

**HEADQUARTERS ACCOMMODATION**

**APPENDIX 3**

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## HEADQUARTERS ACCOMMODATION

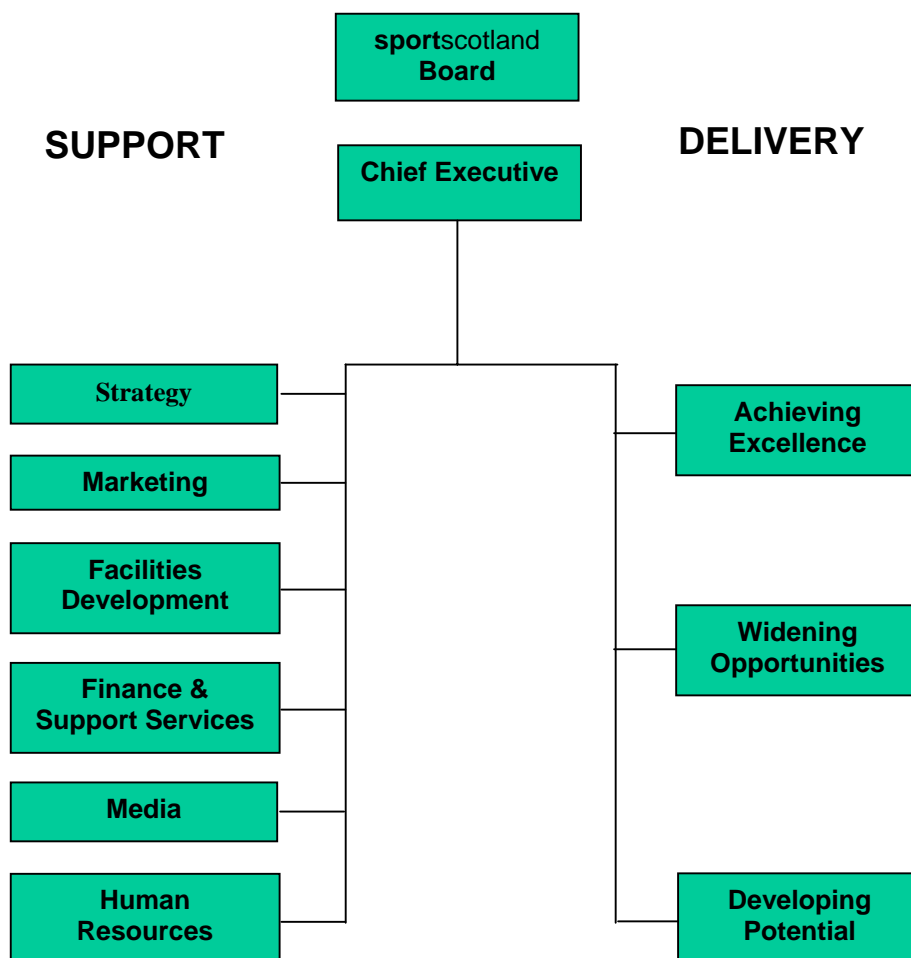
### 1 Existing Accommodation

- 1.1 **sportscotland's** HQ is currently based at Caledonia House, South Gyle, Edinburgh. The office accommodation is on three levels with a total floor area of c 30,000 sq. ft.. There are c 140 **sportscotland** staff based at Caledonia House and, in addition, nine governing bodies of sports have their offices there.

#### **Sportscotland Structure**

- 1.2 The current **sportscotland** HQ organisational structure is shown in Figure 1 below.

Figure 1



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- 1.3 As stated in Section 4, sportscotland is adopting more flexible working arrangements that will increase the number of staff able to work away from the HQ. As a result of this increase in remote working the overall floor area required at the HQ will be reduced. The likely future accommodation requirements are given in Table 1 Schedule of Accommodation

**Table 1 Schedule of Accommodation**

Proposed Accommodation	Brief Description of Requirements	m <sup>2</sup>
Open Desk Space	Calculated @ 10m <sup>2</sup> per desk for 100 staff. Remaining would hotdesk or remote work	1,000
Cellular Office Space		125
Storage	Space will include storage of mobile filing trolleys	140
Total Meeting Room Space	1 no less than 45m <sup>2</sup> capable of subdivision at 60/40; 1 no less than 45m <sup>2</sup> subdividable @ 50/50 ratio; 3 no less than 16m <sup>2</sup> each; 5 no less than 11m <sup>2</sup> each	193
Toilets+showers+lockers	Could be shared with others	90
Reception	Would include waiting area and exhibition space	80
Library		35
Fitness Room	Could be shared with others	25
First Aid		9
Mail Room		9
Comms Room+Repairs		50
Registry	Assuming that hard filing will be reduced over the next 3-5 yrs	50
Coffee/breakout areas		60
Staff Area/Informal Meeting	Could be shared with others	55
AV Suite		12
Plant Room		45
Switchgear		12
Photocopying		30
plus 5% Circulation Space		101
<b>Total Floor Area</b>		<b>2,121</b>

### Design Issues

- 1.4 The offices should be designed in accordance with the British Council for Offices Best Practice Guide and should promote **sportscotland's** new working culture. Detailed briefing information can be obtained from **sportscotland** but some initial guidance is provided below.
- 1.5 The office accommodation should be mainly open plan with a limited number of cellular offices. This will allow the flexibility necessary to suit the 'hot desking' required by the new working arrangements.

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- 1.6 Some of the support areas such as meeting rooms, staff catering, fitness room could be provided by others if the HQ was co-located with a major sports facility. A formal agreement regarding access to any shared areas would be required.
- 1.7 Access for people with disabilities must be inline with current guidance and best practice.
- 1.8 The new working arrangements require higher levels of ICT support and this will impact on the location, layout and building services.
- 1.9 A total of 100 car parking spaces will be required for staff and visitors.
- 1.10 A number of SGBs have expressed their interest in the 'House of Sport' concept. It is not possible at this stage to provide details on the extent of SGB accommodation that could be included in a 'House of Sport' as this will depend on its location. SGBs have indicated that location is the most influencing factor. Applicants interested in developing the 'House of Sport' should contact **sportscotland** and SGBs in order to establish likely levels of interest.
- 1.11 Applicants should note that neither **sportscotland** or the Scottish Executive will be able to contribute financially to the provision of SGBs administrative offices.