


# Future of workspace

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CFG conference, June 2023



## About us: think tank and consultancy for the social sector

Our mission is to improve lives by helping charities, foundations, philanthropists, impact investors, social enterprises, corporates, and the public sector to maximise social impact.

- **Innovate**: We explore and develop innovative approaches, new tools and resources that can enable the sector to maximise impact.
- **Influence**: We use our data, voice, and convening power to influence to put the sector and social inequalities higher in the minds of policy makers and the sector.
- **Improve**: We urge and embed more evidence-led impactful practice throughout the sector.

*“You ask the kind of questions we as leaders in the sector don't always have space to ask”*

Arvinda Gohil



# Our working practices

## Pre-pandemic

- ~50 staff predominantly office-based with occasional working from home.
- Regular in-person meetings with clients & funders held in office.
- Regular in-person workshops, training & events for external participants held in office.

## Post-pandemic

- ~50 staff on hybrid working contracts, expected to be in office at least 1 day per week and encourage more.
- Occasional in-person meetings with clients & funders held in office.
- Occasional in-person workshops, training & events for external participants held in office.

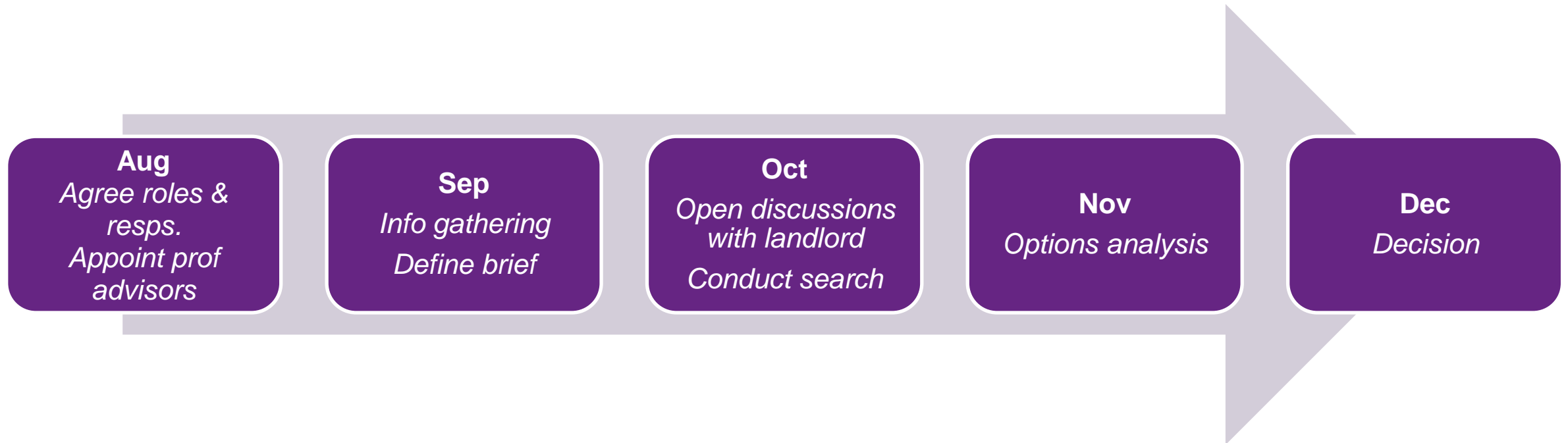


# Overview

**Objective:** Explore and evaluate future office space options, including viable opportunities to progress our green agenda & promote best practice in hybrid working.

**Key questions:** Do we stay or do we go? If we go, where and what does our future office space look like?

**Timeline:** Office lease expired in March 2023. Key questions to be answered by December 2022.



## 1a. Agree roles & responsibilities

Trustees: decide

## 1b. Appoint professional advisors

### Tips

- Identify a strong internal project lead
- Choose the right partner(s) – use their networks
- Regular check-ins, adapt as needed



## 2. Information gathering to define brief

### Tips

- Craft any staff survey questions carefully
- Use readily available internal data, don't over think
- Narrow down type of space & search area asap
- Distil & check-in with stakeholders



### 3. Open discussions with landlord / conduct search



#### Tips

- Top line brief
- Go wide before you go narrow
- Land on a manageable shortlist: use a scoring sheet
- Distil & check-in with stakeholders



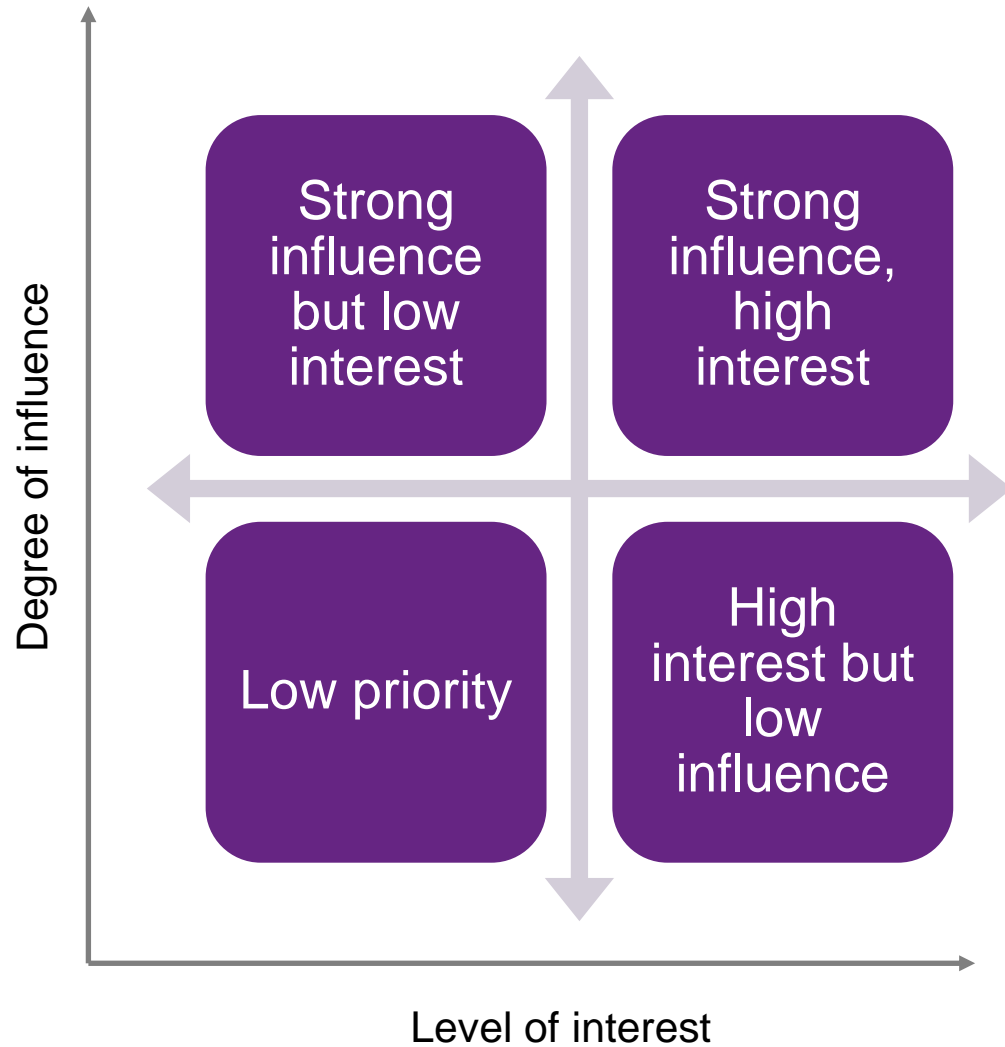
## 4. Options analysis



### Tips

- Get into the nitty gritty
- Ensure you are comparing like-with-like
- Distil down into simple summary

## 5. Decision



### Tips

- Know your stakeholders
- Do your prep

## Final tips

1. Communicate, communicate, communicate
2. Don't do it alone
3. Don't try and please everyone
4. Engage your key stakeholders early & often

