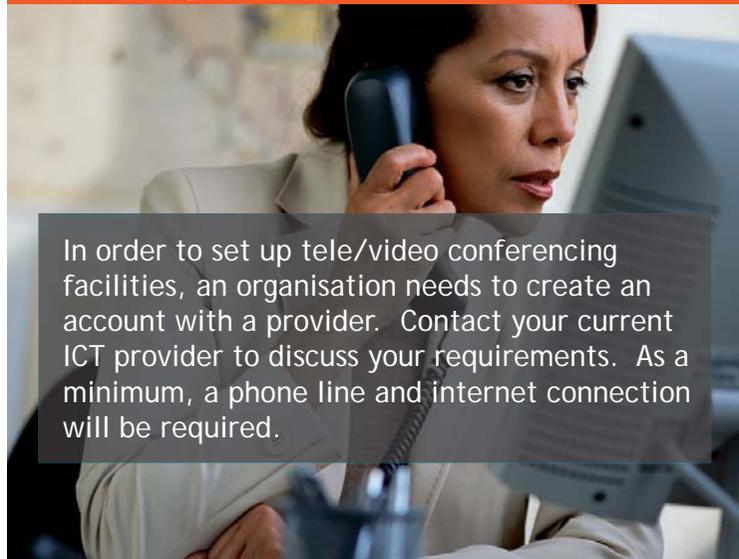


Tele/Video conferencing

Tele/video conferencing is defined as a 'conference of people who are in different locations, which is made possible by the use of telecommunications equipment'. Tele/ video conferencing can take a number of forms, such as a shared phone line connecting multiple parties, video conferencing or shared data.

Meetings can be carried out without the need for physical attendance. This means less time is spent travelling and more can be devoted to other areas of the job. Most importantly, Tele/ video conferencing will reduce the need to travel, thus decreasing travel costs, reducing time away from the office, removing the stress of travelling and has minimal effects on the environment.

How do I set up tele/video conferencing for my business?



In order to set up tele/video conferencing facilities, an organisation needs to create an account with a provider. Contact your current ICT provider to discuss your requirements. As a minimum, a phone line and internet connection will be required.

Benefits of Tele/Video conferencing

There are many benefits to tele/video conferencing, including:

- Reduction in the number of business trips, with associated cost savings.
- Improved stress levels of employees, due to reduced pressure on working hours.
- Environmental benefits as a result of reduction in travel associated with business.
- Reduced requirement for meeting space in offices (tele/video conferencing can be undertaken with many employees at workstation).
- Allows for more flexible working, assisting those for whom time pressures (such as those looking after young children) are more pressing.

In addition, tele/video conferencing can be undertaken with hundreds of employees at the same time, enabling larger meetings which may not currently be feasible due to space constraints.

Further Information

For further information on flexible working and the benefits it can bring to your business log on or contact Business Link:

 www.businesslink.gov.uk

 0845 600 9006

Home Working, Remote Working & Tele/Video Conferencing



Promoting a flexible work environment

In recognition of the need for greater flexibility in an increasingly dynamic business environment, this leaflet has been produced to introduce the concepts of teleconferencing, home working and remote working in your organisation.

This leaflet outlines the many benefits of reducing the need to travel, both to and from work and during working hours.

NORTHAMPTONSHIRE
**BUSINESS
PARKS &
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Home & Remote Working

Home Working

Home Working is an initiative where individuals are set up to work from home or an alternative location as opposed to being based on-site. This often requires the introduction of Information Technology (IT) and telephone facilities into the home to enable the employee to communicate with their office, clients or customers, and undertake the various tasks required of them.

Remote Working

Remote Working is essentially a way in which work can be undertaken regardless of location and can result in a more positive work-life balance. It provides particular benefits for those who spend considerable amount of time commuting to meetings, live a long way from the office or are usually mobile, but use the office as a base.

Many businesses have either introduced, or are investigating, the feasibility of home working and remote working at their organisation and many are already realising the benefits. For example, the introduction of home working at English Heritage enabled a reconfiguration of their office, allowing the introduction of 'hot desks', mobile storage units, and break-out areas to create an improved office environment, whilst delivering significant cost savings to the organisation.

Benefits of Home and Remote Working

There are many benefits to home and remote working, including:

- Greater staff loyalty.
- Lower stress levels and greater well-being.
- Better work/life balance for employees, particularly those with families.
- Creates a positive image for the company - dynamic and flexible.
- Forms part of wider flexible working conditions offer and improves ability to recruit.
- Reduced rates of sickness.
- Offers potential to reconfigure office space and facilities.
- Time and CO₂ emission savings associated with reduced need to travel.
- Tax benefits for the purchase of Information & Communication Technology (ICT) equipment associated with Travel Plans.
- Continuity for clients, delivering better customer service.
- Reduced overheads.



How do I set up home working for my staff?

The exact requirements for Home Working will depend on the nature of your organisation. However it is expected that each employee will require a PC or laptop which allows remote access to e-mails and documents, and a telephone or mobile phone for business use.

Prior to embarking on a home working arrangement, employees should also receive the requisite health and safety advice and any training or support deemed necessary.

