



Agile working guide

The Institute of Clinical Trials and Methodology is promoting the practice of agile working to use the desks available in the most efficient way.

In practice, agile working means that staff can work at any available desk in the zone they belong to or, if full, in another zone of the office.

This guide contains three sections: desk equipment, desk etiquette and how to indicate a desk is available for agile workers to use.

Desk equipment

Every desk should be equipped with a 90HH desk guide, a chair, monitors, a docking station with power supply and a pedestal. Desks should be left in good working order and clean.

Desk etiquette

To make the office a flexible working space, please follow this guidance on desk etiquette:

- Keep your desk clean and welcoming for people who may use it for a day
 - Empty the desktop recycler daily
 - Clear away used cups, etc.
 - Store paperwork in drawers & filing cabinets
 - Switch off & unplug unused electricals e.g. phone chargers
- Log out of the desk phone if you are away for an extended period
- Be mindful of sound levels - your new neighbours may prefer quiet
- If you have been allotted specific days at a desk please use that desk
- Look for a free desk in your zone before sitting in another area of the office

If you are sitting a desk with a labelled chair, please do not alter seat settings. If you are uncomfortable please use a spare chair.



Indicating a desk is agile-ready

There are two ways of indicating a desk is free for agile workers to use:

1. Red card system
2. Fortnightly desk plan

1. Red card system

The red card system is a quick, low-tech option that allows staff to show whether a desk is free in the present moment.

A red card indicates the desk is free to use when people come in looking for somewhere to sit in the morning. It should be visible from the main walkway.

When a member of staff leaves and frees up a desk, they should place a red card on the monitor. This is suitable if you are going to be out of the office for a day on leave, at a course or full day of meetings.

If you are away for more than one day then either put a post-it on the card to indicate when you are back or let someone sat near you know, so they can do this for you on your behalf.

Anyone using the desk with a red card must take the card down for the day(s) they are going to use it.

2. Fortnightly desk plan

Fortnightly desk plans allow staff to arrange, in advance, where they will sit for up to ten working days.

Where a desk plan is present on a desk, staff can reserve the desk up by writing their name on the grid. Gaps in the grid indicate days that the desk is free.

Desks plans are the most flexible way of using desk spaces. They are particularly useful where several staff work part-time or flexibly and have a predictable work pattern.



Every fortnight, the grid is updated with the dates of the upcoming weeks. Staff then write on the grid using a whiteboard/drywipe marker to show the days they intend to sit there.

Here is an example of a desk plan:

Desk 2238					
<p>This is normally Alan's desk (they can cross out any scheduled day that they will not be using the desk). The table below shows who is scheduled to sit here over the current fortnight. Any free days can be signed up for.</p>					
w/b	Mon	Tues	Wed	Thurs	Fri
3/9/18	Alan	Alan	Alan	Kevin	Betsy
10/9/18	Alan	Alan		Kevin	Betsy
Alan to update each fortnight.					

The desk plan template can be found on the intranet document finder.

Any questions?

Please speak with your desk zone lead if you have any questions. Their names can be found here:

<https://www.ucl.ac.uk/clinical-trials-and-methodology/ictm-intranet/governance/committees/ictm-accommodation-committee>