

## Corporate Policy Committee

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<b>Date of Meeting:</b>	11 July 2023
<b>Report Title:</b>	Office Estate Rationalisation – WorkplaCE Appendix 2 Agreed Core Principles
<b>Report of:</b>	Alex Thompson, Director of Finances and Customer Services
<b>Report Reference No:</b>	CP/1/23-24
<b>Ward(s) Affected:</b>	All Wards in the Borough

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# Our WorkplaCE – Core Principles



**FAIR - Improve productivity, value for money and services to residents.**

- Our spaces will be good places to work, ensuring staff can maximise output and achieve outcomes.
- Workplaces will provide good value through design and an ensuring accommodation is not overprovided.
- Having executive and elected member spaces in our main offices.
- Services to residents will benefit from the location and working practices of our staff

**GREEN - Reduce the environmental footprint of our working practices.**

- Enhanced use of electric pool cars.
- Carbon efficient buildings.
- Only using the energy, we need, when we need it.

**FAIR - Meet our staff aspirations for an improved work life balance.**

- Support flexible and mobile working with portable ICT for staff who are mobile as well as fixed ICT in our offices.
- Supporting staff to purchase equipment for homeworking.
- Workplaces and work practices attract and retain staff.
- Desks and other spaces will be bookable to provide certainty for staff.

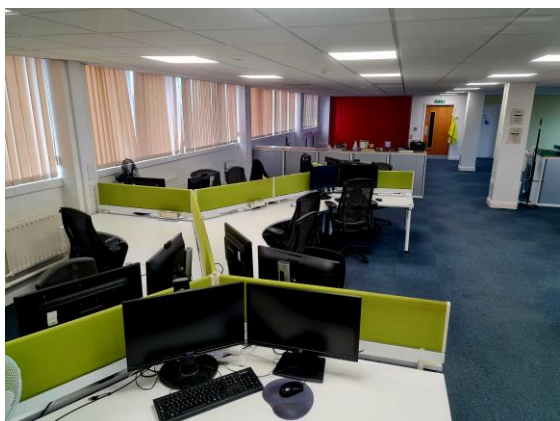
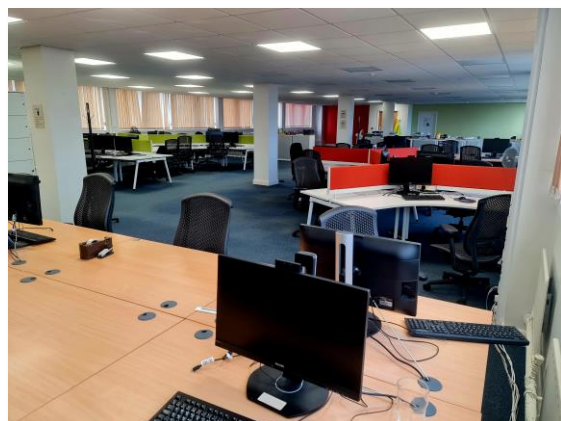
**OPEN - Provide a safe creative environment to collaborate in and drive innovation and transformation.**

- Workplaces will be safe and inclusive to meet the needs of all our staff and members.
- Our spaces will help staff work together, supporting them socially and encouraging collaborative solutions to helping our customers.
- Confidential spaces will be available to book.

**GREEN - Optimise the use of our office workspace and reduce our costs.**

- Less space, fully used during office hours of 8am to 7pm, Mon to Fri.
- Appropriate facilities to support staff in our SpaCEs.
- Offices are conveniently located and accessible for staff and customers.
- There will be Executive Officer and Elected Member facilities in all corporate offices.

*Examples of how some of the office spaces can be configured & furnished to provide desk and collaboration spaces.*



### **Potential Option Headlines (per Option 1 in Table 1 - subject to Consultation)**

1. Two corporate offices achieve MTFS requirement for a presence in North (Macclesfield Town Hall) and one South (Delamere House).
2. Remaining assets could be repurposed.
3. Directorates could occupy dedicated floors to permit Services within each Directorate to optimise their workspace and embed collaborative working.
4. Dedicated flexible space could accommodate Full Council meetings as appropriate.
5. Executive and Member workspaces in each location, available to be booked and utilised when not in use.
6. Embed the new Desk and Meeting Room Booking System.
7. Subject to consultation, all staff could be accommodated in two buildings, one North and one South.
8. Cledford House staff are in the process of being relocated to Delamere House primarily, with a small number relocating to Macclesfield Town Hall.
9. Potential for NHS and other key stakeholders to be accommodated within the option, though Directorates needs are the priority.

### **Macclesfield Town Hall**

1. Feasibility Study commissioned to establish options to potentially relocate the Library within the Town Hall. Options looking at utilising space on the Ground, First & Second floors.
2. No impact to Family Centre, Post & Print, CCTV or the Elections Team. Visitor Information Centre accommodation included within feasibility study.
3. Floor 1 - Adults, Children & Families Directorates.
4. Floor 2 - Corporate & Place Directorate.
5. Floor 2 - Executive Suite retained, potential for some minor building works.

### **Delamere House**

1. Ground Floor – remodel Reception, potential for some minor building works
2. Floor 1 – Collaboration spaces with flexibility to host a Full Council meeting.
3. Floor 2 – Childrens & Families Directorate
4. Floor 3 – Childrens & Families Directorate, retain the communal breakout & refreshment area for use by anyone in the building.
5. Floor 4 - Corporate Directorate and Executive Suite including Members Area<sup>i</sup>.
6. Floor 5 – Adults Directorate
7. Floor 6 – Highways & Ringway Jacobs.
8. Floor 7 – Place Directorate.

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<sup>i</sup> Note this option also retains Members Area in the Civic element of Municipal Buildings, Crewe