

**DRAFT****RDC South Street Office  
Relocation  
Staff FAQs**

The following information has been compiled as an initial opportunity to share information on the likely working arrangements at LaunchPad should the decision by Members to relocate there be approved at the meeting on the 19<sup>th</sup> March 2024.

This is our first FAQ based on what we know at present, however following further staff engagement some of these arrangements may change.

We will continue to update the FAQs as we move along and we will keep you updated via staff emails, drop in sessions and staff briefings.

We hope this will provide some clarity around the future arrangements and working methods at the new site. If you have any questions or suggestions regarding this information, please speak to your Manager.

**Office Accommodation****Q: Where is Launchpad located?**

**A:** Launchpad Offices are located at the Airport Business Park, Cherry Orchard Way, Rochford, SS4 1YH. The office accommodation will be situated on Floors 1 & 2.

This office is approximately 2.2 miles from our present location in South Street.

**Q: How will I access the office?**

**A:** Staff will access the Launchpad Offices via two entrances on the ground floor which take you past reception to the stairs and lifts that are available.

**Q: Will I need to hot desk?**

**A:** Yes.

There will be approximately 30 desks available at Launchpad therefore Hotdesking and Agile working will be required as it is at present in the Connect Rooms at South Street

A policy of hot desking will be strictly applied. There will be no reserved desks for any member of staff. All colleagues will be expected to work flexibly, including away from the office, to the extent their service allows. If you have any questions about how this is applied for your team, please discuss with your manager.

**Q: How will I know a desk is available if I am hotdesking and there is a limited number available?**

**A:** A desk booking system will be introduced prior to relocating which will enable you to book a desk which will ensure there is one available for when you arrive at LaunchPad

**Q: Will I have my own storage space?**

**A:** Yes we are looking to purchase lockers and more information will be provided shortly.

**Q: What if I have a specific requirement in terms of equipment, e.g. chair, desk?**

**A:** Those Officers with specific equipment as part of reasonable adjustments, under the Equality Act 2010 will continue to have that equipment available at LaunchPad. When not in use by that Officer the desk/chair etc. should be available for general use providing no settings are adjusted.

## Meeting Rooms & Break Out Space

**Q: Will meeting rooms be available and will I need to book them?**

**A:** Yes and Yes.

Various sized meeting rooms will be available at Launchpad for booking. Details on how to book meeting rooms will be provided before the relocation.

Officers can also arrange to use alternative venues such as the meeting room at Mill Hall or Clements Hall Leisure Centre Café for meetings. You will be able to determine which space is most appropriate for your meeting.

Other spaces may become available or identified and we will inform staff what these are and how to book them once we have confirmed or are aware.

**Q: What equipment will be available at Launchpad in the meeting rooms?**

**A:** It is likely that screens will be available in order that Teams meetings and presentations can be broadcast.

## Office Facilities

**Q: How will I print?**

**A:** Due to the requirement for hot-desking and clear desk policy, printing should only be undertaken when absolutely necessary. There will be a multi-functional device (MFD) with follow me printing installed for printing and scanning. Full instructions for using the MFD will be available prior to relocation.

**Q: Where will my filing be kept?**

**A:** At present no filing capacity is available at Launchpad – please liaise with your manager over any issues this may cause so we can work through this.

All filing that needs to be retained will be done so at South Street for the immediate future until disposed of, scanned or an alternative arrangement made.

There is no additional capacity for additional filing or storage at LaunchPad, except for specific service requirements which will be agreed with your manager.

**Q: Where do I get stationery from?**

**A:** There is no need to maintain your own personal supply of stationery as a minimum central supply will be kept. Location to be confirmed.

**Q: How will our post be managed?**

**A:** To be determined however discussions are underway

**Q: What IT equipment will be available for me?**

**A:** We will standardise equipment for every desk. An example of the equipment and desktop will be set up soon in one of the Connect Rooms.

**Health & Safety****Q: What are the arrangements for fire drills/alarm tests?**

**A:** The fire alarm will be tested regularly. Details of fire drills and evacuation procedures will be provided prior to relocation to LaunchPad

**Security****Q: Will other tenants/partners be able to access our offices?**

**A:** Yes, the site is multi-purpose however our offices are not, and we should ensure the locking mechanisms are always working to prevent unlawful access

**Q: Do i get a security card for LaunchPad?**

**A:** Yes, you will receive a FOB which you will personally sign for and be yours to access LaunchPad. The Rochford District Council 'Offices' at LaunchPad will be accessed via a key kept on site.

### Travel & Parking

**Q: If I do not drive, how do I get to Launchpad.**

**A:** Work continues to ascertain all travel options available however we are firming up public transport (Buses) to the local bus drop off locations. The destination is walkable from Rochford Train Station, albeit a 30min walk.

We will also be looking into alternative schemes such as car sharing and car buddying that have been successful at other organisations. There is a facility on the intranet currently that can be utilised to help organise car share.

To assist us please complete the survey on travel arrangements that will be circulated.

If you have any concerns about how you can travel to LaunchPad please raise these with your Line Manager

**Q: Where can I park?**

**A:** There will be limited parking on site at Launchpad and it is still being determined as to how these spaces will be allocated.

There is further parking at Cherry Orchard which is 300 meters from Launchpad. Cherry Orchard Car Park has approximately 76 car parking spaces. We are aware of the safety concerns of crossing the road from Cherry Orchard to LaunchPad and will carry out relevant risk assessments to mitigate the risk