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# **Business Case West Wales – Carmarthenshire Office Move**

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# Background

The West Wales region currently has three office bases: Carmarthen, Milford Haven, and Aberystwyth. This proposal is in relation to a proposed move for the Carmarthen office. All other West Wales regional offices remain unaffected. This proposal directly effects 12 members of staff whose contractual base is Carmarthen office.

The Carmarthen office has been located at the existing site for the last 12 years.

Due to a number of issues with the current office building, principally an inability to obtain appropriate flood damage insurance it is proposed that the office should be relocated to the Welsh Government building, this is in line with Welsh Government policy to utilise vacant existing office space.

Current office address: -

Llais Carmarthen  
Suite 5  
1<sup>st</sup> Floor  
Ty Myrddin  
Old Station  
Carmarthen  
SA31 1LP

Proposed new address: -

Welsh Government Building  
Picton Terrace  
Carmarthen  
SA31 3BT

No other appropriate locations were identified in the Carmarthen area with sufficient resources, space, and proximity to public transport links to be considered as viable alternative options for consideration.

The distance between both the current and proposed offices is 1.2 miles.

This consultation is being undertaken via the Organisational Change Policy to ensure that all staff who are adversely affected by the move receive appropriate financial support as stated in the policy.

The reason for this consultation is solely in relation to an office move, no jobs are at risk and no other changes to terms and conditions are proposed.

# Advantages & Disadvantages of both sites

<b>Advantages</b>	<b>Disadvantages</b>
Proposed office - sufficient free car parking. 12 public car parking spaces and 3 disabled spaces.	Current office - limited car parking.
Proposed office - office is easily accessible by car, foot, and bus.	Proposed office - local train station isn't nearby. Current office - is not accessible to the public.
Proposed office - open plan working environment. Private telephone calls can be made in private telephone pods.	Current office - poorly lit and fragmented and there isn't enough space for all staff.

Proposed office - strong Wi-Fi connections.	Current office - intermittent Wi-Fi connections.
Proposed office - shared photocopier, shredder and recycling facilities, reduced costs.	Current office – all costs paid my Llais.
Proposed office - dedicated storage lockers, some lockable.	Current office – no storage areas, personal items kept under desk.
Proposed office - staff rest room available.	Current office – staff use meeting room for rest periods if room is available, otherwise staff sit at their desks.
Proposed office - large and small meeting rooms available.	Current office – one large meeting room.
Proposed office - secure building.	Proposed office - members of the public would need to book appointments and would need to bring ID. Current office – no security.
Proposed office - safe working environment.	Current office - doesn't allow staff to see into other offices which poses a safety issue for advocates meeting clients.

# Finance

Where an employee's base is changed as a result of organisational change and this results in additional mileage from home to base, then the excess miles incurred can be claimed.

Excess mileage will be reimbursed in accordance with the Reserve Mileage Rate for a period of up to 4 years. Alternatively, staff may claim a lump sum equivalent to 2 years excess travel payments.

If the employee moves their residence/home closer to their new work base during the period of entitlement, the excess mileage/travel will be reduced accordingly. If the individual moves their residence/home further from their new base no additional mileage/travel will be paid.

For those employees who have lease cars, any reimbursement will be subject to national insurance and tax deductions. Staff are able to retain their entitlement to excess travel should they apply and obtain promotion or transfer to a new role on the same band at their new base.

Please refer to the OCP policy for full details.

# Unions

This business case has been shared with the appropriate unions and they have been invited to attend the launch meeting and any meetings staff may wish to have subsequently.

# Staff Consultation

The consultation will open on the 21 June 2024 and will close on the 19 July 2024.

Staff are asked to review the details within the report and share their feedback with the workforce team [workforce@llaiscymru.org](mailto:workforce@llaiscymru.org).

All feedback will be reviewed and responded to weekly with generic non identifiable responses being compiled into a Q&A document and circulated to all affected staff.

All staff are encouraged to have a consultation meeting with the Strategic Director leading the proposed change and all concerns discussed and considered.

Any adaptations required by an individual because of the proposed change will be fully considered as part of this process.

Staff counselling services are available via VIVUP services [Employee Assistance Programme \(yourcareeap.co.uk\)](https://www.yourcareeap.co.uk)

# Recommendation

It is recommended that the staff from the Carmarthen office move from their existing location to the Welsh Government offices for the following reasons:

- Ample and improved free car parking at the proposed location for staff and the public.
- WG offices offer better access to the public which allows better access to Llais services.
- Enhanced working conditions for staff; including better office space with a dedicated rest room, better lighting, and ventilation together with greater office space and facilities.
- More secure workplace with Security staff on site