



Executive Advisory Body

Date of Meeting	Tuesday 9 July 2019
Subject	Workplace Consultation Paper
Agenda No.	Below the Line
Paper No.	7.3
Prepared By	[Redacted - s.38(1)(b)(Personal Information)]
Purpose	Note

1. Background

- 1.1. Following a procurement exercise, SG Property Division, on behalf of Social Security Scotland, appointed Michael Laird Associates (MLA) in May 2019 to undertake a Workplace Consultation.
- 1.2. The purpose of this exercise is to understand how Social Security Scotland colleagues currently work and to make best use of our spaces as we continue to grow.

2. Key Points

- 2.1. The consultants will review and develop user requirements (Schedules of Accommodation), as well as determine the aspirations for the internal fit-out of buildings in terms of design and feel. [Redacted - 30(b)(i)(free and frank provision of advice)]
- 2.2. The Consultation will take approximately 9 weeks, involving interviewing the Senior Leadership Team and colleague workshops. Observational studies were undertaken in all sites in Dundee and Glasgow to understand the way that our colleagues utilise the current space.
- 2.3. The output from the Consultation will be in the form a report, including:
 - Recommendations for the agency's permanent workplaces, to be linked to the outputs from the People Strategy and Culture sessions;
 - Indicative space plans, including recommendations for:
 - Working Floors – desking, storage, break out areas, internal shared space, tea preps and FM spaces;
 - Central Support Spaces – conference and meeting rooms, training spaces, restaurants / café spaces., security and building management spaces;



- Public spaces – consultation and interview spaces, meeting and support rooms etc.;
 - The final report will also provide indicative costs that will allow informed decisions to be made;
 - A presentation on their findings will be made to the SLT and EAB at a date to be confirmed.
- 2.4 Findings will be shared with external stakeholders, such as The ALLIANCE, for comment and further recommendations in due course.

3. Conclusion

- 3.1. The board is asked to note the contents of this paper.
- 3.2. Should any member wish to speak directly with MLA, please contact [Redacted - s.38(1)(b)(Personal Information)]



Link to Corporate Objectives

Strategic Objective	Contribution
<p>Dignity, fairness and respect</p> <p>Delivering a service with dignity, fairness and respect at its core.</p>	<p>The Corporate Plan has been shared with MLA, who have embedded the agency's core values into the objectives of the consultation. The final report and indicative space plans will provide evidence on how the agency's space can display these values to colleagues and members of the public.</p>
<p>Equality and tackling poverty</p> <p>Promoting equality and tackling poverty.</p>	<p>This exercise will provide space plans to support the agency to deliver its services to the people of Scotland, which have been developed to reduce poverty and promote equality.</p>
<p>Efficiency and alignment</p> <p>Ensuring efficiency and aligning our activities with wider public sector for the benefit of the people we serve.</p>	
<p>Economy, society and environment</p> <p>Contributing to our economy, society and protection of our environment.</p>	

Strategic consideration	Impact
Environment	None.
Governance	Any recommendations to be taken forward from the Consultation will form part of the Business Cases prepared for the permanent buildings, which will ultimately be approved by the Cabinet Secretaries for Finance and Social Security and Older People.
Data	None.
Finance	Indicative costs will be part of the Consultation's final report and any taken forward will be noted in the aforementioned Business Cases.
Staff	Colleagues from all agency business areas, as well as the Chief Digital Office, have had the opportunity to participate in various different activities.
Equalities	An EQIA was completed as part of the Procurement exercise.



Strategic consideration	Impact
Estates	The results of the consultation will inform potential space requirements for the agency's permanent buildings.
Communications and Presentation	The final report will be prepared by MLA; further outputs will be developed in conjunction with the agency's Communications team.