

**Strategic Director**

Site address and type of service	Current accommodation Size/Configuration/Quality issues	Location Ideal requirements	Other considerations On going and unresolved issues
Shire Hall complex <i>Strategic Director of Performance and Development</i>	<ul style="list-style-type: none"> <li>One individual office located on ground floor of Shire Hall</li> </ul>	Ideal requirements would be for an adjoining office for PA and support officer. The current location does not facilitate adequate support arrangements and a more accessible location would be preferable	None identified

**Directorate Improvement and Support Service**

Site address and type of service	Current accommodation Size/Configuration/Quality issues	Location Ideal requirements	Other considerations On going and unresolved issues
Shire Hall complex <i>Strategic Support team</i>	<ul style="list-style-type: none"> <li>One open plan office on ground floor of Shire Hall occupied by PA to Strategic Director and Administration Officer (shared with Change Management secretariat and County Partnerships Manager)</li> </ul>	Current size acceptable but location does not facilitate adequate support arrangements for the Strategic Director	None identified
Shire Hall complex <i>Improvement and Support Services Manager</i> <i>Human Resources team</i>	<ul style="list-style-type: none"> <li>One open plan office on ground floor of Shire Hall, occupied by six people</li> <li>Two adjoining offices for Improvement and Support Services Manager and Personnel Officer</li> </ul>	Ideally, co-location of the whole Improvement and Support Service in one area of Shire Hall will enable better integration across the service	Due to its location over the boiler room, the office becomes very hot – temperatures of 80 degrees in the winter are not uncommon even with all radiators in the rooms turned off

<b>Site address and type of service</b>	<b>Current accommodation Size/Configuration/Quality issues</b>	<b>Location Ideal requirements</b>	<b>Other considerations On going and unresolved issues</b>
Shire Hall complex <i>Business Improvement and Business Support teams</i>	<ul style="list-style-type: none"> <li>▪ Two open plan rooms on first floor of Shire Hall for 7 people</li> <li>▪ One separate room for the post room behind Shire Hall reception</li> </ul>	The distance of these two teams from the rest of Improvement and Support is a particular problem in terms of integration	<p>The lack of natural light in the one office is an issue</p> <p>The lack of available space for centralisation of stationery in the future will be an issue</p>
Shire Hall complex <i>Financial Services team</i>	<ul style="list-style-type: none"> <li>▪ One open plan office for up to six people on ground floor of Shire Hall</li> <li>▪ One adjoining individual office for Financial Services Manager</li> </ul>	Current size and location acceptable.	None identified

## Change Management Division

Site address and type of service	Current accommodation Size/Configuration/Quality issues	Location Ideal requirements	Other considerations On going and unresolved issues
Shire Hall complex <i>Head of Change Management</i>	<ul style="list-style-type: none"> <li>▪ One individual office located on ground floor of Shire Hall occupied by Head of Change Management</li> <li>▪ One open plan office on ground floor of Shire Hall occupied by Secretariat (two people) and County Partnerships Manager</li> </ul>	Current size and location acceptable.	It is difficult to maintain day-to-day contacts within the division. All the division need to be based together at Shire Hall
Shire Hall complex <i>Voluntary and Community Sector</i>	<ul style="list-style-type: none"> <li>▪ One open plan office on front ground floor corridor of Shire Hall accommodates the five members of the team (shared with two members of Organisational Development team)</li> </ul>	<p>Office space does not provide for small meetings to take place.</p> <p>Noise levels within room when all present or discussions taking place distracting and unacceptable. There is a need for quiet working areas</p> <p>There is no room for filing cabinets due to lack of wall space and ducting around the walls with plug access limits available wall space.</p>	
Shire Hall complex <i>Planning and Performance Management</i>	<ul style="list-style-type: none"> <li>▪ One open plan office on ground floor of Shire Hall accommodates the nine members of the team (shared with Project Assurance Co-ordinator and Policy and Partnerships Co-ordinator)</li> </ul>	Current location and size acceptable	

Site address and type of service	Current accommodation Size/Configuration/Quality issues	Location Ideal requirements	Other considerations On going and unresolved issues
Shire Hall complex <i>Organisational Development</i>	<ul style="list-style-type: none"> <li>▪ One open plan office on ground floor of Shire Hall accommodates one member of team (shared with Planning and Performance Management Team)</li> <li>▪ One open plan office on front ground floor corridor of Shire Hall accommodates two members of team (shared with Voluntary and Community Sector Team)</li> </ul>	<p>Office space does not provide for small meetings to take place. Consequently, much time is wasted trying to find meeting room/space.</p> <p>Noise levels within room when all present or discussions taking place distracting and unacceptable. There is a need for quiet working areas</p> <p>There is no room for filing cabinets due to lack of wall space and ducting around the walls with plug access limits available wall space.</p>	<p>Given the split of the teams across the two rooms, it is difficult to maintain day-to-day contact.</p>
Shire Hall complex <i>Information Management</i>	<ul style="list-style-type: none"> <li>▪ One individual office for Corporate Information Manager, shared with Records Manager/contractor</li> </ul>	<p>Current size and location acceptable.</p>	<p>Long term ideally require space for additional project (temporary) staff, if we have a more flexible arrangement for office space. Currently space limits any development.</p>
Old Clink, Warwick <i>Business Consultancy</i> <i>Warwick Area Team</i>	<ul style="list-style-type: none"> <li>▪ One open plan office on first floor occupied by 9 Business Consultancy staff</li> <li>▪ One individual office for Business Consultancy Manager on first floor</li> <li>▪ One office on first floor occupied by four people in Warwick Area Team</li> </ul>	<p>Business Consultancy need to be accommodated within Shire Hall. Require sufficient space to accommodate 11 staff (with equipment) in one open plan office</p> <p>Area Team require close location to Shire Hall Committee room to facilitate regular 'dropping in' by Councillors. Also location which</p>	<p>Ongoing problems with the leaking roof, lack of light and inadequate ventilation/circulation in some offices</p> <p>Little or no access to the meeting room in the Old Clink, as this is now required by the Police Authority support.</p> <p>Warwick Area Team currently negotiating possible joint working</p>

Site address and type of service	Current accommodation Size/Configuration/Quality issues	Location Ideal requirements	Other considerations On going and unresolved issues
		is accessible to the public Need use of a meeting room and quiet area	arrangements with Warwick DC. This may entail a move to Riverside House, Leamington, or some other venue where co-working can be facilitated.
Winton House, Stratford on Avon <i>Stratford-on-Avon Area Office</i>	<ul style="list-style-type: none"> <li>▪ Two interconnecting offices with space for up to six staff</li> <li>▪ Shared use of toilets and kitchen</li> <li>▪ Use of meetings rooms in Stratford on Avon District Council offices</li> </ul>	Current accommodation is acceptable	Registrars now located on ground floor.  Accessible toilet for use by public lacking baby changing facility.
4 Albion Court, 76 Attleborough Road, Nuneaton, CV11 4JJ <i>Nuneaton and Bedworth Area Office</i>	<ul style="list-style-type: none"> <li>▪ Two individual offices</li> <li>▪ One open plan office for up to four staff (including hot desk)</li> <li>▪ Shared use of reception, toilets, kitchen and large meeting room (up to 15)</li> </ul>	Current accommodation is acceptable although a meeting room is required (current meeting room is occupied as an office by Community Safety staff)	
Magistrates Court, Croft Road, Atherstone <i>North Warwickshire Area Office</i>	<ul style="list-style-type: none"> <li>▪ Two separate ground floor rooms occupied by four staff</li> <li>▪ One photocopier room</li> <li>▪ Three large meeting rooms</li> <li>▪ Kitchen</li> </ul>	Ideal requirements:  One individual office, with a bigger shared office to accommodate up to 5 people (including hot desk)  Office accommodation for Education staff on part-time  Meeting room for up to 8 staff  Access to toilets, kitchen,	Accommodation will be sold in 2007 with property to be vacated by end 2006 but there are limited options in Atherstone.  Property Services is involved in finding new accommodation  Longer term issues surrounding the location of public and voluntary and community sector accommodation in North

Site address and type of service	Current accommodation Size/Configuration/Quality issues	Location Ideal requirements	Other considerations On going and unresolved issues
		photocopier	Warwickshire
Rugby Borough Council <i>Rugby Area Office</i>	<ul style="list-style-type: none"> <li>▪ One office occupied by four people (including job share arrangement)</li> <li>▪ One individual office occupied by one person</li> <li>▪ While the team has grown to 'five' due to the job-share arrangement, there is only room for four workstations - the five of us cannot be in the office at the same time.</li> <li>▪ Storage space is limited.</li> </ul>	<p>Ideal requirements would be:</p> <p>Space for five workstations (within a single office), with additional hot-desking facilities that could be used by the community development workers (below) and other WCC staff (and partners?) as required.</p> <p>We also need storage space plus use of a meeting room.</p> <p>Office needs to be appropriate for Councillors to 'drop in'.</p>	<p>Rugby Borough Council asked us to move over a year ago (although they have not yet made a formal request).</p> <p>The current position is that we will be moving to Newton Hall for 1<sup>st</sup> September.</p>
New Bilton Community Association, Rugby <i>Community Development Workers (Rugby Area Team)</i>	<ul style="list-style-type: none"> <li>▪ Office accommodation to be occupied by two workers who will be recruited over the summer.</li> </ul>	Size and location of accommodation is ideal	Currently negotiating appropriate contract with New Bilton Community Association, and resolving health and safety issues before the workers are recruited.

## Law and Governance Division

Site address and type of service	Current accommodation Size/Configuration/Quality issues	Location Ideal requirements	Other considerations On going and unresolved issues
Shire Hall complex <i>Head of Law and Governance</i>	<ul style="list-style-type: none"> <li>▪ One individual office on the first floor of Shire Hall</li> </ul>	Adjacent accommodation for all staff in the division in Shire Hall. In the absence of this possibility in the medium term, preference would be for Young People's Team as a whole to move to any suitable suite of vacated offices in Northgate Street, together with the Insurance Team <b>as soon as possible</b> . This would at least provide a reasonable short term solution for the staff involved.	
Shire Hall complex <i>Community and Environment Legal Service</i>	<ul style="list-style-type: none"> <li>▪ One open plan office on first floor of Shire Hall occupied by 9 people with adjoining individual office for Community and Environment Legal Services Manager</li> <li>▪ One office on first floor of Shire Hall occupied by two secretaries (one other secretary currently co-located with Corporate Legal Services secretariat)</li> <li>▪ One office on first floor of Shire Hall occupied by 4 staff (adult team)</li> <li>▪ One office on first floor of Shire occupied by 2 staff (Debt Recovery)</li> </ul>		Accommodation for Insurance Team is wholly unsuitable and one office has been condemned by the Corporate Health and Safety Officer. Alternative options are urgently being sought.

Site address and type of service	Current accommodation Size/Configuration/Quality issues	Location Ideal requirements	Other considerations On going and unresolved issues
	<ul style="list-style-type: none"> <li>▪ Two offices on split floors in 2 Northgate Street occupied by the Insurance Team (6 people)</li> </ul>	<p>Re-locate as one whole team together, preferably in Shire Hall. If not, in vacated Education offices in Northgate Street.</p>	
<p>Shire Hall complex <i>Young People's Legal Service</i></p>	<ul style="list-style-type: none"> <li>▪ Four offices on ground floor of Shire Hall, occupied by 10 staff;</li> <li>▪ Three offices on first floor of Judges House occupied by 8 people;</li> <li>▪ Two offices on second floor of Judges House occupied by 6 people.</li> </ul>	<p>Preferably the whole team in Shire Hall <b>or</b> whole team in Northgate Street (old Education) accommodation <b>as soon as possible</b>.</p> <p>The current accommodation is not conducive to effective team based working.</p>	<p>Recent accommodation moves have taken place within Judges House but this accommodation continues to be very over crowded and requires urgent attention. The split locations of the team also cause management difficulties and unnecessary complications.</p>
<p>Shire Hall complex <i>Corporate Legal Service</i></p>	<ul style="list-style-type: none"> <li>▪ Five open plan offices on the first floor of Shire Hall, occupied by 16 solicitors/legal executives/trainees;</li> <li>▪ One individual office on the first floor of Shire Hall occupied by Property, Projects and Contracts Team Leader.</li> <li>▪ One open plan office on the first floor of Shire Hall occupied by the secretariat (2 people) and the PA to the Head of Law and Governance</li> </ul>		



Site address and type of service	Current accommodation Size/Configuration/Quality issues	Location Ideal requirements	Other considerations On going and unresolved issues
Shire Hall complex <i>Scrutiny</i>	<ul style="list-style-type: none"> <li>▪ One small office for Scrutiny Manager on first floor of Shire Hall</li> <li>▪ Scrutiny Officer co-located in Member Services on first floor of Shire Hall</li> <li>▪ Scrutiny Officer (Health) co-located with Organisational Development team in Change Management on ground floor of Shire Hall</li> </ul>	Co-location of whole team together is required, particularly as another Scrutiny Officer has now been recruited.	
Shire Hall complex <i>Member Services</i>	<ul style="list-style-type: none"> <li>▪ One large open plan office on first floor of Shire Hall for 16 people</li> </ul>	Return of the single office within large open plan office to Member Services Manager (when Head of Customer Service and Access relocates).	
Shire Hall complex <i>Members' Room</i>	<ul style="list-style-type: none"> <li>▪ One small office on first floor of Shire Hall, used by independent Member and portfolio holders</li> </ul>		
Shire Hall complex <i>Internal Audit and Risk Management</i>	<ul style="list-style-type: none"> <li>▪ One small office for Internal Audit Manager</li> <li>▪ One large open plan office occupied by 13 people</li> <li>▪ Kitchen shared with Resources Directorate</li> <li>▪ Filing area also used for quiet work area.</li> </ul>	Co-location with the rest of Law and Governance division	<p>The open plan office is used as a corridor, which is not ideal given the confidential nature of audit work.</p> <p>As offices are located at the front of Shire Hall, they are hot in summer and cold / draughty in winter (Some radiators were removed when offices made open</p>

Available on request

<b>Site address and type of service</b>	<b>Current accommodation Size/Configuration/Quality issues</b>	<b>Location Ideal requirements</b>	<b>Other considerations On going and unresolved issues</b>
			plan. Office also opens onto stairwell).  Office can get noisy so sound deadening would be helpful.

## Customer Service and Access Division

Site address and type of service	Current accommodation Size/Configuration/Quality issues	Location Ideal requirements	Other considerations On going and unresolved issues
Shire Hall complex <i>Head of Customer Service and Access</i>	<ul style="list-style-type: none"> <li>▪ One small office within the open plan office occupied by Member Services where PA to Head of Customer Service and Access is also located</li> </ul>	<p>Office for Head of Customer Service &amp; Access with space for meetings for at least 6 people which can be used as a general meeting area when Head of Service is not in.</p> <p>Working area with space for two work stations, filing cabinets, bookcase, ideally located with P&amp;D management secretariat close to Head of Customer Service &amp; Access office.</p>	
Shire Hall complex <i>Customer Service Centre</i>	<ul style="list-style-type: none"> <li>▪ One large open plan office on the top floor of Shire Hall, 42 desks</li> <li>▪ One small adjoining office occupied by Customer Service Centre Manager and Senior Team Leader</li> <li>▪ One rest area for Customer Service Advisors</li> </ul>	<p>Separate office required for Customer Service Centre Manager</p> <p>Accommodation for six desks required in quiet area.</p> <p>Meeting space required which will also be used for training purposes.</p>	
Library, Kenilworth <i>One stop shop</i>	<ul style="list-style-type: none"> <li>▪ Large counter area with four PCs</li> <li>▪ Shared work room with 2 PCs</li> </ul>	<p>Shared staff rest area</p> <p>Shared meeting area</p>	
Kings House, Bedworth <i>Customer Service Centre</i>	<ul style="list-style-type: none"> <li>▪ One and a half floors providing 100 seats</li> </ul>		

Site address and type of service	Current accommodation Size/Configuration/Quality issues	Location Ideal requirements	Other considerations On going and unresolved issues
Kings House, Bedworth <i>One Stop Shop</i>	<ul style="list-style-type: none"> <li>▪ Reception area to support two staff</li> <li>▪ Shared small meeting area for sensitive discussions</li> </ul>		
Pageant House, 2 Jury Street, Warwick, CV34 4EW <i>Registration Service Manager and Administrators</i>  Countywide management and administration of the Service – standard office hours, Monday to Friday	<ul style="list-style-type: none"> <li>▪ Shared building rented from Warwick District Council (WDC)</li> <li>▪ One administrative office on the first floor occupied by four people</li> <li>▪ One store room – accessed daily on first floor (but access through another room)</li> <li>▪ No disabled access</li> </ul>	One office for four staff  Disabled access  Access to meeting room on occasions	If current occupiers of first floor offices (Drug Action Team) move out, then access to store room could be impossible
Ground floor, Riversley Park, Coton Road, Nuneaton, CV11 <i>Nuneaton Register Office</i>  Statutory public provision of births, deaths and marriages service, Monday to Saturday with occasional Sundays for other celebratory services	<ul style="list-style-type: none"> <li>▪ Rented purpose-built offices</li> <li>▪ Dedicated access</li> <li>▪ Public waiting room</li> <li>▪ Staff reception area</li> <li>▪ Three Registrar's offices</li> <li>▪ One marriage room with integral interview room</li> <li>▪ Secure strong room</li> <li>▪ Staff toilet and accessible public toilet</li> <li>▪ Immediate access to well maintained public park for photographs</li> </ul>	Facility to separate death informants from marriage parties	<p>Access into strong room only available via Superintendent Registrar's office, which interrupts flow of work</p> <p>Screen in admin room creates hearing difficulties for staff and clients</p> <p>Lack of natural light in admin room</p> <p>Air conditioning needed for marriage room</p> <p>Signage up to date although opening hours is home-made sign</p>

Site address and type of service	Current accommodation Size/Configuration/Quality issues	Location Ideal requirements	Other considerations On going and unresolved issues
<p>Ground floor, Civic Hall, Bedworth <i>Bedworth Out-Station</i></p> <p>Births and deaths service only, staffed by Nuneaton Registrars, on Tuesday and Thursday with attendance by appointment only</p>	<ul style="list-style-type: none"> <li>▪ Shared access</li> <li>▪ One Registrar's room (shared use with Nuneaton and Bedworth Borough Council (NBBC))</li> <li>▪ Shared waiting area with NBBC reception</li> <li>▪ 'Informal' provision of NBBC reception facility for registration callers</li> </ul>	<p>Access to disabled toilet (first floor toilets have no lift)</p>	<p>Improved signage required</p> <p>Alternative provision at Kings House under consideration</p>
<p>Warwick House Ratcliffe Street Atherstone CV9 1JP <i>Atherstone Registration Office</i></p> <p>Statutory public provision of births, deaths and marriages service on Monday, Wednesday, Friday with Saturday weddings and partnerships and occasional Sundays for celebratory services</p>	<ul style="list-style-type: none"> <li>▪ Rented by WCC with shared access</li> <li>▪ First floor access via lift/stairs</li> <li>▪ Two Registrars' offices</li> <li>▪ One general waiting room</li> <li>▪ One secure room</li> <li>▪ One marriage room – capacity 40</li> <li>▪ Shared staff/public toilet with accessible toilet located</li> <li>▪ Shared kitchen facility (with Social Services)</li> <li>▪ Occasional lone working necessary</li> </ul>	<p>Ground floor access</p> <p>Secure reception/clerical area</p> <p>Two larger Registrars' offices</p> <p>One marriage room</p> <p>One secure room</p> <p>One public waiting area for births and deaths and one public waiting area for marriage parties</p> <p>One interview room</p> <p>Separate staff/public toilets with disabled provision</p> <p>Access to tea bar</p> <p>More secure environment</p>	<p>Space available is very limited for clients</p> <p>No garden area for wedding/partnership photographs</p> <p>Unprepossessing entrance/building frontage, with missing letters in sign</p> <p>Possible move to "appointments only" working in future, to enable service to be provided more flexibly (i.e. no published hours)</p> <p>Signage up to date but if opening hours change, this will need re-doing</p> <p>Registrar's rooms are still very hot in warm weather – additional fans being purchased although air conditioning would be a better option</p>

Site address and type of service	Current accommodation Size/Configuration/Quality issues	Location Ideal requirements	Other considerations On going and unresolved issues
<p>Ground floor, 19 Parkfield Road, Coleshill</p> <p><i>Coleshill Out-station</i></p> <p>Births and deaths only, staffed by Atherstone Registrar, two hours per week on Wednesday and Friday by appointment only</p>	<ul style="list-style-type: none"> <li>▪ Rented by WCC, with shared access</li> <li>▪ One Registrars' room on ground floor (shared use with Social Services and other users, portable PC used)</li> <li>▪ Waiting area in main entrance</li> <li>▪ Lone working issues for Registrar now that there is no public access for Social Services</li> </ul>	<p>Location of room in a public building for Registrar's sessions with full disabled access and internet connection</p> <p>More comfortable and private waiting area</p> <p>Eradication of lone working issues</p>	<p>GRO condemned this office as unwelcoming and grim.</p> <p>Signage is completely out of date and needs redoing.</p>
<p>Ground floor, 5 Bloxam Place, Rugby, CV21 3DS</p> <p><i>Rugby Register Office</i></p> <p>Statutory public provision of births, deaths and marriages service, Monday to Friday with Saturdays and Sundays for statutory and non-statutory ceremonies as required</p>	<ul style="list-style-type: none"> <li>▪ WCC owned</li> <li>▪ Dedicated access</li> <li>▪ Secluded and isolated site</li> <li>▪ Non brick-built building (concrete pre-moulded panels)</li> <li>▪ Two Registrars rooms</li> <li>▪ One reception area and public waiting area</li> <li>▪ One staff toilet</li> <li>▪ One accessible public toilet</li> <li>▪ One marriage room (capacity 60)</li> <li>▪ One secure room</li> </ul>	<p>Further security measures</p> <p>Development one stop shop concept</p> <p>Prestige marriage/ceremony room</p> <p>Improved signage from town centre</p> <p>Upgraded heating system</p>	<p>Accommodation has become more secure with redcare alarm line and alterations to reception, improvements to strong room, etc. However, location of Register office is still tucked away and vulnerable to vandalism. CCTV is being installed as part of Rugby Business Improvement District crime prevention – no fixed date</p> <p>External aspect of Register office is grim and unwelcoming. Improvements to outside being undertaken from Registration resources during 2006/2007.</p> <p>Staff toilet and kitchen facilities very poor. Boiler is frequently in need of repair and may need replacing.</p>

Site address and type of service	Current accommodation Size/Configuration/Quality issues	Location Ideal requirements	Other considerations On going and unresolved issues
			Marriage room décor very dated. Curtains and new floral arrangements being obtained from Registration resources during 2006/2007.
<p>Riverside House, Milverton Hill, Leamington Spa, CV32 5HZ</p> <p><i>Leamington Register Office</i></p> <p>Statutory public provision of births and deaths service, Monday to Friday</p>	<ul style="list-style-type: none"> <li>▪ Warwick District Council (WDC) building</li> <li>▪ Shared access</li> <li>▪ Two Registrars' offices</li> <li>▪ One administrative office</li> <li>▪ One shared reception area with main WDC reception</li> </ul>	<p>Re-siting of Births and Deaths service with Marriage services on one site, ie joining Warwick and Leamington Register offices</p>	<p>Additional accommodation at Pageant House may mean that the Leamington Register Office could move to join Warwick during 2007/2008. However, this loses parking facility for members of the public and on-site parking for staff (no parking at Warwick, but there is at Leamington).</p> <p>Also facilities at Pageant House not up to standard at present</p> <p>Signage not possible in standard format as property belongs to WDC</p>
<p>Pageant House, 2 Jury Street, Warwick, CV34 4EW</p> <p><i>Warwick Register Office</i></p> <p>Statutory public provision of marriage business and historical records, Monday to Saturday with occasional Sundays for other celebratory services</p>	<ul style="list-style-type: none"> <li>▪ Based in WDC building (rent free)</li> <li>▪ Shared access with both public and private users and shares ground floor with box office</li> <li>▪ Listed building</li> <li>▪ 1 small combined reception/administrative area</li> <li>▪ One Registrar's office</li> <li>▪ One marriage room (capacity</li> </ul>	<p>Dedicated reception area</p> <p>Dedicated administrative office</p> <p>Dedicated marriage party waiting area</p> <p>Offices which offer both security and confidentiality, presently lacking</p>	<p>Need to join Leamington and Warwick Register offices (see above)</p> <p>Admin and reception office very cramped, poor health and safety report. Possible additional space now available on ground floor (2006/2007). Refurbishment to be paid for from Registration Services resources, with rent-free period in lieu from WDC</p> <p>Additional space, eg Festival box</p>

Site address and type of service	Current accommodation Size/Configuration/Quality issues	Location Ideal requirements	Other considerations On going and unresolved issues
	<p>40/ direct access to Pageant Gardens)</p> <ul style="list-style-type: none"> <li>▪ One secure room</li> </ul>		<p>office, would enable better facilities and free up use of first floor office</p> <p>Very poor toilet facilities for staff and no public toilet facilities</p> <p>Poor decoration of exterior of building and entrance hall</p> <p>Further purpose built shelving required for strong room, to replace racking, which is potential health and safety hazard (2007/2008?)</p> <p>Standard signage not permissible under Listed Buildings Regulations</p>
<p>The Grange, Coventry Road, Southam, CV33 0ED</p> <p><i>Southam Register Office</i></p> <p>Statutory public provision of births and deaths service, six hours a week, Monday, Wednesday and Friday</p>	<ul style="list-style-type: none"> <li>▪ Shared access</li> <li>▪ Rented from Stratford District Council</li> <li>▪ One Registrar's room</li> <li>▪ One public waiting area</li> </ul>	<p>Registrar's office to be within shared building with partners to provide greater personal safety</p>	<p>Reception at the Grange does not cater for Registration clients and therefore there is a virtual 'lone working' situation which does not serve the client well and also puts the Registrar at a certain amount of risk</p> <p>Possible move to a more strict 'appointments only' working in future, to enable service to be provided more flexibly</p> <p>Signage out of date and needs redoing</p>



Site address and type of service	Current accommodation Size/Configuration/Quality issues	Location Ideal requirements	Other considerations On going and unresolved issues
<p>Winton House, Church Street, Stratford-upon-Avon, CV37 6HX <i>Stratford Register Office</i></p> <p>Statutory public provision of births, deaths and marriages service, Monday to Saturday with occasional Sundays for other celebratory services</p>	<ul style="list-style-type: none"> <li>▪ Listed building</li> <li>▪ Shared building with Area Team and Town Manager</li> <li>▪ Two Registrar's offices</li> <li>▪ One marriage room</li> <li>▪ One lobby to marriage room</li> <li>▪ Accessible public toilet</li> </ul>	<p>Separate waiting room for births, deaths and marriages</p>	<p>Reception for clients – no staff available to do this within current resources</p> <p>Standard signage not permissible under Listed Buildings Regulations</p> <p>No staff parking on site – nearest car park for weekdays is 10 minutes walk</p> <p>Ceremony room is hot on warm days, needs air conditioning or possibly ceiling fans</p>
<p>Clark House, West Street, Shipston-on-Stour, CV36 4HD <i>Shipston Register Office</i></p> <p>Statutory public provision of births and deaths service, six hours a week, Wednesday and Friday</p>	<ul style="list-style-type: none"> <li>▪ Shared access</li> <li>▪ One Registrar's office</li> <li>▪ Some lone working</li> <li>▪ Facility extremely small</li> </ul>	<p>One rented office within a partner's accommodation to eliminate lone working</p> <p>Inclusion within a one-stop shop facility</p>	<p>Move to a stricter 'appointments only' working in future, to enable service to be provided more flexibly</p>
<p>Globe House, Priory Road, Alcester, B49 5DZ <i>Alcester Register Office</i></p> <p>Statutory public provision of births and deaths service, six hours a week, Monday, Wednesday and Friday</p>	<ul style="list-style-type: none"> <li>▪ One Registrar's room within new building</li> <li>▪ Shared reception facility</li> </ul>	<p>Slightly larger Registrar's room to accommodate pushchairs etc</p>	<p>Possible move to a stricter 'appointments only' working in future, to enable service to be provided more flexibly</p>

## Human Resources Division

Site address and type of service	Current accommodation Size/Configuration/Quality issues	Location Ideal requirements	Other considerations On going and unresolved issues
Shire Hall complex <i>Human Resources</i>	<ul style="list-style-type: none"> <li>▪ One small office for the Head of HR</li> <li>▪ One office for the two Deputy Heads of HR.</li> <li>▪ One small office for the Learning and Development Manager</li> <li>▪ One large open plan office occupied by 11 staff</li> <li>▪ One small Resources Centre</li> <li>▪ One office for HRMS team and PA to the Head of HR</li> </ul>	<p>Current size and location acceptable</p> <p>Additional space required for two new HR professionals, support for equal pay review and Healthy Workforce Officer, co-located with the rest of the division</p>	<p>The open plan office and office shared by the Deputy Heads of HR area on the front of the Shire Hall overlooking the square and suffer greatly from both excessive heat in the summer and glare from the windows. Reflective blinds have been purchased and fitted and small air conditioning units.</p> <p>These offices are in desperate need of proper air conditioning</p> <p>Three additional members of staff are currently being recruited, for whom there is no accommodation, to support identified business needs. In addition, two existing members of the team are co-located with Improvement and Support.</p>

## Communications and Media Division

Site address and type of service	Current accommodation Size/Configuration/Quality issues	Location Ideal requirements	Other considerations On going and unresolved issues
Shire Hall complex <i>Head of Communications and Media</i> <i>News and Public Affairs team</i> <i>Branding and Marketing team</i>	<ul style="list-style-type: none"> <li>▪ One open plan office off the link corridor on the ground floor of Shire Hall occupied by 16 people</li> <li>▪ One adjoining individual office for Head of Communications and Media</li> </ul>	Current size and location acceptable	Accommodation is required for the two members of the website team who have transferred to the division as part of the restructuring and who are currently still accommodated with Resources directorate
Shire Hall complex <i>Design2print</i>	<ul style="list-style-type: none"> <li>▪ Three rooms on the first floor of Shire Hall               <ul style="list-style-type: none"> <li>○ One office occupied by four people</li> <li>○ One office occupied by 9 people</li> <li>○ One individual office for Design2Print Manager</li> <li>○ One room for reprographics equipment</li> </ul> </li> <li>▪ Industrial unit for press room and stores at Montague Road depot, used by four people</li> </ul>	Current size and location acceptable	All units tight for space.