

Appendix C: Parameters and working assumptions.

West Somerset House feasibility report parameters

Service	Current Space	Proposed Space at West Somerset House	Comments
Library	<p>Delivery is open plan. Separate work room, mostly used for storage. Due to number of staff stock work is usually done in the delivery space. External wide door access with external space to park a delivery van close by to facilitate book deliveries (on a trolley)</p>	<p>Delivery & storage: In line with current. Access: Customers through main entrance, deliveries separate side double door. Deliveries will be in line with current.</p>	<p>Pedestrian access will be improved as level and automatic double doors. WC and kitchen/break area will be shared. Separate staff entrance shared with other services.</p>
Registration	<p>Separate room with soundproofing and small waiting space outside the room.</p>	<p>Separate room to be created in line with current space.</p>	<p>WC and kitchen/break area will be shared</p>
PHN	<p>Set over 2 floors. Large open plan space for clinics with relaxed seating areas approx. 70 m² A private room for confidential appointments Storage for clinical equipment (changing mats, scales etc), Areas for baby changing and breastfeeding, WC Storage for toys, Access and storage space for prams and pushchairs.</p>	<p>Refitting the Council Chamber area will allow ample space to create all current and future service delivery accommodation required all on the ground floor with their own staff entrance. Back office will be on 1st floor.</p>	<p>There will be a dedicated room for nursing mothers. WC and kitchen/break area will be shared</p>

	An office space for 6 people and breakout space for 4 people.		
Economic Development	Currently rent space to small businesses at Beckett House	It is not expected that these businesses will relocate to WSH.	Space could be created by partitioning balcony off and adding toilets and kitchen on 2 nd floor of WSH if required.
Customer Services	Reception desk, 1 receptionist and 1 security guard	Option a) a meet and greet station inside the main doors Option b) Public Network computer, with scanner for customers to self-serve.	
Elections	Day to day: 5 Desks on 1 st floor open plan office space. During an election: space to handle postal votes received/make up boxes etc. At present they take over the council chamber for around one month for each election	Office – As is. Election Period: Consider a space on the first floor which could be partitioned off	

Yeovil Library feasibility report parameters

Service	Current Space	Proposed Space	Comments
Library	Delivery is open plan across 3 floors Separate work room Back office Staff welfare/locker space	Service delivery and office space in line with current. Access: no change	WC and kitchen/break areas will be shared.

Registrars	3 Offices and a storage room Space for 2+2 weddings	As is	Improve existing ventilation and create an element of new soundproofing to existing offices
Customer Service, Housing, Revs and Bens	Front facing open space areas with self-serve, table and chairs, privacy booths and 6 interview rooms	Self-service terminals for customer services Face to face housing / homeless / housing benefits in 3 interview rooms. Tables & chairs, Privacy booth. Back-office space operate on Ebb & Flow basis	Non front facing staff to work from Brympton Way