

## Appendix 1

Work Style Definitions	Office Equipment	Anticipated IT Tools	Indicative Desk : Staff Ratio
<p><b>Workstyle 1</b> - People who spend nearly all of their time working at a desk in a single office location within their "team zone". There is a specific reason for this person to be located at a fixed point (for DDA, H&amp;S or technical purposes). This workstyle is anticipated to be relatively rare and should be seen as an exception.</p>	<ul style="list-style-type: none"> <li>• Own Desk (clear desk policy still applies)</li> <li>• Lockable Desk Pedestal</li> <li>• Close to limited office filing</li> </ul>	<ul style="list-style-type: none"> <li>• Desk PC or Citrix</li> <li>• Desk phone</li> </ul>	<p style="text-align: center;">1 : 1</p>
<p><b>Workstyle 2</b> - People who spend most of their time (approximately 80%) working at a desk in a single office working adjacent to their "team zone". These would be grouped close to team filing, and people would work within the same area on a regular basis. No requirement for out of office working exists.</p>	<ul style="list-style-type: none"> <li>• Shared Desk (cleared)</li> <li>• Locker but no pedestal</li> <li>• Limited office filing at team zone</li> <li>• Council touchdown sites</li> </ul>	<ul style="list-style-type: none"> <li>• Citrix</li> <li>• Desk phone(using Virtual Office Login)</li> </ul>	<p style="text-align: center;">8 : 10</p>
<p><b>Workstyle 3</b> - Staff who spend up to 60% working around their "team zone" at their base location. They are often at other sites e.g. other council offices or in regular meetings or are working from home.</p>	<ul style="list-style-type: none"> <li>• Shared Desk (cleared)</li> <li>• Locker or storage at base location</li> <li>• Limited office filing at team zone</li> <li>• Council touchdown sites</li> </ul>	<ul style="list-style-type: none"> <li>• Citrix or Direct Access laptop</li> <li>• Desk phone(using Virtual Office Login)</li> </ul>	<p style="text-align: center;">6 : 10</p>
<p><b>Workstyle 4</b> – as WSD3 but spend the majority (&gt;70%) of their time working in a mobile fashion only using a Council office when required e.g. for face-to-face meetings. Personal storage (locker) and printing requirements will be covered either at their designated "team zone" or at home.</p>	<ul style="list-style-type: none"> <li>• Shared Desk (cleared)</li> <li>• Locker or storage at home if required</li> <li>• Limited office filing at team zone</li> <li>• Council touchdown sites</li> </ul>	<ul style="list-style-type: none"> <li>• Direct Access Laptop</li> <li>• Mobile phone (if required)</li> </ul>	<p style="text-align: center;">3 : 10</p>
<p><b>Workstyle 5</b> - People who are able to carry out most of their current work activity at home. Occasionally visit a council office (e.g. once a week) for training, meetings etc.</p>	<ul style="list-style-type: none"> <li>• Base is at home*</li> <li>• Storage &amp; Printing is at home if required</li> <li>• Council touchdown sites</li> </ul>	<ul style="list-style-type: none"> <li>• Direct Access Laptop</li> <li>• Mobile phone (if required)</li> </ul>	<p style="text-align: center;">No desk, use touchdown provision</p>

In addition to the desk provision above, there will also be drop in areas for staff to work from if required

\* *Homeworkers should not use their home as their work base for the purposes of claiming expenses, but should have an identified administrative base.*