**Workspaces**

**Terms and conditions**

1. **Booking a desk in a workspace**

* Teams will now need to pre-book if they wish to go into the office and work. All service areas have been allocated a designated workspace, with a set number of desks.
* Desks must be booked online via the links on SharePoint.
* Staff should only book a desk within their designated area.
* Service areas may have been allocated different types of desks based on access to work requirements e.g. rising desk a visual plan of desk types is available on [interface](https://leicestercitycouncil.sharepoint.com/sites/div004/SitePages/Availability-of-Office-Space.aspx)
* Employees will be able to book either a laptop or standard PC subject to their requirements
* If you occupy a desk that is not in your service area, or that you have not pre-booked you may be asked to move if the desk has been booked by another user.
* Workspaces can be booked 6 months in advance and for multiple occasions through one transaction.

1. **Slots**

* Desks can be booked for an AM or PM slot, with AM slots starting at 8am and PM slots at 12pm.
* If you wish to book a desk for the whole day you need to select BOTH an AM and PM slot.
* All booking slots are subject to availability, and on a first come first serve basis.
* If there are no available desks within your service area, you will need to plan within your team to prioritise the desk bookings.

1. **Amendments and cancellations**

* Amendments and cancellations must be made online through MyBookings
* Service have only been allocated a certain number of workspaces therefore it is vital if you no longer require a desk you have booked you cancel this immediately.

1. **General terms and conditions**

* Staff must adhere to all Covid restriction in place within council building, see the latest [Coronavirus guidelines](https://leicestercitycouncil.sharepoint.com/sites/interface/SitePages/Coronavirus-and-work---everything-you-need-to-know.aspx).
* Staff must adhere to the council’s code of conduct at all times.