

Warwick Office Move: Co-op House to Orion House

Your questions answered

The reasons for the move	
Why are we proposing the move from Co-op House to Orion House?	Since the pandemic and the introduction of remote working, the Warwick Support Centre has become significantly underutilised. Co-op House costs more than £750,000 a year to operate, including business rates and service costs. Orion House costs around a third of this amount to run. We are also already paying rent and business rates for the building, despite the top floor having remained unoccupied for several years. Moving to Orion House will make better use of the space we already have, along with creating a more dynamic working environment for colleagues based at our support centre.
Will I be consulted about the proposed change to my place of work?	Given the close proximity of Orion House to Co-op House, we anticipate that most colleagues will be able to accommodate the proposed change. We will write individually to all colleagues whose contractual place of work is Co-op House, explaining the proposed change. Colleagues will be able to accept a change of location to Orion House or, where they live closer to the Lichfield Support Centre, request Lichfield as their contractual location. Anyone who wishes to discuss personal circumstances or concerns will be able to request an individual consultation meeting with their manager.
Your circumstances and support	

I have a workplace adjustment in place at Co-op House. What happens to it?	Your adjustments move with you. Please speak to your line manager as soon as you can so that we can make sure everything you need is in place at Orion House before you start working there. If you need specialist equipment, please tell us now rather than later, as it may take time to arrange.
Is Orion House accessible?	There is a lift. We will share full accessibility details, including step-free access, accessible parking and accessible toilets, along with the floor plan.
Parking and travel	
Will there be parking on-site?	Yes, Orion House currently has 39 spaces, including four accessible spaces. We will explore opportunities to provide additional parking as part of Phase 2.
Are there EV chargers on-site?	Yes, there are two Pod Point EV chargers, working and live. The Pod Point app will be required and will cost 30p/kWh.
What should I do if I arrive and there are no parking spaces available?	We do not expect this to happen. However, if the car park is full, free on-street parking is currently available on Athena Drive. Parking at the nearby retail park is also free for up to four hours.
Will there be any visitors' parking spaces on-site and can these be pre-booked?	Visitors can use our allocation of spaces, or park on Athena Drive. Spaces cannot be pre-booked.
Is there a parking barrier and will my access badge work?	Yes, both will work in the same way as they do now.
Hot desking	
Where will I sit?	You will be able to sit at any available desk, which you can secure through booking via Outlook.
Will there be a booking system for a desk?	Yes, we have a booking system available. How to book desks will be included within the building 'Welcome Guide'.
Can I sit with my team?	With the exception of desks allocated to colleagues who regularly work from the office full time, all desks will be available as hot desks. You and your team can therefore choose to sit together, subject to availability.
Can I block-book a desk?	Yes, desks can be booked in advance. Please only book a desk for the days you expect to use it and cancel your booking promptly if your plans change, so it is available for someone else.
Where will I put my files?	If you have hard copy files, these can, where possible, be kept securely in the limited storage at Orion House. Where appropriate, we would encourage the disposal of hard files if no longer required. If you have files that cannot be scanned in, please speak to your line manager.
I'm in the office every day, can I have my own desk?	This will be at the discretion of your line manager or department head, based on any existing arrangements for the Warwick office.
How many desks are there?	We are expecting to allocate 15 desks to colleagues that work onsite 4 to 5 days per week and 32 bookable desks. We

	are also looking at the opportunity to add additional space and desks if needed.
What happens if I arrive at the office and there is no desk for me?	The desk booking system will be available to prevent this happening.
General	
What will the office opening hours be?	The building is open from 5am to 10pm on weekdays. It is closed at weekends.
Is there a lift?	Yes.
Will there be air con?	Yes, the primary heating and cooling system is air conditioning.
Will the stationery be brought over?	We will continue to supply stationery, however there is a clean desk policy. If you have more than you can manage, speak to your line manager and help will be arranged.
How will I order stationery, as this is usually done by reception?	Reception will be moving to Orion House, so you can continue to order stationery in the usual way.
Will members be informed of the office move? Some members visit Co-op House in person, for example, to discuss their investment accounts.	Members have already been notified that Central House, Lichfield, is our registered office. However, we know that some members regularly visit Co-op House in person. We will ensure these members are contacted directly and given the information they need before the move.
Will there be privacy booths similar to those at Lichfield?	We have identified space for privacy booths and additional breakout areas and will explore these as part of Phase 2 plans.
Will there be sufficient storage for bikes?	Yes, there is an existing covered bike shelter near the entrance of Orion House.
IT equipment	
Our email signatures say Co-op House, will this be updated to Orion House?	Yes.
Will the printers work on follow me?	Yes, they will be working from 29 July.
Will I be able to scan to my email like I currently do?	Yes.
Will specialised equipment be sent over to Orion House, and who can I contact to make them aware I need this in place for when I move (e.g. raised desk, special screen, dual screen etc)?	Please speak to your line manager, who will contact the Facilities Management team to make the arrangements. If your equipment is part of a workplace adjustment, please raise it as soon as you can so that it is in place for the move.
Will there be IT presence on-site?	IT support will be provided remotely, in the same way as it is now.

What do I do if I cannot connect to Wi-Fi?	As you would now, please follow the established process of raising a ServiceNow request with IT. We aim to have onsite IT presence at Orion House as you all transition from Co-op House.
Food & drink	
Is there a kitchen? And will it include a fridge, freezer, dishwasher and microwave?	Yes.
Will free tea, coffee, milk be available, as they are at Co-op House? Will mugs be provided?	Yes. Mugs will be provided and standard tea, coffee and milk will continue to be available free of charge. A new Costa Coffee machine is expected to be installed in September, with the price of drinks from the machine currently under review.
Will there be a vending machine?	No.
Will there be cutlery and somewhere to eat lunch?	Yes.
What food options are available nearby?	Leamington Retail Park is just a five-minute walk from Orion House and offers several places to buy food, as well as a range of shops and services. You can find out more at: leamingtonshoppingpark.co.uk
Meeting rooms	
What will happen with current room bookings at Co-op House?	Once the building has closed, we will no longer be able to access it, so all room bookings will be cancelled.
How many meeting rooms are there at Orion House?	There are currently two meeting rooms, each seating up to six people. More meeting space will be available once Phase 2 is completed.
Will meeting room capacity details be provided?	Yes, each meeting room provided in Phase 1 will accommodate up to six people. Larger meeting rooms will be considered as part of Phase 2.
How will I book a meeting room at Orion House?	We will update Outlook so that the meeting rooms can be booked in the same way as rooms at Co-op House.
Is there a floor plan available?	Yes, please take a look in the building 'Welcome Guide'.
Are the meeting rooms Teams enabled?	Yes. The AV solution is available from 29 July.
If I have a meeting involving external visitors, how will I order lunch if required?	We will retain the process that has been implemented as part of the closure of the Orangery at Co-op House. This is covered in your building welcome guide.
More practical information	
Will suppliers be notified of our change of address?	A Royal Mail redirection will be in place from the end of August. Once they have moved, each departmental team will be responsible for informing its suppliers and partners of the new address.

Will the Early Years nursery at Co-op House remain open?	Yes. The nursery is not affected and it will remain in its current location and continue to operate as normal from Co-op House.
Can we still access Co-op House after we have transitioned over?	Once the support centre office space at Co-op House closes, colleagues will no longer be able to access the part of the building. By this point, we expect Phase 2 at Orion House to be completed.
When will Co-op House need to be clear of all paperwork?	All personal belongings and business material will need to be removed from Co-op House by 31 August.
What are the long-term plans for Co-op House?	We will confirm the long-term plans for Co-op House as soon as we can. Once the support centre office space has been cleared, we will consider the options available for the future of Co-op House.
What will happen with the bees?	The team responsible for looking after the bees is considering the options for their long-term home, including Orion House and Lichfield. There is no immediate need to relocate them and we will keep colleagues updated as plans for the future of Co-op House develop.
What will happen with outgoing post and will the franking machines be relocated?	The franking machine will be relocated to Orion House so outgoing post can continue to be processed there.
What will happen to old furniture, will it be available to be relocated to Lichfield?	We will ensure that any furniture and equipment needed at Orion House moves with us. We will also consider either other items can be reused at Lichfield or elsewhere across OurCoop.
Will there be a building 'Welcome Guide'?	Yes, we will share the welcome guide with all colleagues before the move.
What is the timeline for the move?	The move will begin with the Property team on 29 July, with other colleague moves taking place in phases until the end of August.
If colleagues need to work from home more often, will additional equipment such as screens be supplied?	Any additional needs should be discussed with your manager.
Will there be a prayer room/quiet room available?	Yes, there will be one available in Phase 2.
Who are we sharing the building with?	We are sharing the building with the charity British Pregnancy Advisory Service, which is located on the first floor.
What will happen to confidential paperwork?	Confidential paperwork that must be retained for regulatory purposes will be transferred to Orion House where necessary. The move will be planned with the relevant owners. Please ensure that only essential paperwork is retained and moved.
How will we know who the Fire Safety Marshals and First Aiders are?	Details of our Fire Safety Marshals and First Aiders will be included in the building 'Welcome guide.' We will ensure

there is appropriate cover for both roles throughout the working week.

Orion House office phase 1 plan

Desks 1 – 15 Allocated; desks 16 to 47 are bookable.

