

spacelab_

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Swale Council Engagement Plan

Executive visioning workshop_ (25.11.2020)

A group session facilitated by Spacelab - to understand the Executive vision for the Council going forward, and to set the project within that context. This will set the 'road map' for the project and establish key objectives and measures of success.

Introduction

Introductions to Spacelab_ and our scope / process.

Future vision for the council

What is your vision for the future of the council?

Are you planning on making any strategic or operational changes, and what are the timescales for these?

Future vision for the building and ways of working

What is your vision for the future of the building, including provision of council services / interface with the community?

(How will your vision for the future of the council manifest spatially?)

Is there an appetite to open up the space to other (related) third parties and/or generate revenue from the space?

How do you envisage staff will work in future?

Key benefits / measure of success

Overall, what are the key benefits you are hoping to deliver through changing the workplace and ways of working?

What would be your measures of success?

Staff requirements

What do you think staff want from their future workplace?

Visitors and clients

What sort of experience do you want visitors and clients to have of the future office, and how much of the space do you want them to have access to?

Summary

Key 'must haves'.

Any other comments.

SMT visioning workshop_ (01.12.2020)

A group session facilitated by Spacelab - to understand the SMT vision for the Council going forward, and to set the project within that context. This will help set the 'road map' for the project and establish key objectives and measures of success.

Introduction

Introductions to Spacelab_ and our scope / process.

Future vision for the council

What is your vision for the future of the council?

Future vision for the building and ways of working

What is your vision for the future of the building, including provision of council services / interface with the community?

(How will your vision for the future of the council manifest spatially?)

How do you feel about opening up the space to commercial tenants to generate revenue, and/or other third-sector parties?

How do you envisage staff will work in future?

Key benefits / measure of success

Overall, what are the key benefits you are hoping to deliver through changing the workplace and ways of working?

What would be your measures of success?

Staff requirements

What do you think staff want from their future workplace?

Visitors

What sort of experience do you want visitors to have of the future building, and how much of the space do you want them to have access to?

Summary

Key 'must haves'.

Any other comments.

1:1 interviews_ (January 2021 - TBC)

A series of 1:1 sessions (up to 1 hour each) with representatives from across the organisation - to understand the different departments and to define the needs and amenity requirements for each.

What does your department do and how do they do it?

(Including main roles and headcounts, and a typical 'day in the life'.)

Do you provide a service / direct contact with residents?

(Including the nature / frequency of contact, how this has traditionally been delivered, and how it has been done through COVID-19.)

Do you see any of this changing in future?

(Including having learned from the experience of working from home through COVID-19.)

What were the key issues / challenges of working from Swale House, and the issues / challenges of working from home?

(At both the individual and team-wide level.)

What spatial settings / changes could resolve or enhance the way you work?

(Including working from elsewhere.)

Which teams do you work most closely with (now and in an ideal future), and would you like to be physically proximal to in a future workplace?

(List teams)

Online staff survey__ (December 2020 / January 2021 - TBC)

A series of 1:1 sessions (up to 1 hour each) with representatives from across the organisation - to understand the different departments and to define the needs and amenity requirements for each.

1. Rank what you are enjoying most about working from home.

The ability to focus and concentrate
Not having to commute
More quality time to spend with my family or housemates
The flexibility to work in a way that suits me
A more balanced lifestyle
Other / any comments [text box]

2. Rank what you are missing most about not being in the office.

Not socialising with my colleagues
Not having face-to-face collaboration with my colleagues
A structure to my working day
My commute into work
The separation between my work life and my home life
Other [text box]

3. What is the biggest challenge you have faced whilst WFH?

No dedicated space to do my work
Poor ergonomics of my home working set-up
My computer set-up
My wifi connection
Collaboration with colleagues
General distraction from others in my home
Other / any comments [text box]

4. Do you feel more productive WFH than being in the office?

Yes
No
About the same

5. Do you feel happier WFH than being in the office?

Yes
No
About the same

6. Pre-lockdown, on average how often did you work from home?

Never
Occasionally
1 day per week
2 days per week
3 days per week
4 days per week
5 days per week

7. In future, on average how often would you ideally like to work from the office?

1 day per week
2 days per week
3 days per week
4 days per week
5 days per week

8. Describe your ideal workplace and way of working, including any facilities and amenities that would be important to you.

[Free text]

[See example survey here -

<https://spacelab.co.uk/future-of-work-survey/>]

9. In future, where would you ideally carry out the following activities?

Activity	I will mostly do this in the office	I will do this both in the office and at home	I will mostly do this from home
Collaborative working			
1:1 meetings			
Team meetings			
External or client meetings			
Independent deep work			
Independent routine work			
Taking VC calls			
Social interactions			
Other (please specify)			

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the lab_

urbanlab_

sense_

the lab foundation_

energylab_

+44 (0)20 7033 3450

info@spacelab.co.uk

18 Wenlock Road

London N1 7TA

www.spacelab.co.uk