

Hybrid Working – Furniture and Equipment

Issue under consideration	Determine the standard provision of furniture and equipment to facilitate SMARTER Working
Objectives	Provide equipment and furniture of an appropriate standard to:- <ul style="list-style-type: none"> • support service delivery and provide flexibility for staff working seamlessly from the places they work • maintain individuals health and wellbeing • achieve value for money

Assumption –

As people have been working from home the last two years it is assumed that any needs in that location will have been identified through the workplace assessment and addressed.

1a) Office Furniture

Workplaces in offices to be set up in accordance with HSE guidance

Item	Standard	Comment
Office Desk Chair	Standard chair provided for all desks to be fully adjustable to meet majority of individual needs	specialist requirements identified through workplace assessment and rationale on basis of occupational health recommendation
Desk	Space per desk not less than 4.5m sq. Layout of rooms to provide access to power and network points and maximise circulation space	<p>Furniture audit concluded that 99% desks are in good condition and should be reused</p> <p>Desk numbers optimised in offices so no need to move desks between offices unless space function changes</p> <p>Detail allocation to be determined following service engagement once requirements are set out – there may be a requirement for change of function</p>
Team Storage	<p>Service requirements vary so one solution will not fit all.</p> <p>Existing provisions generally meet current needs so may require some reallocation of furniture depending on final plan of space allocation.</p>	<p>To be determined following service engagement</p> <p>Services have been requested to clear out old files/materials that are no longer necessary.</p> <p>Consideration should be given to use of SharePoint for electronic records if not already adopted</p>
Personal Storage	<p>Should aim to minimise requirements on basis of cost and information security.</p> <p>Clear desk policy to be reinstated for all</p>	<p>To be determined following service engagement</p> <p>Reuse existing provision where requirement is identified (PPE etc.)</p>
Other items	Service to provide any other ancillary requirements identified as needed.	As is – service provided where identified need

1b) ICT Equipment

Item	Standard	Comment
Laptops (with vasco)	Provided as requested to facilitate hybrid working	Older laptops are experiencing performance issues due to use of Microsoft Teams etc. Very old ones are being replaced currently. Spec of laptop may vary depending on function and requirement of service.
Monitor	Single monitor	Variation to the standard will be based on functional need (identified through service engagement / workplace assessment).
Docking Station	Not standard issue for working at home.	Use of docking stations in the office saves wear and tear on cables (and ICT officer time to replace) If dual monitors are determined for requirement at home adaptors will be provided instead of docking stations
Mouse/ keyboard/ headsets	Headsets with noise cancelling microphones are issued as standard. Keyboards and mice will be issued as requested.	Replacement for damaged headsets will require funding by services.

1c) Telecommunications

Provision to continue “as is” for the short term.

Appraisal to be undertaken to inform standard provision and identified variations. Potential cost savings by rationalising provision to most appropriate for function.

Options for use are:-

- a) Desk phone / soft phone – for users who are based either at a desk in the office or at home
- b) Basic mobile phone – for phone calls for people who operate in the community (lone working etc.)
- c) SMART phone – for people who require access to emails, diary etc. and who operate in a variety of locations

1d) Meeting Rooms/ Collaboration spaces

There may be a need for some new tables, meeting chairs and hybrid meeting digital equipment. The numbers required will be determined following the results of the service engagement but in the interim options will be identified and equipment trialled to determine what will be cost effective and meet needs.

2) Home Workplace

Assumption is that individuals will have already obtained requirements or made own provision to suit their environment.

New staff, or existing staff experiencing changes to their circumstances, should complete a workplace assessment which will identify any needs for discussion with their manager. The Smarter Working Delivery Group will provide support to the manager on potential options, so they can progress to an agreed solution with the staff member.