

<b>Committee:</b> Establishment Committee	<b>Dated:</b> 12 May 2021
<b>Subject: Report on Workplace Principles</b>	<b>Public</b>
<b>Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?</b>	<b>1, 9, 10,11,12</b>
<b>Does this proposal require extra revenue and/or capital spending?</b>	<b>Y</b>
<b>If so, how much?</b>	<b>Up to an estimated £1m</b>
<b>What is the source of Funding?</b>	<b>Yet to be identified</b>
<b>Has this Funding Source been agreed with the Chamberlain's Department?</b>	<b>N</b>
<b>Report of:</b> City Surveyor	<b>For Information</b>
<b>Report author:</b> Dorian Price	

### Summary

Covid-19 has demonstrated that it is possible for our organisation to operate without access to Guildhall. However, Covid-19 has also demonstrated that this is not without challenges and recent staff surveys have provided evidence that the office still has a major role to play in the workplace, as a destination for staff to meet and collaborate and for anybody who simply cannot work from home for health and wellbeing reasons or has a need to work on-site physically.

As the parameters of the 'new normal' become better understood and we continue to follow the government's four-step roadmap back to a more normal life, the Workplace Steering Group, chaired by the City Surveyor, has been taking a lead role in the return to the workplace by reviewing and updating a set of Workplace Design Principles (Appendix 1) that will inform the layout of workspace and feed into policies and procedures to support staff as they start to return to the workplace.

These workplace principles align with the Target Operating Model, which is also reviewing how combining spaces, technology, insight and support, creates an environment conducive to better and successful collaboration.

### Recommendations

The Workplace Steering Group is now recommending to Establishment Committee, that they;

1. Note the workplace principles.

### Main Report

#### Background

1. The workplace principles are not intended as a short-term response to the Covid-19 Pandemic, but a change to the way we work. However, during these times, we must continue to be responsive and flexible to Government guidance on social

contact, business activities and travel, which are subject to potential change at the next Step 3 - not before 17 May and Step 4 - not before 21 June 2021.

2. The Workplace Steering Group produced the workplace principles having received input from the Senior Leaders Forum held in February 2021 and consulted with the E,D &I staff network groups during March 2021 to ensure the diverse needs of all colleagues have been considered. In addition, discussion has taken place with the Trade Unions.

### **Current Position**

3. The workplace principles have been established around 3 key areas:
  - a. Space Planning
  - b. People and Technology
  - c. Culture and Behaviour
4. These principles align with the Target Operating Model by creating a unique opportunity to embed better collaboration across the organisation as a key capability, accelerating the adoption of new flexible ways of working and supporting the staff return to the workplace.
5. The workplace principles can be used to help guide staff as they return to the workplace but are not a definitive set of principles and may require further refinement.
6. During Covid times, CoL continues to be responsive and flexible to any changing Government advice on social contact, business activities and travel, and any emerging requirements from our diverse range of stakeholders.

### **Corporate & Strategic Implications**

7. **Strategic implications** – The workplace principles align with the Target Operating Model to support;
  - a. Creating **physical spaces** which promote creativity
  - b. Using collaboration **technology** to create more agile networks and threads which can flex/evolve
  - c. Applying **data** and insight to inform and inspire
8. **Financial implications** - Previous short-term costs associated with adapting Guildhall for the safe return of staff has, to date, been absorbed by the City Surveyor's local risk budget. However, the longer-term financial implications are yet to be fully assessed and funding source identified.
9. **Risk implications** – On-going covid pandemic and any future Government changes to meet the pandemic will all have a significant effect to the workplace principles. Further, the availability of funding to support the move to a more flexible and hybrid way of working again may limit the speed of progress and change.
10. **Equalities implications** – To ensure the diverse needs of our colleagues are considered, all Staff Networks have been consulted and provided feedback which has been incorporated in these principles.

### **Conclusion**

11. The Workplace Steering Group is recommending Members note the set of Workplace Design Principles as set out in Appendix 1. These principles align with

the Target Operating Model and will support the return of staff to the workplace and a more collaborative and flexible way of working going forward.

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