Rivergate House
Physical Redesign
Key Considerations

• As soon as possible need to establish the number of desks that will be needed (a combination of permanent and flexible hot desks).

• Desks could be allocated to portfolios who would then decide how to make best use of them, combination of desks named to individuals with remainder allocated as portfolio desks and used flexibly and shared with other staff through a system of management by PAs:
• Aim to maximise the potential of IT solutions
• Increase number of small rooms where staff can either have 1:2:1’s, work quietly or facilitate web conferencing
• Provide space for staff to take private business or personal calls
• Resolve issue of staff working in 3 separate wings remotely from each other
• Commitment to green agenda
• Storage considerations – need to undertake a productive office ‘waste walk’.

“NHS South Central – Improving health and alleviating the causes of poor health for the benefit of patients, the public and taxpayer alike in Oxfordshire, Buckinghamshire, Berkshire, Hampshire and the Isle of Wight”
• Keep current mix of Directors offices and open plan
• Lockers for staff who don’t have a permanent desk
• Create a small staff area/room for staff to take a break
• Ensure offices are secure and meet health and safety standards

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Option 1 – Do nothing

Make the existing layout work for us
• Option 2 - as existing with some alterations providing:
  (NB: this proposal retains most of the existing layout but provides for more
desks, a staff room and a change to the meeting space available)
• 164 desks (in three wings)
• 8 offices (as existing)
• HR Room (south wing, as existing)
• Meeting Rooms:
  • 1x reduced size conference room (Hamble)
  • 2 x smaller meeting rooms (created out of end areas of Hamble)
  • 2 x telephone booths (new)
  • Board Room: Isis
  • 2 x larger meeting rooms (Kennet and Solent)
  • 2 staff kitchens and staff room (Thame)
• A number of round tables for informal meetings
• Web conferencing/ Video conferencing capability in all meeting rooms
• Space provided for Hot Desk Lockers
• Achieve the above by keeping the existing layout but making the following alterations:
• South Wing: existing plus add additional 4 desks and redesign desk space for HR team.
• East Wing: existing plus add additional 6 desks
• West Wing: existing plus an additional 5 desks.
• Hamble Area: proposition to move doors to Hamble into the centre and create 2 small meeting rooms in the small end areas.
• The walls backing onto the WOD office and Kennet could be used for hot desk lockers and telephone booths.
• Thame Meeting Room: Convert this room into a staff room and move door so that this room can be easily accessed opposite the kitchen
Option 3 – change to current layout providing:

NB this proposal is more radical in that it would convert the South Wing into a meeting zone and create one North Wing for all staff to work together. It also provides more desks and a staff room as well as smaller Directors offices situated at the ends of the new ‘wing’ and in the central area (currently Hamble)

- Approx 164 desks (in one north wing)
- 8 smaller offices (situated at end of East and West Wings)
- 3 smaller offices in the central area
- South Wing Meeting Zone
  - Board room (current CE office)
  - Conference room (new, extended Isis)
  - 2 x larger meeting rooms (Solent and Chairman’s office)
  - 4 x smaller meeting rooms (new)
  - 2 x telephone booths (new)
- HR Room (new, would be where current East Wing Kitchen is)
- 1 staff kitchen and staff room (Thame)
- A number of round tables for informal meetings
- Web conferencing/ Video conferencing capability in all meeting rooms
- Space provided for Hot Desk Lockers
• Achieve the above by redesigning the current layout, keeping existing layout where possible and ‘recycling’ dividing walls/doors where possible.
• South Wing: Keep reception, facilities room and Solent, convert Jim’s Office into a Board room, Chairman’s room into a meeting room, create new conference room(Isis plus current office space), small meeting rooms and telephone booths
• ‘North wing’:
  – Remove Kennet, WOD office and Hamble.
  – Current Director’s offices would each be divided into 2 smaller offices, allowing for 8, 5 for Directors and remaining 3 offices could be a hot desk office for Clinical Directors as required plus small table meeting rooms
  – East wing- convert Kitchen into HR Room with one access door
  – 3 smaller Director’s offices to be designed in part of the space currently occupied by Hamble (CE, Chair and C&CA)
  – Pod of 4 desks for Executive Office outside new offices
  – Pod of 4 desks for Business Office outside new offices, able to utilise the expanse of wall opposite for visual management
  – 4 x pods of 6 desks in the new corridor area of the ‘North Wing’