

Burlington House Relocation Project

Report of the Phase 1 Working Group on needs and options

March 2022

Contents

1.0	Summary	2
2.0	Introduction	3
3.0	Terms of Reference.....	3
4.0	Method of working	4
5.0	Guiding principles	4
6.0	Discussions with other, similar organisations	5
7.0	Statement of requirements for relocated premises	7
8.0	Options.....	8
8.1	Option A: Reduced footprint within Burlington House.....	8
8.2	Option B: Relocated premises of c. 5,600 sq ft	8
8.3	Option C: Minimum viable relocated premises of c. 2,500 sq ft	8
9.0	Other factors and evidence considered	9
9.1	Co-location with another organisation	9
9.2	Geographic considerations.....	9
9.3	Indicative London property information.....	11
9.4	Long-term storage of the library collections.....	14
10.0	Costs analysis	15
10.1	Affordability.....	15
10.2	Analysis of 10-year costs of occupation of the <i>status quo</i> & the three relocation options ..	15
11.0	Comparison of the three options	17
11.1	Introduction.....	17
11.2	Option A: Reduced footprint within Burlington House.....	17
11.3	Option B: Alternative premises of c. 5,600 sq ft	18
11.4	Option C: Minimum viable alternative premises of c. 2,500 sq ft	18
11.5	Red-Amber-Green comparison of the three options.....	19
12	Conclusions	20
13	Recommendations	21

Appendices	22
A. Summary of discussions with other organisations	22
B. Statement of requirements for 5,600 and 2,500 sq ft premises	24

1.0 Summary

In late 2020, the Council of the Geological Society (GS) set up a Working Group to consider the first phase of the GS's Burlington House Relocation Project. This report was tabled for discussion at the early February 2022 meeting of Council. It responds to the Terms of Reference agreed by Council, with the scope of the current work being to *'Define the needs and locational options and liaise with Finance & Planning/Development Committees who will assess financing options and timing to ensure a joined-up recommendation'*.

The Working Group investigated and considered a wide range of themes and aspects of a potential relocation from or within Burlington House. It assessed three relocation options, A, B and C.

In summary, the Phase 1 Working Group reached the following conclusions, with further commentary given in the Conclusions section of the report:

- Remaining at Burlington House under the *status quo* will incur very significant costs that are difficult to justify and are unsustainable.
- The relocation of the GS's main premises away from Burlington House is an opportunity to establish a new identity and relevance that would better enable it to articulate and deliver its strategic priorities and charitable objectives.
- A location for the GS's main premises in central London would be the most accessible and convenient for most Fellows, the staff, and the public. A London location will not be perfect for all Fellows, but is less imperfect than other locations.
- Option A, reconfiguring the GS's premises at Burlington House into a reduced footprint, is the most expensive and the most difficult to deliver of the options considered.
- Option B, relocation to premises of c. 5,600 sq ft, would give the GS the most flexibility in terms of designing its spaces and achieving a low carbon footprint. It would provide the opportunity to create a welcoming and attractive place to meet and work that can articulate the GS's vision, purpose and aspirations centred around its 2020 Strategic Priorities.
- Option C, relocation to premises of c. 2,500 sq ft, is the minimum viable option. It has a reduced footprint that permits only an administrative staff presence and minimal meeting spaces; it would not be consistent with the GS's aims of developing a public-facing premises and welcoming environment for Fellows and visitors.
- The absence of a large lecture theatre within the relocated premises of Options A, B or C would create opportunities to develop links and collaborations with venues throughout the UK and mitigate perceptions of London-centricity.

- A substantial proportion of the library's collections should be housed off-site, remaining accessible for Fellows through a retrieval service without the need for large amounts of storage space in the GS's premises. This conclusion accords with the recommendations of the 2020 library review.
- A footprint of c. 5,000 to 5,600 sq ft with long-term sustainability of occupation can be expected to translate into a location (e.g. Camden, Tower Bridge, etc.) beyond the most prestigious, central parts of London. Such premises are available, but an exhaustive search resulting in the identification a suitable property may take some time.

The Working Group's recommendations may be summarised as follows, with further commentary being given in the Recommendations section of the report:

1. The Working Group recommends Option B (moving to premises of c. 5,600 sq ft in Central London) as the optimal long-term solution for the future premises of the GS.
2. To underpin a decision as to whether to rent or purchase premises away from Burlington House, the Finance and Planning Committee should revisit the existing long-term financial models of the GS's finances.
3. A fully exhaustive property search must be carried out if the GS decides to relocate from Burlington House.
4. A specialist project management company should be used to manage any relocation from Burlington House.

2.0 Introduction

This report was prepared by a Working Group established by the Council of the Geological Society (GS) to consider the first phase of the GS's Relocation Project. Terms of Reference were agreed by Council in November 2020 with the scope of the work reported here being to '*Define the needs and locational options and liaise with Finance & Planning/Development Committees who will assess financing options and timing to ensure a joined-up recommendation*'.

3.0 Terms of Reference

The full Terms of Reference (ToR) are:

- a. Define the needs for the GS's Headquarters to articulate and deliver the 2020 Strategic Priorities (i – iv below) and provide flexible, long-term accommodation for the Society:
 - i. Advance **multidisciplinary Earth science** to inform **global issues**.
 - ii. Support **professional development, careers and education** in Earth science.
 - iii. Be the inclusive and collaborative home for **UK Earth scientists** and increase our **international connection**.
 - iv. Become a dynamic and responsive organisation with a **strong digital identity**.

There will also need to be a clear statement of requirements for essential functions such as IT infrastructure, library facilities (referencing the approved findings and

recommendations of the 2020 Library Review including possible storage development at Bath), other Fellowship and staff facilities.

b. Develop and Identify 2-3 locational and building options to fulfil those needs that offers:

- i. A significant residence time (>50 years).*
- ii. A sustainable cost taking into account the Society's predicted overall financial position, cost base and revenues.*
- iii. Reflects the Fellowship's geographic distribution, and recognising the Society employs c. 20 staff located in Bath with whom adequate communications and transport links are desirable.*
- iv. Maintains a strong international profile.*
- v. Creates an accessible and friendly environment for staff, Fellowship and general public.*
- vi. Hybrid working facilities for up to c. 20 staff [i.e. workstations] with additional meeting facilities etc. to be defined.*

c. The working group will assess the likely cost and considerations associated with both rent and purchase options. The Finance & Planning Committee will assume responsibility for assessing financing possibilities, including timeline, and rent/purchase affordability, in liaison with this working group and Development Committee.

4.0 Method of working

The Working Group investigated and considered a wide range of themes and aspects that became the building blocks of the present report, including:

- Assessing the current use of the GS's premises in Burlington House.
- Understanding the geographical and demographic distribution of the GS's Fellowship.
- Investigating how other organisations (learned societies and professional bodies) use their premises and their experience of moving and/or adapting premises.
- Understanding the GS's strategic priorities, noting that the ToR require consideration of a timeframe that is greater than 50 years.
- Developing some guiding principles for the relocation of the GS's current Burlington House premises.
- Developing a statement of requirements that encompasses the GS's requirements for the relocation of its premises from or within Burlington House.
- Investigating three options for the relocation of the GS's current premises.
- Analysing the costs of all the above.
- Issuing a Progress Report in advance of the June 2021 meeting of the GS's Council.
- Reaching conclusions and making recommendations to the GS's Council.

5.0 Guiding principles

Based on its consideration of other similar organisations (described below) and discussions within the GS (including the drafting of a statement of needs), the Working Group compiled a set of guiding principles for the potential relocation from (or to a smaller footprint within) GS's current premises in Burlington House and related matters. The guiding principles respond directly to the requirements of the ToR, and are as follows:

- **The location and function of potential GS premises should reflect the aspirations of the GS's Fellows, its staff, and its strategic priorities.** The Earth Sciences should be at the heart of the GS's public-facing premises.
- **The GS's premises should include public-facing spaces and administrative office(s) suitable for a timeframe of not less than fifty years** and would comprise:
 - (i) public-facing premises in London that are smaller than the GS's current premises at Burlington House, has office space that meets the needs of staff, and is close to a national railway transport hub; and
 - (ii) a high-quality facility for the long-term archival storage of a substantial proportion of the library's collections.
- **The GS's public-facing premises need to be welcoming and accessible** to Fellows and the public, including those with disabilities.
- **COVID-19 has accelerated the move towards remote working and towards virtual and/or hybrid meetings.** The GS's administrative office(s) and public-facing facilities should reflect such fundamental changes.
- **An increased provision of online access to up-to-date science and a much greater use of off-site archival storage would be helpful in creating efficiencies of space in the relocated premises.** These provisions should ideally be in line with the 2020 Library Review.
- **Meeting spaces in public-facing and office premises need to be flexible and accessible, have up-to-date information technology and video-conferencing facilities, and be designed to ensure that they are a welcoming 'venue'.** The meeting spaces need to offer a variety of room sizes and seating arrangements that would suit administrative and other meetings of modest size, such as lectures, exhibitions, receptions, industrial and educational workshops, etc. for up to about fifty people.
- **A move from Burlington House could be seen as an opportunity to establish a new identity and relevance for the GS** that enables it to secure its future and to articulate and deliver the GS's strategic priorities and charitable objectives. In seizing the opportunity, the GS should ensure that its new premises are defined by the GS, rather than the other way round. Relocation within Burlington House (Option A) will to a large extent be defined by the characteristics of Burlington House itself, with unavoidable compromises and may therefore be judged as continuity rather than change.

6.0 Discussions with other, similar organisations

After undertaking desk-based reviews, members of the Working Group held conference calls with the chief executive officer and/or other senior person(s) responsible for seven similar learned societies/professional bodies. The objective of these calls was to learn of other societies' experiences of recent relocation and/or of operating from more than one site. These organisations are:

- Royal Society of Biology

- Royal Society of Chemistry
- Institution of Chemical Engineers
- British Ecological Society
- Institution of Engineering and Technology
- Institution of Materials, Minerals and Mining
- Institute of Physics

The seven organisations differ in operations, scale, funding, and other factors. They share much in common with the GS, such as their administration arrangements and office locations, their activities, and their use and management of library facilities and meeting/lecture spaces. Some rent their accommodation while others own theirs, and some operate from more than one site.

A summary of the key findings from the conference calls and our desk-based enquiries is given below, with further detail being provided in Appendix A:

- Public-facing premises: With two exceptions, all the similar organisations have a public-facing building in central London, generally close to a transport hub railway station. One of the exceptions has a small London office for its policy staff, and the other uses its London premises mainly for administration and governance activities. For some, the London premises are near like-minded organisations in an established or developing science hub, such as in the King's Cross area.
- Public-facing presence outside London: Some of the similar organisations have strong regional groups and affiliated organisations who make use of venues and facilities throughout the UK, generally by hiring them for specific events and activities.
- Administrative offices: Some of the similar organisations have their principal administrative office(s) in readily accessible locations outside London, such as Cambridge, Stevenage, and Bristol.
- The organisations have defined the buildings that they occupy: All of the similar organisations that had recently moved or re-furnished their premises described the importance of having a building that conveys the organisation's aims and assists in the delivery of its objectives.
- Welcoming buildings: Most of the similar organisations have an explicit desire to make their public-facing buildings welcoming, attractive, and interesting. By doing so, the premises become venues for scientific, technical, and public interaction and discourse.
- Libraries: All the similar organisations have been or are reassessing their library holdings and how their libraries operate. Many have made efforts to become mostly digital: they have few or no printed books, journals, etc. at their public-facing premises, which have often been turned into 'knowledge hubs' (i.e., a user-friendly source of information that is available within the premises and by users elsewhere). Archives and historical collections may be housed in museums or universities.
- Meeting rooms: None of the similar organisations has a formal lecture theatre with fixed seating. To varying extents, they have small and large meeting rooms that are flexible in their seating layout, and some can be combined. This means that the rooms ('spaces') can be used for a variety of purposes, ranging from meetings and workshops to formal lectures, conferences, exhibitions, and receptions. Also, to varying extents, the similar organisations make use of venues elsewhere - at locations within and outside London (e.g., in universities and other organisations).
- Information technology: All the organisations stressed the need to provide high quality IT equipment and capabilities for use by their staff and visitors, and in their meeting rooms and library/ knowledge hub facilities.

It is important to note that some of the similar organisations have much larger memberships than the GS and some have greater financial strength. Their achievements and policies need to be viewed in that context but do not, in the Working Group's view, negate the key findings described above.

7.0 Statement of requirements for relocated premises

The GS currently occupies 13,834 sq ft at Burlington House (excluding common parts¹), of which 47% is occupied by the library² (although this includes primary venue space, i.e. the lower library).

As a first step in identifying potential options for relocation, the Working Group developed a 'statement of requirements' for alternative accommodation assuming relative freedom to plan and utilise room space. Further details of the requirements with notes identifying the square footage of comparable rooms in Burlington House are provided for reference in Appendix B. Guiding assumptions for the statement of requirements include the adoption of hybrid home/office working (c. 16 hot desks) with dedicated desks only for the Executive Secretary and library staff.

The statement of requirements developed for a floor area of c. 5,600 sq ft of accommodation translated directly into one of the three options proposed by the Working Group, Option B (full details of the three options are provided in Section 8). However, given the rental and purchase cost implications of acquiring 5,600 sq ft of accommodation, further analysis was undertaken to understand what would be possible within a smaller footprint whilst broadly complying with the guiding principles. This allowed the development of a minimum viable footprint for alternative accommodation of c. 2,500 sq ft, which in turn has translated into the Working Group's Option C.

c. 5,600 sq ft statement of requirements		
Function	Area (approx. sq ft)	Area (approx. %)
Staff (excluding Library staff and other facilities)	1,900	34
Meeting spaces	900	16
Library	1,850	33
Additional spaces (corridor space, excluding toilets)	950	17
Grand total	5,600	100

1 'Common parts' are those areas that are used by more than one tenant or owner - typically stairwells, lifts, ground floor reception.

2 Work undertaken during the 2020 Library review concluded that the library occupies 47% of GS's floor space in Burlington House. This percentage comprises the upper and lower libraries, Lyell room, library work room (the old museum prep room, which is under-used because the load causes cracking in the Council room ceiling below), map room, library office, basement storage rooms, and the stack above the arch. No allowance was made for the multiple use of space, e.g. the upper library/Lyell room and the lower library also have to act as corridors, and the lower library as an event space that has (low value) material shelved around its walls and desks.

c. 2,500 sq ft statement of requirements		
Function	Area (approx. sq ft) (% reduction cf Option B)	Area (approx. %)
Staff (excluding Library staff and other facilities)	1,400 (-30%)	56
Meeting spaces	700 (-22%)	28
Library	0	0
Additional spaces (corridor space, excluding toilets)	400 (-57%)	16
Grand total	2,500	100

The key differences between the 5,600 and 2,500 sq ft statements of requirements are the amount of meeting spaces and the space for the library (Options B and C respectively). In effect, these two options reflect compliance and non-compliance with: (i) the findings of the Library Review in terms of space allocation to the library, (ii) the meeting space requirements of the guiding principles, and (iii) the provision of public-facing space.

It should be noted that no separate statement of requirements was developed for use in the third option (Option A), in which the GS would remain within a much-reduced footprint at Burlington House. The 5,600 sq ft statement of requirements was used to assess possibilities within this option.

8.0 Options

The Working Group developed three options for consideration. They are outlined below, with detailed analysis of their relative merits presented in Section 10.

8.1 Option A: Reduced footprint within Burlington House

Following detailed discussions and a comprehensive tour of the premises, David Kohn Architects (DKA) were commissioned by the GS to undertake a feasibility study into options for the GS to occupy a reduced footprint at Burlington House.

The Working Group did not develop a bespoke statement of requirements for Option A. Instead, the 5,600 sq ft space requirements were used by DKA during their feasibility study. The three variations of Option A that are presented in the final DKA feasibility study report vary between 6,243 and 6,350 sq ft. Any further consideration of Option A would require a detailed evaluation of the potential utilisation of the available space given the constraints imposed by the building.

8.2 Option B: Relocated premises of c. 5,600 sq ft

Option B (at c. 5,600 sq ft) comprises flexible meeting space, some limited Fellow's and visitor's workspace, a library presence with four staff, some library storage space, secure archive and archivist work area, and a reduced map room. It is the Working Group's view that, of the non-Burlington House options, Option B best meets the guiding principles laid out in Section 5 above.

8.3 Option C: Minimum viable relocated premises of c. 2,500 sq ft

Option C is primarily an administrative office with limited meeting space and no on-site library staff, materials or facilities.

9.0 Other factors and evidence considered

9.1 Co-location with another organisation

During 2021, a few organisations invited representatives of the Working Group to exploratory talks to discuss the possibilities of co-location. It is likely that more organisations would express similar interest should the GS advertise an interest in co-location.

The Working Group acknowledges that co-location may offer financial benefits (a relatively low-cost means of renting premises with a like-minded tenant or landlord), and potentially also strategic benefits. Co-location should be considered in greater depth if the GS does not have the financial means to either rent or purchase alternative accommodation at similar, or lower, long-term cost to the cost of premises in Burlington House. However, analysis of costs (see Section 9) shows that the GS could secure premises of a good standard in London at similar or lower cost, either on a rental or purchase basis.

Importantly, the Working Group felt that the potential financial benefits of co-location would be outweighed by the risk of loss of identity: the GS could quickly find itself overshadowed by a larger and more visible partner such as the RSC, IOM3 or NHM, to its long-term detriment.

When taken together, the above reasons led the Working Group to conclude that co-location is not to be preferred.

9.2 Geographic considerations

The GS is a national and international organisation. It is important, therefore, that the relocation of the GS's premises reflects the geographic distribution of its Fellowship and its ambition to articulate and deliver its 2020 strategic Priorities³.

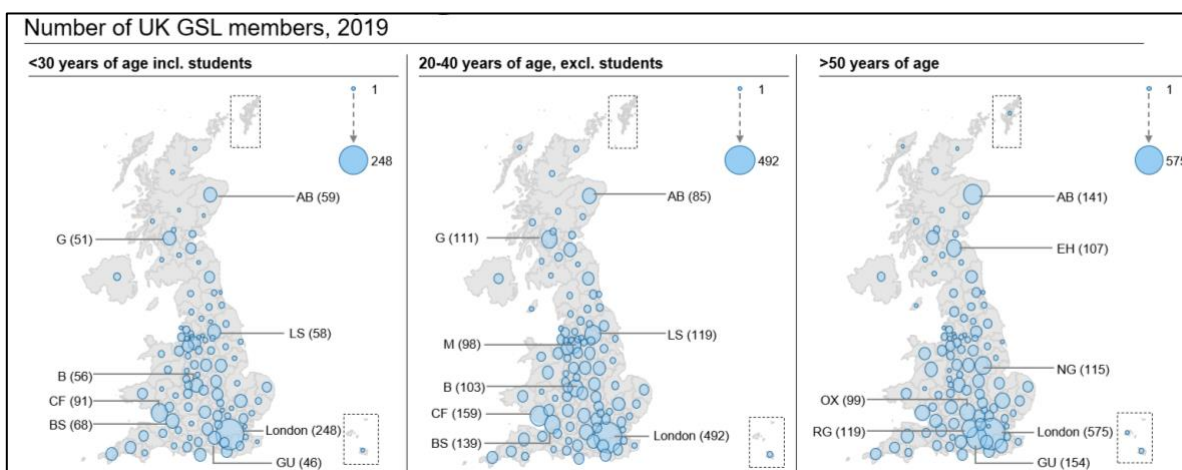
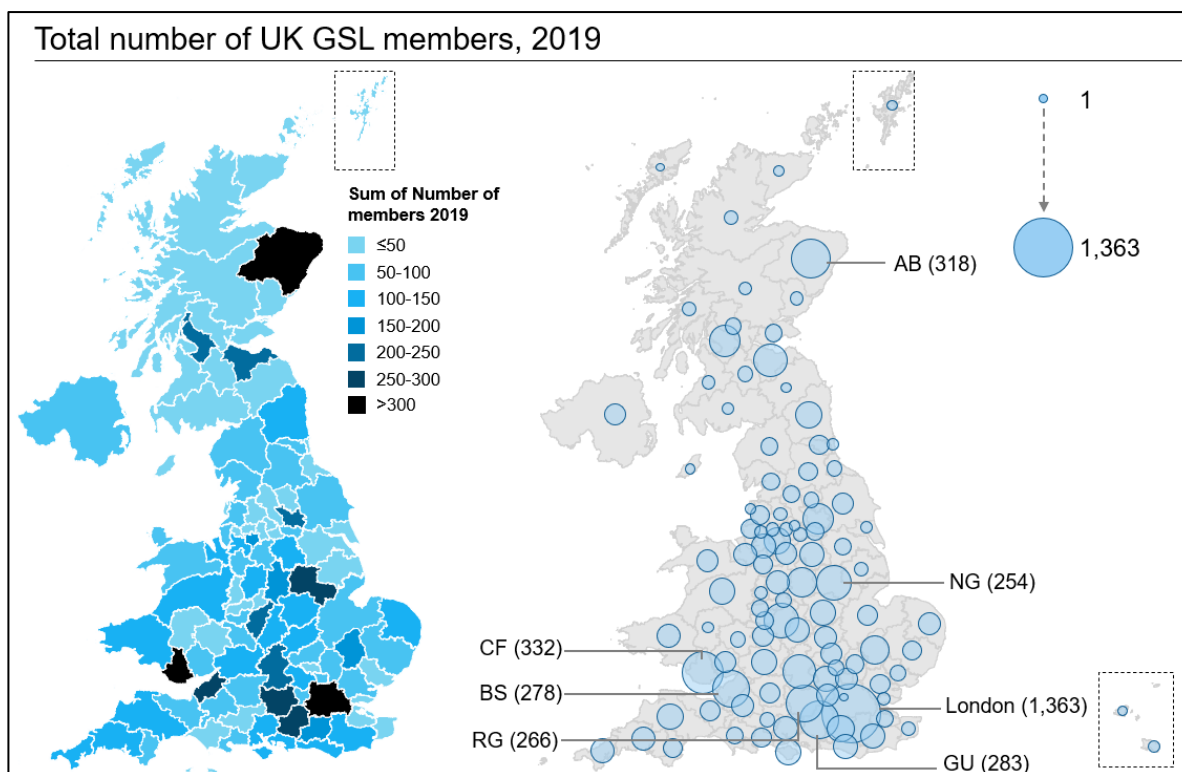
The figures below summarise the geographic and age distributions of the GS's Fellowship within the UK⁴, from which it may be concluded that:

- Fellows are spread broadly and in line with general population trends, with high concentrations in major cities across the UK.
- The various age groups within the Fellowship tend to be similarly distributed across the UK, with younger Fellows more drawn to cities.
- A third of the Fellowship is spread within a corridor between London, Bristol, and Cardiff (the M4 and Great Western Railway corridor).
- Fellowship concentrations also exist within major cities in the English Midlands, the north of England (the Northern Powerhouse), Glasgow and Edinburgh (the Midland Valley), and Aberdeen (presumably dominantly Fellows who work in the petroleum sector).

³ The Working Group's terms of reference requires that its development and identification of building options:

- "Reflects the Fellowship's geographic distribution, and recognising the Society employs c. 20 staff located in Bath with whom adequate communications and transport links are desirable" and
- fulfils "the needs for the GS's Headquarters to articulate and deliver the 2020 Strategic Priorities".

⁴ The figures come from the GS Strategic Options review undertaken between March and September 2020.



For a GS Fellow contemplating a visit to the GS's headquarters, it seems likely that distance is less important than the travelling time, which might be by road, rail or air. An analysis published in *The Guardian* newspaper in 2015⁵ shows that all south-eastern England is within 2 hours of London and much of the English Midlands and the Northern Powerhouse cities are within 3 to 4 hours' travel. Cross-country travel is notoriously slower and more difficult because of the radial disposition of railway lines from the major railway (hub) stations in London.

⁵ The Guardian, 29 May 2015: [Map shows how far you can get from London by train in under 22 hours | London | The Guardian](#).

The cost of travel is also a consideration. Anecdotally, however, the Working Group notes that travel costs would usually be paid by a Fellow's employer and may not, therefore, be of primary importance.

Regarding the GS's 2020 Strategic Priorities, the Working Group notes that three of the four items described in its terms of reference would be best achieved by having a headquarters in an easily accessible city (both nationally and internationally) that has easy local connections to learned and professional organisations, government, and administrative bodies, i.e.:

- i. Advance **multidisciplinary Earth science** to inform **global issues**.*
- ii. Support **professional development, careers and education** in Earth science.*
- iii. Be the inclusive and collaborative home for **UK Earth scientists** and increase our **international connection**.*
- iv. Become a dynamic and responsive organisation with a **strong digital identity**.*

Considering the geographic distribution of the GS's Fellowship, the ease of travel within the UK, and the GS's objective to be an outward looking, well-connected and influential organisation, the Working Group concluded that the GS's public-facing premises should remain in London. A London location for the GS's premises would not be the perfect choice for all Fellows, but the Working Group judges it to be less imperfect than other locations. It should be noted that all the similar organisations that the Working Group investigated have their public-facing premises in London.

9.3 Indicative London property information

A commercial property agent was commissioned in August 2021 to supply indicative rental and purchase price information for c. 4,000 - 6,000 sq ft of available multi-purpose office space in areas of central and outer London (see map below for the areas covered).

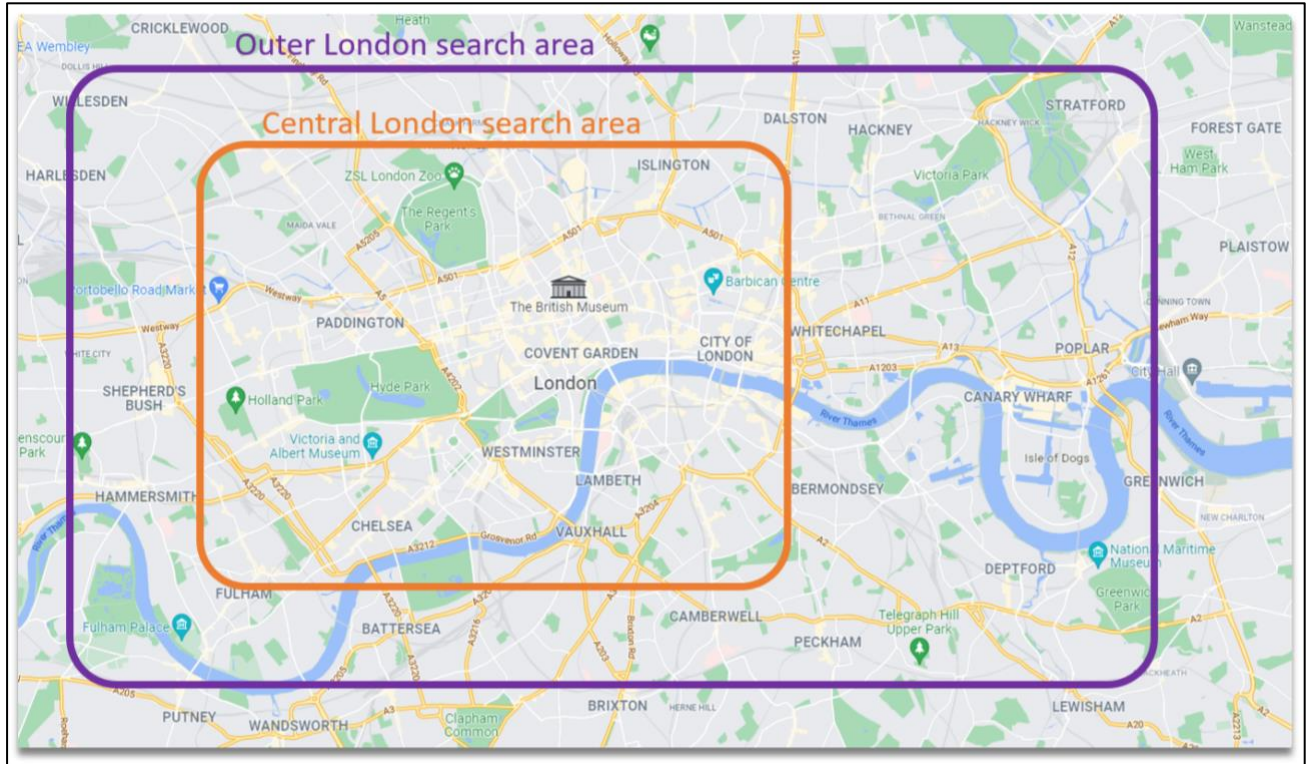
This work was not intended to provide a comprehensive and exhaustive search of availability and only one commercial property agent was consulted (the commercial market operates in much the same way as the residential market, with individual agents offering properties on an exclusive basis). Nevertheless, the Working Group found that the information enabled it to:

- i. Form a view on those areas in London where accommodation of suitable quality and within the GS's price range for purchase or rent is available;
- ii. Gain an understanding of the quality and variety of accommodation available; and
- iii. Use the costs and purchase prices of accommodation currently available on the open market to compare with the 10-year costs of occupancy of the Society's current premises at Burlington House.

The 2021 costs of the GS's occupancy of Burlington House have been calculated to enable comparison with current market prices (further information on cost modelling is provided in Section 9). The 2021 costs of occupancy are £452K, comprising rent, service charges, preventative maintenance, rates and insurance, but excluding utilities, some staff costs, site security, and cleaning. The search results show:

- i. Office accommodation of c. 4,000 to 6,000 sq ft is available with vacant possession in the search areas at similar, or lower, cost than the current cost of occupancy of Burlington House.

- ii. Accommodation is available in both 'period architecture' buildings and modern office blocks, and most properties are 'plug and play' with no requirement for extensive internal re-fitting.
- iii. Unsurprisingly, the highest prices, both on a rental and purchase basis, are in the very central parts of London, but affordable accommodation is available in reputable areas including the City, Bloomsbury, Clerkenwell, etc.

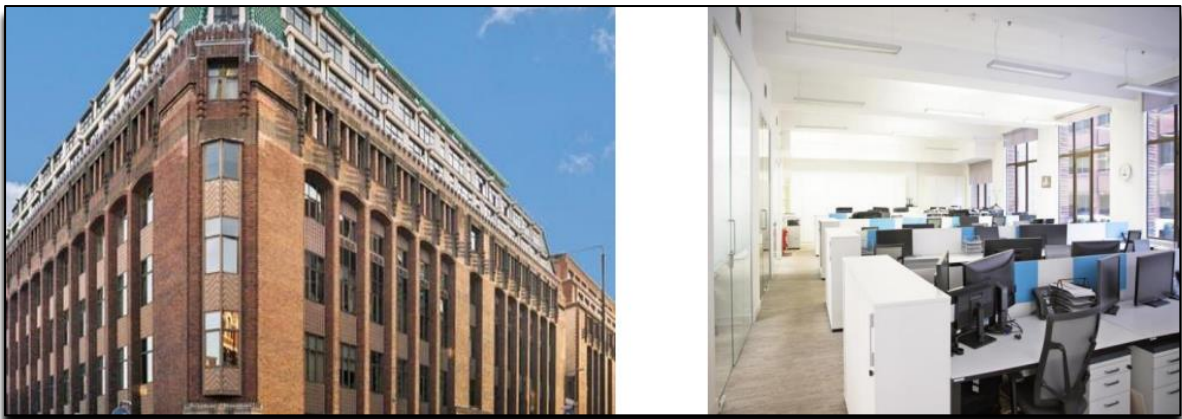


For purely illustrative purposes, three properties identified within the c. 4,000 to 6,000 sq ft range are shown below. Each has modern facilities including secure cycle storage, showers, on-site café, part air-conditioning, etc, and would require little or no internal re-fitting. The annual cost of occupancy of these properties is less than the current annual cost of GS's occupancy of Burlington House.

30 Euston Square, London NW1 2FB, comprising 4,085 sq ft of fully fitted office accommodation:



5 Prescott Street, London, E1 8PA (Aldgate, close to Tower Hill). 5,289 sq ft of fully services accommodation; currently available for rent or sale with the asking price of £2.5 Million:



Dixon House, 1 Lloyd's Avenue London, EC3N 3DS, comprising 6,180 sq ft of fully serviced accommodation:



9.4 Long-term storage of the library collections

The three relocation options presented in this report each require a significant reduction of the GS's current 13,834 sq ft footprint at Burlington House. Consequently, there will need to be a significant reduction of the space currently occupied by the library at Burlington House, which comprises c. 47% (c. 6,500 sq ft) of the total occupied area (figures from the 2020 Library Review report). This would be achieved by a reduction in the volume of hard copy library materials retained, with the retained collections being accommodated in an off-site storage facility with a retrieval service. Such reductions are entirely in line with the recommendations of the 2020 Library Review.

The warehouse at the GS's Publishing House premises at Bath has long been considered a possible location for such an off-site store. However, major concerns related to the location and fabric of the building make the Publishing House warehouse unsuitable for such a storage facility. The warehouse is not fitted with environmental monitoring and control systems (temperature, humidity). The fabric of the building would require very considerable investment to upgrade to the requisite standard (e.g. it has a leaky roof). Above all, the Publishing House premises are located on the flood plain of the adjacent River Avon, with the entire site being in a 'medium probability' flood zone ('Land having between a 1 in 100 and 1 in 1,000 annual probability of river flooding'; Environment Agency, 7 January 2021). The parts of the warehouse nearest the river are within a few metres of the 'high probability' flood zone, this being 'Land having a 1 in 100 or greater annual probability of river flooding'.

Cost estimates for re-fitting the warehouse to the appropriate standard for the storage of library collections fall within the range £1.0 to £1.5 Million, excluding any specific adaptations (water barriers, elevated storage racking etc.) to mitigate the flood risk.

An alternative solution to the need for long-term archival storage would be to use a specialist collections storage facility, operated by the private sector (e.g. Restore⁶).

The Working Group concluded that the use of a private sector facility is the best storage solution for library collections for reasons of cost, efficiency, and quality of facilities. The details of how a retrieval service might operate will require further investigation.

⁶ See: <https://www.restoreplc.com/what-we-do/records-management/>

10.0 Costs analysis

10.1 Affordability

Modelling of the GS's finances to 2030 was conducted in late 2019, reflecting a range of assumptions. In respect of Burlington House, the modelling indicated that even at zero rent, with its current footprint and substantial non-rent costs, GS's reserves would be rapidly consumed such that continued occupation would be untenable.

It should be noted that the Working Group has not considered the question of whether it would be advantageous for the GS to rent, or buy, the premises assessed as Options B and C. This is a matter for deliberation by the GS's Finance and Planning Committee (FPC) in the wider context of the GS's general 10-year financial outlook.

10.2 Analysis of 10-year costs of occupation of the *status quo* and the three relocation options

Detailed cost analysis has been undertaken as part of the Working Group's investigations. The objective was to understand the ten-year costs of occupancy of Burlington House as currently arranged (the *status quo*) to enable comparison with the three options proposed by the Working Group. A summary is presented in the table below. The figures exclude the costs of internal staff time necessary to prepare for relocation.

Cost analysis of the status quo and Options A, B and C				
Option	10-year occupancy costs	Initial, one-off costs of relocation	Total	Property asset value, 2021 prices
<i>Status quo</i> : occupancy of Burlington House	£5.17M	£0	£5.17M	Nil
A: Reduced footprint within Burlington House	£3.54M	<= £4.97M	£8.51M	Nil
B: 5,600 sq ft, rental	£3.49M	£1.46M	£4.95M	Nil
B: 5,600 sq ft, purchase	£1.67M	£4.46M	£6.13M	£3.0M
C: 2,500 sq ft, rental	£1.74M	£1.24M	£2.98M	Nil
C: 2,500 sq ft, purchase	£0.84M	£2.93M	£3.77M	£1.5M

Commercial property information (Section 9.3) provided costs of headline rents, service charges, and rates payable per sq ft, giving a total cost per sq ft.

The total cost of the GS's occupancy of Burlington House in 2021 was £451,597, or £32.64 per sq ft (comprising rents, landlord's service charges and insurance, rates, and an estimated contribution to landlord's preventative maintenance charges). If the GS was to relocate to alternative accommodation of 5,600 sq ft (as in the statement of requirements), the current costs of occupancy of Burlington House (£451K) would equate to £80.64 per sq ft.

The 10-year cost of the *status quo* (remaining at Burlington House with no investment in the premises to upgrade facilities) is £5.17 Million. To enable a like-for-like comparison with market prices this figure does not include costs including some staff costs, utilities, internal maintenance etc., which over a 10-year period would cost an additional £2.60 Million, giving a total of £7.77 Million. It is important to note that many of these additional costs would be either greatly reduced or eliminated should the Society relocate to serviced office accommodation with shared facilities etc. Furthermore, the costs of heating and lighting Burlington House are very high and increasing steeply, and Burlington House currently accounts for c. 70% of the GS's total carbon footprint.

Remaining within a reduced footprint at Burlington House (Option A) is the costliest option, for two reasons. Firstly, the comparatively high occupancy costs of Burlington House would continue, albeit on a reduced footprint. Secondly, the costs of refitting the part of Burlington House occupied by the GS under Option A are estimated to be up to £3.5 Million (David Kohn Architects report). The pro-rated costs of re-fitting the remainder of the premises (should the GS be responsible for this cost) could be up to £8.4 Million. It should be noted that suitable accommodation is currently for sale in other parts of London for asking prices less than £3.5 Million. Furthermore, if the GS were to proceed with Option A, the freehold would remain with the landlord who would be the ultimate beneficiary of the GS's investment in upgrading the premises.

Unsurprisingly, the costs of renting a small-sized office accommodation ('minimum viable', Option C, c. 2,500 sq ft) are the lowest, having a 10-year cost of £2.26 Million.

Option B (c. 5,600 sq ft), either rental or purchase, and the purchase variation of Option C fall between the highest and lowest cost end members.

11.0 Comparison of the three options

11.1 Introduction

To assess the relative merits and suitability of the three options, the Working Group has analysed the degree to which the options meet the guiding principles, their relative costs, associated risks, and 'conditions precedent' needed for viability. On the basis of this analysis, the respective 'pros', 'cons' and 'conditions precedent' for each of the three options are tabulated below.

11.2 Option A: Reduced footprint within Burlington House

OPTION A		
Conditions precedent	Pros	Cons
<p>New lease allowing:</p> <ul style="list-style-type: none"> • Occupation of reduced footprint • Affordable long-term rents • Subletting of c. 2/3rds current premises, or returning 2/3rds to landlord • Planning permissions for any internal re-design/re-fitting • Change of use consent from Westminster City Council • Willing sub-tenants 	<ul style="list-style-type: none"> • GS remains at its historic Burlington House location • A potential opportunity to realise a new vision for Burlington House, possibly including arts 	<ul style="list-style-type: none"> • Major financial risks to GS should sub-tenants default or the premises become vacant – detailed risk analysis needed • GS has no capabilities in sub-letting • Landlord would be the ultimate beneficiary of major GS investments in premises • By far the costliest option, and would require fundraising • High degree of uncertainty and risks of failure due to conditions precedent • Lost opportunity to re-locate to premises better suited to future needs • GS continues to be defined by Burlington House • GS may find itself occupying the less desirable parts of Burlington House (depends on option selected) • Reducing the carbon footprint will be challenging and costly

11.3 Option B: Alternative premises of c. 5,600 sq ft

OPTION B		
Conditions precedent	Pros	Cons
<ul style="list-style-type: none"> • Loan not essential but could be taken to finance property purchase option • 6 months' notice of vacation of Burlington House 	<ul style="list-style-type: none"> • Unique opportunity to re-locate to premises better suited to future needs, team-working, etc. • Improved digital connectivity • GS would no longer be defined by its premises • Low risk, and suitable property is available • Potentially much cheaper and easier to reduce carbon footprint 	<ul style="list-style-type: none"> • Possible loss of status for GS if inappropriate property selected

11.4 Option C: Minimum viable alternative premises of c. 2,500 sq ft

OPTION C		
Conditions precedent	Pros	Cons
<ul style="list-style-type: none"> • Loan not essential but could be taken to finance property purchase option • 6 months' notice of vacation of Burlington House 	<ul style="list-style-type: none"> • Lowest cost • Lowest carbon footprint 	<ul style="list-style-type: none"> • Unpopular outcome for staff and Fellows • Loss of facilities and venue for Fellows, meetings, etc. • Loss of physical library • High probability of loss of status for GS

11.5 Red-Amber-Green comparison of the three options

A side-by-side 'red-amber-green' comparison of the three options (A, B and C) is presented below.

OPTION COMPARISON AND INDICATIVE RANKING					Comments
Option A: Reduced footprint in Burlington House	Option B: 5,600 sq ft office including Fellows Hub	Option C: Minimum viable (admin) office			
Guiding Principles					
Establish a new identity and relevance for the GS Secures future of the GS Enables delivery of strategic priorities and charitable objectives Premises defined by GS Reflect aspirations of Fellows, staff and its strategic priorities Public-facing spaces Admin offices 50 years timeframe Welcoming and accessible to Fellows and public (inc disabilities)	2	3	1	Easier in public-facing premises, especially if new, so Option C is problematic	
	2	2	2	Some unknowns, rent vs buy needs analysis, BH remaining lease ~ 60 years	
	3	3	2	Possible constraints in minimum viable premises?	
	2	3	2	Smallest premises and BH constrained by size and building layout respectively	
	2	2	1	Divided Fellowship views - BH vs. new premises - means no optimum choice	
	3	3	1	Grand BH rooms here rated equivalent to purpose-designed spaces in Option B	
	2	3	2	BH top floor office layout will prob. remain rather poor. Option C small footprint.	
	2	2	3	Rent vs buy decision key for new premises. BH security of tenure questions.	
	2	3	2	BH will continue to have accessibility constraints albeit improved	
	3	3	2	Minimum meeting space in Option C	
Online access to up-to-date science, more use of off-site storage	3	3	3	Off-site storage is at a maximum in Option C (relocated library)	
In line with 2020 Library Review					
Storage and working spaces for viable on-site collections	3	3	1	Option C lies outside range of positive library review recommendations	
Flexible/accessible mtg spaces (upto 50 max) and offices, welcoming venue	3	3	1	Reduced GS footprint in BH means more off-site storage	
	2	3	1	(Optimistically) assumes BH space is flexible, not all see BH as welcoming.	
Risk Analysis and Additional Considerations					
Cost and financeability	1	2	3	In order of decreasing cost and financing challenge: Option A, B, C	
Commercial risks to/associated with occupation	1	3	3	BH - subset challenges and/or risk to major investment in leased premises	
Do-ability risk ('conditions precedent', planning, major works, SGM, etc)	1	3	3	BH has appreciable pre-conditions, challenges to timing and outcome	
Resilience to varying GS financial situation	2	3	3	Assumes purchase not lease of new premises. BH uncertain commercial model.	
Retention of links to historic premises	3	1	1	BH retains continued occupation in historic premises	
Risks to Society's capabilities, staff retention	3	3	2	London location helps retention, Option C major risk to library staff retention	
Fellowship engagement	2	2	1	Age dichotomy - older Fellows prefer BH, younger Fellows find it intimidating	
Carbon footprint	1	2	3	Major challenges to carbon footprint reduction in historic premises	
Staff working efficiency and teamwork	2	3	2	Revised BH layout not comparable to purpose-designed, open-plan layout.	
50	61	45		green = 3, amber = 2, red = 1, simple scoring - no weightings applied.	
UNWEIGHTED SCORES					

12 Conclusions

The Working Group reached the following conclusions:

1. Remaining at Burlington House under the *status quo* will incur very significant costs within short- and medium-term timescales that are difficult to justify and are unsustainable.
2. The relocation of the GS's main premises away from Burlington House is an opportunity to establish a new identity and relevance that would better enable it to secure its future and to articulate and deliver its strategic priorities and charitable objectives.
3. A location for the GS's main premises in central London would be the most accessible and convenient for most Fellows, the staff, and the public. It would enable the GS to remain close to decision-makers and administrators in Whitehall and Westminster, and to the main premises of other similar scientific and engineering organisations. A London location will not be perfect for all Fellows, but is less imperfect than other locations.
4. Relocating the GS's premises to other cities within the UK, while attractive in some ways, would inevitably mean longer journey times for most, and fewer visits from Fellows and the public. In addition, in the short term, there would be higher staff retention risks.
5. Reconfiguring the GS's premises at Burlington House into a reduced footprint (Option A) is the most expensive and the most difficult to deliver of the options considered.
6. Relocation to premises of c. 5,600 sq ft (Option B) would give the GS the most flexibility in terms of designing its spaces and achieving a low carbon footprint. It would provide the opportunity to create a welcoming and attractive place to meet and work that can articulate the GS's vision, purpose and aspirations centred around its 2020 Strategic Priorities.
7. Relocation to premises of c. 2,500 sq ft (Option C) is the minimum viable option. It has a reduced footprint that permits only an administrative staff presence and minimal meeting spaces; it would not be consistent with the GS's aims of developing a public-facing premises and welcoming environment for Fellows and visitors.
8. The absence of a large lecture theatre within the relocated premises of Options A, B or C would create opportunities to develop links and collaborations with venues throughout the UK, including universities, museums, societies, and the private sector. This would enable GS events to be spread throughout the country, so mitigating perceptions of London-centricity.
9. A substantial proportion of the library's collections should be housed off-site, remaining accessible for Fellows through a retrieval service without the need for large amounts of storage space in the GS's premises. This conclusion accords with the recommendations of the 2020 library review.
10. A footprint of c. 5,000 to 5,600 sq ft with long-term sustainability of occupation can be expected to translate into a location (e.g. Camden, Tower Bridge, etc.) beyond the most prestigious, central parts of London. Such premises are available, but an exhaustive search resulting in the identification a suitable property may take some time.

13 Recommendations

1. Taking into consideration the terms of reference, the statements of requirements for future premises, the 2020 Library Review, the other factors and evidence considered, and the costs analysis, **the Working Group recommends Option B (moving to premises of c. 5,600 sq ft in Central London) as the optimal long-term solution for the future premises of the GS.**
2. To underpin a decision that may be required in the very near future as to whether to rent or purchase premises away from Burlington House, **the Finance and Planning Committee should revisit the existing long-term financial models of the GS's finances.** This work will also inform related decisions including affordable rent levels and purchase costs which have a direct bearing on location and funding decisions related to reserves, mortgage, and philanthropy.
3. Time and resources allowed only for indicative, rather than exhaustive, searches of the London commercial property to be undertaken by the Working Group. **A fully exhaustive search must be carried out if the GS decides to relocate from Burlington House.**
4. The GS's staff do not have the expertise or capacity to manage a complex relocation project. **A specialist project management company should be used to manage any relocation from Burlington House.**

Appendices

A. Summary of discussions with other organisations

Organisation	UK Premises
Royal Society of Biology (18,000 members)	<p><u>HQ:</u> RSB does not have HQ premises. Engagement with members is through the RSB's regional branches; very few members visit their Naoroji Street office.</p> <p><u>Other offices:</u> RSB has an office in Naoroji Street, London WC1, which is rented, 11,000 sq ft (all on one floor), has 40 staff and 35 desks. RSB has moved three times in the past 20 years. The decision, in 2019, to move (within London) to Naoroji Street was made as RSB did not want to lose staff who would have been challenging to replace. It has four meeting rooms for 10 people (internal or smaller committee meetings) and a main meeting room with a capacity of 60 people. All information technology is 'cloud-based'. RSB's regional branches are part of its outreach efforts.</p> <p><u>Library:</u> RSB has never had a library. For its 2019 move, RSB chose to preserve Council minutes and the records of the masters' degrees it used to issue. RSB has also kept a modest number of archives.</p> <p><u>Lectures/ meetings:</u> RSB does not organise scientific meetings. Specialist groups, regional branches and affiliated organisations have scientific meetings, typically, meetings take place at universities.</p>
Royal Society of Chemistry (50,000+ members)	<p><u>HQ:</u> Burlington House, London (BH), 18,900 sq ft, 20 staff plus hot-desking for staff from Cambridge. BH is the showcase for the RSC and means it is not reliant on other organisations or incur cost of hiring venues in London. Members have a strong affiliation to BH although do not visit; there is a strong emphasis on regional events. BH is the RSC's outward-facing home and is a venue that gives RSC a public identity. There is also a gravitational pull to London, especially international visitors. <i>"What we do is how we define our purpose, not Burlington House."</i></p> <p><u>Other offices:</u> Cambridge, 67,000 sq ft, 500 staff, including publishing, open plan. Opportunities to collaborate with other organisations in the science park and the university. RSC is about to start a Future Workplace Project in response to increased home working and a surplus of space in the Cambridge office.</p> <p><u>Library:</u> Fully digitalised; use of library in BH is low; it is mainly a working space. RSC do not hold many historical archives.</p> <p><u>Lectures/ meetings:</u> RSC is investing in a virtual, hybrid approach to conferences and will use BH to host from but involve much larger numbers. Meeting rooms at BH are flexible and provide a venue that is a revenue stream.</p>
Institution of Chemical Engineers (40,000 members)	<p><u>HQ:</u> IChemE is based in Rugby, having moved from London in 1975. Has a 5-desk office in the IMechE premises, Portland Place, London. The policy people are in London; everything else is in Rugby.</p> <p><u>Other offices:</u> Rugby has 70 FTE staff. IChemE will be doing a building review this year with a likely reduction of Rugby office to 35 desks.</p> <p><u>Library:</u> All done remotely. It was becoming a book repository, but no one was asking to borrow books. All holdings are now digital, and a Knowledge Hub was established last year. Access depends on the type of subscription.</p> <p><u>Lectures/ meetings:</u> Meetings are held at venues around the UK. For example, the last presidential address was at the Inst. of Engineering & Technology. Virtual delivery of events is increasingly important. IChemE recognises that to serve a global membership it needs to become digital and so it is investing considerably in information technology.</p>
British Ecological Society (6,000 members)	<p><u>HQ:</u> Wharf Road, London N1. 999-year lease; modern environment that <i>"reflects BES's values"</i>. BES have moved twice in the past 20 years.</p> <p><u>Other offices:</u> None.</p> <p><u>Library:</u> Small library; BES does not publish.</p> <p><u>Lectures/ meetings:</u> Meeting space in Wharf Road HQ can accommodate 75 people. It can be subdivided for smaller meetings (takes 15 minutes). It can be enlarged by removing two sides to create a larger 'event space' by inclusion of the ground floor reception. BES has a large annual meeting and smaller meetings of special interest groups – all are held at venues around the UK.</p>

<p>Institution of Engineering and Technology (160,000 members)</p>	<p><u>HQ:</u> Savoy Court & Savoy Place, London, acquired in Victorian times; £30 million refurbishment recently. IET has members in 160 countries; 4,500 volunteers; 600 staff. The only staff in London are events, policy, and the magazine editorial team.</p> <p><u>Other offices:</u> Offices in the UK (Stevenage), India, Hong Kong New Jersey (USA), etc. Nearly all UK staff (c. 550) are in Stevenage, which has the advantage of regional salaries and easy access to London.</p> <p><u>Library:</u> IET had a large library but was not used by many members. After a review was carried out, the library has become the Knowledge Centre, with most of the library's material archived in Peterborough and in a deep-store salt mine. Most material has been digitalised.</p> <p><u>Lectures/ meetings:</u> Savoy Place/ Court is a meeting venue with members centre (large, contains café, lounge, breakout area, knowledge centre); and IET has a meeting venue in Birmingham, and sold its venue in Glasgow two years ago. Events have moved to a hybrid and virtual model, e.g. AGMs are virtual and get a much-increased attendance. The venues are run by conferencing & banqueting staff from the hospitality industry.</p>
<p>Institution of Materials, Minerals and Mining (15,000 members, 25% overseas)</p>	<p><u>HQ:</u> IoM3 has three premises: Euston Road, London (freehold), Grantham (long lease), and Stoke-on-Trent (freehold). Move to Euston Road in 2015 was done when the Crown Estate offered to buy back the lease on IoM3's premises in Carlton House Terrace on favourable terms. Euston Road was a down-sizing from Carlton House Terrace, which had been IoM3 premises since 1972. Nevertheless, Euston Road has seven floors (12,000 sq ft), with 25 staff that will soon move to occupy one floor. Remaining floors have various venue arrangements, with basement being used by in-house caterers. Euston Road premises are too big – IoM3 is trying to commercialise them. Need premises in London, close to government. Public do not visit the Euston Road premises.</p> <p><u>Other offices:</u> Grantham holds part of IoM3's library and is the venue for most of its courses. Stoke is to be sold soon.</p> <p><u>Library:</u> Library has very few visitors. IoM3 have looked at digitising the library holdings, but it is hugely expensive. They need to weigh up what has value to be digitised. Librarian is based in Grantham and the others are in London. Also have heritage items and need to work out what should be kept.</p> <p><u>Lectures/ meetings:</u> Euston Road premises have much varied meeting space, from small (16+) meetings to large lecture suite (maximum 150 people).</p>
<p>Institute of Physics (50,000 members; 80% in UK & Ireland)</p>	<p><u>HQ:</u> A redeveloped 5-story building in Caledonian Road, London N1, having moved from an historic building (Portland Place). Building at Caledonian Road cost £9 million, redevelopment cost £13 million and it is now worth £40 million. Premises are welcoming and strongly supports the IoP's outreach objectives. Total of 160 staff based on two floors in the London premises. The London HQ's location is useful as a stopping-off point, being close to Kings Cross.</p> <p><u>Other offices:</u> Publishing, HR, IT, and finance are in Bristol. London premises is for the outward reaching teams: policy and science and innovation. IoP also has a good regional network with 100 staff working remotely in other parts of the UK.</p> <p><u>Library:</u> Digital knowledge hub.</p> <p><u>Lectures/ meetings:</u> IoP is conscious of not being London-centric with a lot delivered out in other regions. It works with delivery partners as that increases its outreach with shared benefits for both: it looks at an area of focus and will find partners to work with. The London premises have been built to maximise space and flexibility, with seminar rooms that can be opened up to create larger meeting/lecture rooms. The excavated basement can hold 300 people fully open or can be converted to a 150 lecture with an adjoining exhibition or catering area.</p>

B. Statement of requirements for 5,600 and 2,500 sq ft premises

5,600 sq ft requirements

Requirements	PREFERRED OFFICE (Option B preferred) sq ft	Burlington House comparison floor areas	Comments
Accommodation for c. 16 workstations (i.e. excl. 4 in the library) in open plan to allow for zoned hot-desking (i.e. teams sharing hot-desk areas, not a free for all)	960		Currently 27 staff at BH each with own desk. In any future state will be moving towards more of a hybrid model. Floor area for 16 work stations (plus 4 library - below). Assume 60 sq ft/person as typical figure. Expert advice needs to be taken on whether we can get all our needs into this area.
Exec. Sec. office	100		Presume small Exec. Sec. office with room for 1-2 visitors in preferred case, open plan Exec. Sec. in min. viable case
Mail/print facility	60		Central print, scan, mail room area
Environmentally regulated server room	130		Assume includes IT hardware/spares storage. Needs further input from IT.
Kitchen/kitchenette/small dining area	225		Needs confirmation of statutory requirements - either kitchen or kitchenette. To include seating area for lunch/coffee breaks in the larger case. No 3rd party catering space is assumed.
Toilets (minimum): women 3 cubicles and washbasins; men 2 cubicles, 1 urinal, three washbasins. Accessible toilet			This may be insufficient for an office of 20 and certainly insufficient for a 50 person lecture capacity. These facilities may be in the common parts or represent additional space demand in the office.
Reception desk/lobby area with comfortable chairs for visitors	200		A very small reception area in min. viable case. Layout should be such that does not need a dedicated receptionist i.e. adjacent to main staff working area. This is potentially also the logical place to provide tea/coffee machine for visitors and for positioning some of the glass library display box(es).
Staff cloakroom/storage cupboard	60	Same size as BH archivist office	
Office storage - e.g. stationery, stackable chairs, demountable desks for meeting rooms, etc	200		Critical to provide sufficient storage on site for demountable furniture, supplies, etc. This estimate may be low.
	1935		
Large meeting room with mobile partitions capable of being split into 2+ smaller rooms for meetings, exhibition, etc.	650	BH: council room 600 sq ft Gertrude Ellis 625 sq ft. Arthur Holmes 388 sq ft	At 650 sq ft is large enough for workshops. With folding partitions 650 sq ft could also be used for eg 220 sq ft + 440 sq ft etc. meeting rooms suitable for standing committees. Ultra-small scenario - meeting space is < Council room size. Suggest where possible use shelving as per Buckland room to permit increased library storage on site, also contributes to aesthetics of the room.
Small staff breakout/meeting/Zoom call rooms (for e.g. 2-6 people)	240	BH basement huddle room 140 sq ft	Preferred office is 2 rooms, other options are 1 room only. 100 sq ft = 2-4 pax, 140 sq ft = 4-6 pax, 240 sq ft = 2 rooms
Cloakroom space for visitors?	0		Maybe use temporary mobile coat racks?
	890		
Main library area with reception desk and couple of user desks, doubles up as Fellows touchdown area.	350	BH Exec Sec office 310 sq ft.	Min. viable option has no library. Preferred option - ideally integrated with library work area so no need to man a separate library reception desk. Shelves to walls.
Map room	400	BH map room 518 sq ft	Min. viable option - no map room. Preferred option - assume use of efficient vertical map hanging to reduce space and some off-site map storage. Climate controlled? Possible floor load issues.
Secure archive room	150	BH archive room 150 sq ft	Min. viable office has no secure archive - no archivist on-site. Preferred has secure, climate controlled archive for rare material per BH.
Rolling storage rooms	460	BH rolling storage 230 sq ft (plus non rolling storage)	No storage in min. viable case. Preferred case: storage hugely reduced cf BH. Probably ground floor or basement due to load.
Librarians room/work area (4 persons)	324	BH staff library room 306 sq ft - 4 people (?)	Min. viable case has no library provision of any type. Preferred case is based on same floor area as main staff area (60 sq ft per person) plus 15%/35% to allow for more materials, shelving, etc. Ideally would be designed to be part of same overall room as main library area, partitioned off.
General library/archivist work and storage area - rostrum camera, specialist scanning, etc.	150	BH basement huddle room 140 sq ft	Min. viable case assumes no onsite archivist. This work area is currently crammed into map storage room in basement - preferred case assumes a dedicated workspace.
	1834		
Allowance for corridor space at 20 % of floor area	931.8		Estimate, depends on building and layout.
	5590.8		

2,500 sq ft requirements

Requirements	MINIMUM VIABLE OFFICE (Option C) sq ft	Burlington House comparison floor areas	Comments
Accommodation for c. 16 workstations (i.e. excl. 4 in the library) in open plan to allow for zoned hot-desking (i.e. teams sharing hot-desk areas, not a free for all)	960		Currently 27 staff at BH each with own desk. In any future state will be moving towards more of a hybrid model. Floor area for 16 work stations (plus 4 library - below). Assume 60 sq ft/person as typical figure. Expert advice needs to be taken on whether we can get all our needs into this area.
Exec. Sec. office	0		Presume small Exec. Sec. office with room for 1-2 visitors in preferred case, open plan Exec. Sec. in min. viable case
Mail/print facility	40		Central print, scan, mail room area
Environmentally regulated server room	80		Assume includes IT hardware/spares storage. Needs further input from IT.
Kitchen/kitchenette/small dining area	100		Needs confirmation of statutory requirements - either kitchen or kitchenette. To include seating area for lunch/coffee breaks in the larger case. No 3rd party catering space is assumed.
Toilets (minimum): women 3 cubicles and washbasins; men 2 cubicles, 1 urinal, three washbasins. Accessible toilet			This may be insufficient for an office of 20 and certainly insufficient for a 50 person lecture capacity. These facilities may be in the common parts or represent additional space demand in the office.
Reception desk/lobby area with comfortable chairs for visitors	120		A very small reception area in min. viable case. Layout should be such that does not need a dedicated receptionist i.e. adjacent to main staff working area. This is potentially also the logical place to provide tea/coffee machine for visitors and for positioning some of the glass library display box(es).
Staff cloakroom/storage cupboard	0	Same size as BH archivist office	
Office storage - e.g. stationery, stackable chairs, demountable desks for meeting rooms, etc	100		Critical to provide sufficient storage on site for demountable furniture, supplies, etc. This estimate may be low.
	1400		
Large meeting room with mobile partitions capable of being split into 2+ smaller rooms for meetings, exhibition, etc.	550	BH: council room 600 sq ft Gertrude Ellis 625 sq ft. Arthur Holmes 388 sq ft	At 650 sq ft is large enough for workshops. With folding partitions 650 sq ft could also be used for eg 220 sq ft + 440 sq ft etc. meeting rooms suitable for standing committees. Ultra-small scenario - meeting space is < Council room size. Suggest where possible use shelving as per Buckland room to permit increased library storage on site, also contributes to aesthetics of the room.
Small staff breakout/meeting/Zoom call rooms (for e.g. 2-6 people)	140	BH basement huddle room 140 sq ft	Preferred office is 2 rooms, other options are 1 room only. 100 sq ft = 2-4 pax, 140 sq ft = 4-6 pax, 240 sq ft = 2 rooms
Cloakroom space for visitors?	0		Maybe use temporary mobile coat racks?
	690		
Main library area with reception desk and couple of user desks, doubles up as Fellows touchdown area.	0	BH Exec Sec office 310 sq ft.	Min. viable option has no library. Preferred option - ideally integrated with library work area so no need to man a separate library reception desk. Shelves to walls.
Map room	0	BH map room 518 sq ft	Min. viable option - no map room. Preferred option - assume use of efficient vertical map hanging to reduce space and some off-site map storage. Climate controlled? Possible floor load issues.
Secure archive room	0	BH archive room 150 sq ft	Min. viable office has no secure archive - no archivist on-site. Preferred has secure, climate controlled archive for rare material per BH.
Rolling storage rooms	0	BH rolling storage 230 sq ft (plus non rolling storage)	No storage in min. viable case. Preferred case: storage hugely reduced cf BH. Probably ground floor or basement due to load.
Librarians room/work area (4 persons)	0	BH staff library room 306 sq ft - 4 people (?)	Min. viable case has no library provision of any type. Preferred case is based on same floor area as main staff area (60 sq ft per person) plus 15%/35% to allow for more materials, shelving, etc. Ideally would be designed to be part of same overall room as main library area, partitioned off.
General library/archivist work and storage area - rostrum camera, specialist scanning, etc.	0	BH basement huddle room 140 sq ft	Min. viable case assumes no onsite archivist. This work area is currently crammed into map storage room in basement - preferred case assumes a dedicated workspace.
	0		
Allowance for corridor space at 20 % of floor area	418		Estimate, depends on building and layout.
	2508		

For reference, and to assist understanding of the 2020 Library Review's the main conclusions, the figure below (a PowerPoint slide from the Library Review) illustrates the range of scenarios considered. The far right-hand side column broadly equates to the Working Group's Option C; and the central part of the figure broadly equates to Option B.

SLIDE 3: SIMPLIFIED SCHEMATIC VIEW OF LIBRARY LOCATION OPTIONS

MAXIMUM SPACE AND ACCESSIBILITY ← DEPENDENT ON FINAL GEOLOGICAL SOCIETY LOCATION → REDUCED SPACE AND ACCESSIBILITY

LOCATION ASSUMPTION	Burlington House	Metropolitan location with office, study and collection space	Non-metropolitan location with office and some collection space	Non-metropolitan location with office space only
SPACE ASSUMPTION	As currently configured but with reduced storage space	Reduced library space: on-site service and Fellows visits but reduced work space	Much reduced library space: remote service delivery with visitors by appointment (eg maps)	Very limited library space: remote service delivery only
ON-SITE COLLECTION				
Journals	ONSITE	REDUCED	MUCH REDUCED	NONE
Books	ONSITE	REDUCED (GSL ONLY?)	NONE	NONE
Heritage collection	ONSITE	ONSITE	REDUCED	MUCH REDUCED
Map collection	ONSITE	REDUCED	REDUCED	NONE (OFFSITE)
SERVICES (ABBREVIATED SERVICE LISTING SHOWN HERE)				
Enquiries and assistance	ONSITE AND REMOTE	ONSITE AND REMOTE	BY APPOINTMENT AND REMOTE	REMOTE ONLY
Loans and retrievals from store	ONSITE AND REMOTE	ONSITE AND REMOTE	REMOTE ONLY	LIMITED, REMOTE
New acquisitions	DIGITAL+PRINT BOOKS	DIGITAL+PRINT BOOKS	DIGITAL ONLY?	DIGITAL ONLY
Events and exhibitions	PHYSICAL AND ONLINE	MAINLY ONLINE	ONLINE ONLY	ONLINE ONLY
Bookshop	PHYSICAL + ONLINE	PHYSICAL + ONLINE	ONLINE ONLY	ONLINE ONLY
Administrative functions	ONSITE	ONSITE REDUCED	ONSITE REDUCED	ONSITE MUCH REDUCED
Conservation and digitisation	ONSITE	REDUCED, ONSITE	REDUCED ONSITE	MUCH REDUCED
Catalogues	ONLINE	ONLINE	ONLINE	ONLINE
OFF-SITE STORED MATERIAL (OFFSITE EG DEEPSTORE, NEAR LINE EG BATH) - SUBJECT TO TIER DEFINITIONS				
Low tier - Journals available online	ONSITE	DISPOSE	DISPOSE	DISPOSE
Mid tier - e.g. lesser-used non online journals	ONSITE	BATH WAREHOUSE + DISPOSE	DISPOSE	DISPOSE
High tier - e.g. some closed journals and books considered valuable to retain	ONSITE	ONSITE + BATH WAREHOUSE	BATH WAREHOUSE	BATH WAREHOUSE + DISPOSE
Core tier	ONSITE	ONSITE	ONSITE + BATH WAREHOUSE	BATH WAREHOUSE + OFFSITE
Heritage collection	ONSITE + OFFSITE	ONSITE + OFFSITE + BATH WAREHOUSE	ONSITE + OFFSITE + BATH WAREHOUSE	OFFSITE + BATH WAREHOUSE
Map collection	ONSITE	ONSITE	ONSITE + BATH WAREHOUSE	OFFSITE + BATH WAREHOUSE

← RANGE OF OPTIONS COMPATIBLE WITH PROPOSED MODEL → PROPOSED MODEL COMPROMISED

© GEOLOGICAL SOCIETY 2021
GEOLOGICAL SOCIETY 2020 LIBRARY REVIEW: REPORT TO FELLOWS - CONCISE VERSION
Page 7

--oo00oo--