



## **Carmarthenshire Office Move FAQs**

### **Q. Will I be entitled to claim for the distance travelled to the new site?**

A. Yes, if the distance to the new base is greater.

Where the distance travelled from to the new place of work is greater than the distance travelled to the current base, this is known as excess mileage.

This is paid at the reserve rate of 28p per mile for a period of 4 years.

### **Q. How will I make a claim for excess mileage?**

A. Claims for excess mileage will be made in the normal way, via e-expenses.

### **Q. Can I receive my excess mileage in a lump sum?**

A. Yes, there is the option to be paid the excess mileage up front in one lump sum. This would be the equivalent to 2 years' travel, instead of 4 years if claimed ad-hoc.

### **Q. What happens if I take a lump sum mileage payment and I later decide to move house?**

A. If you move home closer to your new work base during the period of entitlement, the excess mileage/travel will be reduced accordingly. If you move residence/home further from your new base no additional mileage/travel will be paid. Lump sum payments will be subject to a pro

rata 'claw back' clause, should the move be during the entitlement period.

**Q. I currently take public transport to work, are there adequate public transport options (i.e. train stations, bus stops) near the proposed new site?**

A. Carmarthen train station is an approximate 15-minute walk from the proposed site. There are also bus stops nearby.

**Q. Will public transport costs be covered?**

A. Non-driving staff will be entitled to claim public transport costs or 2 years' lump sum excess mileage.

**Q. Is there parking on-site in the proposed new office location?**

A. Yes, there is generous car parking on-site which is free of charge.

**Q. Is the proposed new site easily accessible to the public?**

A. The proposed site is in a central location easily accessible to the public, however any visitors would need to make an appointment and show ID on arrival.

**Q. What about accessibility for disabled visitors?**

A. The building is fully accessible for disabled people and there is disabled car parking.

**Q. The proposed office building requires visitors to show ID on arrival, how can we expect the public to adhere to this?**

A. The public will be required to book appointments; therefore, staff will be able to inform members of the public when appointments are

arranged. For any members of the public who may not have ID, we will make arrangements to meet in alternative community locations.

**Q. The proposed new office is open plan, how will we take confidential calls or hold private meetings?**

A. There are private telephone pods available for making and receiving calls. There are also meeting rooms which can be booked and used when needed.

**Q. Will parking charges be reimbursed?**

A. No. The car park at the new site is free of charge. Under the Organisational Change Policy, staff are only entitled to the reimbursement of parking charges where the new site's parking has parking charges.

**Q. As this is an organisational change, are any jobs at risk?**

A. No. This is simply a potential transfer of office space and there are no jobs at risk.

**Q. I understand that this consultation is around the potential move of the Carmarthen office but, there are other offices in the West Wales region that are rarely used. Can we also consider the closure/review of these offices?**

A. Yes, there is a plan to review all our estate. However, due to our resources, we are currently only able to concentrate on those with most pressing timeframes.

**Q. Can you please clarify the situation regarding parking at the proposed new site? We visited recently and the car park was busy. We understand that Hywel Dda UHB are soon to be moving into the building. Will there be sufficient car parking for us all?**

A. Welsh Government have confirmed that there are 3 car parks and have suggested that we use the car park around the back of the building as it is not currently being used. They have confirmed that they don't currently foresee any parking issues. There is a car park at the front of the building which is for staff and visitors and there is an additional car park that it owned by the bowls club that can also be used.

**Q. Have you investigated us having dedicated spaces for Llais only?**

A. Yes. If we request this, spaces are allocated proportionally to the amount of floor space occupied. On this basis we would only be allocated one dedicated space. Therefore, the first come first served option is best. We do not foresee there being an issue with free parking for staff or visitors on site.

**Q. Can you confirm when any potential move will take place?**

A. We would need to give 6 months' notice to the current landlord here and notice to our new landlord, if agreed to move to the new premises. Therefore, it will likely be January 2025 if agreed.

**Q. Having viewed the proposed new offices, I think we are all agreed that there are many benefits and having clarified the parking issue, I don't think there are any other concerns. Is there a possibility that we could lose the opportunity to move there?**

A. Yes, in theory if someone came in immediately. However, any other organisation would likely have to go through a similar process to us. Any move would also be subject to agreement by the Board and confirmation of available funding.

**Q. Can we close the consultation now?**

A. Under the OCP policy, 4 weeks is the recommended period. However, we could reduce this if all people effected are in agreement. I note that

there are a couple of people who have been unable to join us today and we need to offer them the same opportunity of a meeting and conversation. We will be looking to do this as soon as we can.

Likewise, we want to ensure that everyone has an opportunity to read the business case, the presentation from today, the OCP policy and has a period to reflect on everything to ensure there are no concerns before we close the consultation.

Equally, we want to offer everyone an opportunity to have a meeting on an individual basis if there are any concerns or queries, if they so desire. Once everyone has had this opportunity, if you all want to end consultation we can do so.

**Q. I understand that one of the meeting rooms has a VC unit in it, will this stay for us to use and if so, will this be a part of the rental costs?**

A. We are removing VC units across our estate, however Microsoft Teams kit is available in most meeting rooms. We will not be charged for this.

**Q. What is the process with post?**

A. When the post arrives in the building you will be asked to collect it. Any bulky items will be scanned for security reasons.

**Q. Will we be able to access all bookable meeting rooms in the building?**

A. Yes, you will be able to book any meeting room in the building and this can be done by the Facilities Team for you.

**Q. What times of the day will we be able to access the building?**

A. The building is open 7am until 7pm.

**Q. Can we access the building on the weekend?**

A. No it is just weekday access however weekend access can be arranged in an emergency.

**Q. Have you considered the public perception of Llais being housed in a WG branded building and therefore not being independent?**

A. It's a WG policy to utilise the empty space in its buildings; there are many public sector organisations i.e., Food Standards Agency, Welsh Language Commissioner now benefitting from these arrangements which have a number of benefits through being able to access better standard facilities, shared costs etc.

The aim for Llais is to increase the outreach work that we do in our communities and reduce any need for people to come to us, which increasingly is the way people prefer to access our services.