Returning to Campus Working Group

29 July 2021

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## RTC Meeting Agenda – 29 July

<table>
<thead>
<tr>
<th>Time</th>
<th>Item</th>
<th>Purpose</th>
<th>Lead</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:00 – 10:05</td>
<td>Intro and agenda</td>
<td>• Review agenda</td>
<td>HB</td>
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<tr>
<td>10:05 – 10:10</td>
<td>Safety update</td>
<td>Update on Safety workstream</td>
<td>SJ</td>
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<tr>
<td>10:10 – 10:15</td>
<td>Space update</td>
<td>Update on Space workstream • Ambition phase planning</td>
<td>CB</td>
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<tr>
<td>10:15 – 10:20</td>
<td>People update</td>
<td>Update on People workstream • On-campus behaviour guidance • Benefits of Hybrid Working</td>
<td>AF</td>
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<tr>
<td>10:20 – 10:45</td>
<td>Tech update</td>
<td>Update on tech workstream • Hardware refresh (replacing desktops with laptops) update • Meeting room ICT hardware – information and/or update • Remote access issues and solutions • Issues accessing ICIS with laptops and solutions</td>
<td>JV</td>
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<tr>
<td>10:45 – 10:55</td>
<td>Communications</td>
<td>Standing item - agreement of which actions to communicate following this meeting and return to campus dates</td>
<td>AY</td>
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<tr>
<td>10:55 – 11:00</td>
<td>Any other business</td>
<td>Standing item</td>
<td>ALL</td>
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Safety Workstream

Standing agenda item; Safety roadmap [here](#).
Planning for the Ambition phase

The Transition & Learn phase began on 19th July, with its aim being to:

- Trial options for hybrid working across teams
- Explore approaches to space sharing
- Consider new approaches to allocating space across locations
- Consider new uses of space

The Space team are now discussing what data is valuable to capturing the ‘as is’ state of Transition & Learn activity – for example, how we might track building occupancy in this phase, as teams begin to experiment with returning to on-campus work. This includes a review of potential data sources that exist within College systems, for example LoneRooftop, TeamSeer and room booking systems.

This data, once pinpointed and captured, can then form the basis of planning for the Ambition phase, ready for when Transition & Learn closes.
## Information we need

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<tr>
<th>Question</th>
<th>Data we’ll use</th>
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<td>Which space-sharing principles, deployed for this phase, should be retained in the long-term? Will any changes adopted have an impact on existing space sharing policies?</td>
<td>Qualitative feedback from cross-College shared spaces – Sherfield and Faculty buildings</td>
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| Which spaces have had changes in their occupancy or capacity, allowing the evaluation of their efficacy and options for their long-term use? | - Departmental desk allocations (showing ‘proposed’ occupancy)  
- LoneRooftop data (showing ‘actual’ occupancy)  
- TeamSeer data  
- Celcat data  
- Planon data  
- WRB data |
| Which interdependent Returning to Campus changes (e.g. quantified evidence of changes to work location, or the termination of temporary arrangements) may affect the use of space in the long-term? | Feedback from People workstream |
| For departments in Sherfield, Faculty and Library, what types of workspaces are required in which capacities? | Qualitative feedback from floor representatives |
At its most recent three meetings, the People workstream has:

- Welcomed departmental and Staff Networks representatives to its membership
- Exploring micro-coaching for managers, where managers can book short one-to-one coaching sessions with HR subject matter experts.
- Made arrangements to hear from Staff Networks about Returning to Campus on 12 August

Its upcoming deliverables are:

- **Benefits of Hybrid Working** – a document promoting the benefits of both on-site and remote working, to encourage hybrid working among staff.
- **On-campus Behaviour Guidance** – to outline respectful behaviours that staff will be expected to follow when on-campus.

When signed off by the People Workstream, these will be passed to the Returning to Campus Working Group for final review before publishing.
Technology Workstream

- Update on Hardware refresh (replacing desktops with laptops)
- Meeting room ICT hardware – information and/or update
- Remote access issues and solutions
- Issues accessing ICIS with laptops and solutions