

Item: 14

Title: Our locations

Gweithredu / Action required	To note and agree.
Amseru / Timing	Urgent
Argymhelliad / Recommendation	<p>The Board is asked to note the contents of this paper, including:</p> <ul style="list-style-type: none"> - the assurance that none of the buildings occupied by Llais are impacted by concerns about the safety and durability of Reinforced Autoclaved Aerated Concrete (RAAC) - the continuation of arrangements for those leases that are held under the Security of Tenure Provisions of the Landlord & Tenant Act 1954 for the following locations: <ul style="list-style-type: none"> - Cardiff & the Vale of Glamorgan - Cardiff (national team) - Cwm Taf Morgannwg - National Office - North Wales (Bangor) - Powys (Brecon) - Powys (Newtown) <p>and</p> <ul style="list-style-type: none"> - agree that negotiations should move forward to agree lease arrangements on the basis set out for the following locations: <ul style="list-style-type: none"> - Gwent - West Wales (Carmarthen) - North Wales (Wrexham)
Risg / Risk	If the Board decide not to extend the existing leases, Llais will need to secure other office space before it

	<p>has developed its location strategy. This could lead to Llais being tied to office locations that are unsuitable.</p> <p>This risk is captured within the draft risk register.</p>
Cyllid / Finance	We have been advised by our Specialist Estates Service that the likely increase in cost will be minimal – definitive costs will not be known until negotiations take place.
Amcan Cynllun Corfforaethol / Corporate Plan Objective	Continuation of existing arrangements will enable Llais to meet the commitments in our statement of policy on accessibility.
Cydraddoldeb / Equality	N/A as no changes are being proposed.
Cyfathrebu / Communications	<p>Please tick one of the following boxes if this activity will have an impact on:</p> <p>Internal: our people <input checked="" type="checkbox"/></p> <p>External: our customers/partners/stakeholders <input checked="" type="checkbox"/></p> <p>External: our organisation’s reputation <input checked="" type="checkbox"/></p>
Cymeradwyaeth / Approval/Clearance	This paper has been cleared by the Chief Executive.
Trafodaethau/ Penderfyniadau Blaenorol / Previous discussions/decisions	The Llais Board previously agreed to all CHC office leases transferring over to Llais on the 1 April 2023.
Awdur/ Cyflwyno / Author/presenting	Angela Mutlow
Dyddiad / Date	28 September 2023
Cefndir / Background	
<p>The Llais Board previously agreed to transfer all CHC office leases over to Llais on the 1 April 2023. This decision enables continuity of services for people living in all parts of Wales. It allows time to develop a location strategy that can support the delivery of a longer term vision, mission and strategy, as well as reflect and respond</p>	

to wider public sector developments aimed at supporting more flexible ways of working - increasing accessibility and reach into local communities.

We need a short-term solution for some of our offices that are 'out of lease' while we develop our location strategy.

NHS Wales Shared Services Partnership provides us with professional property advice and support to enable us to secure and manage our lease arrangements.

Manylion / Detail

The office leases for the following locations have expired. In most cases the leases are being held under the Security of Tenure Provisions of the Landlord & Tenant Act 1954. This means the landlord would be required to provide us with 6 months' notice – the only exception is the North Wales, Wrexham office (see details below).

Locations where leases have expired	Recommendation
Cardiff & Vale office	Continue to hold the leases over for these offices. We have received advice that there is a risk that costs would increase significantly if we entered into new contracts.
Cwm Taf Morgannwg office	
North Wales, Bangor office	
Powys, Newtown Office	
Gwent office	<p>Negotiate a new lease from the 31 March 2024 until 31 March 2026.</p> <p>The landlord has requested that Llais enter into a new lease. We have received advice that it is unlikely that the costs of a new lease will increase significantly.</p> <p>We will look to negotiate a reasonable break clause.</p>
National office	Continue to hold the lease over while discussions continue. There is no update or recommendation to be made at this time.

<p>North Wales, Wrexham Office</p>	<p>Negotiate a new 5 year lease from 18 March 2024 with a tenant break option from 31 March 2026. The lease is not protected. We have received advice that it is essential that a new lease is agreed as soon as possible.</p> <p>The landlord is unwilling to offer the lease within the Security of Tenure Provisions of the Landlord & Tenant Act.</p>
<p>Powys, Brecon office</p>	<p>Continue to hold the lease over. The local authority (building owner) is looking to relocate into a new build and are in the process of firming up their design plans. It is approximately 12 months away from being ready for occupation.</p> <p>We will be notified if we are able to occupy part of the building by January 2024.</p>
<p>West Wales, Carmarthen Office</p>	<p>Negotiate a new lease from the 31 March 2024 until 31 March 2026.</p> <p>The landlord has requested that Llais enter into a new lease. We have received advice that it is unlikely that the costs of a new lease will increase significantly.</p> <p>We will look to negotiate a reasonable break clause.</p>
<p>West Wales, Milford Haven Office</p>	<p>Continue to hold the lease over while discussions continue. There is no update or recommendation to be made at this time.</p>

No immediate action is needed for the remaining 2 offices:

Neath Port Talbot & Swansea, Cimla Office - The office lease is still in contract and expires on the 31 March 2025.



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23-03 (11)

West Wales, Aberystwyth Office – New arrangements are being developed following staff changes in the West Wales team. This provides office working and meeting room facilities on a flexible basis at the Welsh Government office.