

Update on Communications
and
The Question and Answer
Resource

Neil Harris

Communications Strategy

- To provide flexible and accessible routes for staff information
- To demonstrate a commitment to listening to staff views and concerns and responding to issues raised sensitively and without delay
- To work together to develop a comfortable, enjoyable and productive new working environment and culture and new working practices

My Team / Department...

- Departmental email updates
- Regular contact with Move Leads & Move Co-ordinators
- Placed on all departmental agendas
- Leesman Survey feedback
- Departmental / Team meetings

Tay House – end of the journey...

- Engagement event(s) at Gilmorehill
- Team visits and familiarisation
- Welcome Pack
- Staff discounts
- Post-move social event



Website Staff Pages...

www.gla.ac.uk/staff/tayhouse/

- Tay House info
- Who does what / contacts
- Q and A
- Photos
- Video resources
- Comment box

Directed to me...

- Regular email updates from my Director
- (requires resources for Directors' from project team)
- Regular contact with Move Leads and Coordinators
- Rapid responses to my enquiries

Our communications will be focused on the individual being asked to relocate

Q&A

- ❑ Q&A Document from initial briefings on the Tay House Web Page
- ❑ Additional questions via the Email box on the Tay House Web Page
- ❑ Additional input via Move Teams
- ❑ Workstream Leads will be developing Answers
- ❑ Regular review of the Q&A by the Programme Team
- ❑ Sign-off of answers by the Steering Group as a standing Agenda item (Fortnightly meetings)
- ❑ Regular updates of the Q&A on the Tay House Web Page
<http://www.gla.ac.uk/staff/tayhouse>

Next Steps

- ❑ Presentations from the Comms Briefing on the Tay House Web Page (24th June)
- ❑ First publication of Answers from the Q&A (25th June)
- ❑ Feedback from today's event via Move Teams to the Programme Team (26th June)
- ❑ Milestone Plan to be published (30th June)
- ❑ Further Engagement Events are planned, but have yet to be agreed by the Steering Group (Announcements to follow)

Close and Wrap Up

Dorothy Welch

Summary

- ❑ We are treating this as a programme of work to deliver the best possible solutions to making it all work
- ❑ We have created a programme structure (and resources) to enable this (e.g. Q&A)
- ❑ We are committed to ongoing engagement and investment in communications (e.g. web pages)
- ❑ We have set up Move Teams to facilitate wider staff involvement