

Saving Staff Time and Travel Costs Through Virtual Meetings

Facing increasing pressures and reduced budgets, Leeds South and East CCG look to ways of finding financial savings which can also generate added value. The CCG prioritised reducing unnecessary travel through an increase in virtual meetings as part of their sustainability program - helping to lower costs, save time and reduce CO2.

Leeds South and East CCG

Travel, transport and access

What was the issue being addressed?

The Continuing Care Team host a weekly panel meeting from their main office for NHS and local authority colleagues across the city. The panel meeting required up to 15 members of staff to travel to the site on a weekly basis; with staff driving up to a 31 mile round trip to attend.

What action was taken to overcome the issue?

The CCG teamed up with sustainability consulting company WRM to find a technology based solution. The team decided to run a pilot by conducting the panel through a virtual meeting, in this case WebEx, so staff could login from their base rather than travelling by car.

Staff were supported to: identify technology needs across the CCG, and partners attending the panel, provide briefings and materials on using the virtual technology, measure, evaluate and coordinate the overall program.

What was the impact?

By conducting the panel meetings via video conferencing, members of staff were able to login when working from home, or from other locations, and the reduced miles meant an increase in time efficiency.

The programme has been so successful the CCG have continued to measure benefits. Over thirteen weeks, 9.5 working days and £878 have been saved by not travelling.

If the panel is delayed, agenda items can be rescheduled quickly and easily with no impact to workload, and documents can be shared and edited online saving time and paper.

Results from the thirteen week trial:

Cost Saving (reduced staff expense)	£878
Miles avoided	1,569
CO2e emissions avoided (kg)	628
Working days saved (7.5 hrs)	9.5

Lessons learned / success factors?

Having an enthusiastic lead within the CCG to drive this trial has been key to its success.

Potential barriers include having the I.T infrastructure in place e.g. webcams, headsets and reliable Wi-Fi connections. Staff training is also key to ensure users are confident with the technology. Staff were briefed prior to the first WebEx meeting and provided with guidance materials. Further one-to-one support was available for those who required it.

““The outcomes from this trial speak for themselves and we are looking forward to rolling out this way of working throughout the CCG.”-

Alan Cale, Project Support Officer, Leeds South East CCG

Scaling up

The results from this trial centred on one weekly meeting and have been collected after only a thirteen week period with 15 members of staff involved.

Based on these results, if this meeting continued to be hosted via WebEx, over the period of a year,* the following savings could be achieved:

Cost Saving (reduced staff expense)	£3,337
Miles avoided	6,035
CO2e emissions avoided (kg)	2,415
Working days saved (7.5 hrs)	54

Replacing multiple face-to-face meetings with video conferencing every week, across a whole organisation, could result in significant annual savings in CO2, time and costs.

*50 weeks

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