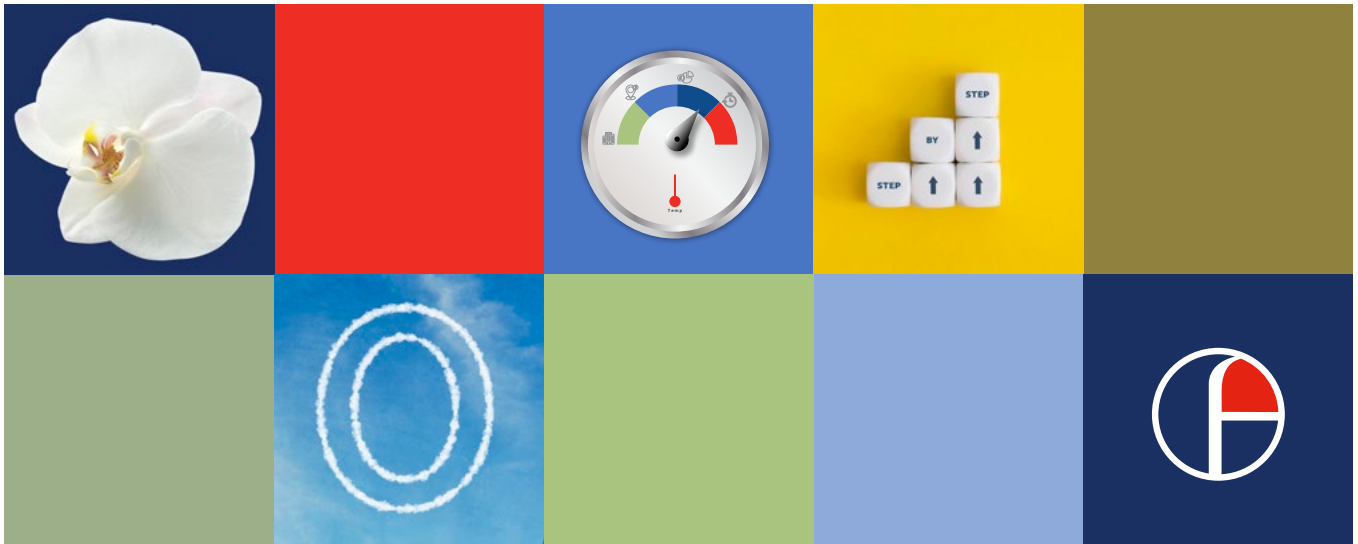




Workplace Acquisition



# Workplace Acquisition

3. Considering A New Workplace?
4. Workplace Consultancy
5. Four Key Drivers
6. Four Key Drivers
7. Net Zero/ESG
8. Case Study
9. Working Together
10. Our Promise

CONTENTS

# Considering a new workplace?



## We'll make it happen.

What is your driver for considering a new move?

Perhaps you have:

- Outgrown your existing premises
- Considering a downsize
- Need new premises
- Facing an impending lease end
- Or simply, you are looking for a new location which is more aligned with your brand and/or corporate personality.

Whatever your driver, talk to us.

We have almost 200 years' experience of helping clients find and occupy premises which meet their unique mix of strategic, financial, occupational and brand goals, (be they micro companies, SMEs or major corporates).

What's more, we recently moved premises, so we understand the acquisition cycle intimately, as we've experienced every step of that journey.

For us, the cornerstones on that journey are:



Defining the brief is key



Researching & accurate costing all options is critical



Ensuring all employees' 'buy-in' of the preferred option is paramount



Financial & logistics management is imperative

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Our team of specialists can help you navigate this odyssey and emerge with a workplace which ticks all your corporate and financial boxes, as well as create a place your customers and employees will want to visit.

# Workplace consultancy



*Orchids epitomise the perfect mix of design and functionality*

## We can help your team

Thinking strategically about your ideal premises – beyond the question ‘how much space do we need’ – is how we add value to clients looking for a new place to work.

We know that there are profound ‘brand value’ issues which need to be considered at the outset, such as:

- What is the ideal location for us. One which best meets:
  - Our organisational requirements
  - The expectations of existing and future team members
- Where and what type of space will reflect the culture of our company
- Will it articulate our brand personality

There are also pragmatic issues to address such as:

- Looking for a site which meets all your criteria (from security to easy access to a Strategic Road Network)
- Accessibility - in terms of easy access to strategic road networks, as well as employees’ commute to work and easy access to social and leisure facilities
- Health and Safety planning
- Will the new space be conducive to collaboration between teams and with your partners
- Will productivity be impacted – either by improving it, or by reducing factors which impair it
- How effective is the broadband connection
- Our consultants start by understanding what works best for your organisation’s culture, team and brand.

As every organisation is unique, our tailored approach ensures that any decision you make about (probably) your second largest outgoing will be informed and as future-proofed as possible.

# There are four key drivers to moving



## We'll take the pain out of the process

### Size and purpose



What is the optimum size for your new premises – for today & tomorrow

- What is the ideal site size and ('shed') volume you require
- What are your ideal level of security and services/facilities (CCTV, EV charging, concreted surfaces, etc)
- How will your new premises reflect your 'brand values'
- Hybrid working – what is your ideal in-office/WFA\* mix
- What is your ideal desk-to-meeting space mix

... **we will help define your requirements to meet your business, financial and brand goals.**

\*Work From Anywhere

### Location



Your choice of location can have serious operational and financial ramifications, as well as make a brand statement - so choose wisely.

Strategic Imperative: what works best for your business and your team.

Strategic Imperative: what works best for the team and the business

Consider:

- Your team's and stakeholders' objectives
- Access to road networks, public transport and parking accessibility.

... **questions we ask to understand your brief.**

## Costs

Rent, business rates, service charge, utilities charges... some headline costs you will automatically consider.



Also think about:

- Costs associated with meeting environmental legislation and regulations
- Dilapidations - on current premises
- Contractual obligations
- Pre-acquisition surveys
- Fit-out and broadband connectivity costs.

... ***we will help identify all (property) costs, negotiate the best terms, minimise longer-term liabilities.***

## Timing

Moving is a major drain on resources – and a distraction from your core business.



- Leave it until the eleventh hour and mistakes will be made and liabilities overlooked
- Consider the cost to the person/team masterminding the move – stress, sleepless nights, anxiety, the lot

... ***helping clients move to new premises is our job – what we do day in, day out.***

# Net Zero/ESG



## We'll help you realise your 'Green Goals'

If your company has a 'green' agenda, tell us and we will help you select new premises which will contribute to meeting your objectives.

We start by understanding how you would like your workplace to comply your 'green' strategy.

Your options could include:



The list is long and there are cost implications, that is why we are never prescriptive but work with clients to arrive at the optimum combination of initiatives to meet their 'green' and their financial objectives.

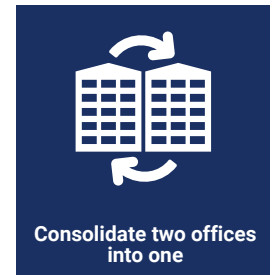
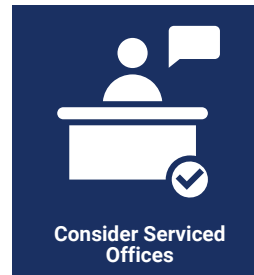
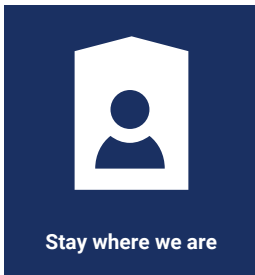


# Case Study



## We have travelled the same journey as you

An 'end of lease' and COVID related workplace restrictions forced us to review our occupational strategy and consider all our options.



## the result

- **After reviewing all the (costed) new space options, we decided to:**
  - Close one office (we had two in the same city)
  - Dedicate the other office to a 'desk only' workplace (which allowed us to introduce physical distancing at work during the pandemic)
  - Introduced a 'pre-booked shared desk' policy which
    - Optimised desk utilization
    - Eliminated all paper and other items from desks (minimising cross-contamination)
  - Identified a Serviced Office (only a two-minute walk from our retained office), which we use for meetings, breakout/collaboration session, training and conference calls.



# Working together

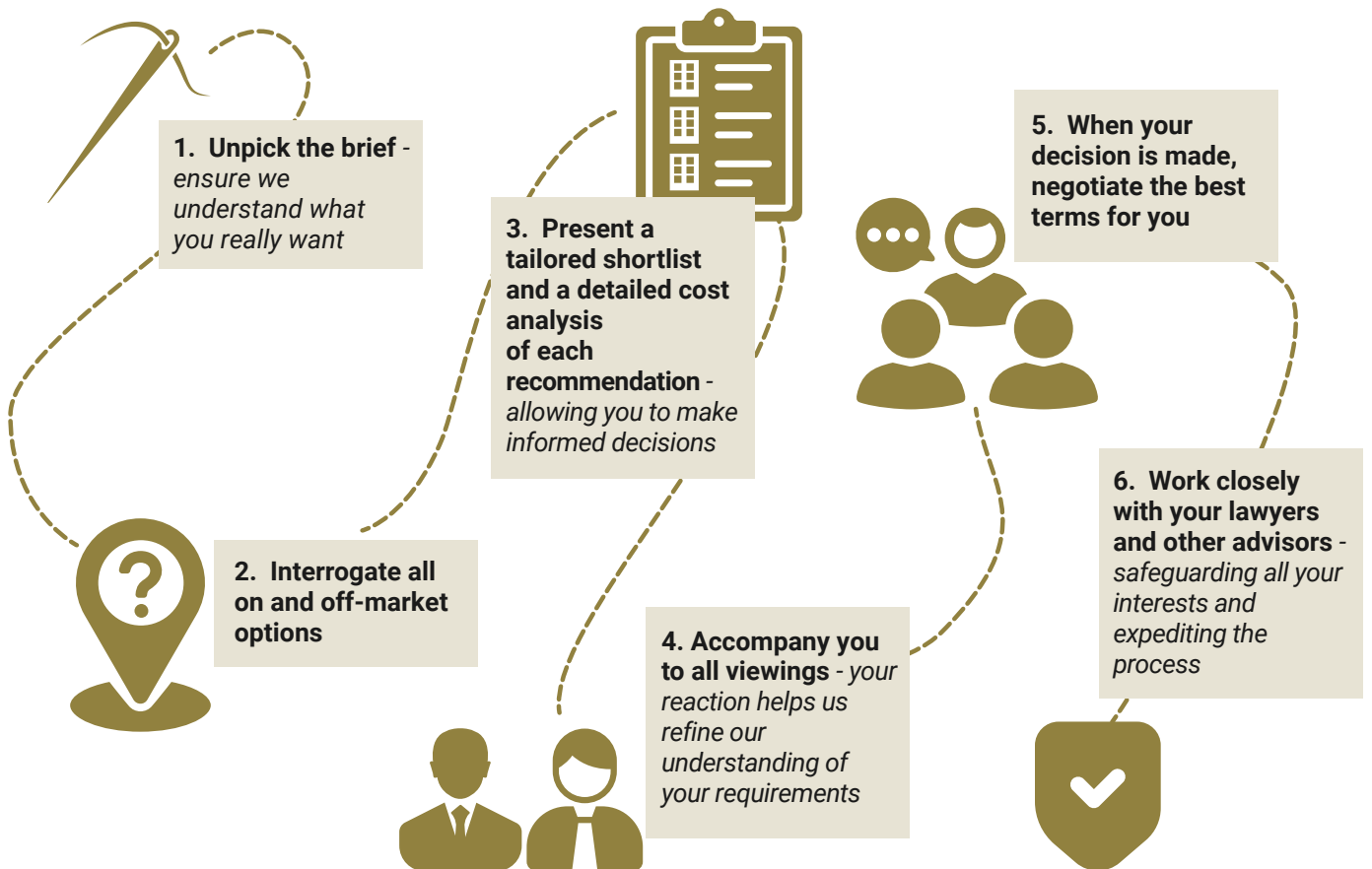


## From brief to completion

Every brief is unique and every client has a different combination of 'must haves'.

That is why every recommendation we make is tailored to meet specific strategic, financial, occupational and brand goals.

Our process is simple, but successful.





## Our Promise

- Provide you with a list of costed options, tailored to your brief
- Negotiate the best possible terms for you
  - Ensure all documentation is correct
  - mitigating your future liabilities
- Eliminate any property related headaches
  - allowing you to focus on your business
  - Save you money
  - Help future proof your decision.

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