

**ACTION PLAN: Review of Smarter Working in Stockton – Accommodation and Buildings (Task & Finish)**

No.	Recommendation	Proposed Actions / Progress	Success Measures	Responsibility	Due Date
1	The Task and Finish Group endorses the aim of developing accessible and inspiring workspaces which enable collaborative and flexible working.	Cabinet approved the recommendation for the development of new office accommodation for the Council. The new accommodation will be designed to support collaborative and flexible working.	The creation of new office space which allows council staff to carry out their duties in an inspiring environment and supports the collaborative and flexible working.	Michelle Connolly	2023-2025
2	The Council’s existing office workspace is of inconsistent condition, inflexible, and too large for the current and projected needs of the Council’s workforce. The total available space should be reduced, in conjunction with the creation of a more flexible working environment to allow staff to access different types of office space.	Cabinet approved the recommendation for the development of new office accommodation for the Council. The proposed space available within the new accommodation is a significant reduction on our current office space. Work will be undertaken to understand the working patterns and requirements of service areas to support the space design.	The creation of new office space, sufficient for all staff to undertake their duties and designed to provide a range of work spaces appropriate for the councils different types of workers.	Michelle Connolly	2023-2025
3	When taking steps to improve the quality of its office accommodation, the Council should ensure a key focus of this work is the wellbeing and productivity of its staff.	The space design and change in working practices will be undertaken as part of a change management programme involving discussion groups of staff and managers as well as HR and occupational health	New working practices and the new accommodation will have a positive impact on staff wellbeing and productivity.	Michelle Connolly	2023-2025
4	In order to achieve recommendations 1-3, the Council should further explore the options to create a single building for the Council’s office accommodation.	Cabinet approved the recommendation for 2 new buildings; one main building in Stockton and a smaller presence in Billingham. At present a large proportion of council staff are located in Billingham and the impact on Billingham should we withdraw that presence was considered too great. Work has commenced on the final scheme proposals.	Creation of new office accommodation in Stockton and Billingham	Michelle Connolly	2023-2025
5	As part of the above work, the Council	A focus group of over 80 staff made up	Stakeholders and staff are	Michelle Connolly	2023-2025

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	should ensure that staff and stakeholder engagement is integral to the process.	of all directorates across the organisation is in place and project leads communicate with this group regularly. Stakeholder and partner communication will be included as part of the final scheme detailed proposal.	kept informed of progress and their comments are included in the decision making process.		