

Introduction

In order to provide a consistent work environment for all office based civil servants (including those in Statutory Authorities / Government Companies), Cabinet recently approved this policy on Workplace Design Standards. This will ensure that Civil Servants are provided with a work environment that is adequate and suitable for their day to day work and comparable with others who perform similar tasks. It also ensures that the costs of office accommodation are regularised, avoiding current contrasts between spacious and cramped conditions. It will provide for a better and more consistent work environmental for all.

Whilst this policy is now established, the principle appendix (which details the type of workspace allocated to each position) is an evolving document. It will grow and change over time as positions are reviewed. The current version of this document will always be available through the policy portal at www.caymanlandinfo.ky and you are encouraged to visit this to ensure the most up to date information is provided to interior designers / furniture planners. They in turn are welcome to contact us at any stage in the design process to address any queries they may have, and to ensure that their designs are in accordance with this policy.

As ever, we warmly welcome comments and suggestions as to how we can make the Crown Estate better for employees, and more cost effective to Government as a whole.

Jon Hall

Chief Valuation Officer Valuation & Estates Office This policy sets out the Workspace Design Standards for all CIG entities including Public Authorities and Government Companies, and was approved by Cabinet in May 2010.

It applies to office based accommodation for all posts where the place of duty is primarily desk based. Posts which only require a desk for short periods of time or on a touch down basis will be provided with smaller facilities, dependent on utilisation.

This policy will not be retroactive, but is effective immediately and applies to;

- All new office accommodation leased or purchased
- Refurbishments of existing premises
- The purchase of new furniture

The design of all offices shall comply with the Workplace Design Standards (WDS). The overriding principle of the WDS is that office workplaces will be open plan except for those posts that require a cellular office, and consistent across all CIG entities. The size of any cellular office shall reflect the post being undertaken, indicated in Appendix B.

Individual work areas will be designed based on post. Interior Designers or Furniture Consultants will be directed to design offices based on the 3-5 year projected staffing structure of the entity (based on an Office Needs Assessment), and the WDS applicable to the posts within that entity.

Indicative plans of the Workplace Design Standards are shown in Appendix A and comprise;

Office A - Permanent Secretary, CEO of Statutory Authority

• Office B - Deputy Permanent Secretary, Head of Department

• Office C - CFO's, CHRO's, Legal Counsel

• Workstation A - Heads of Substantive Sections within Departments

Workstation B - Specialist / Technical Positions

Workstation C - All other staff with permanent office locations
 Workstation D - Predominantly field based staff / temporary staff

Appendix B outlines generic posts across CIG, and specific posts within individual entities. The WDS for a post is to be applied uniformly across all entities. Individual entities may reduce the Design Standard for a specific post at their own discretion (ie. a move from Workstation B to Workstation C), however no increase may occur without prior approval.

Request for Inclusion of Post

Appendix C (Request for Inclusion of Post) should be submitted to the Valuation & Estates Office (VEO) at the earliest opportunity. The request will provide the opportunity to suggest an appropriate grade, with a request for a Grade C workstation being automatically approved for full time desk-based posts. Given potential delays in the review process it is recommend that this occur well in advance of any office expansion/move/refurbishment, as inclusion of a post is not time sensitive, and is changeable (reflecting changing roles of a post) over time.

The VEO will review a Request for Inclusion of Post taking into account its requirements and responsibilities, any unusual circumstance, any the existing WDS post grading; and will provide the post with a WDS grade. Entities are encouraged to discuss applications with the VEO both before and after formal submission, to ensure the VEO are fully aware of the requirements. The presumption will be against cellular office based accommodation except for posts indicated in Appendix B, unless exceptional circumstances prevail.

Automatic Approval
(Full Time Staff)

Workstation

See Appendix B for design detail

The VEO will seek to provide a WDS grading for a post in no more than 10 working days, or otherwise discuss an expected timescale with the submitting entity upon submission.

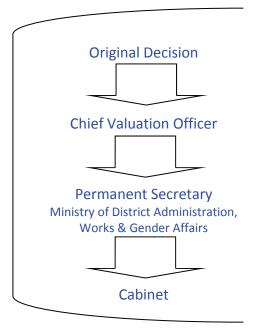
Review of Workplace Allocation

The VEO may, on occasion, provide an allocation that is not to the satisfaction of the submitting entity. The same applies to posts already included within Appendix B at the date of first publication. The VEO is, however, responsible for the good running of the Crown Estate, which includes providing a consistent work environment to all Civil Servants.

Where an entity disagrees with the allocated WDS grade a request should be made to the Chief Valuation Officer (CVO) for a review of the original decision. The CVO will review the

entire application and decision, taking into account the same information as originally provided, plus any additional information submitted by the entity. This review will be undertaken in no more than 5 working days. If the CVO disagrees with the original WDS grade then it will be altered, the entity will be notified, and Appendix B updated accordingly.

If the entity continues to disagree with the WDS grade, a request should be made to the Permanent Secretary, District Administration, Works & Gender Affairs, who will undertake the same process, but reviewing both the original decision and that of the CVO. If the Permanent Secretary disagrees with the assigned WDS grade then it will be altered, the entity will be notified and Appendix B updated accordingly.



In the event that the Permanent Secretary agrees with either of the decisions of the VEO, then they will invite statements from both the VEO and the entity, such statements to be no more than 1 letter page. The VEO will outline the decision making processes in reaching their decision; the entity will be invited to outline why their request should be approved. Both statements, together with the opinion of the Permanent Secretary will be presented to Cabinet for final adjudication which will be binding. Recourse to Cabinet will only be expected in the most exceptional of circumstances, given the approval of Cabinet to the general standards noted in Appendices A and B.

An allocation, once confirmed, will be included in Appendix B for future reference.

Use of Design Standards

Appendix A should be provided at the outset to any Interior Designer or Furniture Sales Consultant working on behalf of entities. They shall not deviate from the Workplace Design Standards (other than in general layout) without prior consent of the Permanent Secretary, Ministry of District Administration, Works & Gender Affairs.

In designing accommodation to meet the WDS, designers should be mindful that this style of work environment **must** include adequate communal / shared areas (ie. meeting rooms) to allow for staff in open plan workstations to conduct sensitive affairs as required. This should not amount to one room per workstation to circumvent the WDS, but should take into account the Office Needs Assessment (for new premises) or the genuine need (by survey if necessary) of the entity. The Office Space Benchmark Policy assists in such. Whilst entities may commission design work independently, both the VEO and the Public Works Department Project Management Team are able to provide advice in this regard.

The choice of furniture for use in implementing the WDS is the choice of the entity concerned, except where located in shared Government buildings. Procurement should be tendered in accordance with Governmental Regulation, and Workstation Grades B & C should be cellular systems to allow for future modification, and a truly consistent work environment. Samples of such systems already exist throughout CIG, and the VEO can provide entities with examples where required.

Feedback & Further Information

To provide feedback on this policy and suggest improvements for future revisions please email the Chief Valuation Officer, Jon Hall (jon.hall@gov.ky).

For information on the impact of this policy on your office accommodation, or to discuss future accommodation needs please contact your normal estates representative at the Valuation & Estates Office, Lands & Survey Department.

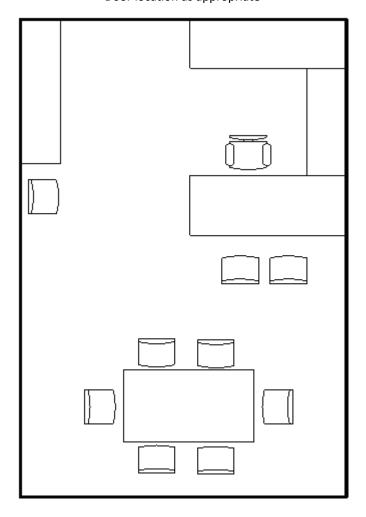
Britcay House 236 Eastern Avenue PO Box 1089 Grand Cayman KY1-1102 T: +1 345 244 3420 F: +1 345 949 2187 E: valuation.info@gov.ky W: www.caymanlandinfo.ky

APPENDIX A

SUGGESTED OFFICE DESIGNS FOR WORKPLACE DESIGN STANDARDS

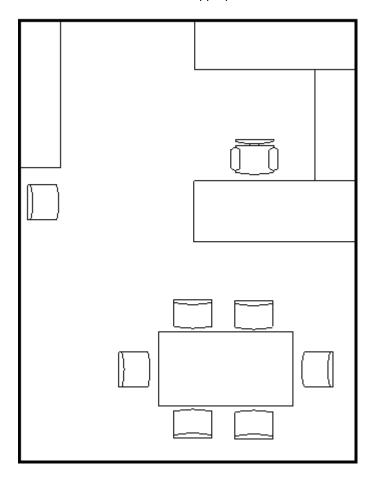
Office A – Ministers, Permanent Secretary, CEO of Statutory Authority

Enclosed Room, Circa 260 sq ft Door location as appropriate



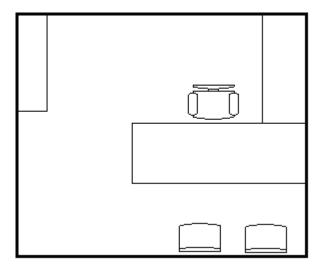
Office B – Deputy Permanent Secretary, Head of Department

Enclosed Room, Circa 200 sq ft Door location as appropriate



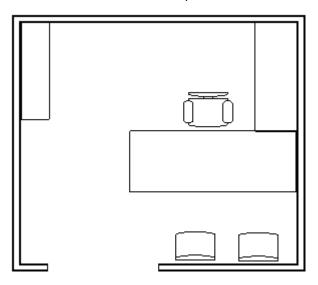
Office C- CFO's, CHRO's, Legal Counsel

Enclosed Room, Circa 110 sq ft Door location as appropriate



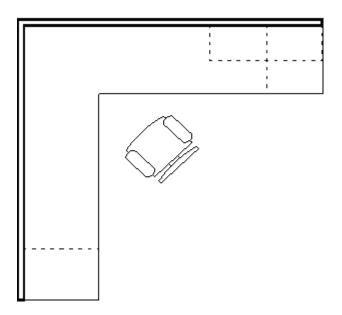
Workstation A – Deputy HOD, Heads of Substantive Sections within Departments

72" Panelled Workstation Circa 110 sq ft



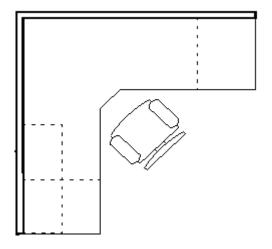
Workstation B – Specialist / Technical Positions (paper Based)

8' x 8' Workstation



Workstation C – All other full time office staff

6 'x 6' Workstation



APPENDIX B

POST ALLOCATIONS

How to use this Appendix

This Appendix lists all posts which have been evaluated and allocated a Workplace standard by Cabinet, the Ministry of District Administration, Works & Gender Affairs, or the Valuation & Estates Office as of the date of the last update.

Bold posts indicate those that are commonly found across all entities. If a post is noted in this section, the relevant workplace standard is to be applied by all entities.

Italicised sections are used to identify posts that are unique to one (or a small number) of entities. It sets out the workplace standard that is to be applied to that specific post, within that entity.

In the event that a post is not noted in either section then Appendix C— Request for Inclusion of a Post— should be completed and emailed to valuation.info@gov.ky or sent by mail to the Valuation & Estates Office, Lands & Survey Department.

Please notify us of any errors, omissions or duplications by emailing <u>valuation.info@gov.ky</u>.

Space Type	Post
Office Type A 260 sq ft cellular office	Minister Official Member Permanent Secretary Head of Statutory Authority / Government Co
	Cabinet Office Cabinet Secretary
	Civil Aviation Authority Director General
	Finance Financial Secretary
	Portfolio of the Civil Service Chief Officer
Office Type B 200 sq ft cellular office	Deputy Permanent Secretary Deputy Financial Secretary Deputy Head of Statutory Authority / Government Co Head of Department / Director
	Cabinet Office Chief of Protocol Director of Special Projects
	Maritime Authority Chief Operating Officer
	Portfolio of the Civil Service Deputy Chief Officer Director of Civil Service College
	Portfolio of Internal & External Affairs Deputy Chief Secretary Representative in the United Kingdom
	Public Service Pension Board Director of Finance and Investments
	Treasury Accountant General
Office Type C 110 sq ft cellular office	Chief Financial Officer Chief Human Resources Officer Counsel
	Cabinet Office Clerk to Cabinet
	Cayman Islands Monetary Authority General Counsel Human Resources Manager
	Civil Aviation Authority Director
	Finance

Finance Crown Counsel Senior Chief Financial Officer

General Registry
Deputy Registrar General

Public Service Pension Board
Finance Manager
HR & Operations Manager
Investment & Policy Manager

Maritime Authority
Divisional Director
Head of HR & Admin
Head of Finance & IT
Office Manager (UK)

Ministry of Education, Training & Employment Director of Facilities

Portfolio of the Civil Service Executive Director (Appeals) HR Services Manager

Administrative Manager

Workstation Type A 78" Panel workstation 110 sq ft

Administrative & Finance Manager
Assistant Deputy Permanent Secretary
Assistant Deputy Financial Secretary
Deputy Chief Financial Officer

Deputy Director / Deputy Head of Department Finance & Administrative Manager

Finance Manager

Cabinet Office

Assistant Cabinet Secretary
Deputy Chief of Protocol
Public Relations & Community Service Coordinator

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Cayman Islands Investment Bureau Head of Business Development Head of Marketing

Cayman Islands Monetary Authority

Head of Banking Head of Compliance

Head of Currency Operations

Head of Fiduciary Service

Head of Insurance Supervision

Head of Investments & Securities

Head of Policy & Development

Information Systems Manager

Computer Services

Central Services & Procurement Manager

Education Standards & Assessment Unit Chief Inspector

Finance

Assistant Financial Secretary

Senior Assistant Financial Secretary

Senior Assistant Secretary

Internal Audit
Audit Manager

Investment Bureau Art Director

Lands & Survey
Chief Surveyor
Chief Valuation Officer
GIS Coordinator
Registrar of Lands

Maritime Authority
Deputy Divisional Director
Finance & Reporting Manager

Ministry of Education, Training, & Employment Assistant Chief Officer

Planning
Assistant Director of Planning
Chief Building Control Officer
Chief Petroleum Inspector
HR & Admin Manager

Portfolio of the Civil Service
Finance & Benefits Manager
Human Resources Services Manager
Strategic Human Resources Manager

Portfolio of Internal & External Affairs Assistant Deputy Chief Secretary

Public Service Pension Board Head of Plan Administration

Portfolio of Internal & External Affairs
Assistant Deputy Chief Secretary

Risk Management Unit Risk Manager

Treasury

Debt Recovery Manager

Deputy Accountant General
Director of Accounting

EPS Reporting Manager

Fund & Cash Flow Manager

Workstation Type B (Specialist) 8'x8' Workstation

Administrative Officer I (Ministry)
Financial Administrator
Political Analyst
Personal Assistant
Program Officer I (Ministry)
Senior Policy Officer (Ministry)

Budget Management Unit
Manager EPS Document Preparation

Cabinet Office

Assistant Secretary to Cabinet

FOI Coordinator

Policy Analyst

Cayman Islands Monetary Authority

Accountant

Deputy Head of Banking

Deputy Head of Compliance

Deputy Head of Currency Operations

Deputy Head of Fiduciary Services

Deputy Head of Insurance Supervision

Deputy Head of Investments & Securities

Deputy Head of Policy & Development

Finance Administration

Finance Manager

Operational Human Resources Manager

General Registry

Senior Assistant Registrar

GIS

Graphic Designer

Internal Audit

Auditor

Senior Auditor

Lands & Survey

Office Manager

Senior Assistant Registrar

Maritime Authority

Assistant to CEO

Deputy Registrar

Ministry of District Administration, Works & Gender Affairs

Project Manager

Ministry of Education, Training & Employment

Business Services Manager

Corporate Assistant

Executive Director – Special Projects & Events

Head of Investors in People

Human Capital Development Officer

ITALIC Project Manager

Project Manager

Research Analyst

Senior Project Manager

Strategic Development Advisor

Ministry of Health, Environment, Youth, Sports & Culture

Administrative Manager

Financial Analyst

Planning

Assistant Building Control Officer

Assistant Planning Officer

Building Inspector

Combo Inspector

Compliance Officer Electrical Inspector

Plans Examiner

Plans Examiner II

Planning Assistant

Planning Officer

Senior Building Inspector

Portfolio of the Civil Service

Finance & Benefits Manager

HR Auditor

Operational HR Manager

Strategic HR Manager

Tax Information Authority

Senior Administrator

Trade & Commerce
Art Director

Treasury

Accountant

Bank Reconciliation Officer

Cash Management Officer

Credit & Debit Administrator

Deputy Debt Recovery Manager

Deputy EPS Reporting Manager

Deputy Fund & Cash Flow Manager

Junior Bank Reconciliation Manager

Payroll & Payments Manager

Payroll Officer

Payments & Payroll Officer

Payments Officer

Payments Supervisor

Senior EPS Reporting Accountant

Workstation Type C 6'x6' Workstation

Accountant

Accounts Assistant

Accounts Clerk

Accounts Officer I

Accounts Officer II

Accounts Officer III

Accounts Officer IV

Administrative Assistant

Administrative Officer I

Administrative Officer II

Administrative Officer III

Administrative Secretary

Assistant Accounts Officer

Assistant Finance Officer

Business Analyst

Cashier

Clerical Assistant Clerical Officer

Clerk

Consultant

Customer Service Officer

Executive Assistant

Executive Officer I

Executive Officer II

Filing Clerk

Finance Administrator

Finance Officer

Higher Executive Officer

Human Resources Assistant

Human Resources Officer

(Freedom of) Information Manager

IT Administrator

Office Attendant I

Office Attendant II

Office Attendant III

Policy Officer

Public Relations Executive

Program Officer I

Program Officer II

Receptionist

Research Officer

Secretary

Senior Administrative Assistant

Budget Management Unit

Budget & Management Analyst

Management Advisor

Risk Manager

Senior Budget Analyst

Senior Revenue Forecaster

Cabinet Office

Office Support Assistant

Policy Analyst

Protocol Coordinator

Protocol Officer

Research Officer

Senior Policy Analyst

Cayman Islands Monetary Authority

Accounts Clerk

Analyst

Chief Analyst

Chief Policy & Development Officer

Currency Officer

Junior Analyst

Junior Project Analyst / Programmer

Legal Counsel

Paralegal

Policy & Development Officer

Senior Analyst

Senior Currency Officer

Senior Planning & Development Officer

Systems Operations Manager

Systems Operations Assistant

Systems Project Manager

Systems Project Analyst / Programmer

Systems Support Manager

Systems Support Assistant

Training & Development Specialist

Treasury Analyst

Civil Aviation Authority

Accounting Officer

Airworthiness Surveyor

Inspector

IT Administrator Manager Licensing Officer Office Administrator Regional Manager Statistician Technical Librarian

Computer Services Analyst / Programmer Applications Project Manager **Central Services Assistant Central Services Supervisor** IT Technical Assistant II **Junior Business Analyst** Junior Programmer Junior Support Administrator I Programmer Senior Analyst / Programmer Senior Business Analyst Senior Support Administrator I Senior Support Administrator II Senior Systems Administrator Support Administrator I Support Administrator II Support Project Manager System Manager Technical IT Assistant I Technical IT Assistant II **Technical Support**

Economics & Statistics Senior Economist Statistician

Financial Administration
Budget Analyst
Financial Administrator
Junior Research Analyst
Public Relations Officers
Revenue Controller
Risk Manager
Senior Administrator
Senior Research Analyst

Financial Reporting Authority
Administrative Planner
Analyst
Financial Analyst
Legal Advisor
Senior Accountant / IT
Senior Financial Analyst

General Registry
Assistant Registrar
Customer Liaison Officer
Customer Service Officer
Filing Officer
Filing Supervisor
Front Desk Attendant
Front Desk Supervisor

IT Manager

Librarian

Messenger

Patents & Trademarks Manager

Records Manager

Senior Customer Liaison Officer

GIS

Graphic Designer Assistant

Information Officer

Governors Office (CIG Staff)

Social Secretary

Judicial Administration

Bailiff

Clerk of the Court

Lands & Survey

Customer Liaison Officer

Facilities Manager

Facilities Supervisor

Geomatician

GIS Assistant

GIS Development Manager

GIS Production Manager

GIS Production Supervisor

GIS Technician I

GIS Technician II

Graduate Geomatician

Graduate Valuation Officer

Land Registry Assistant

Land Registry Officer I

Land Registry Officer II

Maintenance & Safety Co-Coordinator

Programmer / Analyst

Senior Field Assistant (if applicable)

Senior Geomatician

Senior Programmer / Analyst

Senior Land Registry Officer

Senior Valuation Officer

Surveying Assistant

Surveying Technician I

Surveying Technician II

Valuation Assistant

Valuation Officer

Maritime Authority

Accounting Officer

Advisor

Assistant Manager Assistant Registrar

Client Services Officer

Coordinators

Head of Section

IT Officer

Lead Surveyor

Manager

Maritime Officer

Senior Accounting Officer

Senior Assistant Registrar

Senior Client Services Officer

Senior IT Officer

Senior Maritime Officer

Senior Surveyor

Surveyor

Ministry of Community Affairs & Housing

Communication Officer

Finance Administration Officer

HR Manager

Personal Secretary

Ministry of District Administration, Works & Gender Affairs

Administrative Secretary

Communications & Public Relations Manager

Housing & Special Projects Coordinator

Office Support Technician

Ministry of Education, Training & Employment

Collections Manager

Corporate Assistant

Corporate Communications Assistant Manager

Corporate Communications Manager

Curator

Curriculum Development Officer

Deputy Chief Human Resources Manager

Education Coordinator

Human Rights Analyst

Facilities Coordinator

Facilities Manager

Facilities Supervisor

Fixed Assets Manager

ICT Manager

ICT Technician

Learning & Development Specialist

Office Manager

Performing Arts Education Coordinator

Research Analyst

School Development Advisor

Sports Development Analyst

Ministry of Health, Environment, Youth, Sports & Culture

Communication Officer

Compliance Officer

Financial Analyst

Petroleum Inspectorate

Assistant Petroleum Inspector

Planning

Administration Secretary

Coordinator

Graphic Technician

IT Manager

Portfolio of the Civil Service

Finance & Benefits Manager

Human Resources Executive

Human Resources Executive Assistant

Management Support Advisor

Project Manager Senior Human Resources Executive Strategic Human Resources Analyst Strategic Human Resources Officer Portfolio of Finance & Economics Senior Revenue Forecaster Public Service Pensions Board Actuary Assistant Plan Administrator **Board Secretary** Consultant Plan Administrator Plan Manager Risk Management Unit **Claims Coordinator** Risk Analyst Trade & Commerce **Business Development Advisor** Conference & Events Planner **Investment Services Officer Marketing Communications Coordinator** Office Administrator Policy Advisor **Public Relations Coordinator Public Relations Officer** Representative Senior Business Development Advisor Treasury **Accounts Officer CTC Secretary Debt Recovery Officer** Payroll Manager Systems Accountant **Workstation Type D** Cabinet Office Touchdown / Temporary Use Summer Intern Workbench **Economics & Statistics Survey Collectors**

APPENDIX C

WORKPLACE DESIGN STANDARDS REQUEST FOR INCLUSION OF POST

REQUEST FOR INCLUSION OF FOST		
New Post Title		
Department		
Chief Officer Contact		
Submitting Officer		
General Post Functions (or attach job description)		
Confidential Matters dealt with by Post ('Confidential' as defined by FOI, not existing practice)		
% of Working Week at Desk (approx)		
% of Working Week in post-hosted Meetings (approx)		
% of paper based work undertaken (approx)		
Special Requirements or Responsibilities		
Proposed WDS Grade (eg. Workstation C)		
Signed		
Date		

For use by Valuation & Estates Office

Date Reviewed	
Reviewer	
WDS Grade Assigned	
CVO Referral	
CVO Grade Assigned	
MIN DAPAH Referral	
MIN DAPAH Grade Assigned	
Cabinet Referral	
Cabinet Grade Assigned	