

Progress Update – Review of Meeting Venues

Number	Recommendation	Responsibility	Anticipated Completion Date/ Completion Date	Evidence of Progress 27/10/09	Assessment of progress (Categories 1-4)	Evidence of Progress - 03/12/10	Assessment of progress (Categories 1-4)
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 a further alternative.	Ian Miles, Head of ICT	July 2007 / October 2007 (further feedback on pilot scheme to be provided to future meeting)	Implementation project to be resourced and scheduled.	3 - Slipped (on hold)	Business Analysis and Technology Architect resources assigned. NextiraOne proposal being assessed for suitability, as well as alternatives in the market. Project plan for remaining phases to be developed	3- Slipped