

Appendix 1: FWOV workplace improvements

1. Overview

- 1.1. The intended output is an improved and common workplace offer across the city which provides greater flexibility in how workplace space is used.
- 1.2. The existing offer was based on ‘most of the people in the workplace most of the time’ whereas now there is more demand for hybrid and activity-based working for example, collaboration and to have purposeful in-person work.
- 1.3. The new workplace offer is informed by the current pilots including the Collaboration Space Pilot (Barts House January to May 2022), Portslade Sixth Form refurbishment (completed 2022) and from other public sector members in the Joint Working Group (Appendix 3).
- 1.4. The Workstyles team (Property & Design) will identify locations across the city with appropriate furniture and equipment from the IT&D catalogue, including the reuse of furniture and equipment, to make improvements.
- 1.5. The furniture and equipment will be flexible, and which can be moved and reused in other locations in readiness for any changes arising from the Accommodation Strategy.

2. Lessons learned from the Collaboration Space Pilot

- 2.1. Lessons learned from the Collaboration Space Pilot use and feedback includes:
 - meeting pods well used and to deploy in future without conference screens
 - other well used components were the touchdown areas, hotdesks, and conference room
 - low use of collaboration zone but good feedback so be selective in future placement
 - to explore alternative meeting pods and booths for better accessibility
 - use of empty space and plants to create a nice working atmosphere
 - reinforce behavior and principles of use around noise and confidentiality

2.2. Detailed below are the example types of furniture to improve the workplace offer which will be informed by the Workstyles standard and the location.

2.3. Meeting pods and other allocated areas in the workplace.



Figure 1. Meeting pod in office (example)

- free standing high back multi-person meeting space
- focus on shared work with others
- step away from the desks to collaborate

2.4. Touchdown areas with shared work areas and surfaces for solo and informal working.



Figure 2. Large, shared touchdown desk in office (example)

- large coworking tables with mixture of chairs and benches
- touch-down between work activities
- step away from the desks for informal meetings and to collaborate

2.5. Other informal areas to support collaboration and ideas generation.



Figure 3. Collaboration space with write on, wipe off wall (example)

- flexible and moveable spaces for project work and collaboration
- a range of different informal furniture and technology

