



VALUATION & ESTATES OFFICE
LANDS & SURVEY DEPARTMENT

Cayman Islands Government Estates Strategy Workplace Design Standards

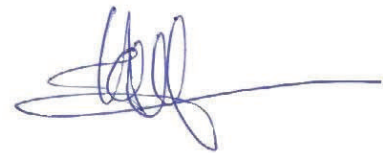
May 2010

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

Policy

This policy sets out the Workplace 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, dependant 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.

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.

Automatic Approval
(Full Time Staff)

C

Workstation

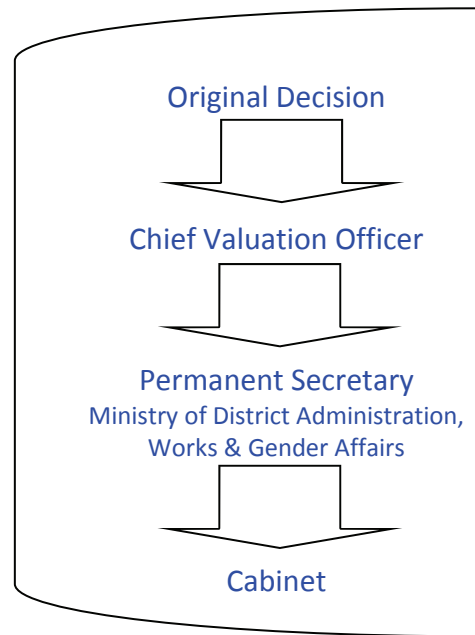
See Appendix B for design detail

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

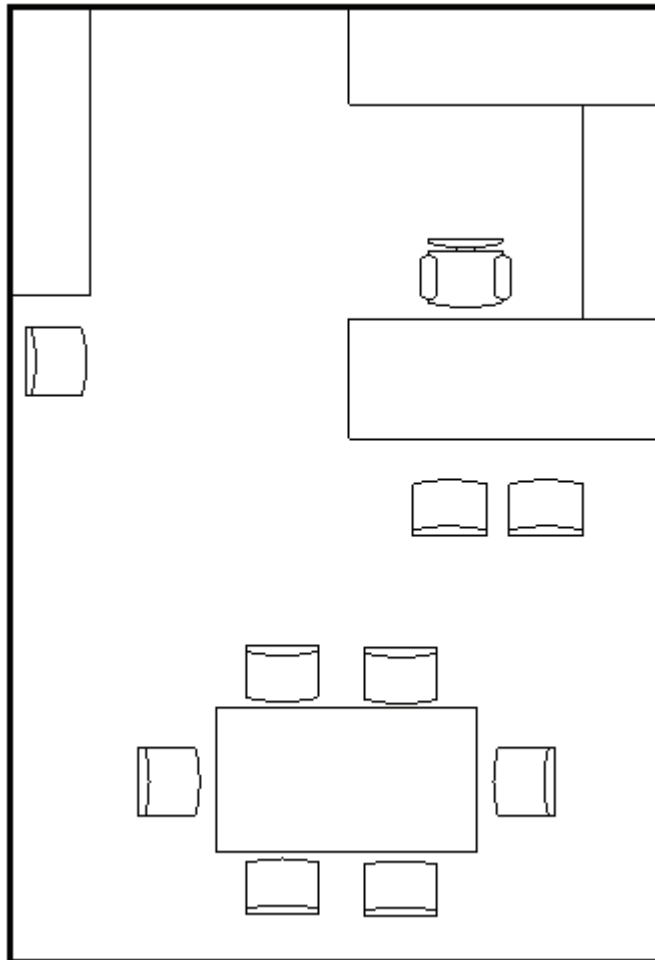
T: +1 345 244 3420
F: +1 345 949 2187
E: valuation.info@gov.ky
W: www.caymanlandinfo.ky

APPENDIX A

SUGGESTED OFFICE DESIGNS FOR WORKPLACE DESIGN STANDARDS

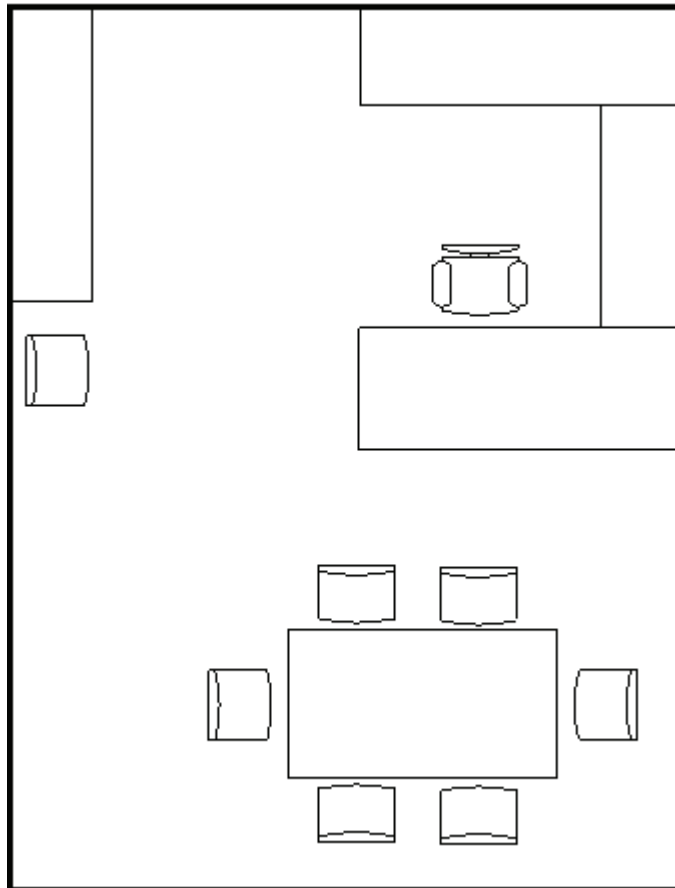
Office A – Ministers, Permanent Secretary, CEO of Statutory Authority

Enclosed Room,
Circa 260 sq ft
Door location as appropriate



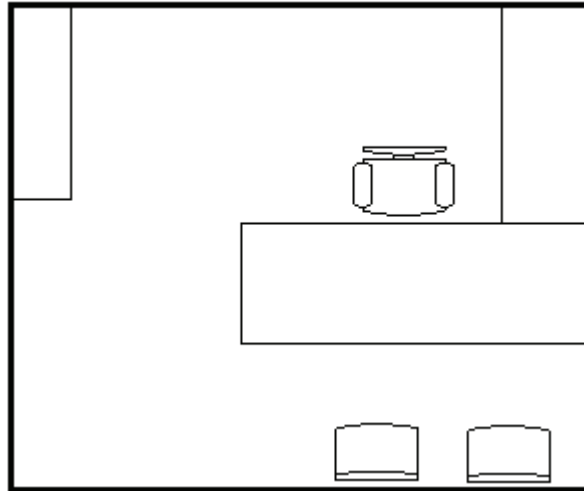
Office B – Deputy Permanent Secretary, Head of Department

Enclosed Room,
Circa 200 sq ft
Door location as appropriate



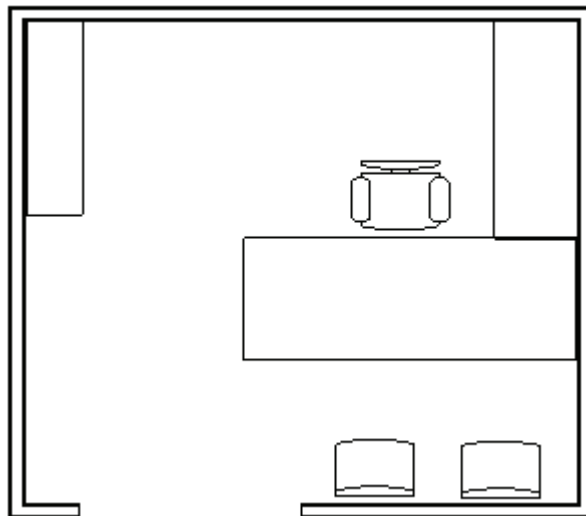
Office C– CFO's, CHRO's, Legal Counsel

Enclosed Room,
Circa 110 sq ft
Door location as appropriate



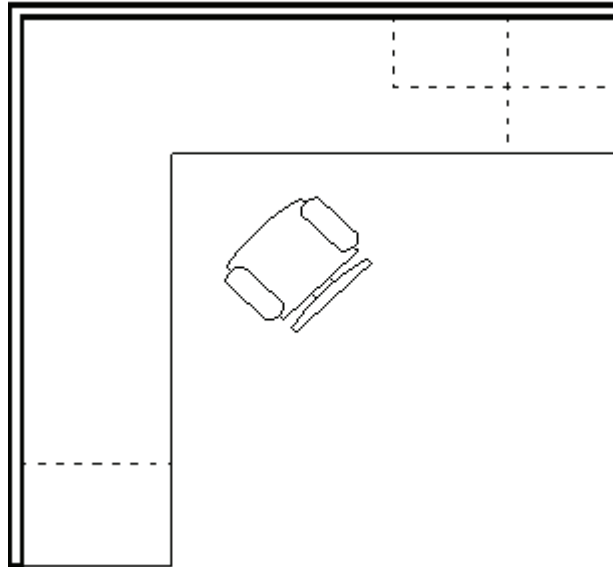
Workstation A – Deputy HOD, Heads of Substantive Sections within Departments

72" Panelled Workstation
Circa 110 sq ft



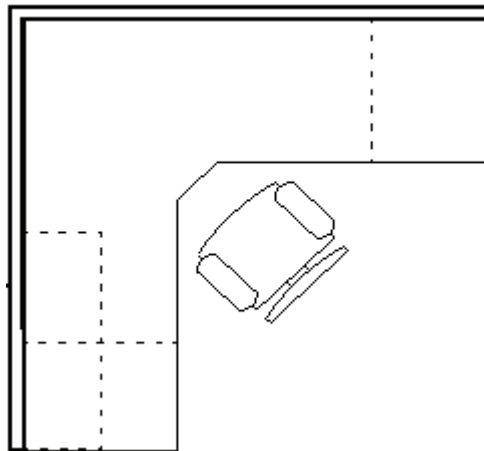
Workstation B – Specialist / Technical Positions (paper Based)

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 valuation.info@gov.ky.

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

	<p>Finance Crown Counsel Senior Chief Financial Officer</p> <p><i>General Registry</i> Deputy Registrar General</p> <p><i>Public Service Pension Board</i> Finance Manager HR & Operations Manager Investment & Policy Manager</p> <p><i>Maritime Authority</i> Divisional Director Head of HR & Admin Head of Finance & IT Office Manager (UK)</p> <p><i>Ministry of Education, Training & Employment</i> Director of Facilities</p> <p><i>Portfolio of the Civil Service</i> Executive Director (Appeals) HR Services Manager</p>
<p>Workstation Type A 78" Panel workstation 110 sq ft</p>	<p>Administrative Manager 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</p> <p><i>Cabinet Office</i> Assistant Cabinet Secretary Deputy Chief of Protocol Public Relations & Community Service Coordinator</p> <p><i>Cayman Islands Investment Bureau</i> Head of Business Development Head of Marketing</p> <p><i>Cayman Islands Monetary Authority</i> 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</p> <p><i>Computer Services</i> Central Services & Procurement Manager</p> <p><i>Education Standards & Assessment Unit</i> Chief Inspector</p> <p><i>Finance</i> Assistant Financial Secretary Senior Assistant Financial Secretary</p>

	<p>Senior Assistant Secretary</p> <p><i>Internal Audit</i> Audit Manager</p> <p><i>Investment Bureau</i> Art Director</p> <p><i>Lands & Survey</i> Chief Surveyor Chief Valuation Officer GIS Coordinator Registrar of Lands</p> <p><i>Maritime Authority</i> Deputy Divisional Director Finance & Reporting Manager</p> <p><i>Ministry of Education, Training, & Employment</i> Assistant Chief Officer</p> <p><i>Planning</i> Assistant Director of Planning Chief Building Control Officer Chief Petroleum Inspector HR & Admin Manager</p> <p><i>Portfolio of the Civil Service</i> Finance & Benefits Manager Human Resources Services Manager Strategic Human Resources Manager</p> <p><i>Portfolio of Internal & External Affairs</i> Assistant Deputy Chief Secretary</p> <p><i>Public Service Pension Board</i> Head of Plan Administration</p> <p><i>Portfolio of Internal & External Affairs</i> Assistant Deputy Chief Secretary</p> <p><i>Risk Management Unit</i> Risk Manager</p> <p><i>Treasury</i> Debt Recovery Manager Deputy Accountant General Director of Accounting EPS Reporting Manager Fund & Cash Flow Manager</p>
<p>Workstation Type B (Specialist) 8'x8' Workstation</p>	<p>Administrative Officer I (Ministry) Financial Administrator Political Analyst Personal Assistant Program Officer I (Ministry) Senior Policy Officer (Ministry)</p> <p><i>Budget Management Unit</i> Manager EPS Document Preparation</p>

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

	<p>Compliance Officer Electrical Inspector Plans Examiner Plans Examiner II Planning Assistant Planning Officer Senior Building Inspector</p> <p><i>Portfolio of the Civil Service</i> Finance & Benefits Manager HR Auditor Operational HR Manager Strategic HR Manager</p> <p><i>Tax Information Authority</i> Senior Administrator</p> <p><i>Trade & Commerce</i> Art Director</p> <p><i>Treasury</i> 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</p>
<p>Workstation Type C 6'x6' Workstation</p>	<p>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</p>

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

	<p>Project Manager Senior Human Resources Executive Strategic Human Resources Analyst Strategic Human Resources Officer</p> <p><i>Portfolio of Finance & Economics</i> Senior Revenue Forecaster</p> <p><i>Public Service Pensions Board</i> Actuary Assistant Plan Administrator Board Secretary Consultant Plan Administrator Plan Manager</p> <p><i>Risk Management Unit</i> Claims Coordinator Risk Analyst</p> <p><i>Trade & Commerce</i> 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</p> <p><i>Treasury</i> Accounts Officer CTC Secretary Debt Recovery Officer Payroll Manager Systems Accountant</p>
<p>Workstation Type D Touchdown / Temporary Use Workbench</p>	<p><i>Cabinet Office</i> Summer Intern</p> <p><i>Economics & Statistics</i> Survey Collectors</p>

APPENDIX C

WORKPLACE DESIGN STANDARDS REQUEST FOR INCLUSION OF POST

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	