Update on Plans for Move to New Building

Feedback following staff meetings

Many thanks to everyone who attended the five meetings recently held on the move to the new building and to those who completed the online questionnaire. Your contributions and feedback have been extremely helpful in our planning for the move and we are seeking to take on board as many of your views as possible. A detailed summary of the comments made in the five meetings, together with the actions to be taken on each point, can be found attached to this email, together with a summary of responses to the staff questionnaire. Frequently Asked Questions (FAQs) have been developed and these are also attached, together with answers where they are known.

Common themes from feedback

A number of common themes were identified at the meetings and through the questionnaire and they are set out below, together with the actions resulting from feedback made by colleagues:

1. Team locations - a number of helpful suggestions were made about revisions to the plans for team locations in the building which are currently being considered by the space planners.

2. Reception - Reception will support the entire building, but the precise arrangements will be subject to detailed consideration, which will include access control and dealing with contractors.

3. ‘Boardroom’ - the room labelled as the ‘Boardroom’ in an the early version of the building plans will now be a smaller meeting room available for booking on the same basis as other meeting rooms.

4. Storage - both personal and central storage are recognised as concerns. All colleagues will need lockable under-desk pedestals and an agreed allocation of storage space per person will be communicated. Further work will be undertaken on the availability of central storage space for the whole building. Storage requirements for PPE will be given further consideration.

5. Document management - Teams will be expected to manage document archiving locally and decide what it is appropriate to archive/scan; if any further resource is required then requests can be considered. Guidance about document retention will also be circulated.

6. Noise - the use of break out space will reduce at-desk conversations and other physical barriers such as screens are being considered. The building will be designed to be as acoustically friendly as possible. It is intended that noise will be self-managed, but specific actions will need to be taken in respect of reducing phone noise with pick up/hunt groups/voicemail etc.

7. Eating and drinking - eating will be possible at desks; there will be small eating areas on each floor. Breakout areas would not be able to accommodate all staff at lunchtimes so a mix of desk and away from desk eating would need to be established. Rules will be minimal as it is hoped personal judgement will regulate behaviour. Further consideration is being given to arrangements for tea, coffee and milk.

8. IT - arrangements are being made for support to be in place to ensure that IT equipment and telephones are in place when colleagues move in. Initially staff will remain on their existing domain.

9. Communications – guidance will be issued to let colleagues know what is expected of them before, during and after the move. The FD website will be updated regularly and we hope to circulate revised plans for the new building when they are available.
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Timescales

Delays in finalising the layouts for the new accommodation mean that the anticipated move date is now mid-October, though this is not yet firm.

Decision-making process

An FD Move Group has been established to discuss issues that need to be clarified around the move, under the headings:

- Pre-move
- The move itself
- Post-move
- Living and working together

Although the Group is working to put forward proposals that will give everyone the best possible working environment in the new building, final decisions on all matters will be made by the Facilities Directorate Senior Management Team (FDSMT). Any queries you may have about the move should be made via your line manager, who can then seek feedback from a member of FDSMT.

Membership of the FD Move Group comprises:

Jane Beasley - HR
Conrad Canadine - Estates Project Manager for the building project
James Dixon-Gough - Sustainability
Michael Ferraby - Finance (Chair of the FD Move Group)
Michael Howroyd - Sustainability
Joanna Hynes - Residences
Majid Khan - Office Support
Mike Leonard - Residences
David Oldroyd - Estates
Eloise Owram - Office Support
Andrew Parkinson - FD Integration
Ian Robertson - Residences
Jacqueline Saville – Estate Planning and Information
Michele Troughton – Estate Planning and Information

Thank you for your co-operation so far, and I look forward to working with you more closely as the move becomes a reality.

Kind regards

Mike Ferraby
On behalf of FDSMT