

Progress Update – Meeting Venues

Number	Recommendation	Responsibility	Anticipated Completion Date/ Completion Date	Evidence of Progress - 17/02/09	Evidence of Progress – 27/07/09	Assessment of progress (Categories 1-4)	Assessment of progress (Categories 1-4)
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 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	Original date October 2007 revised to December 2007	Access permits are now available for issue to hackney carriages (not private hire). Permits enable High Street, Stockton access during the day (6am to 6pm). All Hackney Carriage Licence holders have been written to asking them to make an application	Applications for the High Street access permit have been made and permits issued. With under 20 applications made, all successfully, the volume is low.	2	1
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	Ian Miles, Head of ICT	July 2007 / October 2007 (further feedback on pilot scheme to be provided to future meeting)	The video calling pilot showed that one to one video calls can aid remote management of, and communication with team individuals, but is limited in this		2	

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	alternative.			respect. Further investigation has taken place with regard to collaboration tools and video calls involving groups of staff. The latter is probably a useful first step before considering full on-line collaboration. A shift in culture and working practices is needed to gain benefits from these tools. Even without the presence of a video facility, limited conference calling takes place across the Council, despite promotion. Cost for a video conference calling facility will be established in Feb 09			
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