



School Improvement 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](#)
- [Office Policy](#)

Elizabeth II Court

Working in EII

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

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

E and F grade school improvement 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
Desk Numbers	1-8, 11-12. 19-20. 22	3-4, 7-9	N/A	19-32, 95-101	19-21, 87-106
Number of desks	13	5	0	21	24
Who is expected in?	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

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



Elizabeth II Building User Guide

[Elizabeth II Court NEW Building User Guide](#)

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

Hot desks are located at one end of the second floor, West – **these can be booked on the day prior to requirement**. There are also communal work spaces close to the business support teams which can be utilised for collaborative working.

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.

Agreement has been reached with colleagues from Hampshire Educational Psychology (HEP) who have the allocated desks adjacent to HIAS, that any available desks can be booked on the day.

Equipment

Chairs will be stored in the resources area on our floor and you will need to retrieve /return yours each day. Laptop risers are stored in a shared access locker on second floor West and footrests are stored in the resources area.

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.

Fire Safety

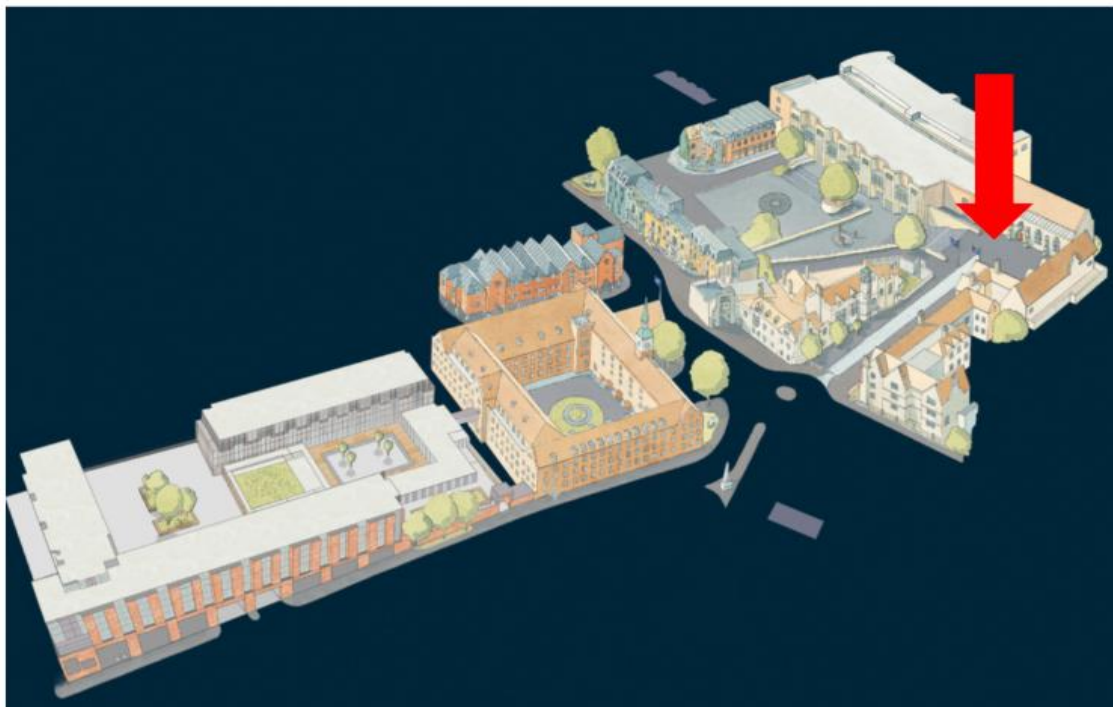
There are weekly fire alarm tests on Tuesdays at 10am in EII.

[Fire Procedure at Elizabeth II Court](#)

The evacuation muster point is in Castle Avenue, outside the Great Hall, as illustrated below.

Muster Point

The evacuation muster point is in Castle Avenue, outside the Great Hall.





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](#).

[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.

Courier and Postage at EII

The drop off place for all courier and royal mail post is EII South Basement. All items of post need to be dropped off by 3pm to allow processing time but if you do have an urgent item, they will accept items up to, but no later than 3.45pm.

Royal Mail Posting

You must place your FM code in the bottom left of the envelopes



FM CODE	Team
FM 27	Governor Services
FM 05	HIAS
FM 77	HIAS RE Centre
FM 85	HIAS History Centre

Please can you ensure that your official correct mailing address is as shown as below:

**Example F Bloggs,
Children's Services**

Team name

Hampshire County Council

The Castle

Winchester

SO23 8UG

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

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

Bar End

Curriculum Centres

Our History, RE and RADE Centres are now based on the ground floor at Bar End. The postal address for the building is:

Name of Curriculum Centre
Hampshire County Council
Bar End Road
Winchester
SO23 9NR

[Bar End Building User Guide](#)

Meeting space

There are 3 new meeting rooms at Bar End available for bookings. These rooms are managed by FM and will be subject to an approval process - priority is given to your teams based on site.

Details of the rooms are provided below, but further information can be found [here](#).

All rooms include a TV for displaying presentations, which can be connected wirelessly. Oakham is Teams enabled with a camera, allowing meetings to include remote participants.

Please note: rooms are on the first floor with no lift access.

Room Name	Floor	Capacity	Speakers	Screen	Camera	MS Teams Room
1.03 Oakham	1	10	Y	Y	Y	Y
1.04 Henwood	1	14	Y	Y		
1.10 Farleigh	1	6	Y	Y		

Fire procedures at Bar End

The building operates a single alarm system which will activate on the detection of a fire. Weekly fire alarm tests are on Tuesdays at 10am. Fire procedure details can be found on page 7 of the [Bar End Building User Guide](#).

Muster Point

The evacuation muster point is located downhill at the tree next to Winchester Vineyard.

