# Update on Communications and The Question and Answer Resource

**Neil Harris** 

# Communications Strategy

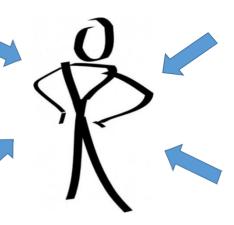
- •To provide flexible and accessible routes for staff information
- •To demonstrate a commitment to listening to staff views and concerns and responding to issues raised sensitively and without delay
- •To work together to develop a comfortable, enjoyable and productive new working environment and culture 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 <a href="http://www.gla.ac.uk/staff/tayhouse">http://www.gla.ac.uk/staff/tayhouse</a>

# **Next Steps**

- ☐ Presentations from the Comms Briefing on the Tay House Web Page (24<sup>th</sup> June)
- ☐ First publication of Answers from the Q&A (25<sup>th</sup> June)
- ☐ Feedback from today's event via Move Teams to the Programme Team (26<sup>th</sup> June)
- ☐ Milestone Plan to be published (30<sup>th</sup> 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