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**changing  
how we work**

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**#onecouncil**

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Update to Members  
May 2014

**Purpose**

More **joined up approach with other public services** to improve services for the public

Provide a **better working environment** to improve performance

Reduce the Council's **carbon footprint**

Support **regeneration** of the local economy

Maintain **strong community** leadership

Sound **business case** for rationalising office accommodation – saving **£3.5m p.a.**



# One Council – Workplaces Principles

One approach – 5 buildings

Customer access improved

- 3 one stop shops
- 1 communications hub

Flexible working and accommodation for staff & key partners

- Better technology
- Break out space
- 3 to 2 desk ratios
- More meeting rooms

Guildhall- the place for democratic decision making

# One Council – Workplaces Principles

## Good geographic spread of accommodation

- Bath, MSN, Keynsham
- One stop shops in each
- Role libraries & community facilities under review
- Democratic decision making Guildhall

## Better working environment

- Modern interior environments
- Refurbished to similar standards (where possible)
- Less clutter
- Modern faster ICT

# One Council – Workplaces Principles

## Flexible & efficient

- Few dedicated desks
- Team bases
- Better co-location of teams
- Hot desking – colour coded
- Break out areas
- Less paper storage

## Working differently

- More time with customers
- Simpler working on the move and at home
- Less time travelling

New thin client – virtual desktop

- Pick up where you left off
- Bigger screens

Laptops available for some staff

- (esp. where PSN requires)

Tablets

- To support mobile working & where customer benefits

WiFi in all offices

Video & voice conferencing in meeting rooms

## Document Management

- Supported by remote easy to retrieve paper storage

## Intranet upgrade & de-clutter

- Easy to find information
- Links to document storage

## Development of apps & self service

- To support report it on the move
- To support manager self service

## Use your own device enabled

## PSN Compliant



## One Council – Workplaces benefits

### Metrics

- Savings of £3.5M
- 40% less office space
- 70% less energy use

### Other benefits

- Better customer access
- More efficiency
- Less travel
- Better morale
- Regeneration

## Our Offices

### Keynsham



- Fully flexible
- Ashley Ayre's base

### Lewis House



Louise Fradd's base

### Guildhall



- Democratic & political HQ
- Jo Farrar's base
- Andrew Pate's base

### The Hollies



- Partner organisations & those serving local community

### St Martin's



- Usage broadly as is

- All buildings will have facilities for hot desking, breakout spaces and meeting rooms.
- All staff could work from any location (within IT & Information governance limits).
- 3 modern One Stop Shops

## Keynsham: Teams “based” here

### PEOPLE & COMMUNITIES

- Children’s Social Care Service
- Education related services e.g. Educational Psychology, Admissions, Schools Capital, SEN
- Early Years
- Children’s Commissioning
- School Improvement
- Connecting Families
- Public Health

### RESOURCES

- One Stop Shop
- Children’s Finance,
- Client Finance
- Business Finance
- Payroll
- HR
- Legal – Child Care & Community

### PLACE

- Waste
- Parking
- Highways
- Transport Planning
- Public Transport

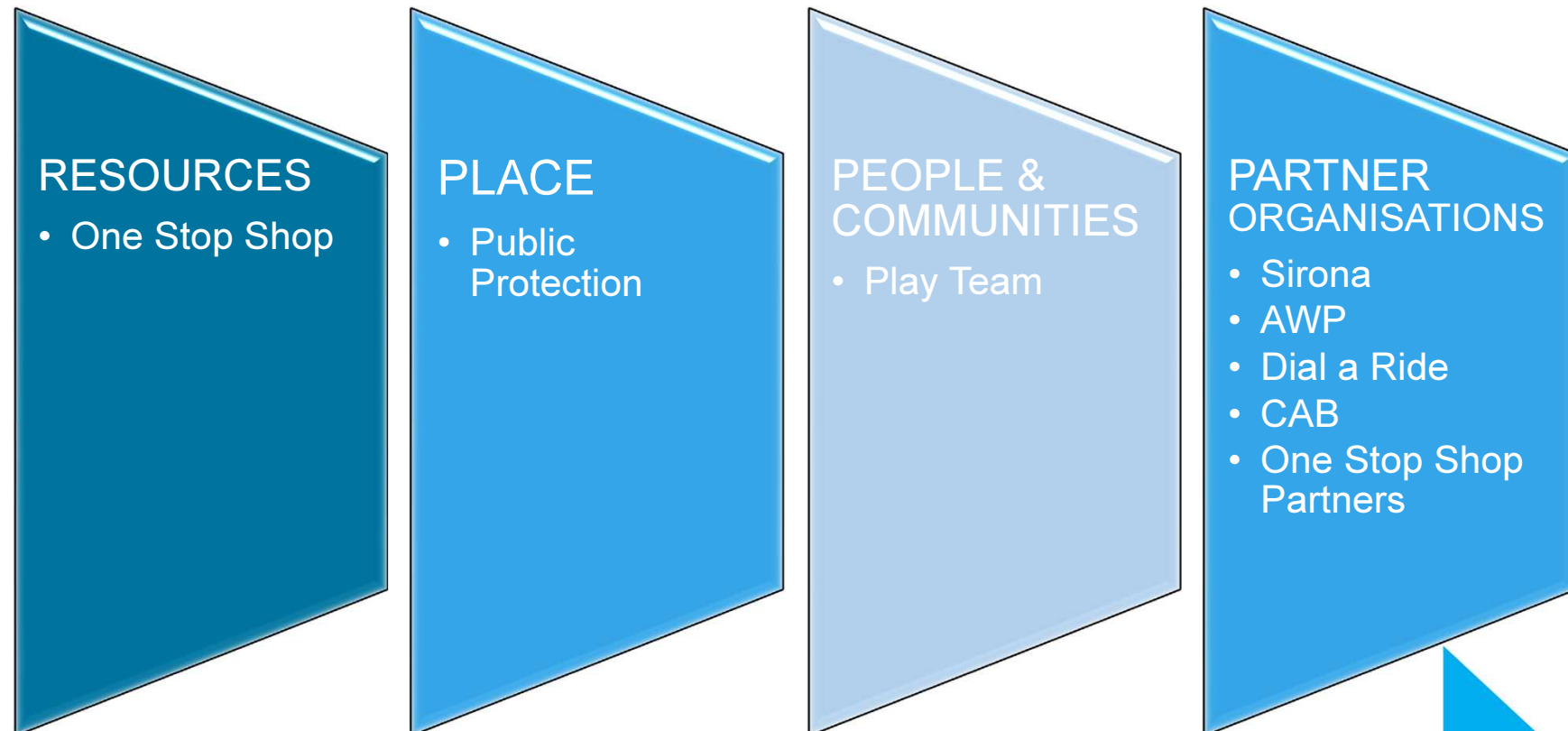
### PARTNER ORGANISATIONS

- Police,
- Avon Pension Fund
- One Stop Shop partners

## **Lewis House: Teams “based” here**



## Hollies: Teams “based” here



Bath and North East Somerset - *The place to live, work and visit*

## **St Martin's: Teams “based” here**

### **PEOPLE & COMMUNITIES**

- Adult Social Care
- Public Health
- Children's  
Commissioning

### **PARTNER ORGANISATIONS**

- Sirona
- CCG
- CSU

## **Guildhall: Teams “based” here**

### **RESOURCES**

- Corporate Finance
- Corporate Law
- Democratic Services
- Strategy & Performance,
- Audit
- Procurement
- Information Governance

### **DECISION MAKING**

- Mayor’s office,
- Council chamber, members rooms

### **COMMUNITY FACILITIES**

- Banqueting Room
- Meeting rooms
- Functions facilities
- Grand parade and undercroft project
- Markets

### **CUSTOMER ACCESS**

- Registrars



### Keynsham New Build

- 26 meeting rooms
- Numerous breakout areas on each floor
- Approx 375 desks
- Bookable hot desks
- WiFi



### Lewis house

- 9 meeting rooms
- 8 breakout areas
- Approx 280 desks
- Bookable hot desks
- WiFi



### Guildhall

- 3 meeting rooms
- 4 breakout areas
- Approx 50 desks
- Bookable hot desks
- WiFi



### The Hollies

- 7 meeting rooms
- 3 break out spaces
- Approx 60 desks (Council), 65 (partners)
- Bookable hot desks
- WiFi



### St Martin's

- 5 meeting rooms
- 142 desks
- Hot desks
- (No break out space)



May- July

- Guildhall works
- Guildhall moves complete

August-  
September

- Lewis House minor reconfiguration
- Lewis House moves complete

October-  
November

- Keynsham new build moves complete
- New One Stop Shop opens

2015

- Guildhall phase 2, tbd on listed building consent required.