

Assumptions	
Full time employees (FTE)	1,840
Workstation ratio (desks:FTE)	0.5 :1
Number of workstations	700
Away from office (see right)	38.5 %
Office headcount (on average day)	1,132
Net to gross efficiency	80 %

Remote	20%
Annual leave	8.50%
Sickness	4%
Part time	6%
<b>Total</b>	<b>38.5%</b>

**Other Civic  
Accommodation  
provided elsewhere**  
Utilise 220 workstations

## Appendix 1

Detailed area schedule							
Function	Space	Room detail	Location	Occupants	Net internal area		
					Per w'stn	Overall	
					Sqm	Sqft	
General office	Individual workstation	Desk, chair and circulation, coat, personal locker			4.0	2,800	30,139
	Meeting spaces	Small meeting (4p), large meeting (10p), booth (2p), informal			1.1	770	8,288
	Informal working	Touchdown workpoints and team tables			0.6	420	4,521
	Breakout	Coffee/tea making facilities, comfy chairs			0.6	420	4,521
	Utility	Multifunction printers, binding etc.			0.1	70	753
	Storage	Team storage, roller racks			0.1	70	753
	Circulation				0.8	560	6,028
	<b>General office total</b>				<b>7.3</b>	<b>5,110</b>	<b>55,004</b>
Private case + interview rooms	Case conference room 1	Children and adult services	Ground	14		28	301
	Preparation room	Adjacent to case conference room	Ground	4		6	65
	Case conference room 2	Children and adult services	Ground	14		28	301
	Preparation room	Adjacent to case conference room	Ground	4		6	65
	Waiting area	For case conference customers	Ground	4		6	65
	Private interview room 1	Housing, with secondary escape	Ground	10		20	215
	Private interview room 2	Children and adult services, with secondary escape	Ground	8		18	194
	Private interview room 3	Children and adult services, with secondary escape	Ground	6		12	129
	Private interview room 4	Children and adult services	Ground	6		12	129
	Private interview room 5	Children and adult services	Ground	6		12	129
Private interview room 6	Children and adult services, with secondary escape	Ground	3		6	65	
Private interview room 7	Children and adult services	Ground	3		6	65	
<b>Private case + interview rooms total</b>					<b>160</b>	<b>1,722</b>	
Community rooms	Chamber	Multifunction, includes furniture storage	Ground	125		250	2,691
	Viewing gallery	Overlooking chamber	Ground	40		50	538
	Committee room 1			65		130	1,399
	Committee room 2	Dividable (not of equal size)		65		130	1,399
	Committee room 3	Also marriage room		40		80	861
	Committee room 4	Dividable		30		60	646
<b>Community rooms total</b>					<b>700</b>	<b>7,535</b>	
Political offices	Party office 1	Office, meeting room (or Leader's office)	Not adjacent to PO2	15		50	538
	Party office 2	Office, meeting room (or Leader's office)	Not adjacent to PO1	15		50	538
	Party office 3	Office space		4		15	161
	Mayor's office	Office, waiting room		1		15	161
<b>Political offices total</b>					<b>130</b>	<b>1,399</b>	
Registrar + democratic	Registrar reception	Reception and waiting		20		40	431
	Registrar offices			6		40	431
	Wedding interview room 1	Wedding couple interviews		3		6	65
	Wedding interview room 2	Wedding couple interviews		3		6	65
	Strong room	For storage of birth, marriage, death certificates etc.				25	269
	Toilets	For wedding guests, oversized				30	323
Storage	For election equipment etc.				40	431	
<b>Registrar + democratic total</b>					<b>187</b>	<b>2,013</b>	
Public entrance + customer service	Reception desk	With storage and space behind	Ground	3		40	431
	Entrance triage	Directly on entry via main public entrance	Ground			50	538
	Waiting area	Incl. cash machine and 2 cash payment machines with rear access	Ground			60	646
	Self service kiosks	8 self service booths and 4 self service scanners, each@ 4sqm	Ground			48	517
	Service booths	8 @ 4sqm each	Ground			32	344
	Private interview room 8	Hold room for vulnerable/upset/volatile, with secondary escape	Ground			14	151
	Changing Places WC		Ground			12	129
	Public toilets	Within core	Ground			0	0
Coffee kiosk	Within entrance triage/waiting area	Ground			0	0	
<b>Public entrance + customer service total</b>					<b>256</b>	<b>2,756</b>	
Other	Multi-faith room			3		15	161
	Wellness room			1		5	54
	IT training classroom			15		35	377
	Changing room	Male and female: showers, changing, lockers				60	646
	CCTV resilience room	Within general office				0	0
	Emergency Command Centre	Large meeting room fitted-out for command centre in emergency only				0	0
	Staff kitchen and eating	Small kitchen for reheating etc.; lounge/eating area				140	1,507
Server room	Small provision, floor-by-floor coms. space to be incl. in core				30	323	
<b>Other total</b>					<b>285</b>	<b>3,068</b>	
<b>Net internal area total</b>					<b>6,828</b>	<b>73,496</b>	

Circulation + plant	Core, circulation and facilities	Net to gross efficiency of 80%			1,918	20,645
	Additional FM space and plant	CHP/district heating			211	2,271
<b>Gross internal area total</b>					<b>8,746</b>	<b>94,141</b>

Indicative general office breakdown							
Function	Space	Number	Item sqm	Total sqm	Occupants	Total occupants	Indicative ratio item:FTE
Individual workstation	Individual desk	700	3.1	2,170	2,800	700	1 :2.6
	Coat storage	140	0.5	70			1 :13.1
	Personal locker	1,400	0.4	560			1 :1.3
Meeting spaces	Small meeting room	34	9	308	770	137	1 :5.0
	Large meeting room	17	18	308			1 :11.0
	Private booth	14	5.5	77			1 :13.0
	Informal meeting space	8	10	77			1 :24.0
Informal working	Team tables	8	20	168	420	84	1 :22.0
	Touchdown workpoint	67	3.75	252			1 :3.0
Breakout	Breakout + refreshment	5	90	420	420		1 :39.0
Utility	Printing etc.	7	10	70	70		1 :26.0
Storage	Team storage	8	9	70	70		1 :24.0
Circulation	Circulation	700	0.8	560	560		
				<b>5,110</b>			
					<b>Indicative capacity</b>	<b>1,285</b>	With meeting rooms
						<b>918</b>	Work points only

Additional considerations				
Space	Location	Number	Sqm	Sqft
Car parking	HNC	60*		
Bike storage	HNC	130**		
Roof terrace	HNC	1		
Cashier office	Depot		30	323
Bullion room	Depot		30	323
Print room	Premier House***		98	1,055
Post room	Premier House***		56	603
CCTV main room	Depot		63	678

\* To include office parking, disabled, pool cars, and town centre spaces

\*\* Or policy compliant with draft New London Plan

\*\*\* Required within HNC brief if Peel House car park site not chosen