

Policy and Resources Cabinet Committee

11 September 2020

Operational Building Recovery Update

Planning Principles



Effective measures are in place to ensure the safety of our staff and our service-users



Prioritisation to statutory services and services that protect the most vulnerable in the county



Staff, Member and service-users feel confident with KCC as an employer/ service-provider, and their working environment



Our approach enables stable and consistent service delivery and reduces service disruption



Supports the continued development of KCC's cultural and organisational values



Any measures implemented are sustainable



Adherence to Government guidance



Does not constrain or prevent future decisions that may be taken in respect of establishing the longer-term norm

Building Recovery

- Whilst lockdown has begun to ease, the Government has issued guidance for reopening and use of physical spaces, which is based on a **risk-based approach**. **6,500 members of staff are continuing to access our technology systems remotely** each day, to support service delivery, with only a **small number of staff needing to access** buildings to support essential activity that cannot be undertaken remotely.
- **Priority list of buildings to be reopened** has been agreed, based on service need. This assessment has considered **Government guidance, KCC statutory duties**, what is **sustainable** from a service perspective taking into account alternative delivery options that have been developed and the **safety** of KCC's staff, Members and service-users.
- Risk-assessments are being undertaken across the **111 buildings** identified, that will be utilised to support KCC services. It should be noted that other buildings may be open to support partner activities or where we have tenants, but may not be supporting KCC service delivery.
- This activity is coordinated by a cross-directorate recovery group reporting to CMT.



Above example of Sessions House restaurant with social-distancing measures in place.

Moving to COVID- secure workplace

Physical measures - signage, wayfinding demarcation, screening, one-way systems, restrictions to common areas e.g. toilets, queueing systems, revised secure lines, fire evacuation routes.

Recommissioning of building systems, legionella testing, systems flushing and ventilations system adjustment.

Removal of shared equipment with new hygiene protocols in place.

Introduction of app-based systems, new signage, processes and desk-based systems that monitor occupancy and support prioritisation of space.

New office protocols.

Assessment of cleaning regimes and enhancement where required, in line with PHE guidance. Additional hand sanitiser, wipes and the provision PPE where required.

Health and Wellbeing Support Packages.

Updated Fire Risk Assessment, Building Accessibility Assessment, First Aid Warden review and training.

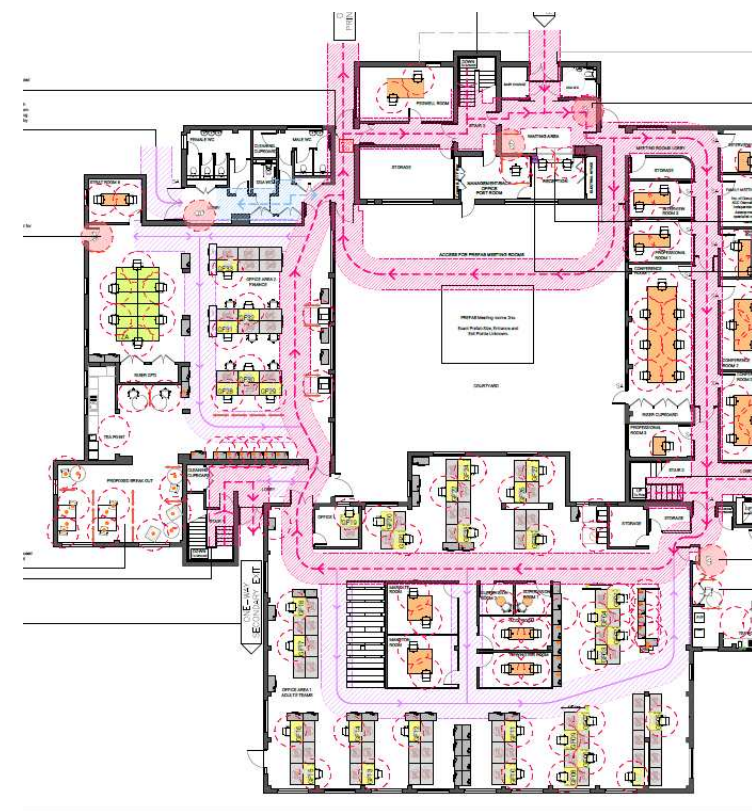
Continuing to support remote working, introducing solutions for printing, post, access to equipment and files etc..

Building Recovery Update

In order to meet the Government guidelines, **occupancy levels** are significantly reduced to circa **20-30% of usual levels**. As a result the majority of staff who usually access the office estate **will continue to work remotely**; priority for use in the office estate will be given to **essential business activity** and those staff who need to access the space from a **wellbeing** perspective.

To support building management we have introduced a **desk-booking app** and are looking at solutions for post, video-conferencing, digital filing, signing in etc.

Additional cleaning has been implemented with **hygiene stations** provided for building-users.



Recovery Proposals
St Peter's House Ground
Floor

Office Estate

Office	District	Expected COVID-Secure completion (as at 11/9/20)	Pre-Covid Occupation (Desks)	Covid-Secure Occupation (Desks)**	Covid-Secure Occupation (Team Zones)
Asford Highways Offices	Maidstone	Completed	210	59	0
Antium House	Maidstone	25/09/20	46	TBC	TBC
Asford Road	Maidstone	Completed	102	28	0
Sessions House	Maidstone	25/09/2020 *	1,062	327	13
Arctica House	Maidstone	Completed	683	99	5
Peter's House	Thanet	Completed	299	93	2
Meriton House	Folkestone & Hythe	Completed	74	24	0
Corrall House	Tonbridge & Malling	Completed	413	84	3
Donner House	Ashford	Completed	444	62	1
Asford Highways Office	Ashford	Completed	254	TBC	TBC
Wistley Hill	Dover	Completed	146	27	2
Wiltons	Dover	Completed	69	31	0
Avenue of Remembrance	Swale	Completed	193	50	2
Willows	Sevenoaks	Completed	88	25	0
Wynes House	Gravesham	Completed	222	34	3
Book House	Canterbury	Completed	479	85	6
Montague House	Tunbridge Wells	Completed	140	26	2

Due to size and complexity, Sessions is being completed in phases. Overall completion is expected by 25/09/2020

** Excludes LATCo desks and 3rd-party desks

Non-Office Estate

Directorate	Service Use	Number	Expected COVID-secure completion (as at 11/9/20)
Adult Social Care and Health	Care-homes	6	All sites expected to be COVID-Secure by September 2020 with exception of some CLS sites where service has requested October completion
	Short-break units	4	
	Independent living	2	
Children, Young People and Education	CLS sites	8	
	Short-breaks units	5	
	Family Centres	4	
	Children Centres	12	
	Youth Hubs	7	
Growth, Environment and Transport	Libraries and registration offices (including Kent Scientific Services)	37	
	Country Parks	9	

How does it look?



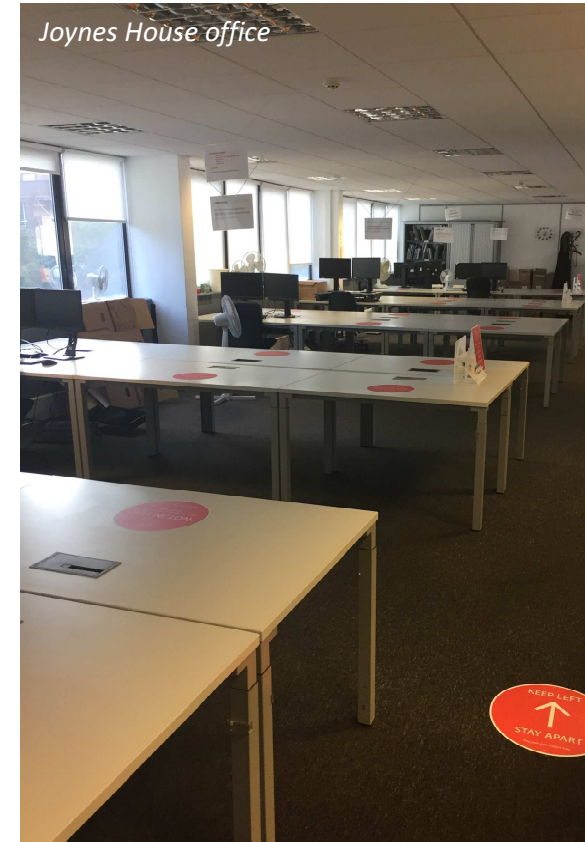


Hill – Spaces for small meetings, 1:1s or lunch breaks

House desks



View into office at Avenue of Remembrance



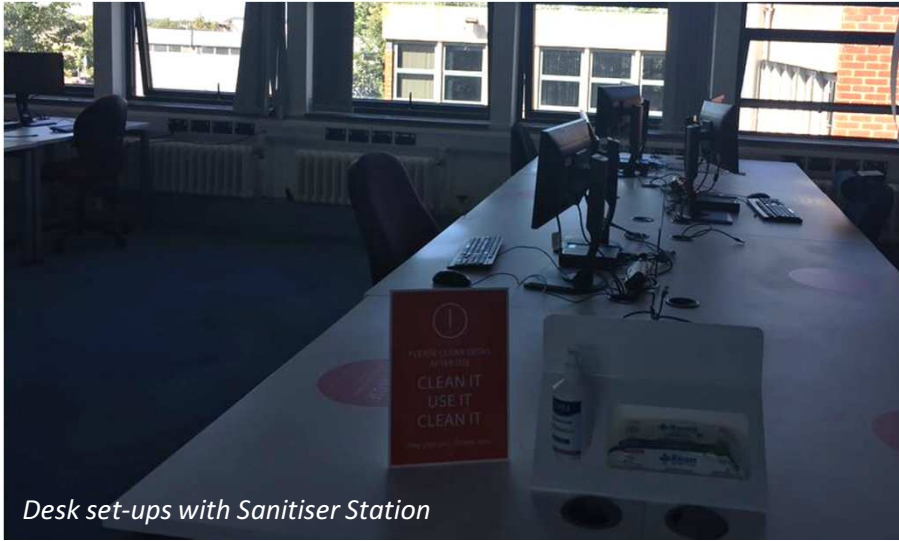
Joynes House office



and breakout space at Thistley Hill



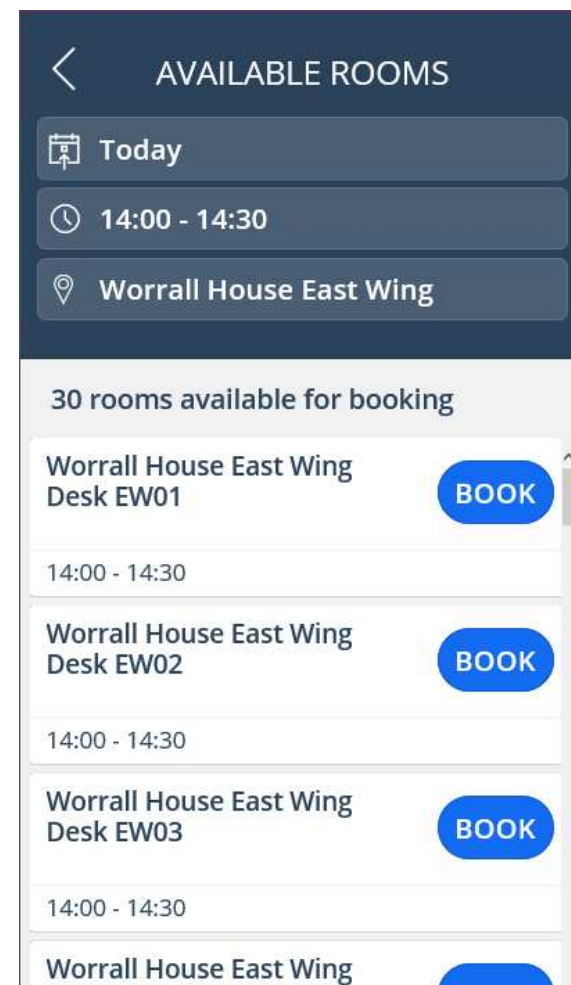
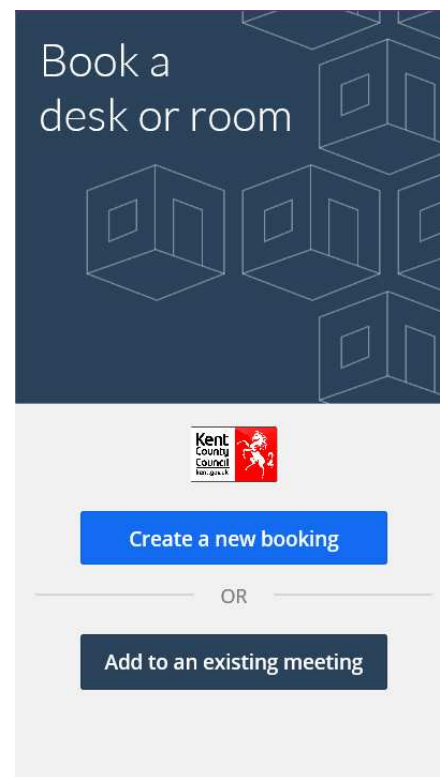
Team Zone at Thistley Hill



Desk set-ups with Sanitiser Station

Building Recovery Update

- During the period we have continued to **support staff working remotely**, supported home risk assessments, home-working kits, distribution of chairs and monitors and targeted the wellbeing offer available for staff.
- Service requirements will continue to be reviewed in line with service need and Governance guidance, with the **current planning assumption currently until the end of the financial year**.
- Cost associated with the building changes to date are c. £800k with **£1.8m** of reduced building running-costs taken into account as part of the budget forecasting.



Questions