

Appendix 1C

The themes and criteria¹ below provide useful prompts for the type of information that should be included in the Workspace Management Plan (amongst other things) so they are summarised below for applicants to consider.

Affordability	
1	Proportion of space being provided below market rent - XX% of space at XX% below market rent – see OB7D and OB7E
2	The tenancy package and how this contributes to overall affordability
3	How any benefits of discretionary business rates relief is passed on
4	Any easy in easy out and flexible contract conditions
Economy (Business Support Provision)	
5	Approaches to actively curate a collaborative culture
6	Approaches to supporting users to develop and grow and/or provide/facilitate training, workshops and seminars
7	Business rates support
8	Approaches to actively look after the health and wellbeing of users
Community	
9	Approaches to actively support and offer activities and events that engage and benefit the local and wider community, including charities/social enterprises and underrepresented groups
10	Approaches to engage and encourage local people to apply for available jobs and training opportunities and encouraging users to take the same approach
11	Approaches to actively engaging local businesses in the supply chain
12	Proportion of space let to local residents and businesses
13	Proportion of space let to underrepresented groups
Responsible Business Practice	
14	Implementation of London Living Wage
15	How reinvesting income into the provision of affordable workspace and business support
16	Approaches to tracking representation and Equity, Diversity and Inclusion policies/processes
17	The collection and sharing of data that measures economic, environmental and social impact
18	Approaches to making reasonable adjustments for all users and the workspace is culturally and physically accessible to all communities

¹ GLA Workspace Accreditation Pilot (2021)