



**Specialist Service – Workplace Assessment**

<b>Start Point</b>
<ul style="list-style-type: none"><li>• High car usage</li><li>• Local resident complaints of employees car parking</li><li>• High occupancy levels</li><li>• Little use of technology</li><li>• Local council hostility to client</li></ul>
<b>Objective</b>
<ul style="list-style-type: none"><li>• Introduce Green Transport Plan</li><li>• Improve staff environment</li><li>• Reduce car parking</li><li>• Increase local community perception</li></ul>
<b>Methodology</b>
<ul style="list-style-type: none"><li>• Carry out demographic survey</li><li>• Carry out employee consultation process</li><li>• Research best practice</li><li>• Carry out full space audit</li><li>• Investigate use of technology</li><li>•</li></ul>
<b>Outcome Benefits</b>
<ul style="list-style-type: none"><li>• Green transport policy written</li><li>• Increased home working</li><li>• Introduced scanning for document management</li><li>• Reduced filing requirement</li><li>• Increased individual workplace areas</li><li>• Subsequent savings on document handling of £354k</li><li>• Introduced park and ride</li><li>• Introduced individual points allocation system for parking.</li></ul>