

### **Appendix 3 Unity House – Principles for occupation**

- Each portfolio has a designated area
- A separate management room to be provided for each service area for direct reports to chief officers only.
- No desk ownership – clear desk policy
- Personal lockers provided
- Each team to have a zone within designated area. If no desks available within team zone then staff can migrate to next available desk in another zone.
- Options being considered with Interior Designers for the use of kitchens/fridges/drinks.
- Small communal kitchen areas to be used for access to water and washing up
- No hot food to be eaten at desks – top floor eating area to be used
- Microwaves to be provided in top floor eating area
- Bookable and unbookable meeting rooms
- All bookable meeting rooms will be via centralised system i.e with no rooms designated to specific services
- Informal break out areas within each designated area
- Communal hot-desks and meeting space for external people in main circulation space
- Reception to be staffed by contact centre staff
- Bike shelter to be provided
- Showers in basement.