

Desk Allocation

Date of Meeting	19 th December 2023
Subject	Desk Allocation
Agenda No.	Completed by Secretariat
Prepared By	
Purpose	Note

1. Background

- 1.1. On 22nd August 2023, Executive Team decided to move towards two days on average per week in the office per full-time equivalent (FTE) member of staff, and commissioned People and Place division to look at the steps required to enable this to be taken forward and implemented.

The paper from the above meeting can be found here: ET Paper 1

- 1.2. People and Place division tabled a follow up Office Planning paper at Executive Team on 7th November 2023 which proposed division desk allocations to allow sufficient divisional desk capacity to accommodate two days on average per week in the office per FTE member of staff.

The paper from the above meeting can be found here: ET Paper 2

- 1.3. The purpose of this paper is to outline some adjustments to desk allocations that have been made based on Executive Team comments on 7th November 2023.

2. Key Points

- 2.1. At the Executive Team meeting on 7th November 2023, the Deputy Director Health and Social Care, requested that colleagues in Client Service Delivery and Health and Social Care be co-located to support service delivery.
- 2.2. On this basis, Place Services have updated desk allocations at 220 High Street to achieve the aforementioned objective (See Appendix B), changes include:
- Health and Social Care located on the 3rd floor; and
 - People and Place in turn located on the 5th floor.
- 2.3. These changes were shared with [REDACTED] and [REDACTED] and both have confirmed the changes can support integrated service delivery.
- 2.4. No changes were made to the Agnes Husband House and Enterprise House desk allocations noted in the Office Planning paper (See Appendix A).

- 2.5. It is proposed that all colleague comms related to hybrid working more broadly will be made in January 2024, which will convey the proposed divisional desk allocations, which are proposed to take effect from Monday 5th February 2024.
- 2.6. Separately, to note, aligned with direction at Executive Team on 7th November 2023, Place Services is not actively seeking third parties to sub-let space; but at the same time, when approached and where possible, will consider modest space requests from Scottish Government business areas and agencies.
- 2.7. On this basis, Place Services is working with the Scottish Housing Regulator (SHR) to explore sub-letting up to 16 desks at 220 High Street. SHR would be located on the 5th floor together with People and Place division.
- 2.8. It is not envisaged that any further sub-letting would be possible at 220 High Street based on current hybrid working modelling and desk allocations.

3. Conclusion

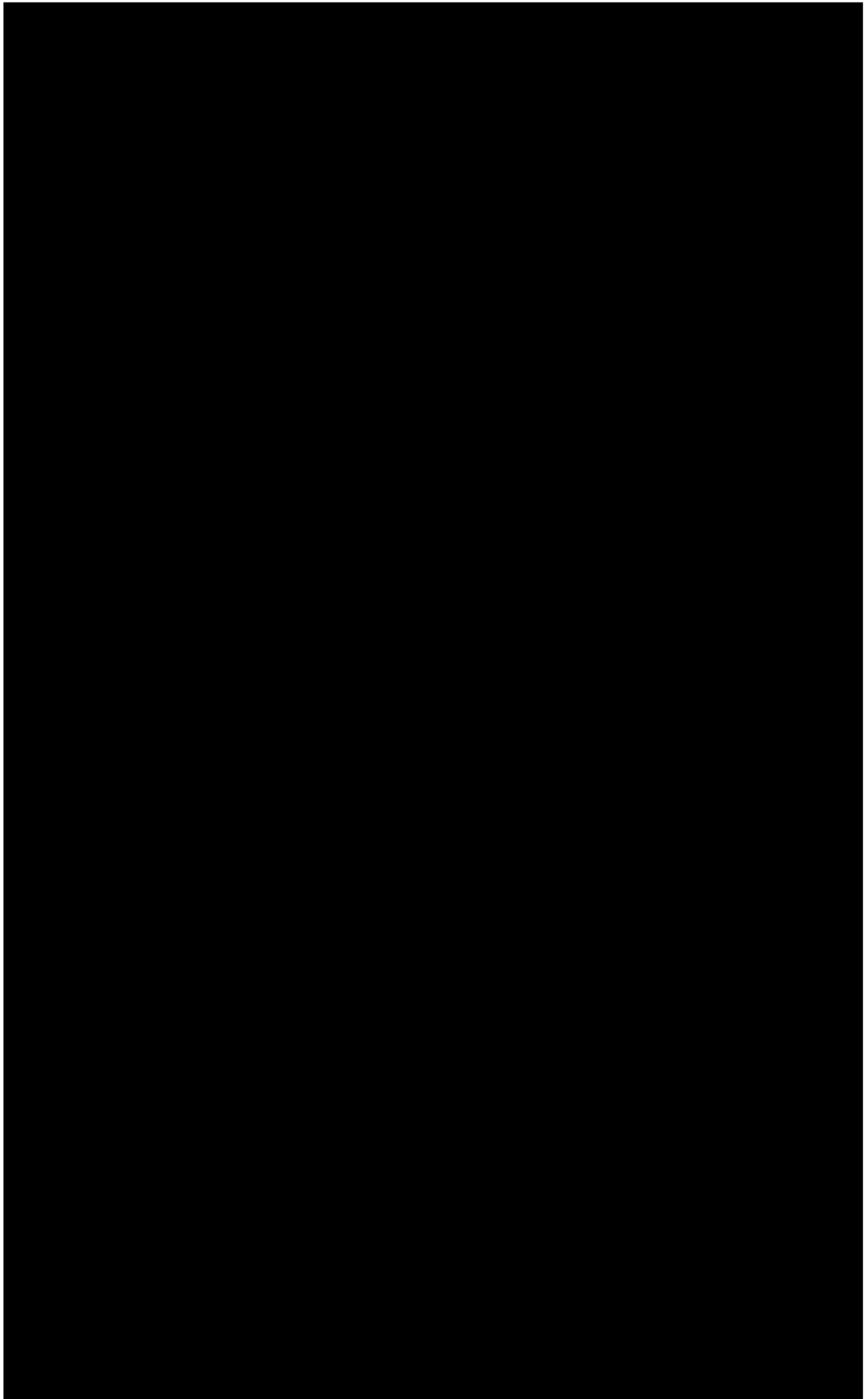
3.1. Executive Team are asked to note:

- Proposed divisional desk allocations to be included in all colleague comms in January 2024 to take effect from Monday 5th February 2024; and
- The Scottish Housing Regulator may be accommodated at 220 High Street on the 5th floor together with the People and Place division.

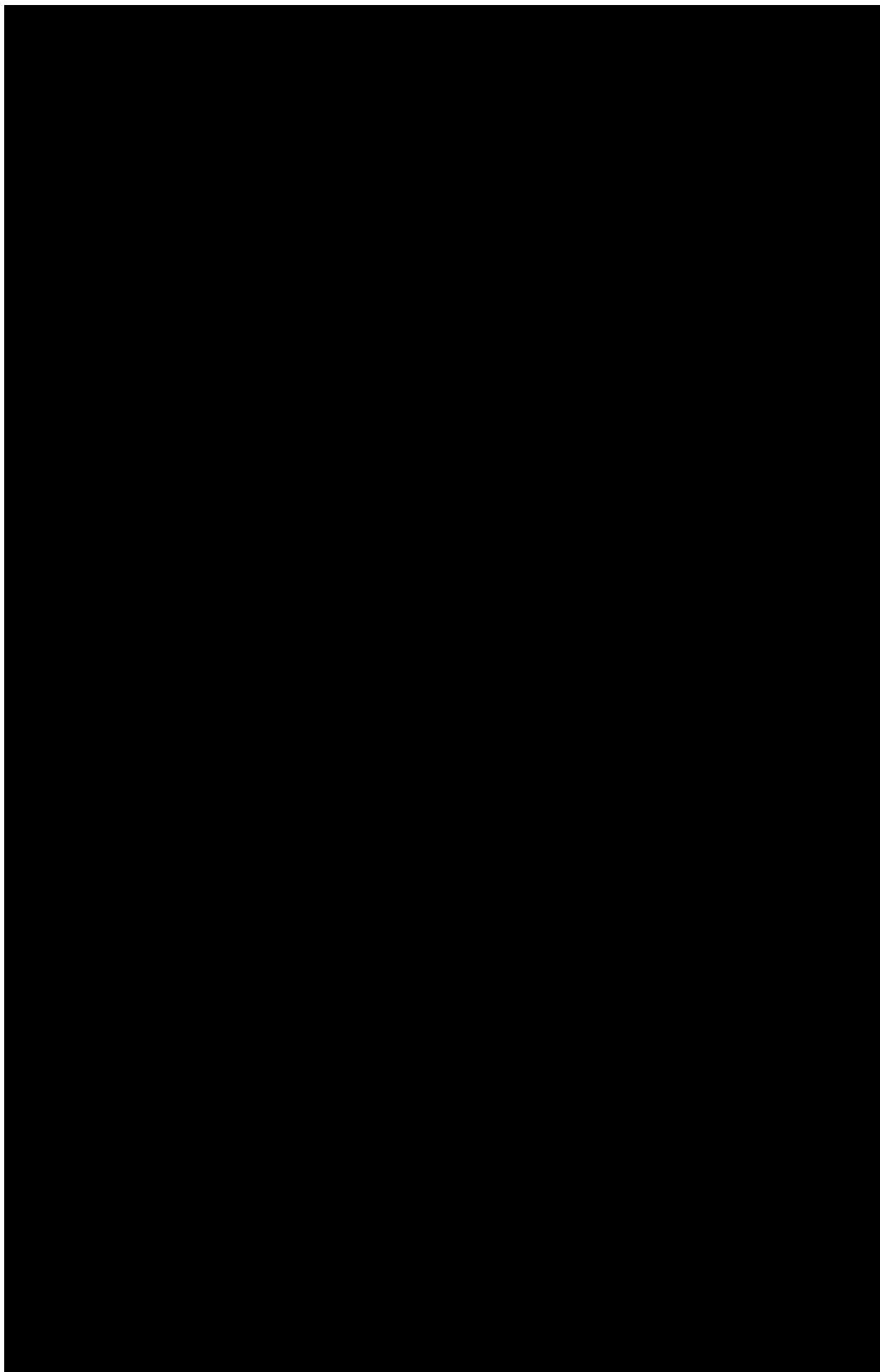
Agnes Husband House & Enterprise House – Proposed Desk Allocation

3

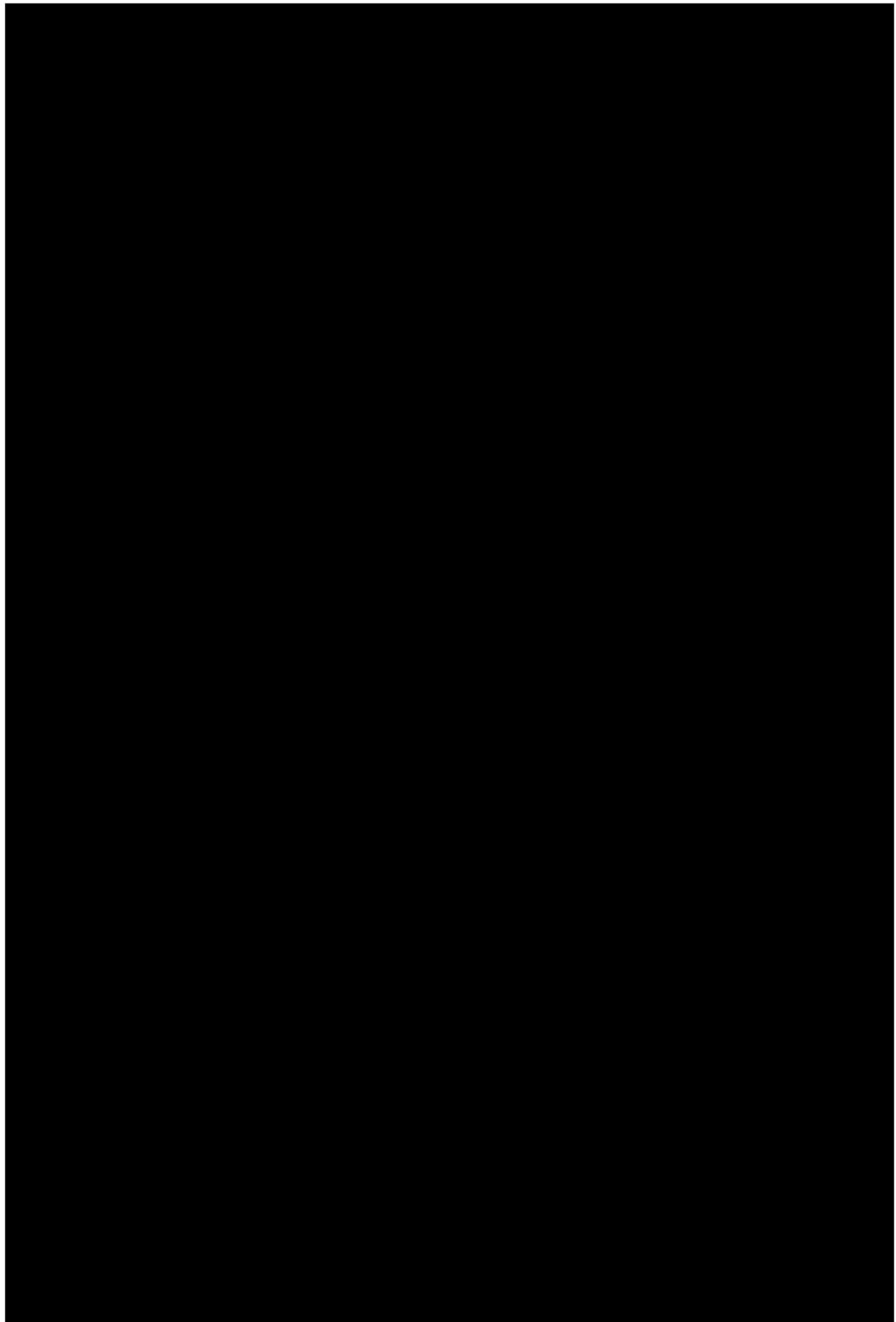
Agnes Husband House – 1st Floor



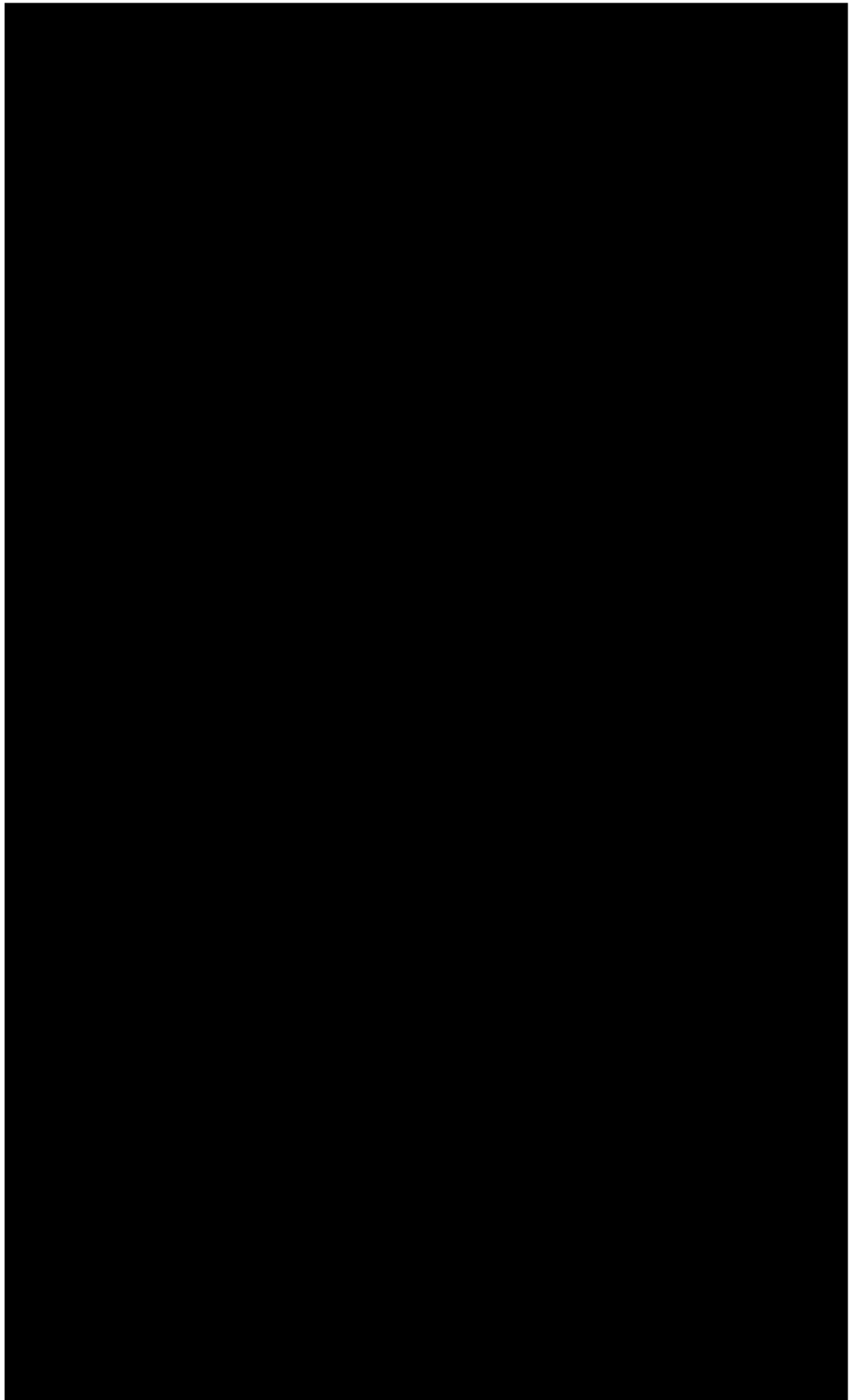
Agnes Husband House – 2nd Floor



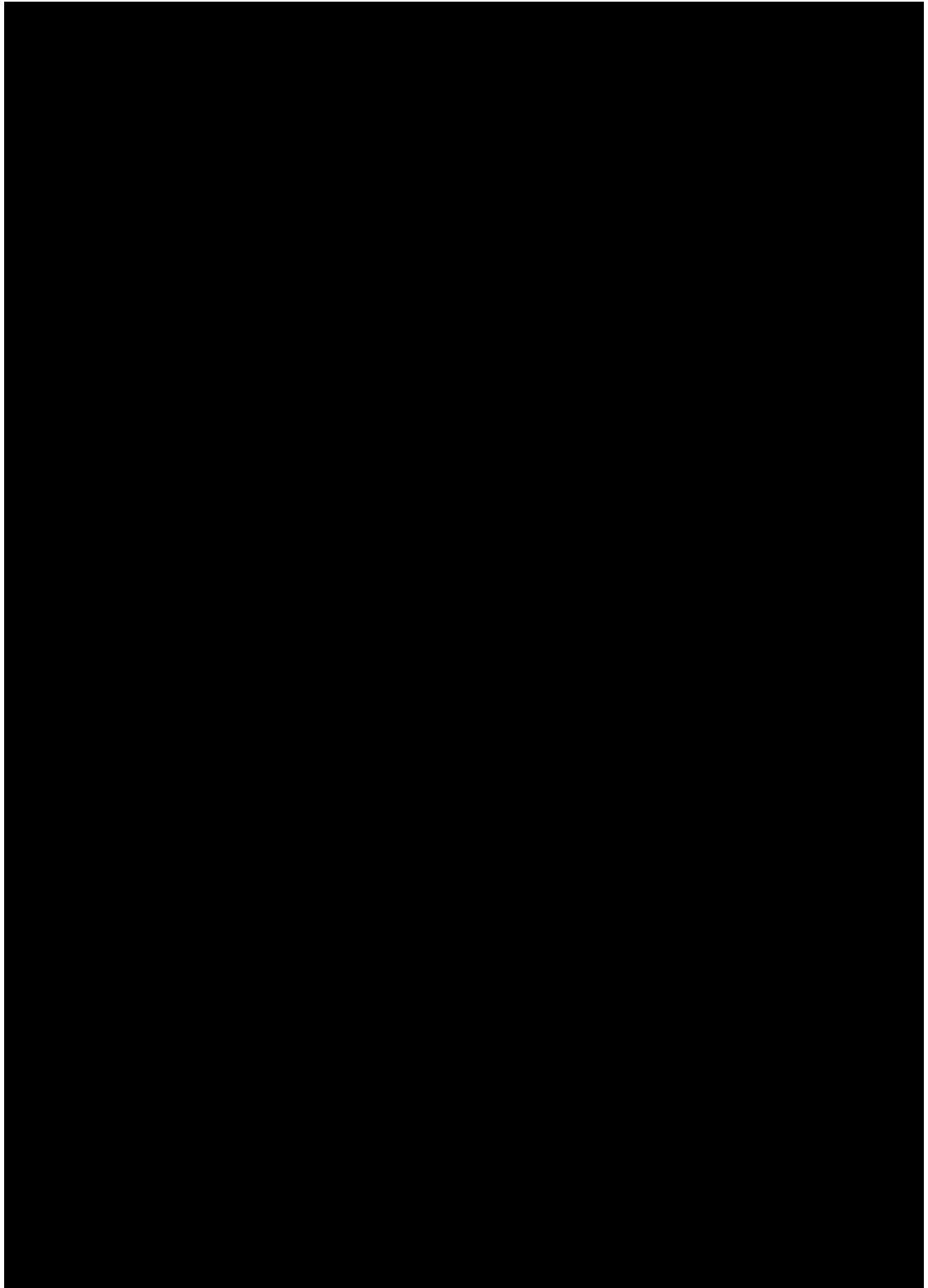
Agnes Husband House – 3rd Floor



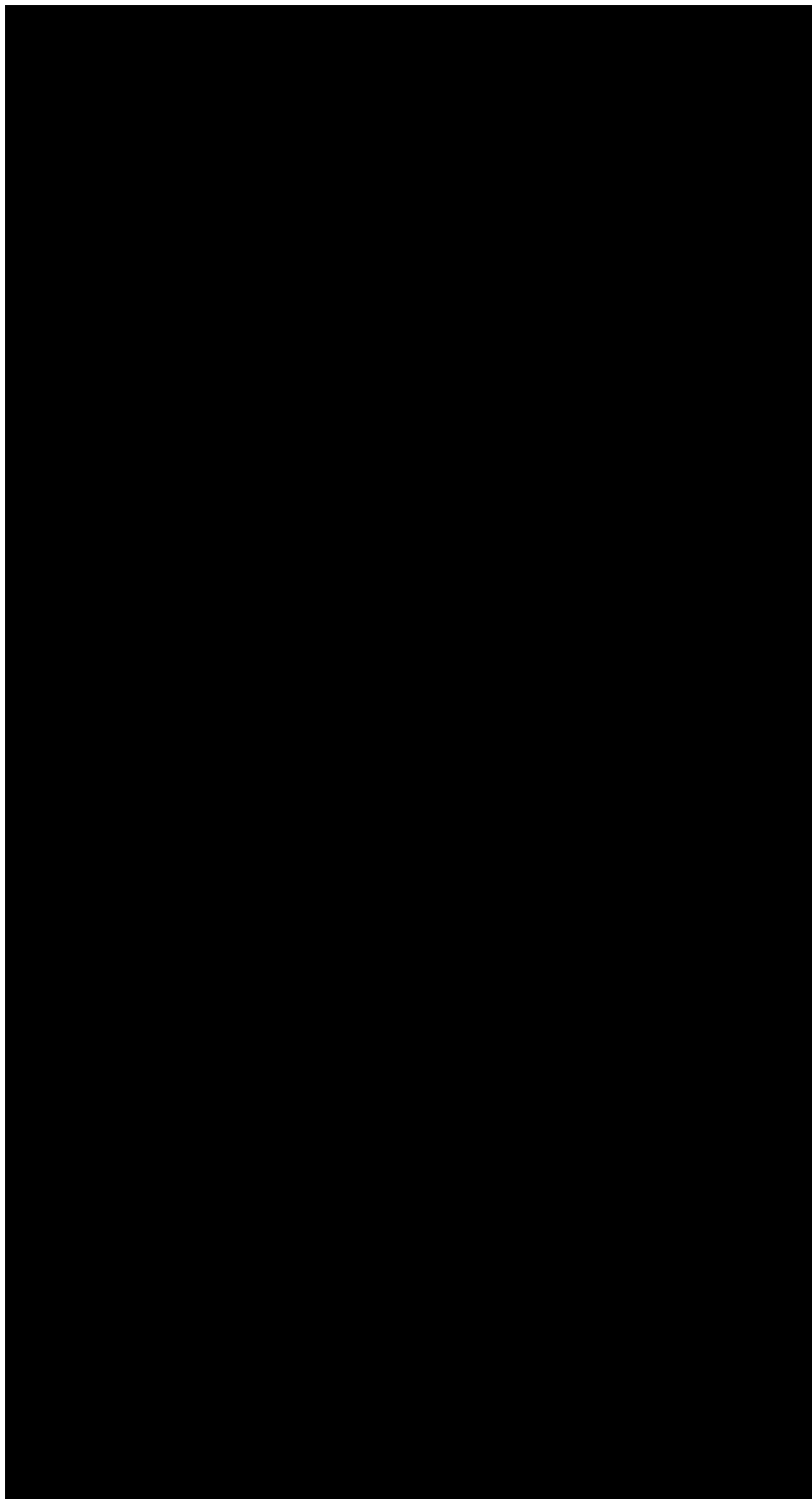
Agnes Husband House – 4th Floor



Agnes Husband House – 5th Floor



Enterprise House – 2nd Floor

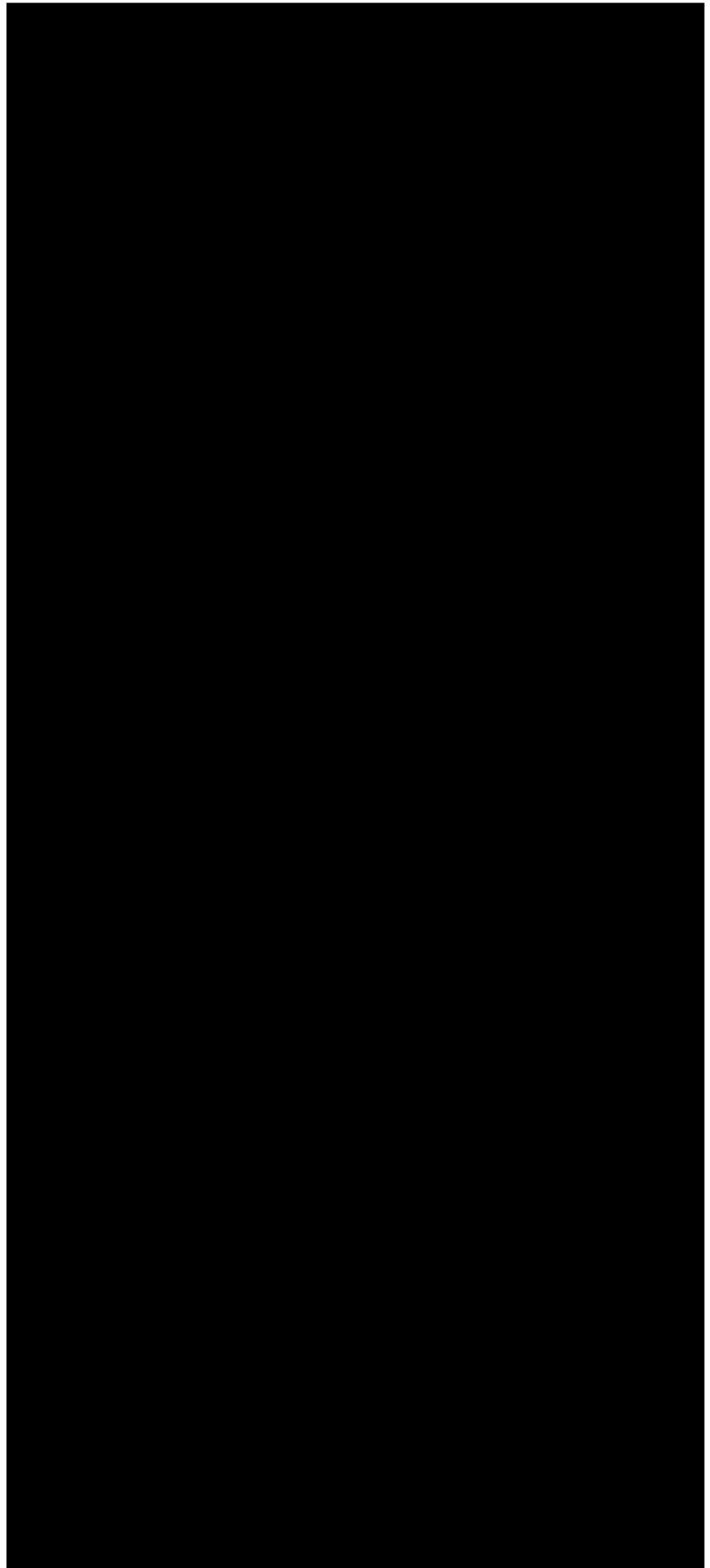


Appendix B

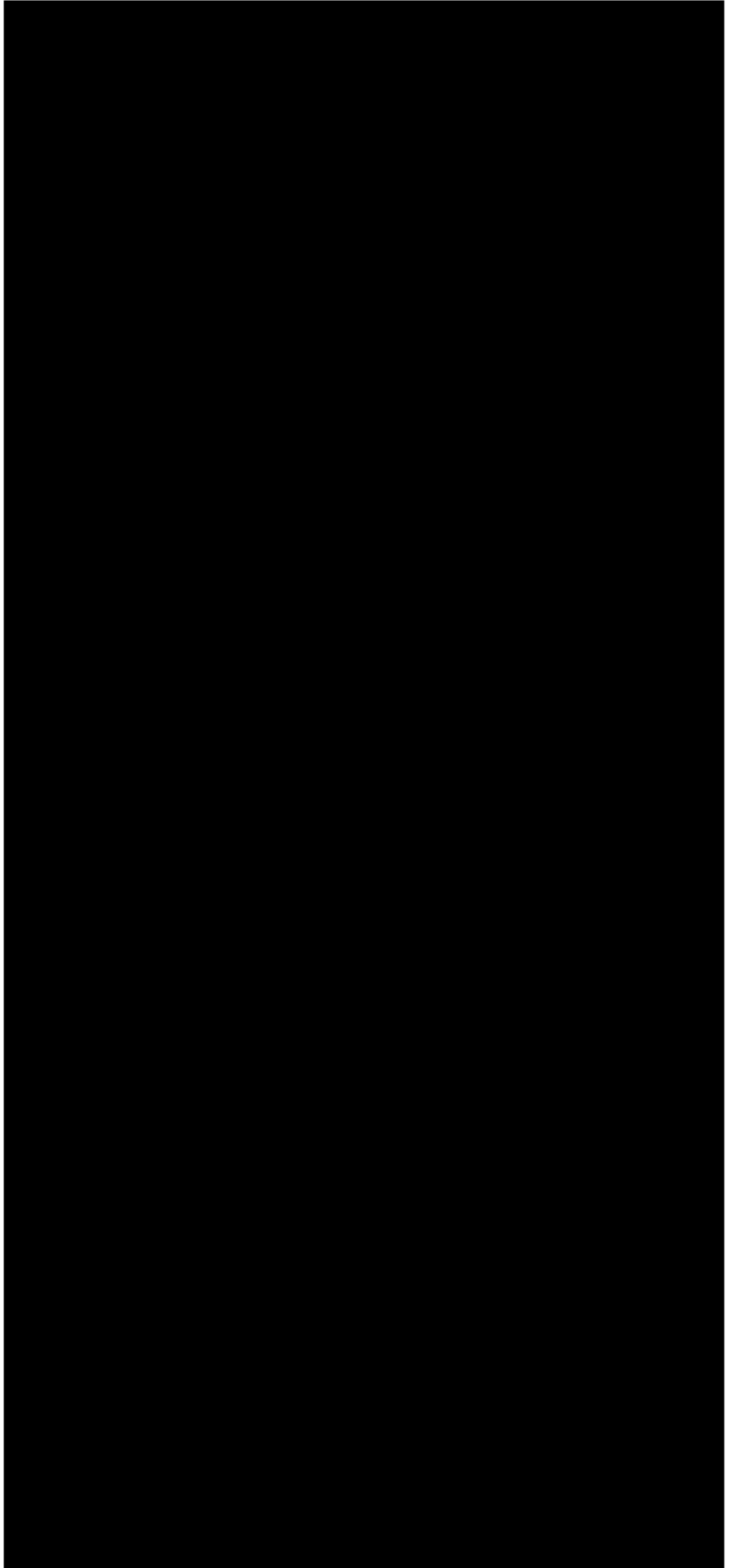
220 High Street – Proposed Desk Allocation

@ September, 2023.			
Glasgow			
Division	220 High Street		
	Full-Time Equivalent (FTE) ¹	Desk Allocation	Capacity ² (Average Days Week)
Chief Digital Office	297	126	2.1
Client Service Delivery	1249	490	2.0
Finance, Fraud and Procurement	194	92	2.4
Health and Social Care	159	66	2.1
Strategy and Performance	136	54	2.0
People and Place	115	62	2.7
	2150	890	2.2
Total FTE (Dundee)	2181		
	Desks (allocated from table)	890	
	Drop Down Desks	30	
	Unallocated Desks	16	
	Total Desks (Glasgow)	936	
Notes:			
- ¹ FTE excludes colleagues based in specialised spaces (e.g. mailroom).			
- ² Capacity is average days per week per FTE that is achievable in the office with the desk allocation to the particular Division.			

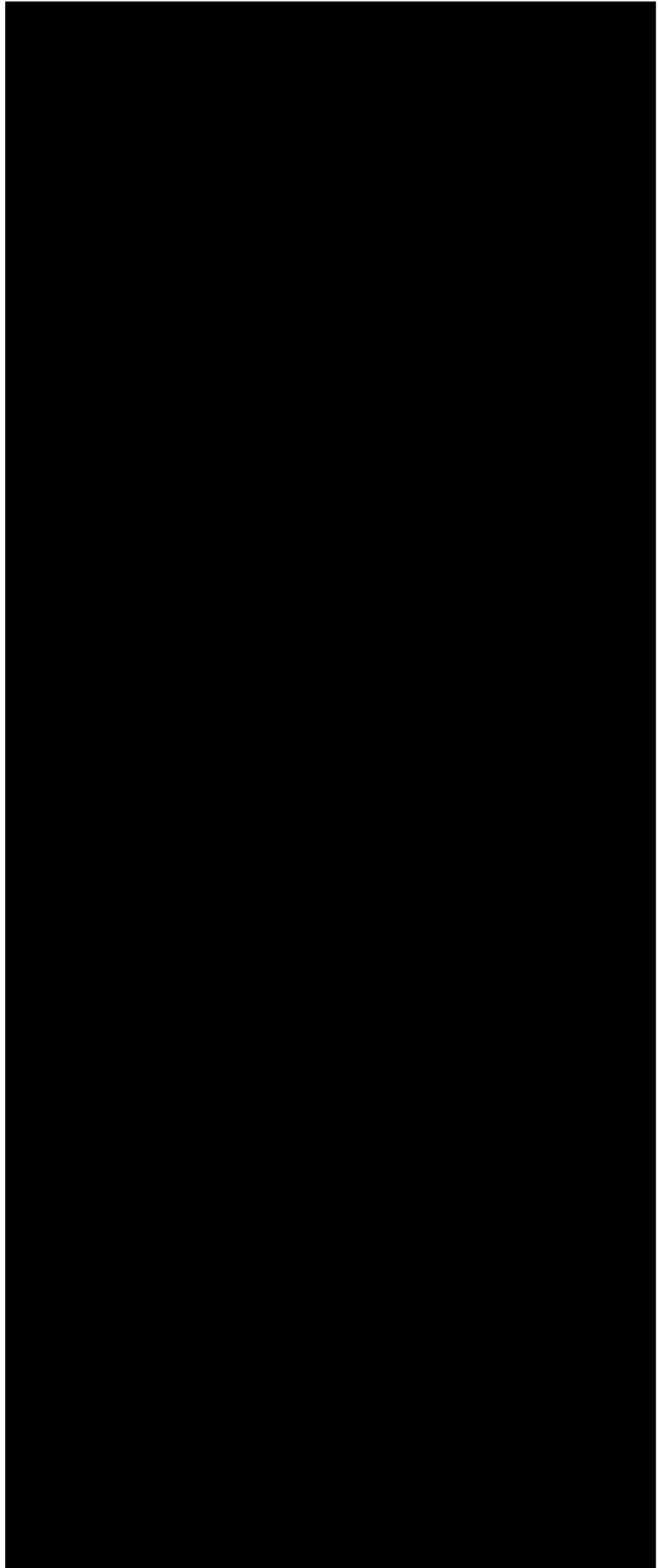
220 High Street – 1st Floor



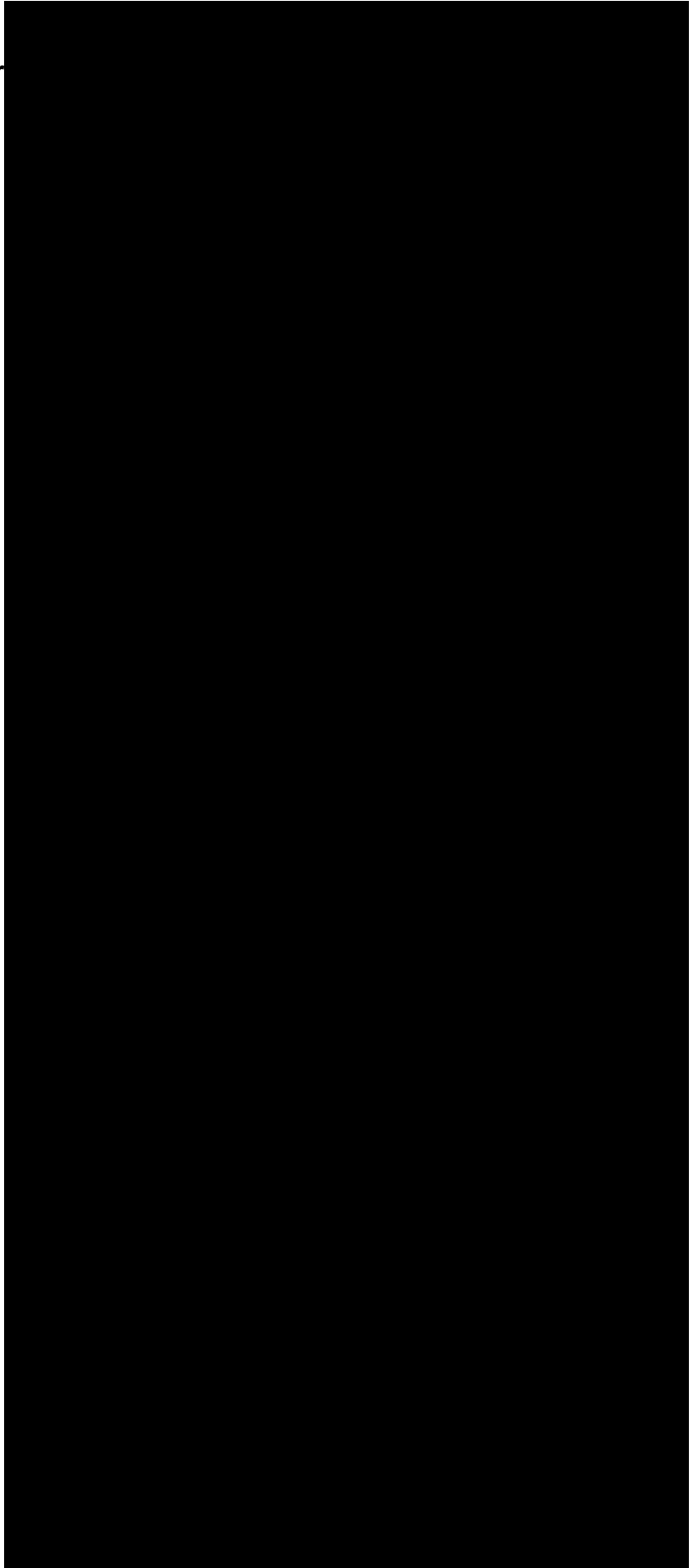
220 High Street – 2nd Floor



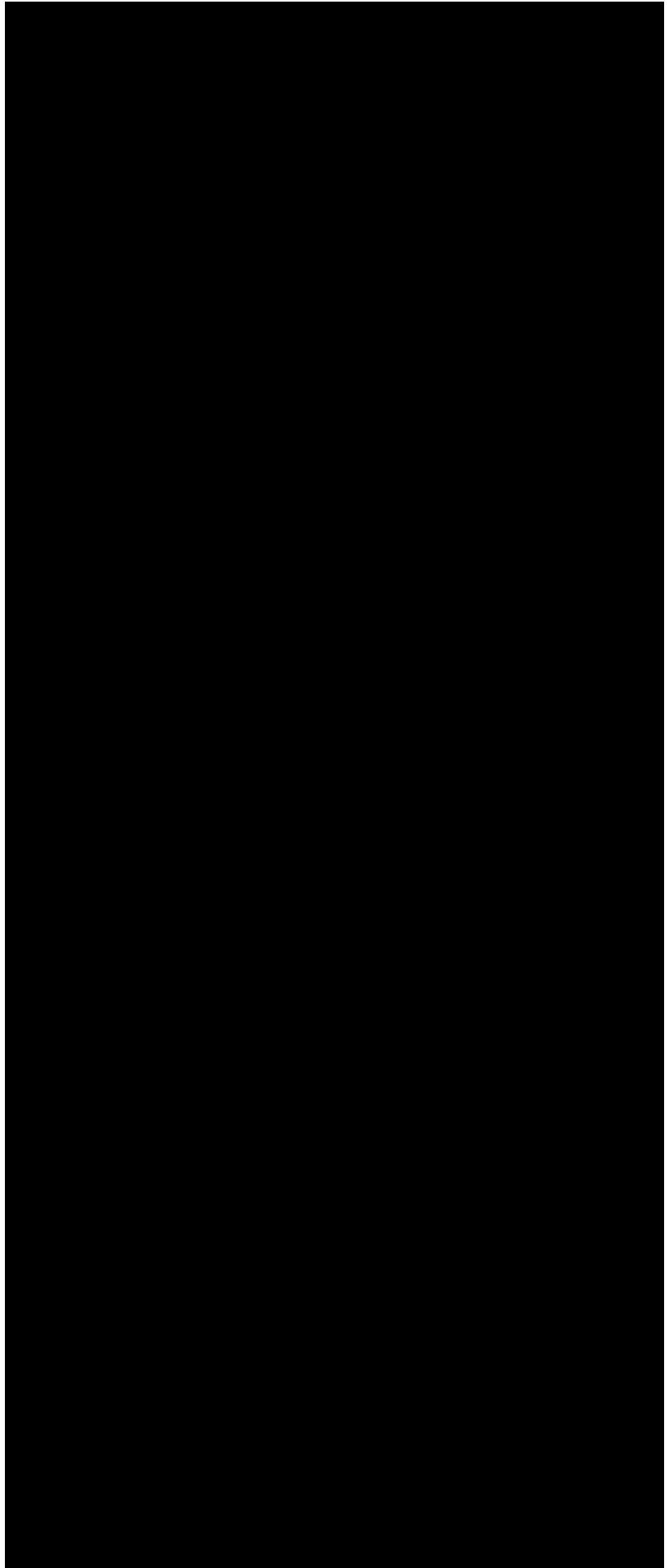
220 High Street – 3rd Floor



220 High Street – 4th Floor



220 High Street – 5th Floor



Governance Tables – To be Completed by Authors

An Impact Assessment must be carried out during the development of all new Agency policies and services and when making significant changes to policies and services. The Corporate Assurance team should be involved from an early stage to provide guidance and advice relating to completing impact assessments.

[Impact Assessment Saltire Page](#)

Impact Assessment Queries: Corporateassuranceteam@socialsecurity.gov.scot

Please complete the below table.

Type of Impact Assessment	Required (Y/N)	If No - briefly state reason e.g. Not relevant/Not eligible – agreed with Deputy Director	If yes – briefly state progress to date, highlight any significant issues.
Child Rights and Wellbeing Impact Assessment (CRWIA)			
Data Protection Impact Assessment (DPIA)		Could complete as part of work.	
Equality Impact Assessment (EQIA)		Could complete as part of work.	
Fairer Scotland Duty assessment			
Future proofing legislation			
Human rights in policy making			
Islands Communities Impact Assessment (ICIA)			
Strategic Environment Assessment (SEA)			

Before submitting please ensure that you detail how the paper contributes to the Corporate Plan Strategic Objectives below. These strategic considerations should be used to assist you with the content of your paper.

Strategic Objective	Contribution
Helping to deliver a social security system with dignity, fairness and respect.	Co-locating Client Service Delivery and Health and Social Care colleagues with objective of supporting integrated service delivery.
Supporting people in Scotland to access devolved benefits that they are entitled to.	Co-locating Client Service Delivery and Health and Social Care colleagues with objective of supporting integrated service delivery.
Running our service in a responsible way	Effective estate management through sub-letting / sharing space with other Scottish Government organisations (i.e. Scottish Housing Regulator).

State here any consultation undertaken in the agency

Strategic Involvement/ Consultation	Input
Service Development	
Data	
Communications	
Business Support Network	
Workforce Planning & People	
Accommodation	
Finance	
Finance	
Operations	related to desk allocation.
Health & Social Care	related to desk allocation.
Local Delivery	

Please confirm the governance this paper/ information within this paper has been through already, and what the next steps are.

Paper/ Information within Paper Reviewed by e.g. Executive Advisory Body, Non-Executive, Deputy Director for Finance and Corporate Services, etc.		Next Steps after this Meeting e.g. Executive Team, Executive Advisory Body, etc.	
Reviewed By	Date/ Decision	To be Reviewed by	Date Scheduled
<Deputy Director/ Manager/ Unit Head's Name/ Board/ Group name>	<date reviewed & brief note of decision/ advice>	<Deputy Director/ Manager/ Unit Head's Name/ Board/ Group name>	<date scheduled>
Nicola Rudnicki		14/12/23	

To arrange a slot at an upcoming meeting of the Executive Team or Executive Advisory Body, please contact GovernanceTeam@socialsecurity.gov.scot