

Overview and Scrutiny Committee TABLED DOCUMENTS

DATE: Tuesday 11 February 2020

AGENDA - PART I

7. ROLE OF MEMBERS TOWARDS THE JOURNEY OF BECOMING A MORE MODERN, FLEXIBLE AND AGILE COUNCIL AND THE PLANNED MOVE TO A NEW CIVIC CENTRE (Pages 3 - 10)

Presentation slides from the Corporate Director of Resources.

AGENDA - PART II - NII



Members and the Flexible

Futures Programme

Agenda Item 7 Pages 3 to 10

Modernising How We Work - Themes



Whole Service Modernisation

- Focus on whole journey and resident
- Lean/system thinking/visual management to drive added value
- Automation and process simplification
- Leading edge digital and technology
- Better PIs leading to improved knowledge & performance

Modern internal processes and tools

- Great technology
- Simplified administrative activities and standardised process

Empowered and engergised staff

- Well managed highly developed and supported 'one-council'
- Staff offer that attracts and retains the right people

Flexible

Flexible and modern work-space supporting move towards new Civic Centre

One Change 'Method' to achieve these objectives . All of the council will be reviewed.

What is Flexible Futures?



- The embedding of a flexible approach to where we work which unties us from 'owned' desk, lets us work 'anywhere', and builds communities of teams.
- How we work in the building
- , How the building works:
 - Facilities management
 - Waste disposal
 - Security
 - How we move into the building

Preparing for move in 2023/24 will take time

(1) Physical Space



- Floor and desk layout (agreed 2:1 desk ratio)
- Meeting rooms
- Where teams 'sit'
- Storage
- Special requirements (including front desk & Registrars)
 - Procurement (or just selection) of furniture, meeting room screens etc?

People



- Individual and team working
- Managing
- DSE & H&S
- Training on new methods and ICT
 - Review of relevant HR policies

Technology



- Desk-tops, laptops etc
- Software Windows 10/365
- Communication
 - Mobile
 - Video

– VIGE

- Meeting room displays
- Social media
- Smart building and desk
- Policy on use
- Remote access
- Data Security

Members' Involvement



- As people working in the building
- The need to be able to work remotely
- Layout of Member areas
- Support the introduction of flexible and agile working
- Overview of the programme

Workspace design...

Step 1: **Flexible**



"Working anywhere, anytime..."

Staff can change their working patterns, start and finish times and work from home.

Typical person to desk ratio 1:1.5 10 sq/m per occupant

80% + desks and formal meeting rooms 2 lin/m filing per person **Dedicated Lockers**

> 'Hot desking' - limited range of worksettings

Step 2:

Smarter



"...and anyhow...."

Staff can work in almost any location as their T becomes more mobile and they rely less or paper.

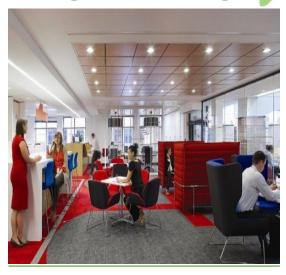
> Typical person to desk ratio 1:2 8 sq/m per occupant

50% desks and 50% AGILE workspace 1 Lin/m per person Dedicated/shared Lockers

Smart working with a range of worksetiings

OUR SPACE

Step 3: **Agile Working**



"...with anyone, on anything".

Staff work in a 'mixed economy' across a number of multi-disciplinary teams, with more opportunity to use all their skills at work. They can more easily see the impact of their work on service users and the community.

Typical person to worksetting ratio 1:3 6 sq/m per occupant

Less than 20% desks and 80% AGILE workspace Less formal meeting space No on-floor filing Shared Lockers

True AGILE working with over 20 worksettings