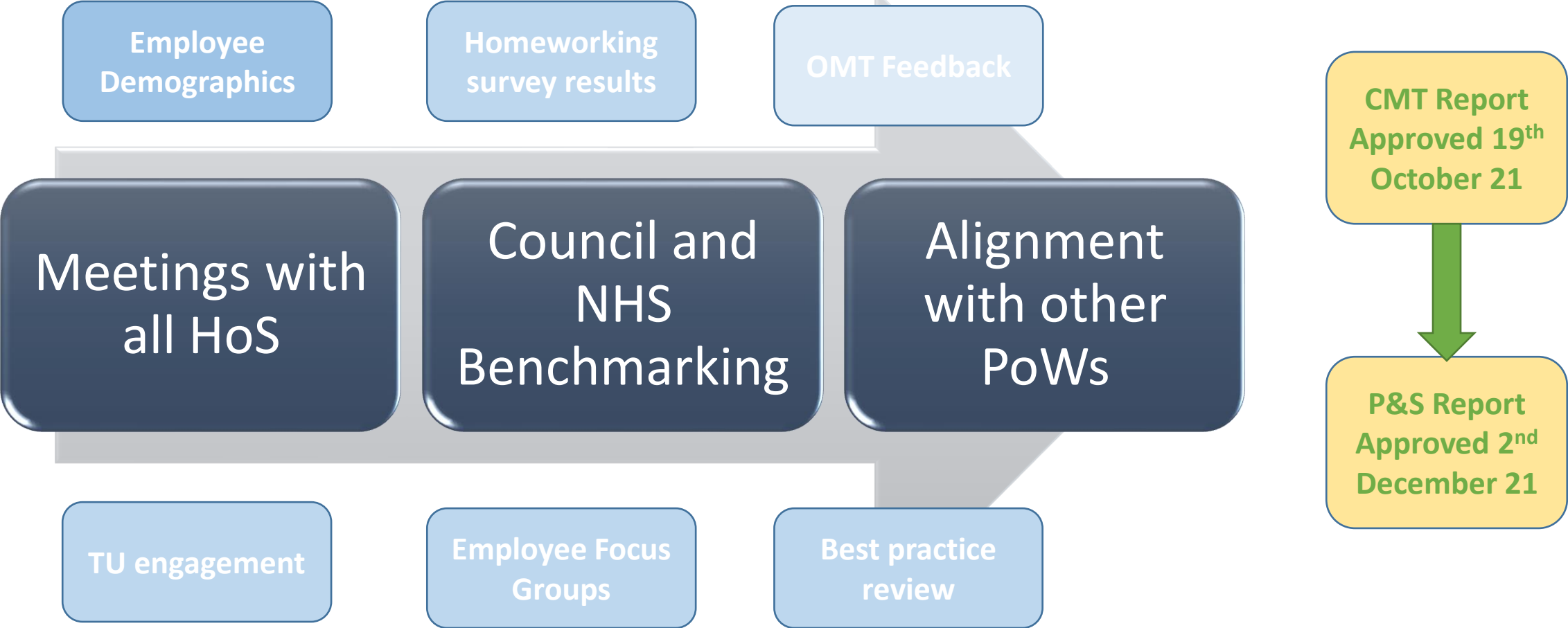


Our Future Workplace



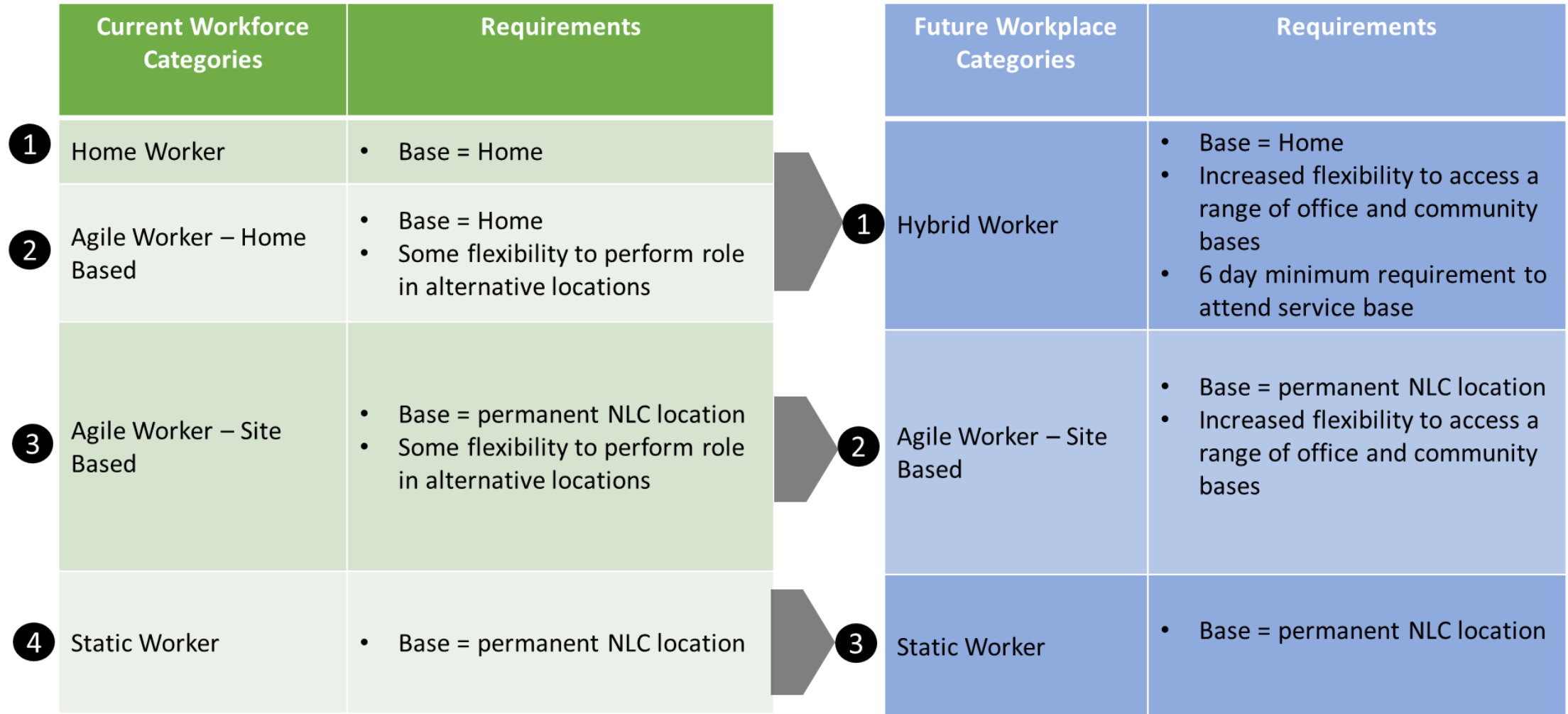
The Project



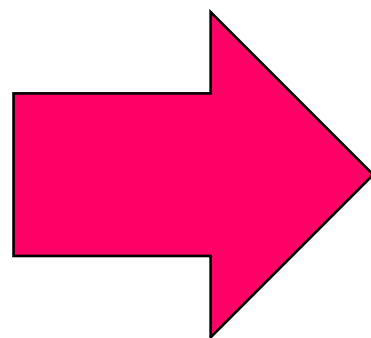
The Hybrid Model



Current and Future Workplace Categories



Future Workplace Principles



Digital First

Meeting online continues to be the default and we encourage managers and staff to embrace the virtual tools to enhance productivity.

Together time

We want time together face-to-face to be about collaboration, teamwork, mentoring, supervision and inducting our new staff well. We will provide different types of spaces and breakout areas and encourage walking meetings and opportunities to meet in the communities we serve.

Flexibility and Equality

We will provide flexibility in working arrangements, making sure that our approach is consistent, fair and inclusive. We will enable choice to accommodate individual circumstances balanced with what is best for the services we support.

Wellbeing

We will safeguard the safety and wellbeing of our staff as a priority, building teams that take care of each other and develop resilience. We will help employees mindfully disconnect to ensure separation between home and work.

Leadership and Culture

Our managers will create an environment that embraces our behaviours, fosters trust and focuses on outputs not hours.

Confidentiality

We will take practical steps in our new ways of working to protect confidentiality and data including laptop security and being aware of our surroundings when discussing work related topics.

Communication and Support

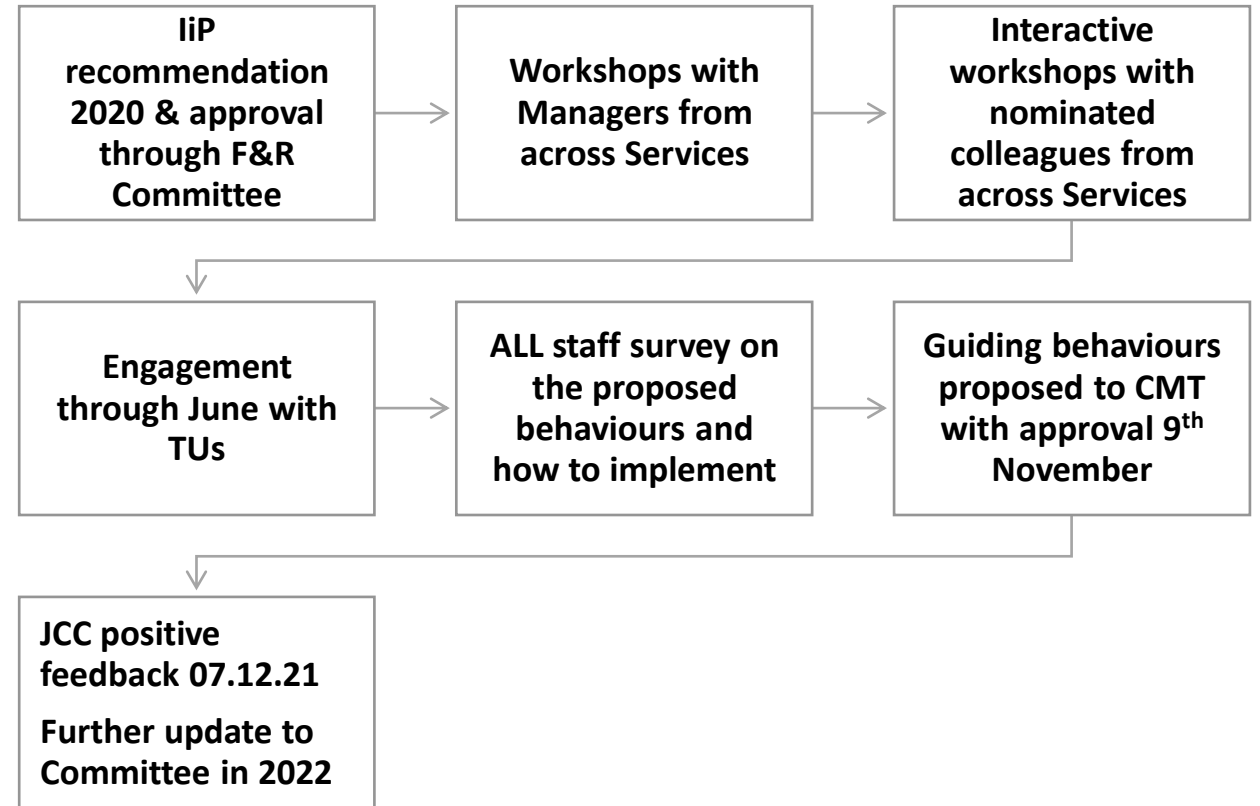
We will provide guidance, policies, learning and development on myNL and we will continue to encourage all staff to access this at team and individual meetings.



WORK HERE

Core Guiding Behaviours and work to date

- **Ambitious & determined**– We're ambitious and have a strong desire to succeed - exploring all options and possibilities to deliver successful outcomes. We rise to challenge with enthusiasm and a can-do approach.
- **Put communities first**– We're working to deliver a better future for the people of North Lanarkshire. We understand our customers' needs and being caring and responsive is important to us. We keep our communities at the heart of our decision making and are passionate about delivering quality services.
- **Work together** – We share ideas and knowledge to create more effective solutions together. We work together across teams to deliver high quality services and positive outcomes for the people of North Lanarkshire.
- **Take accountability** – We do everything we can do to help the council innovate and improve. We take responsibility for making change happen and give our full commitment to achieving this.
- **Honest and respectful**– We're courteous and respectful. We engage and communicate with people in the most effective ways to deliver change. We support, develop and empower others to perform at their best.



Core Guiding Behaviours – Next Steps

Establish a SLWG with Service representatives, POD, Corporate Communications and TU reps to introduce and embed the behaviours across the organisation (January – March 2022).

Communicate using channels such as We Aspire monthly newsletter, MyNL, LearnNL, team briefs as well as PRDs and 1-1s.

Incorporate into policies such as equality and diversity, dignity at work and the employee code of conduct.

Update all relevant procedures and pathways through the employee's lifecycle from attraction, recruitment, induction, learning and leadership pathways etc...

Monitor the implementation of the behaviour's framework and review to measure the impact of their effectiveness.

Service Bases & Buildings

6 key bases



The background of the slide features a grid of puzzle pieces. Each piece contains a stylized icon of a person in a business suit. The icons are in various shades of blue and grey. In the center-right, a hand is shown placing a white puzzle piece with a bright blue person icon into the grid. The overall theme is workforce management and workspace allocation.

Workspace Allocation

- Workforce Categorisation
- Job Role
- Operational Requirements
- Available Space
- Services located in One Space

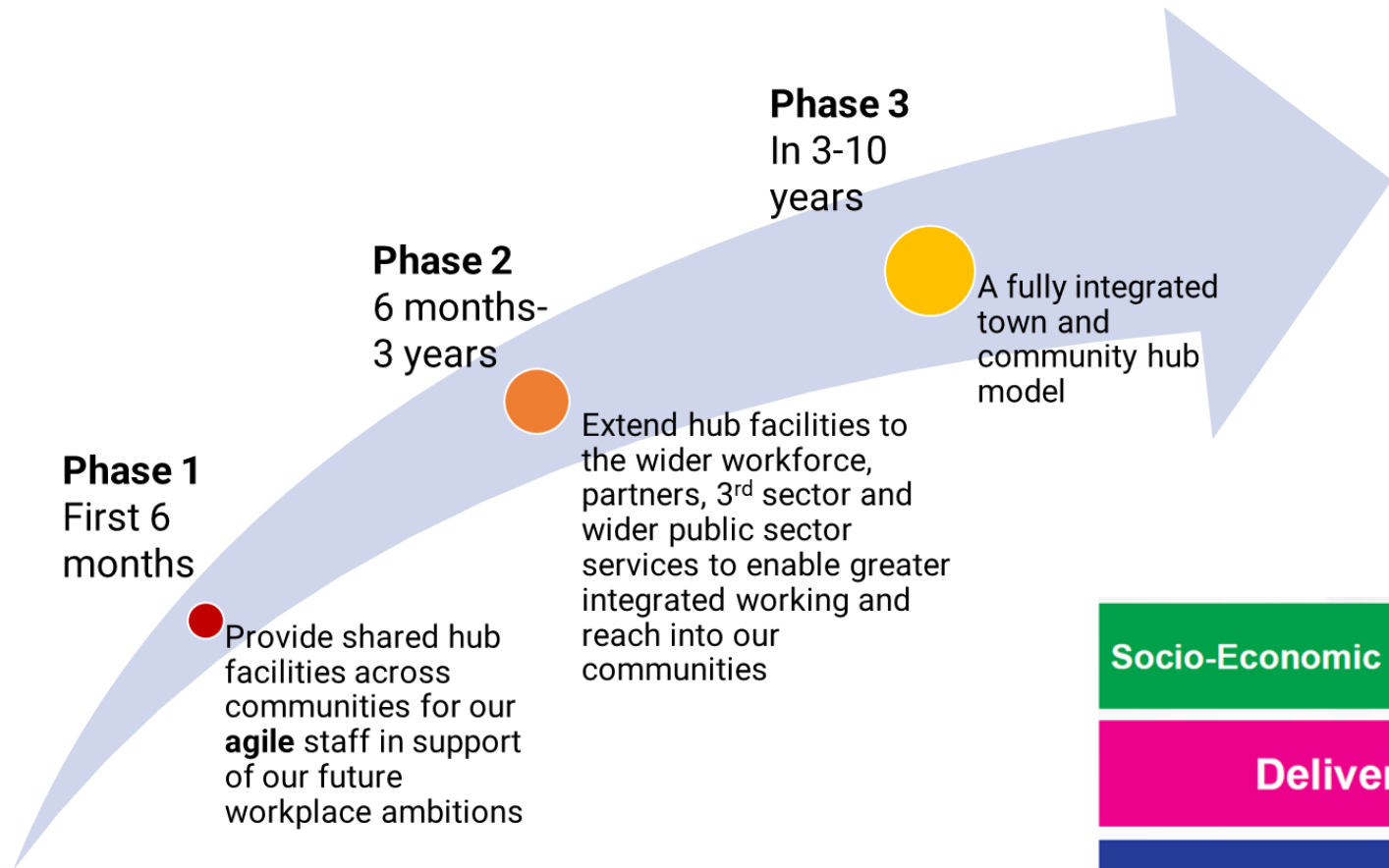
Workspace Design

- Collaborative Shared Space
- MFD Stations
- Smarter Working Design



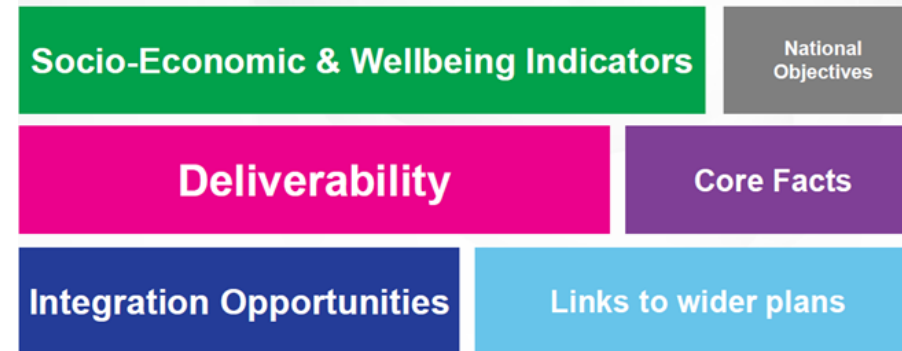
Leadership & Operating Model

A reminder of the phased approach



A consistent approach to design & delivery:

1. Inclusive universal provision.
2. Sense of community ownership.
3. Maximum availability and usage.
4. Designed with, rather than for, the community.
5. Tailored bespoke representative.
6. Maximise the services on offer.



Phase 1 - 3 initial locations with expansion through 2022



Coming soon... Broadwood Cumbernauld - Caldervale HS Airdrie & Clyde Valley HS & Orchard PS Wishaw

Phase 1 - shared hub communications

myNL

Resources to brief teams

The image shows three overlapping screenshots of the myNL website. The top screenshot displays the 'Shared Hub Locations' page, which lists three hubs: Calderhead High School, Coatbridge Community Centre, and Cumbernauld Theatre. The middle screenshot shows the 'Workspace Booking Application' page, explaining the council's response to the COVID-19 pandemic and providing details on how to book a desk. The bottom screenshot shows the 'Hub FAQ's' page, which includes sections for 'What is the workspace booking application?' and 'How do you book a desk?'. The website has a green header with the myNL logo and navigation links.

The image displays three informational posters from Weaspire. The first poster, 'HUB PHASE 1 13.12.21 FAQ's', is a blue and purple document with a table of questions and answers. The second poster, 'SAFETY AND SECURITY GUIDANCE AT LOCATIONS', is purple and white, detailing hygiene and safety protocols. The third poster, 'HOW TO SET UP YOUR HOT DESK', is blue and white, providing instructions on ergonomics and desk setup. All posters feature the Weaspire logo and illustrations of people.

Question	Answer
What is a hub?	All Calderhead High School, Cumbernauld Theatre & Academy, and Coatbridge Community Centre at St Andrew's High School, we have created shared hub facilities for our agile staff to use. This is an early phase of our three phases is about off. You can read more about our hub plans that were first phase of.
Where are the hubs?	The shared hub facilities are: <ul style="list-style-type: none">Calderhead High SchoolCoatbridge Community CentreCumbernauld Theatre & Academy More information on the hubs are available on the website.
When will the hub facilities open?	They will be open from 13th December 2021. The hubs will be open from 13th December 2021. The hubs will be open from 13th December 2021. The hubs will be open from 13th December 2021.

SAFETY AND SECURITY GUIDANCE AT LOCATIONS

While on site

- Open windows, vents and doors (to do so) to allow for ventilation
- Limit time spent in the hub
- Clean your own food, any cutlery or tableware in the canteen. Hot water will be provided. Do not use items (for example, cutlery) or food or rubbish should be disposed of in the bins provided.
- Clean your own food, any cutlery or tableware in the canteen. Hot water will be provided. Do not use items (for example, cutlery) or food or rubbish should be disposed of in the bins provided.

HOW TO SET UP YOUR HOT DESK

- Adjust your chair**
Adjust your chair height so you can use the keyboard with your wrists and forearms straight and level with the floor. Your elbows should be by the side of your body so your arm forms an L-shape at the elbow joint.
- Support your back**
Reduce your risk of back pain by adjusting your chair so your lower back is properly supported. A correctly adjusted chair will reduce the strain on your back. Your knees should be slightly lower than your hips.
- Rest your feet on the floor**
Place your feet flat on the floor for a comfortable position.
- Place your screen at eye level**
Place your laptop on the riser provided. Your screen should be directly in front of you. A good guide is to place the monitor about an arm's length away, with the top of the screen roughly at eye level.

Overall a more flexible offer for our staff

Our big 6 office buildings

Allocated service bases across the estate – determined by HOS & management teams

Shared hub facilities across towns in our communities – phase 1 towards town & community hubs

A new look for our 6 main offices – more flexible, modern, welcoming and collaborative space to do business

Fixed space for operational teams who have specific requirements at key locations

Provides agile staff with a more flexible, fully-equipped area to set down, access welfare support and to use as a flexible base for their work when they are within the local area.

Future Workplace – Implementation Timeline

