

Report to: Finance, Resources and Corporate Committee

Date: 6 January 2022

Subject: **Office accommodation**

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Is this a key decision?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is the decision eligible for call-in by Scrutiny?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does the report contain confidential or exempt information or appendices?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If relevant, state paragraph number of Schedule 12A, Local Government Act 1972, Part 1:	
Are there implications for equality and diversity?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

1. Purpose of this report

- 1.1 To provide an update on the office accommodation provision for the Combined Authority.

2. Information

- 2.1 The Combined Authority currently operates out of three offices, in addition to its bus stations across the region:
- 2.2 **Wellington House** – this has for many years been the main ‘head office’ for the Combined Authority and its predecessor organisations. Situated in Leeds, it is owned by the Combined Authority and is coming to the end of a refurbishment programme aimed at providing modern and flexible office and meeting facilities for the organisation and its partners.
- 2.3 **City Exchange** – the Combined Authority has leased office space for a number of years within the Trinity Centre in Leeds and will be giving notice on these premises in early 2022 as the Wellington House refurbishment concludes.

- 2.4 **Ploughland House** – the former Office of the Police and Crime Commissioner leased an office in Wakefield which transferred to the Combined Authority following the Mayoral election in May. The premises do not meet the ongoing requirements of the Deputy Mayor for Policing and police and crime team and the intention is not to renew the lease when it comes to an end in September 2022 and seek alternative accommodation in Wakefield. As well as providing an office base for the policing and crime team it could also provide touchdown space for other Combined Authority employees.
- 2.5 A consultation on updating the terms and conditions of the Combined Authority employees is expected to conclude early in the new year. One of the elements of this is intended to capture new ways of working that have proved successful during the pandemic and in particular hybrid working and the opportunity to work from home as well as the office. Adopting these models of working will enable all Combined Authority employees to be able to be based out of the new Wellington House alongside the capacity of the premises secured for the policing and crime team.
- 2.6 The refurbishment work on Wellington House is substantially complete, with final fitting out, snagging and commissioning taking place during January 2022. It will have capacity for 620 people, with a mix of hotdesks, collaboration spaces and meeting rooms. The actual return to the building will be dependent on government covid restrictions. At present almost all office based staff are working from home with only a small number of people required to be in the office for essential work. The refurbished building provides fully accessible facilities, with a suite of committee and meeting rooms, collaboration space and hot desks.

3. Tackling the Climate Emergency Implications

- 3.1 The refurbished Wellington House includes improved and more efficient comfort cooling, energy efficient lighting, improved insulation, improved and expanded cycle facilities and a solar array on the roof contributing to an improved carbon footprint.

4. Inclusive Growth Implications

- 4.1 Social value was secured in making the award to the main contractor.

5. Equality and Diversity Implications

- 5.1 The design of the building includes a number of measures to support equality and diversity including non gender toilets and a contemplation room and the building is fully accessible. Colleagues from the employee diversity groups have been involved in these designs.

6. Financial Implications

- 6.1 There will be savings from the termination of the lease of City Exchange alongside reduced running costs for Wellington House. Alternative

accommodation for the police and crime team will be subject to a business case demonstrating value for money.

7. Legal Implications

7.1 There are no legal implications directly arising from this report.

8. Staffing Implications

8.1 There are no staffing implications directly arising from this report.

9. External Consultees

9.1 No external consultations have been undertaken.

10. Recommendations

10.1 That the Committee notes the position on office accommodation.

11. Background Documents

11.1 There are no background documents referenced in this report.

12. Appendices

None.