

Number	Recommendation	Responsibility	Anticipated Completion Date/ Completion Date	Evidence of progress - 18/12/2007
1	<p>That detailed information on all Council meeting venues and a range of external venues (previously used by the Council) be provided on the Council's intranet to enable officers to make informed judgements on the best choice of meeting venue and that the land that the information provided include:</p> <ul style="list-style-type: none"> • facilities and equipment available • occupancy • barriers to access where known • cost • arrangements for getting to the venue by public transport • distance from Stockton Town Centre • booking arrangements • whether Fairtrade refreshments are available 	Richard Holland Acting Administration Manager/Nigel Gibb	Original date October 2007 revised to December 2007	Further work has been undertaken on information relating to public transport arrangements, and those venues with hearing loop systems have been audited by an appropriate officer.
3	That officers be encouraged to make full use of suitable internal meeting venues available before booking external venues.	Richard Holland Acting Administration Manager	Original date February 2008 revised to May 2008	Procedures have been put in place to monitor the usage of internal venues over a six month period, and use comparable data from previous six months to ascertain take-up of the service.

4	Results of the HSE Stress Survey pilot to be reported back to the Corporate Policy Review Select Committee via the Executive Scrutiny Committee	John Davies	Dec-07	Report to November 2006 HRSG on outcomes and interventions required from initial survey. Reporting back to Corporate Review Select Committee requires a further survey 12 months after the initial survey(as required by HSE) which will give the opportunity for the first interventions to “bed in” and be effectively evaluated.
5	That the use of telephone conference calling be promoted for smaller meetings in order to reduce the pressure on conference facilities, unnecessary travelling and car journeys and, subject to available resources, the use of video calling be considered as	Ian Miles, Head of ICT	July 2007 / October 2007 (further feedback on pilot scheme to be provided to future meeting)	Conference calling and various other phone features have been publicised in the latest edition of KYIT. A pilot scheme using video calling is currently underway within ICT.

6	That emergency evacuation arrangement from the Council's buildings be reviewed as a matter of urgency.	Gary Cummings	Original date of October 2007 revised to March 2009	<p>The issue of evacuation is directly linked to the accessibility of the Councils Buildings and compliance with current Disability Discrimination legislation. A project is currently underway to assess the buildings with regard to DDA compliance and to understand what remedial work or actions are required. A wider review (Workwise) is also underway which will consider flexible working arrangements and review all of the Council administrative buildings. A Business Plan covering the Councils existing accomodation and future needs will be in place by March 2009. The short-term problem of access to Municipal Buildings is to be addressed by creating an accessible meeting room on the ground floor which will be available to any officer or member who is arranging a meeting and is aware of an attendee who has an access problem. The availabilty of the room for this purpose will be advertised on the relevant Intranet pages</p>
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Evidence of Progress-June 08	Assessment of progress (Categories 1-4) Dec 07
<p>Address the concerns expressed at previous meetings of the CSI select committee regarding the alleged difficulty of people with mobility problems getting vehicular access (including taxis) to outside of the Town Hall so as to attend meetings being held there. There are some issues regarding taxi access to the Town Hall but there is work ongoing, led by Nigel Gibb, for access permits to allow vehicles into the High Street. Nigel has been working with the Disability Advisory Group to facilitate this. The advice issued suggests it is unlikely parking enforcement would take any action, and relates to a residents concern that taxis would not wait to pick up outside the library. Mick Vaines advises that although taxis are no different to any vehicle regarding parking in restricted areas, they are usually given a little bit of leeway if they are dropping off and/or picking up a fare. In addition, if that is taking a little bit longer because the person is disabled, it is felt that if it was explained to any parking enforcement officer they would be sympathetic. In addition, if a resident is struggling to park and are entitled to a blue badge, this can help with parking issues. The resident can use this whether they are driving or a passenger.</p>	2
<p>Procedures have been put in place to monitor the usage of internal venues and use comparable data to ascertain take-up of the service. In the three month period prior to the introduction of the new Intranet pages (in November last year), there were 485 room bookings, in the four month period after the pages were launched (including the Christmas break) this number increased to 950. Monitoring of the number of bookings taken is ongoing.</p>	2

<p>A further report was submitted to HRSG in August 2007 proposing a re- survey to assess success of proposed interventions. This was carried out Sept - Oct 2007 and showed a reduction in areas of concern across all services involved in the pilot study. The survey is now being rolled out to all areas of the Council over a rolling 12 month period commencing in 2008.</p>	2
<p>Technical ICT video pilot successful. Wider implementation being piloted in service groups to assess the benefits/use of this facility. A demonstration of an on-line collaboration tool has also been given to members of the ICT Strategy Group. Progress on this will be subject to outcomes of the wider video calling pilot.</p>	2

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**Assessment of
progress (Categories
1-4) June 08**

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