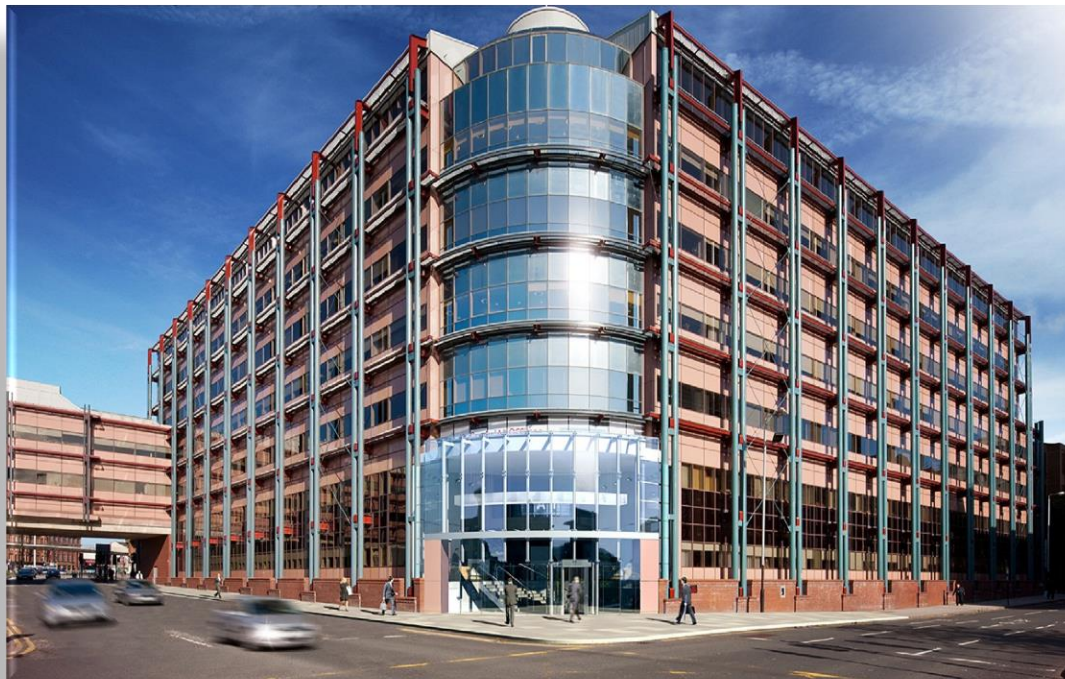


## Tay House Programme Management

- **Martin Munro; Programme Manager**
- **Janette McBride; Programme Support Officer (on leave until 8/12/14)**



**Programme Management Team is Working with the Relocation Programme Team, the Steering Group and the Project Manager to deliver the objectives of the Project Initiation Document;**

- **To create a high quality collaborative office environment which encourages parts of University Services to work more effectively together**
- **To allow those parts of University Services to review current working practices and develop new efficient processes which are effective for a modern support service structure**
- **To test new ways of working in advance of relocation into a new open plan office on the redeveloped campus**
- **To release space particularly in the Gilbert Scott Building to allow the co-location of SPS**
- **To take the opportunity as far as possible to also address issues of accessibility to services, particularly those in unsuitable buildings**

## Move dates

Description	Proposed Date
IT Testing; Systems experts involved	w/c 12 <sup>th</sup> Jan 2015
Touchdown spaces & Surgery Meeting Room available in E&B	26 <sup>th</sup> Jan 2015
Move for E&B to Tay House	26 <sup>th</sup> Jan 2015
Move for HR to Tay House	2 <sup>nd</sup> February 2015
Move for Planning and Business Intelligence to Tay House	2 <sup>nd</sup> February 2015
Move for Finance and RSO to Tay House	9 <sup>th</sup> & 16 <sup>th</sup> Feb. 2015
Move for SEPS to E&B	23 <sup>rd</sup> March 2015
Move for RSO to E&B	June 2015
Move for finance Systems Support to Tay House	July 2015

## **Security at Tay House;**

- **Staff will be issued with a new fob to enter at ground level**
- **Existing staff cards will be updated to allow access through the access control system to L6**
- **Gilmorehill Security will monitor and attend out of hours security reports**

## **Central Support Service;**

**A central support service will be created to provide appropriate shared functions at Tay House.**

**This will include;**

- **Reception**
- **Visitor arrangements**
- **Travel management**
- **Stationery**

**Full extent of shared function to be agreed between Heads of Service**

## **Travel between Tay House & Gilmorehill**

- **Bus Tokens will be available at reception**
- **First Bus service to University Avenue & Dumbarton Road from Bath Street takes < 10mins**
- **More than 4 persons travelling at same time; Taxi should be booked**
- **Next Bike corporate membership is being reviewed**

## **Provision for Active Commuters at Tay House;**

**Consistent with University Policy, Tay House will provide for cyclists & active commuters;**

- Communal cycle parking in basement car park.**

**Note: Cyclists need to declare to be provided with fob to activate gate to & roller shutter to basement**

- Shower & locker provision for cyclists & active commuters**

## **Parking at Tay House**

- **Parking preferences received**
- **Allocation ballot complete & staff advised**
- **Central services will now take over administration of parking permits**



## **Vending, Refreshments & Catering**

- **The vending facility at L2 ‘Coffee Pot’ will extend their range to provide for UoG staff**
- **Sandwiches Soup etc**
- **Coffee, Tea, Milk & Sugar will be provided by the University**
- **Chilled filtered water will be provided at each kitchenette**
- **A contract will be set for catering of meetings events etc**

## **Service Provision;**

- **Mail will continue to be delivered & uplifted from Gilmorehill mail room 2 times each day**
- **Continue to use “G12 8QQ” for mail & courier deliveries**
- **A cleaning contract will be put in place; this will also address recycling**
- **Individual waste bins will be removed**
- **Confidential Waste Disposal; Shred-It will continue, to be co-ordinated through central support service**

## **IT, Printing & Faxing;**

- **Tay House will be connected directly to the University Network; Boyd Orr & Dental School**
- **IT will attend on day of move to set up PC's and assist as required**
- **IT will continue to support**
- **Printing will move to Multi Function Devices**
- **These allow you to collect printing from any network connected MFD**
- **You will be shown how to use these at induction**
- **Faxing system will also change. Detail TBC**

## **Gym Membership;**

- **Staff relocated to Tay House can remain members of and continue to use Stevenson Building**
- **Staff relocated to Tay House can also use the Ferguson Bequest memberships at Nuffield Health Gym at Finnieston Street;**
  - **16 staff can use this at the same time**
  - **Show staff card to access**
  - **No limit on use**



## **Culture Change;**

- **All workshops now complete**
- **Eddie O’Grady collating outcomes for issue to Heads of Service**
- **Heads of Service workshop being organised before Christmas break, to;**
  - **Review outcomes of staff workshops**
  - **Establish how challenges can be resolved and opportunities realised**
  - **Assess readiness for change**

## **Tay House Induction & Familiarisation Visit**

**Essential that staff attend the week before;**

- **H&S briefing**
- **Issue Tay House access fobs**
- **Issue parking fobs & view parking**
- **Update Staff cards to allow access to L6**
- **View the fitted out space**
- **Operation of printers (MFD's)**

**Questions?**