WORKING TOGETHER PROGRAMME

Post/Print

- Procurement
  - *Revenues/Benefits*
  - *Elections*
  - *Remainder*
- Reduction in Print
  - *Committee Agendas*
  - *Other*
- Reduce MFD's
  - *Replacem't programme*
- CoSocius Print
  - *Service Improvements*
  - *Reduce print (ie electronic payslips)*

Meeting Rooms

- Lync Enabled Meeting Rooms
- Improved video conferencing
- Improved room booking - Outlook Integration
- Management ability
- Check in screens

Mileage Reductions

- Policy Changes
- Video conferencing (Lync)
- Increased hotdesk facilities

Agile Working

- Review of Policies
  - *Human Resources*
  - *ICT*
  - *Health & Safety*
- Techology
  - *Tablets*
  - *Phones*
  - *Data Storage*
  - *Smart cards*

Improved Office Standards

- Building Standardisation
  - *Dishwashers*
  - *Housekeepers*
  - *Mugs/Cups*
  - *Tea/Coffee*
- Clear Desk Policy
- Office Standards

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