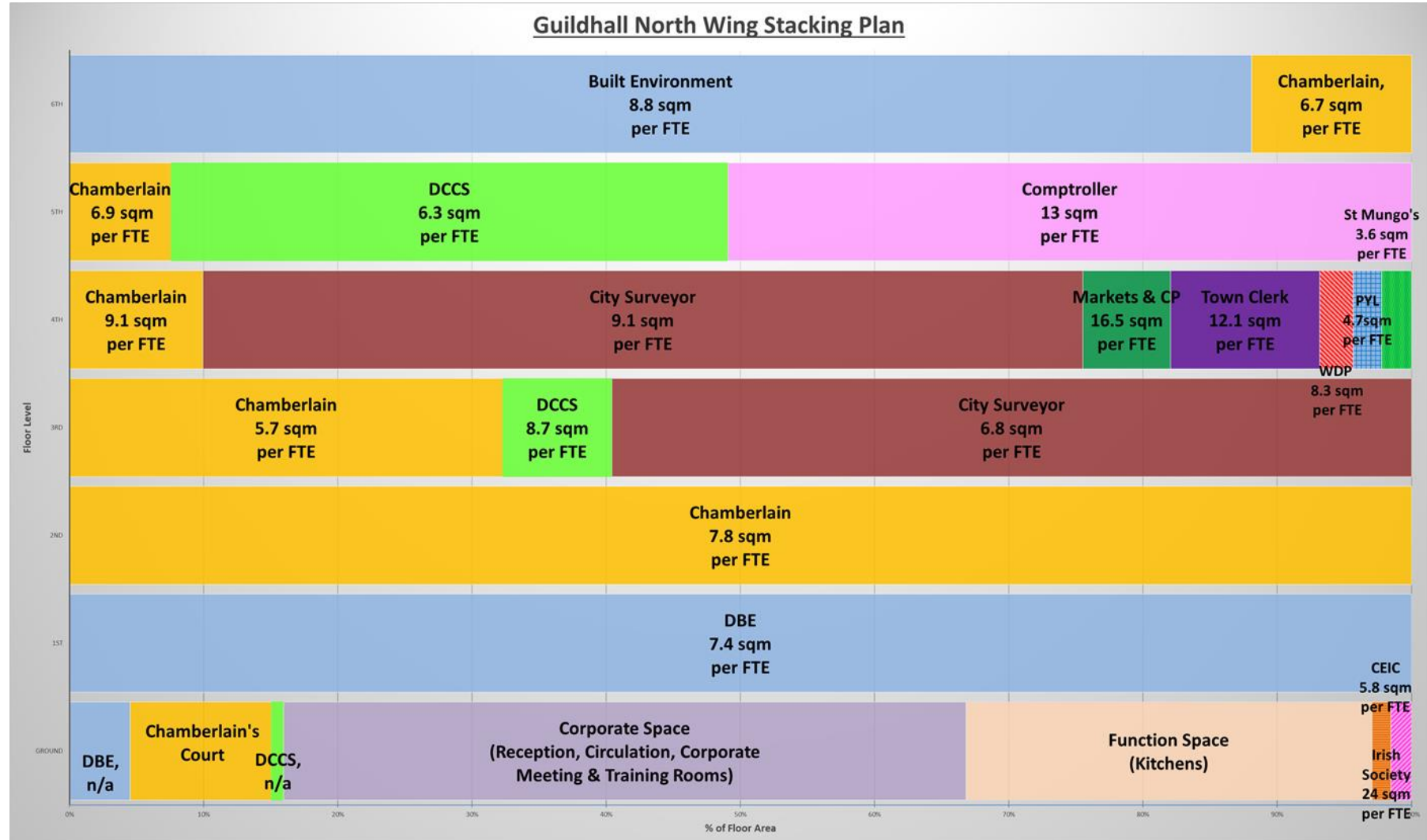
Departmental office space requirements

- City Surveyors consolidation on to 4th floor- *in progress*
- Children & Community Services agile working transition – *in progress*
- City Bridge Trust agile working transition – *in progress*
- Built Environment – smart working pilot – *complete*
- Chamberlains – consolidation of IT teams from GJR– *in progress*

CURRENT SPACE/M²

NORTH WING

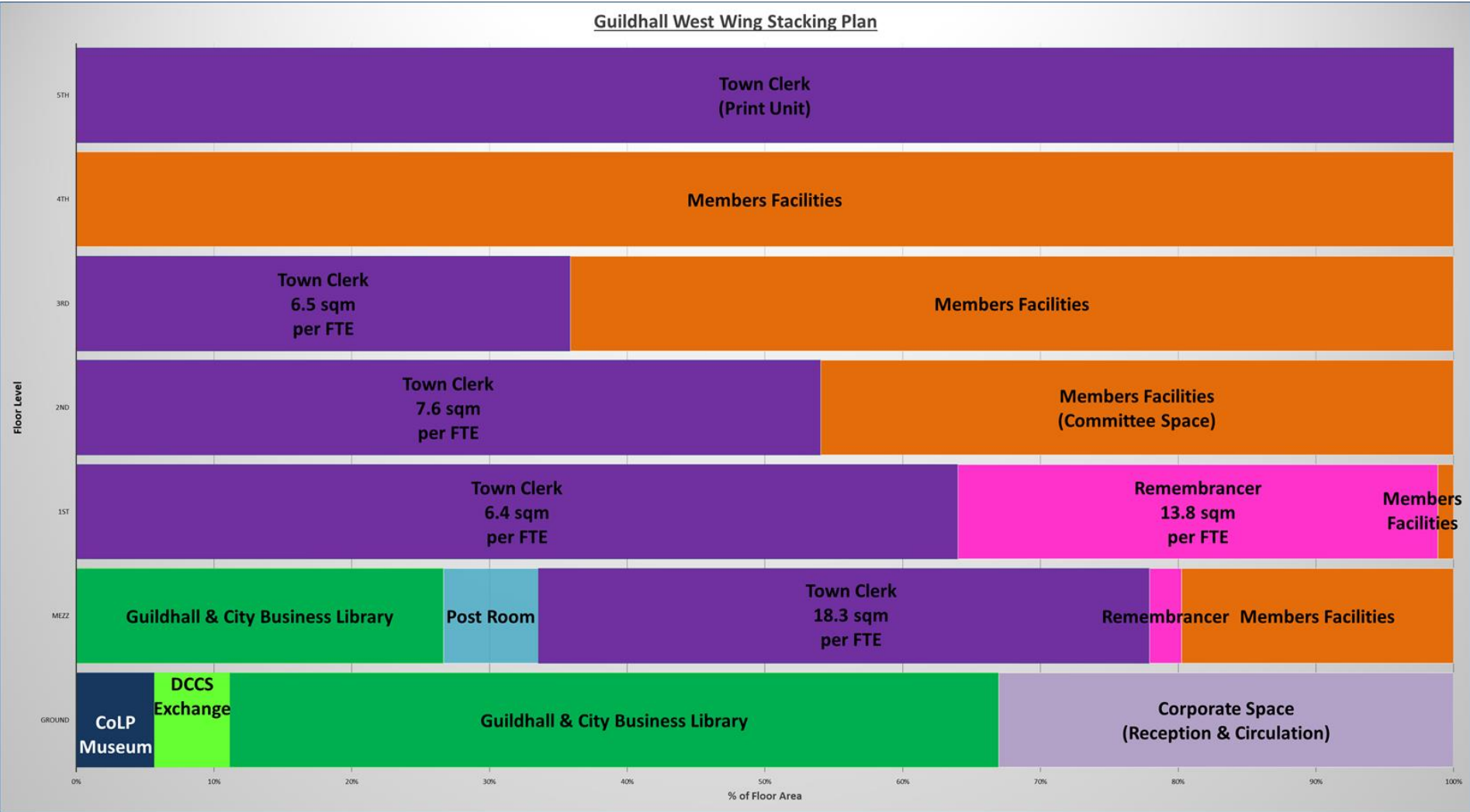
Average
8.01m² Net
Per FTE



CURRENT SPACE/M²

WEST WING

Average
7.47m² Net
Per FTE



FUNDEMENTAL REVIEW & FUNDING

The delivery approach is evolving, to deliver Strategic and Tactical Smart Working, in order to meet the current priority and pressures on funding.

Tactical Project Funding

- Vacation of Walbrook Wharf offices 2nd, 3rd, 4th and 5th floors being funded from the OPR Fund. Income generating scheme/spend to save.
- Departmental office space requirements, as a result of departmental growth and/or change, requirements have progressed to a stage where funding is now required to implement change/smart working within their areas to accommodate the changes. Chief Officers are being asked to fund from their local risk budget, subject to availability and other priorities.

Future Project Funding-

To be considered as part of the prioritisation process under Fundamental Review.

ANY QUESTIONS

