



# HIAS staff - EII office arrangements

## Fundamental principles of a flexible approach to working in a collaborative office space

- to meet the needs of the business/service first and foremost
- to create a team cohesion across all business support functions

In addition to the business requirement for some interaction, to avoid isolation and maintain/improve team cohesiveness, working in the office is necessary for:

- training/induction of new members of staff
- best practice and knowledge sharing
- support to inspector/advisors face-to-face, in addition to remote support, by prior arrangement
- working collaboratively on projects
- business support team/operational meetings
- the production and collection of resources
- staff wellbeing and team working and general interaction with colleagues
- line management face to face sessions
- staff development and knowledge sharing through increased conversation and participation

## Policies

Staff are asked to familiarise themselves with the current policies relevant to the change in work location and working practice .

- [Open-Workplace-Policy-and-FAQs.pdf \(hants.gov.uk\)](#)
- [Managing Workforce Change Policy](#)
- [Flexible Working Policy](#)



## Elizabeth II Court

### FM Building Induction

From September, FM are hosting in person inductions on a drop-in basis, the aim is to re-familiarise building users and for new starters:

- Tuesday 10 September, 14:00 – 15:00
- Wednesday 18 September, 11:00 – 12:00
- Thursday 26 September, 12:00 – 13:00
- Friday 4 Oct, 10:00 – 11:00

### HIAS site visit

We are offering HIAS staff the opportunity to visit EII West to see where we will be working and also to look round the Castle Avenue meeting room site. The visits will take place on:

Monday 9 September 10:00

Tuesday 17 September 10:00

Please email Katie Scott to arrange.

### Working in EII

There is an expectation on HIAS business support staff to work a minimum of one day per week in the EII office.

The days allocated to HIAS are listed below. Staff are expected to alternate on a two week rota between Thursday and Friday.

E and F grade staff are also expected to be in on alternate Mondays.

Desks allocated to HIAS Staff are located on the second floor and the desk numbers as indicated:



Day	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Desk Numbers</b>	1-8, 11-12. 19-20. 22	3-4, 7-12	N/A	19-32, 95-101	1-9, 19-21, 95-106
<b>Number of desks</b>	13	8	0	21	24
<b>Who is expected in?</b>	School Improvement admin team E/F grades on alternate Mondays <i>(weeks when we are in on Thursdays)</i>		0	Governor Services  Business Engagement Team  School Improvement admin team	Governor Services  Business Engagement Team  School Improvement admin team

The two week rota will be effective week commencing 5 September for Governor Services and week commencing 23 September for HIAS business support.

Link to fortnightly rota: [HIAS Governor Services E11 rota and desk allocations](#)

## Elizabeth II Building User Guide

[Office moves at Elizabeth II Court \(sharepoint.com\)](#)

### Book your desk

Desks allocated to the HIAS Business Support Team (this include Finance, Business Engagement and School Improvement) must be booked in advance; the booking can be made up to 6 weeks in advance. Individual staff must book somewhere to work before coming into the office. Desks can be booked using the app in the link [Desk Booking App](#).

[How to use the desk booking app](#)

### E11 West second floor plans and HIAS desk allocations

[Monday](#)

[Tuesday](#)

[Thursday](#)

[Friday](#)



We have allocated desk numbers to individuals to ensure that people are sitting with their team – link below.

### [HIAS staff desk numbers E11 West 2nd floor](#)

#### **Hot Desks**

As we do not have sufficient desks on Thursdays or Fridays, a number of staff will need to book a 'hot desk' on these days (marked HD on the spreadsheet). Hot desks are located at one end of the floor – **these can be booked on the day prior to requirement**. There are communal work spaces closer to where our teams are located which can be utilised when 'hot deskers' need to collaborate with others. It is anticipated that with leave and absences there will likely be some free desks within our area that hot deskers can utilise on some days. Please check leave in your team before booking a hot desk as you may be able to book an allocated desk instead.

Additional desks are available to book on Mondays and Tuesdays should you need to. Please refer to the desk number allocation in the link above and note that some desks have been allocated every Thursday for specific staff to book.

If you are unsure how to book your desk, check with your line manager.

#### **Equipment**

If you have a specific chair allocated to you, this needs to be clearly labelled with your name, service and branch. Chairs will be stored in the resources area on our floor and you will need to retrieve /return yours each day. For other equipment such as a laptop riser or DSE approved mouse, you will need to bring this in with you when you are working at E11. Please note, we will be allocated a shared access locker on our floor where we anticipate that footrests can be stored for anyone needing to use one of these.

#### **Expectations of attendance in the office**

Generally, the expectation is that staff will attend the office a minimum of one day per week, this could be more dependent on the needs of the service and individual preferences. There is an expected element of flexibility, dependent on circumstances and staff will be asked to make up any shortfall in hours across the two-week rota.

Where whole team meetings are arranged face-to-face, **staff are expected to attend in person**. This means that colleagues may therefore be expected to attend outside of their designated regular remote working days under flexible arrangements, for specific purposes. This will be planned in advance where possible, but there may be occasional short notice rearrangements where necessary.



## Responsibilities

Flexible open desk working requires staff to comply with corporate requirements, including ensuring any sensitive information is securely stored and to adhere to the acceptable use policy for IT equipment.

Staff are responsible for ensuring they carry with them the equipment needed to carry out their role, including laptop and charger.

Staff are reminded of their responsibilities regarding confidentiality and mindful of noise when colleagues working in the same area are participating in online meetings/telephone calls. Headphones are an essential piece of equipment when making and taking calls in an open office.

## Car parking

Details about the HCC parking policy is available here: [New staff car parking policy \(sharepoint.com\)](#) and the actual policy document is: [Staff Parking Policy FINAL Sep 21.docx](#)

[Winchester car parking map](#)

[Winchester car parking charges](#)

## Facilities

[Castle Catering](#)

[Daily menu updates via Viva Engage](#)

## EII Post Room Services

Post room services in EII relating to in or outgoing post can be found on the webpage [Facilities Management Post room Winchester \(sharepoint.com\)](#). The webpage offers lots of hints and tips especially when it comes to making savings on your outgoing post.

As part of our move, please can you ensure that your official correct mailing address is as shown as below:

**Example F Bloggs, HIAS Team**

**Children's Services**

**Hampshire County Council**

**The Castle**

**Winchester**

**SO23 8UG**

[OFFICIAL POSTAL ADDRESSES FOR EACH DIRECTORATE.docx \(sharepoint.com\)](#)

The post room is in E11 South, lower ground floor, please see attached map and is open from 10am-4.30pm for collecting post items but you can drop off any outgoing items at anytime of the day, just remember to add your allocated FM code to the bottom left of the envelope.

Every Monday morning, we send a reminder email to all teams who have remaining uncollected post from the previous week.

If you would like to ask a post related question or just double check something, please do not hesitate to email FM via [fmgeneralenquiries@hants.gov.uk](mailto:fmgeneralenquiries@hants.gov.uk)