

TOOLKIT RESPONSE SUMMARY

ORGANISATION:

Perth and Kinross Council
2nd Floor Pullar House
35 Kinnoul Street

Perth

Perth and Kinross

USER: Euan Tyson

USERS ROLE: Programme Manager











CONTACT TEL:

INITIATIVE: Perth Office Programme

RESPONSE ICON KEY

- No Response
- Don't know - it's not relevant/not applicable
- Don't know - even though it is relevant
- No - not at all true
- No - some truth, but a long way to go
- Mixed - partly true, but some way to go
- Yes - largely true, but still more to do
- Yes - completely true


MAIN SECTIONS RESPONSE SUMMARY

-  Built Environment
-  Climate Change
-  Community
-  Consumption & Production
-  Culture & Recreation
-  Economy
-  Equality & Diversity
-  Health & Well-Being
-  Lifelong Learning
-  Natural Environment
-  Transport & Connectivity

Built Environment

1 Built Environment

The initiative will contribute towards a high quality, well-designed built environment that complements the distinctive and historic local character?

 *Mixed – partly true, but some way to go*

Justification:

The programme will retain 3 properties within Perth City Centre. Pullar House, 2 High Street and Carpenter House. Both 2 High Street and Pullar House are listed buildings. The works within 2 High Street will address maintenance and compliance issues within the facility. Within the scope is a review of the issues relating to the Disability Discrimination Act. This will ensure the building can remain operational for PKC, and ensure that a significant location within the High Street can be retained.

The proposed changes within Pullar House will modify the floor finishes within the East Atrium, the listed stone floor does not enhance the acoustics in the building, and we plan to make alterations to this.

During the programme the Council will occupy 43% less space. Council and committee meetings currently held within 2 High Street will require to be decanted during the works. Members of the Public accessing Licensing Services in 2 High Street will require to go to alternative locations during the works.

Mitigation:

Whilst works are carried out it is proposed that occupants of 2 High Street decant to the Atrium, Blackfriars, and Pullar House facilities. Council and Committee meetings will be accommodated in the Dewars Conference Centre. This facility is DDA compliant and meets the needs of the defined Council requirements. It is proposed that members of the Public requiring to access Licensing Services will require to go to the 'one stop shop' Service desk within Pullar House.

1.1 Historic Built Environment

The initiative will maintain or enhance the character of built heritage or a particular historical feature in the area?

 *Yes – largely true, but still more to do*

Mitigation:


Condition surveys currently being undertaken.

Justification:

Works to 2 High Street will extend the usability of the facility by ensuring it is compliant.


1.2 Housing

The initiative will help to provide a sufficient range of (particularly affordable) housing that is well-designed and sustainable?

 *Not relevant*

1.3 Identity and Character

The initiative will be well designed to support and enhance local distinctiveness whilst creating a "sense of place"?

 *Mixed – partly true, but some way to go*

Mitigation:

Engagement with users.

Justification:

Yes within Pullar House and Carpenter House POP aims to deliver an environment that can be conducive to team working and promote a 'sense of place'

1.4 Open Space

Will the initiative help to ensure that a wide range of accessible, attractive and safe open spaces are available to all?

 *Not relevant*

Climate Change

2 Climate Change

The initiative will contribute towards tackling the causes and effects of climate change?

Yes – largely true, but still more to do

Justification:

As the Council consolidates from 7 buildings to 3 the amount of space occupied will reduce by 20%. The reduction from 21236 sq m to 17054 sq m will remove the need to heat, light, maintain, the spaces previously occupied. Reducing the Councils utility / energy costs / consumption. Further carbon savings through reduced travel within Perth will also create carbon savings.

Mitigation:

A review of utility costs from all properties within scope has identified a potential energy reduction of 25%. The scope of work within the retained properties will not however improve the energy efficiency of the facilities being retained, ie no alterations to U values.

2.1 Adaptation

The initiative has taken account of potential changes brought about by climate change (for example, flooding, higher temperatures, heatwaves and more frequent storms)?

Not relevant

2.2 Greenhouse Gas Mitigation

The initiative will help to mitigate greenhouse gases?

Yes – largely true, but still more to do

Mitigation:

ensure leases are exited on time with lease breaks.

Justification:

Lease exits will help reduce energy consumption by approx 25% from inscope properties.

Community

3 Community

The initiative will contribute towards encouraging vibrant and safe communities, where everyone has an opportunity to participate in community life and local decision-making?

Yes – largely true, but still more to do

Justification:

The consolidation of the estate from 7 buildings to 3 will reduce the number of facilities which members of the public require to visit, reducing confusion over where to find the Council, and how to access the Council for face to face enquiries. During the decant period Member of the public will be able to gain access to Council Services either via the One Stop Shop Service Desk in Pullar House, or attend Council meetings within the Dewars Conference facility.

Mitigation:

The use of the Dewars conference facility will ensure the Council have sufficient space and appropriate facilities during the decant period whilst 2 High Street compliance works are carried out. On completion of 2 High Street members of the public will gain access as they currently do, with the exception of Licensing which may be retained in Pullar House. The Programme team will work with PKC communications to ensure all stakeholders are informed of the changes proposed.

3.1 Access to services

The initiative will improve and support access to jobs, services and amenities for the local community?

Yes – completely true

Mitigation:

During decant arrangements proposals have been put in place to supplement the Councils meeting facilities with space in the Dewars Conference centre.

Justification:

Consolidated Services will ensure that public access to Council can be improved.

3.2 Community Safety

The initiative will contribute towards reducing crime, disorder and danger and support social cohesiveness?

Not relevant

3.3 Engagement

The initiative will seek to adequately engage with all members of the community in the decision-making process for the area through using VOiCE?

Not relevant

3.4 Identity and Citizenship

The initiative will help support and enhance the local identity whilst promoting citizenship?

Not relevant

3.5 Social Inclusion

The initiative will promote social inclusion for all?

Not relevant

Consumption & Production

4 Consumption and Production

The initiative will promote more sustainable production and consumption of goods and services?

+ *Yes – largely true, but still more to do*

Justification:

Following a review of utility consumption it is estimated that energy consumption will drop by 25% due to the future consolidated POP estate. The programme are also looking to reuse furniture within the programme, this will reduce expenditure on new furniture, and minimise the amount of material going to landfill.

The reduction in paper stored within the estate will also create quantities of waste paper to be disposed of.

Mitigation:

The programme team are working with the PKC waste strategy team to ensure material are recycled as far as possible, before any waste goes to landfill. The waste strategy team are also reviewing the process for disposing of paper in an appropriate manner.

4.1 Energy

The initiative will help reduce energy consumption and promote energy efficiency?

+ *Yes – largely true, but still more to do*

Mitigation:

Keith Colvilles energy team will continue to monitor energy consumption throughout the duration of the Perth Office Programme.

Justification:

On completion of the programme the portfolio will reduce by 20% and it is estimated that energy consumption will reduce by as much as 25%.

4.2 Waste

The initiative will encourage the prevention, reduction, re-use, recovery or recycling of waste?

+ *Yes – largely true, but still more to do*

Mitigation:

Where required existing desks may be reconfigured to a more appropriate size.

Justification:

The programme proposes to reuse existing furniture for open plan desk areas in order to minimise expenditure, and prevent material going to landfill.

Culture & Recreation

5 Culture and Recreation

The initiative will support the promotion and enhancement of cultural and recreational opportunities for all?

Mixed – partly true, but some way to go

Justification:

The Perth office programme aims to create a 'look and feel' for the future office environment. This approach aims to capture the image and identity of the organisation, where possible using the workplace to express the values the organisation aspires to and celebrating, where possible, the many success stories within the Council and throughout Perth and Kinross.

Mitigation:

The Corporate Design team have been working with the programme to consider how best the workspace can support the future culture of the organisation.

5.1 Cultural Heritage

The initiative will preserve, promote and enhance assets of local culture and heritage?

Not relevant

5.2 Leisure, Sport and Recreation

The initiative will help provide, encourage and improve access to leisure, sports and recreational activities for all?

Not relevant

Economy

6 Economy

The initiative will encourage sustainable economic growth?

Yes – largely true, but still more to do

Justification:

The savings generated from the reduced property costs will in the future allow the Council to redirect property expenditure to the delivery of front line services.

Mitigation:

The programme are working within the financial parameters defined by the Business Case to provide savings to the Council.

6.1 Business

The initiative will encourage business creation and development?

Not relevant

6.2 Employment

The initiative will ensure a wide range of jobs are accessible to all communities and locations (particularly disadvantaged areas)?

Not relevant

6.3 Tourism

The initiative will help promote sustainable tourism for the area?

Not relevant

6.4 Well Skilled

The initiative will help to develop and improve people`s skills?

Not relevant

Equality & Diversity

7 Equality and Diversity

The initiative, proposal or policy will promote equal access and inclusiveness for everyone?

 *Yes – completely true*

Justification:

The Perth Office programme will change the working environment for 1425 staff, approximately 25% of the Council workforce. One of the most significant changes will be the introduction of flexible working / desk sharing. Of the 1425 staff 63% have been identified as Fixed (owned desk) and 37% have been identified as flexible (capacity to share desks). The design of changes to the office environment will require to provide ergonomically adaptable solutions to ensure all User needs are considered. The existing office environment within Perth is compliant, the future office environment will also be compliant.

Mitigation:

To prepare staff for their relocation to the new office environment, a Business Change team have been appointed. This team will ensure all stakeholders are engaged through a detailed communication plan to prepare staff for their relocation to the new environment.

7.1 Age

The initiative, proposal or policy will not discriminate, directly or indirectly, against age groups of any range?

 *Yes – completely true*

Mitigation:

Engagement with User groups to identify any specific requirements.

Justification:

Workplace solutions will consider requirements for staff of all ages.

7.2 Disability

The initiative, proposal or policy will not discriminate, directly or indirectly, against people with disability?

 *Yes – completely true*

Mitigation:

Works within the programme have been developed to as far as possible promote best practice in compliance with legal requirements.

Justification:

The Council strives to follow best practice and improve the estate to provide a compliant environment.

7.3 Gender Reassignment

The initiative, proposal or policy will not discriminate, directly or indirectly, against people who choose not to live as their birth gender?

 *Yes – completely true*

Mitigation:

No change to existing policies.

Justification:

No change to PKC HR policies in relation to this matter.

7.4 Marriage and Civil Partnership

The initiative, proposal or policy will not discriminate, directly or indirectly, against married people or civil (same sex) partners?

 *Yes – completely true*

Mitigation:


No change to existing policies.

Justification:

No change to PKC HR policies in relation to this matter

7.5 Pregnancy and Maternity

The initiative, proposal or policy will not discriminate, directly or indirectly, against pregnant women or who have recently given birth or breastfeeding?

 *Yes – completely true*

Mitigation:

Review with user groups.

Justification:

The programme offers PKC the opportunity to introduce a Nursing Mothers facility within estate.

7.6 Race

The initiative, proposal or policy will not discriminate, directly or indirectly, against any racial groups as recognised in the Equality Act 2010?

 *Yes – completely true*

Mitigation:

No change to PKC HR policies.

Justification:

No change to current PKC policies on this matter.

7.7 Religion or Belief

The initiative, proposal or policy will not discriminate, directly or indirectly, against any religion, religious belief or philosophy as recognised in the Equality Act 2010 and the courts?

 *Yes – completely true*

Mitigation:

Review demand with User Groups.

Justification:

The programme gives PKC the opportunity to review space allocation and the provision of a multi faith room

7.8 Sex

The initiative, proposal or policy will not discriminate, directly or indirectly, against either men or women?

 *Yes – completely true*

Mitigation:

Shared office environment proposed is very much as per existing work place solution within PKC.

Justification:

The workplace will not discriminate against either men or women.

7.9 Sexual Orientation

The initiative, proposal or policy will not discriminate, directly or indirectly, against Lesbian, Gay, Bisexual (LGB) or heterosexual/straight people?

 *Yes – completely true*

Mitigation:

PKC HR working practices will not change in relation to this matter.

Justification:

The office environment proposed will not create any areas to promote discrimination against any group.

Health & Well-Being

8 Health and Well-being

The initiative will improve health (including mental health) and well-being and improve access to health care for all?

+ *Yes – largely true, but still more to do*

Justification:

70% of the staff involved in the programme will be based within Pullar House. The scope within Pullar House is focussed upon promotion of consistent space standards and improved welfare facilities for staff.

Mitigation:

Space planning proposals being developed are based upon a consistent approach to space allocation, to ensure we do not create environments similar to the HCC space on the 1st floor of Pullar House. To improve the space allocation per person the programme has received approval to modify the archive area on the 2nd floor into usable office space.

Within Pullar House and Carpenter House, improved staff welfare (tea / coffee) facilities are proposed on every floor, this will reduce the pressure on the existing single kitchens located on each floor, which result in staff having to go through several doors, whilst carrying hot drinks / hot food.

8.1 Lifestyle

The initiative will promote opportunities for gaining knowledge of and achieving a healthier lifestyle?

+ *Yes – completely true*

Mitigation:

Positive changes to working environment.

Justification:

Improved welfare facilities will be provided for staff in Pullar House, and Carpenter House, encouraging staff to take breaks from their PC's to have lunch away from their desks.

8.2 Physical Environment

The initiative will help to create a healthier physical environment for all?

+ *Yes – completely true*

Mitigation:

Break out areas, tea and coffee making facilities, better areas for collaboration. Improved informal meeting areas.

Justification:

A standardised approach to space allocation and improved facilities will promote a healthier environment.

8.3 Social Environment

The initiative will help to create a healthier social environment for all?

+ *Yes – completely true*

Mitigation:

Allocation of more space within office environment for collaboration and social interaction.

Justification:

Improved collaboration areas for staff to work in.

Lifelong Learning

9 Lifelong learning

The initiative will promote opportunities for lifelong learning?

Yes – largely true, but still more to do

Justification:

Colocation of Services within a reduced number of locations will promote better integration between team / Services improving visibility across the organisation and opportunities for knowledge sharing and staff development.

Mitigation:

To promote interaction and knowledge sharing a variety of worksettings to promote collaborative working are proposed. These will be dispersed throughout the environment, particularly at coffee hubs as you enter the floor, and also in the base of the East Atrium in Pullar House.

9.1 Community Learning and Development

The initiative will provide opportunity for community learning and development?

Not relevant

9.2 Formal learning

The initiative will provide opportunity for children and young people to improve their attainment and achievement?

Not relevant

Natural Environment

10 Natural Environment

The initiative will contribute towards protecting and improving the natural environment within the area?

Not relevant

10.1 Air, Water and Land Quality

The initiative will protect and enhance the quality of the area's air, water and land?

Not relevant

10.2 Biodiversity

The project or proposal will protect, enhance and manage the area's biodiversity?

Not relevant

10.3 Historic Natural Environment

The initiative will protect, enhance and manage the area's historic natural environment?

Not relevant

10.4 Landscape, Geology and Soils

The initiative will protect, enhance and manage the area's natural landscape, geology and soils?

Not relevant

Transport & Connectivity

11 Transport and Connectivity

The initiative will contribute towards providing accessible and appropriate transport services and communication, linking people to jobs, schools, health and other services?

Mixed – partly true, but some way to go

Justification:

POP will result in a reduction in the amount of car parking spaces within the estate, particularly on the lease exit dates of The Atrium, Blackfriars and Whitefriars. The Document Strategy team are working with each Service to make electronic files easily accessible electronically. This should improve communication and promote better knowledge sharing.

Mitigation:

Each Service has been given the responsibility of reviewing their parking needs and to develop a solution. This will have particular relevance to staff that currently use Pool cars. The drive to reduce hard copy storage will result in an increased dependency on reliable electronic systems.

11.1 Accessibility and Connectivity

The initiative provides and supports adequate and accessible transport provision for everyone?

Not relevant

11.2 Sustainable Transport

The initiative supports and encourages the provision of sustainable modes of transport?

Not relevant