



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 \(hants.gov.uk\)](https://hants.gov.uk/open-workplace-policy-and-faqs.pdf)
- [Managing Workforce Change Policy](#)
- [Flexible Working Policy](#)



Elizabeth II Court

Working in EII

[Elizabeth II Building User Guide](#)

There is an expectation on HIAS business support staff to work a minimum of one day per week in the EII office. From 17 November 2025, our allocated day is **FRIDAY**.

Desks allocated to HIAS and Governance Team staff are located on the first floor, E11 West floor and the desk numbers as indicated below:

Desk Allocations

Numbers in BLUE boxes are on the 2nd Floor

Desk Numbers	Monday	Tuesday	Wednesday	Thursday	Friday
SEN	048-080	048-089	048-82	034-086	048-083
SEN (overflow)	007;012;013;018	013-018			
School Transport	034-047; 089-114				
School Admissions			083-106		
Inclusion Support Service			041-047	087-106; 108-113	007-012
HIAS					084-114
Gov Services					034-047
HEP				007-018	
Business Development	008-011				
Therapies		008-011			
Virtual School			007-018		
P&LL	014-017	038-047; 090-098	034-040; 107-114	107;114	013-018
Services for Young Children		034-037; 099-114			
STAS		007, 012			
SEND Partnerships & Strategy	081-088				

Please note:

- There are a limited number of CSD specific flexi desks on Floor 1.
- There is a collaboration space on Floor 2 which is not bookable but can be used by teams when needed / wanted.
- There will be corporate hot desks (locations TBC but probably including desks 001-006 on Floor 2 next to the E&I space) across the buildings.
- Team members who wish to attend on different / multiple days should not find it difficult to find a desk – allocations have been made at or near to 100% of requests, with annual leave and other absence, we expect actual utilisation to be around 85%. Combined with the flexi / hot desks as indicated above we do not anticipate a situation to arise where no desk is available.
- Teams have allocated desks but should allow other teams to utilise them as and when not required for your own team.

Desk numbers have notionally been allocated to individuals in HIAS business support and the governance team, to ensure that people are sitting with their team – link below. There is flexibility to change desks within your team's allocation.

[School Improvement and Governance Team Desk Numbers](#)

The link below shows the HIAS staff working schedule on a two-week rotation, starting with Week 1 (w/c 17 November). It reflects any changes for part-time staff and those on nine-day fortnight or compressed hours arrangements, in line with the new requirement to be in the office every Friday.

[School Improvement Business Support Team - staff working patterns](#)

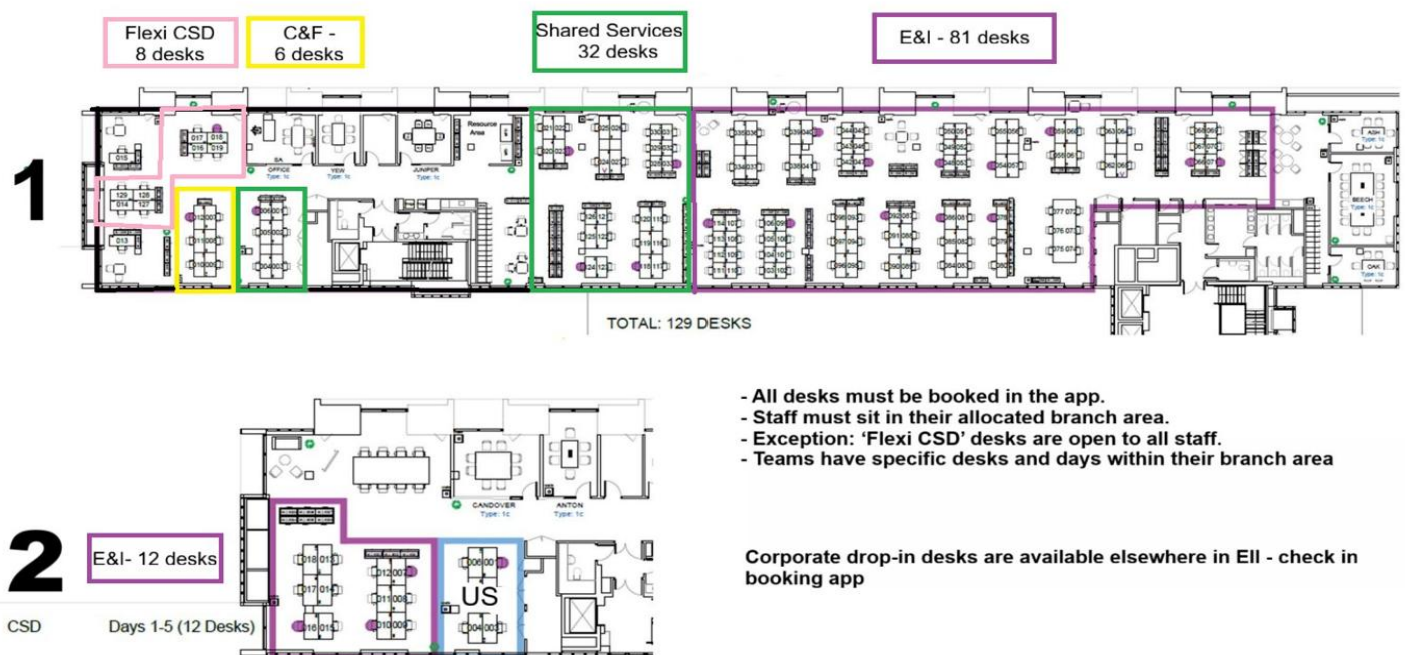
Book your desk

Please utilise the desk booking app accurately and move onto the new desk plan from 17 November. The app should be updated from early November. Advance booking helps all teams to see where there may be spaces.

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](#).

E11 West first and second floor plans and E&I desk allocations

CSD: First and Second Floor West



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 EII 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