

**Elected Members' Bulletin
February 2022**

Chief Officer Area: People & Technology

Subject: Return to the Workplace

1. **Category:** Public

2. **Background:**

Scottish Government guidance in the COVID Route map includes a phased return to office working. The Council's plan involve 3 phases, some aspects of which had commenced prior to the festive break. Phase 1 groups had returned to the workplace and preparations were underway for the return of phase 2. All preparations were subsequently paused due to the emergence and transmission rates of Omicron and working from home as the default and where possible was reintroduced.

As restrictions are lifted against the backdrop of an improving picture, the reopening of offices is again moving forward.

3. **Main Issues:**

As a reminder the element of return are set out below:

Phase 1 – 1st Floor Church St: this phase also involved consolidating several teams based in Bridge St and moving them into Church St. **Return date w/c 7/2/22.**

Phase 2 – Ground Floor Church St, CTCO, Municipal Building, Clydebank Town Hall: this phase includes Elected Members. **Return date w/c 7/2/22.**

Phase 3 – 2nd Floor Church St, depots: this phase includes the Senior Leadership space however managers may return with their teams in advance of this area being available. **Return date w/c 28/2/22** (to allow for device updates and manager briefings).

In respect of all phases, our planned approach to supporting employees, managers and Elected Members, during what may be a challenging adjustment, includes updated service assessments, ICT device updates, briefings with managers, employees and our Joint Trades Union colleagues. Satisfaction surveys, risk assessments and updated building protocols will also be reviewed and reissued as required.

Opening to the Public

Plans to enable the public to call into offices with an appointment are in place to commence week beginning 7th March. Initial discussions with the Citizen Services Manager have been held and plans are underway with service managers to ensure suitable arrangements are in place. Risk Assessments require to be reviewed and Corporate Communications will be involved in communicating plans to citizens.

Capacity Restrictions

Teams working in Church St are asked not to host any external/dispersed team meetings during the month of March to allow the capacity to be monitored. This will be the first time all offices are open and all teams returned since March 2020 and safety is our primary concern.

Protocols are in place, across all buildings and everyone will adhere to 1m distancing. Employees will be expected to wear masks in communal areas and moving around (unless exempt), observe good hygiene practices, take regular LFTS (these are available via the PPE store, from pharmacies or GOV.UK) and sign in/out of office. The PPE store will continue to operate from Bridge St.

Some service redesign may be required due to the changes and improvements in operating practices since the beginning of the pandemic and services who have successfully moved processes to a digital approach will ensure these remain.

The majority of our office based workforce will be working in a hybrid workstyle, this will mean a mixture of online, virtual, hybrid and face to face meetings and activities. As things settle, patterns may emerge around best practice for different activities and protocols/guidance and training will be adapted and/or developed to reflect and support this.

4. Resource Issues (if any):

The return project is largely supported by OD, Change and Digital; People & Change and the Asset Management teams. This is being delivered from within existing resources with the support of the relevant managers as their teams return.

5. What it means for WDC:

A full and safe return to offices should be concluded by end February/early March with a period of monitoring until April at the earliest. As before, all plans are subject to Scottish Government guidance applicable at the time.

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Background papers: N/A

Date: 1st February 2022