



workplace acquisition



# workplace acquisition

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considering a  
new workplace?



## we'll make it happen.

Whether you've outgrown your existing workplace, downsized, need new premises, you're faced with an impending lease end, or you're simply looking for a new location which is more aligned with your brand and/or corporate personality, talk to us.

We have almost 160 years' experience of helping clients find and occupy the workplace which meets their unique mix of strategic, financial, occupational and brand goals, (be they micro companies, SMEs or major corporates).

What's more, we recently moved office so we understand the acquisition cycle intimately, as we've experienced every phase.



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

Having recently done it for ourselves and advised thousands of organisations over the years, we know we can help you navigate this odyssey and emerge with a workplace which ticks all your corporate boxes and is also a place customers and employees want to come to.

*we will make it happen*

workplace  
consultancy



*Orchids epitomise the perfect mix of design and functionality*

## we'll help your team

Thinking strategically about your ideal workplace – 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 issues which require addressing first, such as:**

- Where and what type of space will reflect the culture of our company
- Or articulate our brand personality
- What is the look, feel and location which best meets the expectation of existing and future team members.

**There are also pragmatic issues to address such as:**

- Health and Safety planning in a post pandemic world
- Will the new space be conducive to collaboration between teams and with our partners
- Will productivity be impacted – either by improving it, or by reducing factors which impair it
- How effective is the broadband connection
- Accessibility - in terms of commuting, as well as easy access to social and leisure facilities.

Our Workplace Consultancy experts start by understanding what works best for your organisation's culture, business model, team and brand. As every organisation is unique, our tailored approach will help ensure that any decision you make about (probably) your second largest outgoing will be informed and as future proofed as possible.

*we'll help your leadership team make smart choices,  
based on good intel and accurate cost profiling*

there are four  
key drivers to  
moving



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

### size and purpose



- What size - for today & tomorrow
  - Does our workplace make the right 'brand statement'
  - Hybrid working - what is our ideal in-office/WFH mix
  - What is your ideal desk/meeting space mix
- ... ***we help define your requirements to meet your business & brand goals***

### location



Location can also be a brand statement - so choose wisely.

**Strategy:** what works best for the team and the business

**Consider:**

- Your team's and stakeholders' accessibility
  - Public transport and parking accessibility
- ... ***questions we ask to understand your brief***

## costs



Rent, business rates, service charge, utilities ... some costs to consider.  
Starter for 10 ... think about:

- Dilapidations - on current premises
- Contractual obligations
- Pre-acquisition surveys
- Fit out and broadband connectivity costs

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

## timing



Moving is a huge 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***

***we'll do everything  
necessary to take the pain out of the process,  
so you don't take your eye off your day job***

net zero/ESG



## we'll help you realise your green goals

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

We'll start by understanding how you would like your workplace to accommodate your 'green' strategy. Your options could include:



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

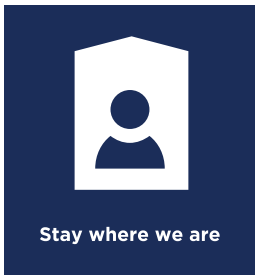
*an intricate and often complex issue, we have the skills and expertise to help you realise your 'green goals'*



## we've travelled the same journey as you

### our story

An 'end of lease' and COVID related space planning forced us to review our occupational strategy and consider all our options which included:



### the result

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

***we have minimised our long term 'space' commitments and enjoy the flexibility of a future proofed occupational strategy***

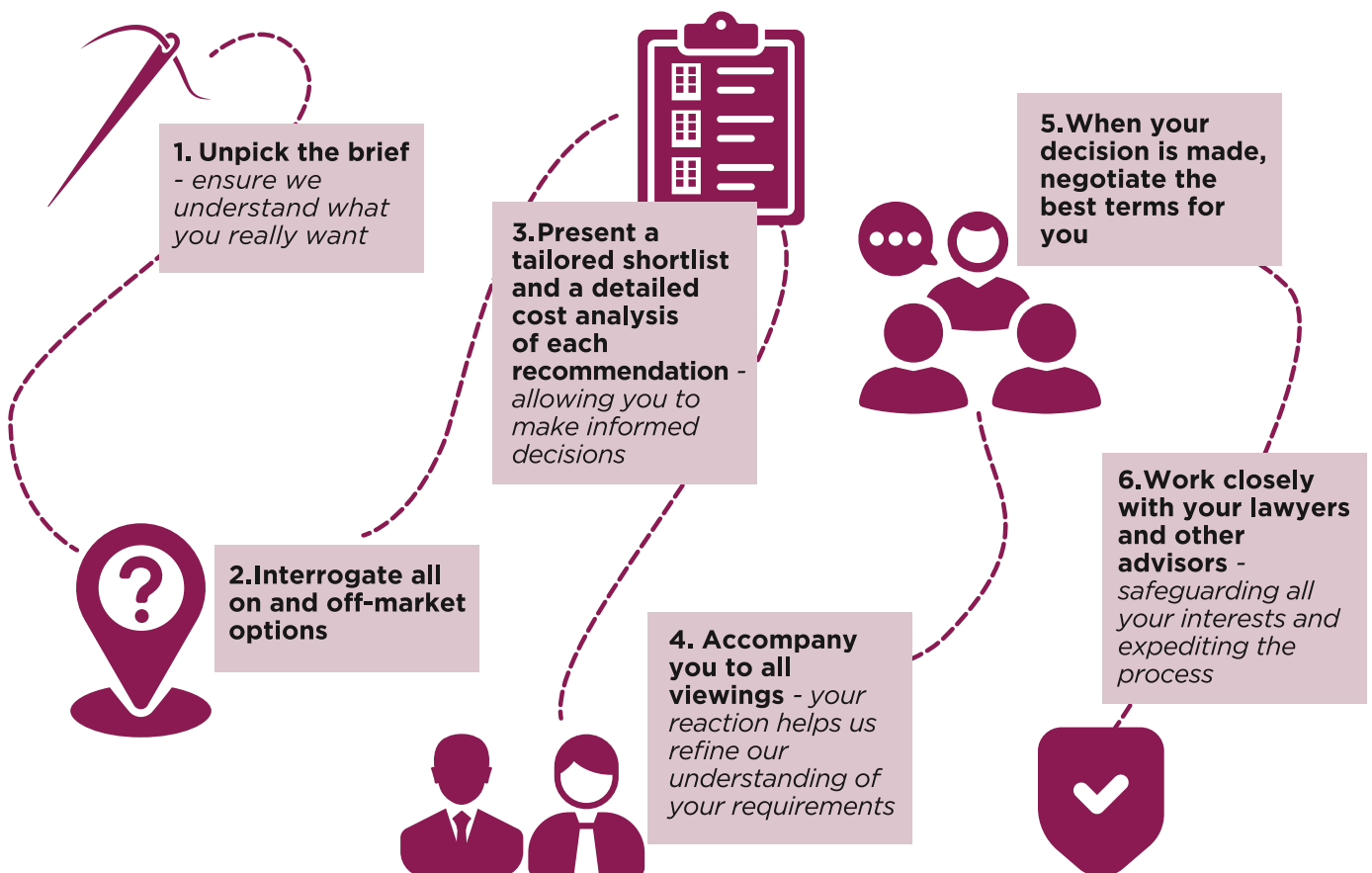


working  
together



## we'll work for you

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.



***informed, impartial, independent advice***



## 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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