



CONSTRUCTION ON SCHEDULE AND ON BUDGET

Construction is still on schedule and on budget, with staff starting to transfer to the new campus from 20 August.

The RE:LOCATE team understands that staff will have questions about timetabling, transport and flexible working at the new campus. Whilst we don't have all the answers just yet, this newsletter focuses on updating you on the background work that is being done to address these issues and let you know what progress has been made to date.

TIMETABLES

The move to Craighall provides us with an exciting opportunity to create a campus that gives a student centred learning experience; encourages lifelong learning; and facilitates research and commercialisation.

In moving to the new campus, QMU is committed to providing a supportive learning experience for all students, providing them with coherent timetables that allow them to incorporate their studies around their career, social and family commitments. As a part of the process we are moving to a more sophisticated form of timetable software that provides automated scheduling together with easier access to input and output data. We also aim to create a 24/7 learning environment with facilities, including the learning resource centre and (to this end) we are currently working on the precise opening hours for the LRC, which will be published soon.

The timetable is expected to operate between the limits of 9am to 9pm, Monday to Friday, with Wednesday afternoons kept free – other than for classes duplicated elsewhere on the timetable and for part-time students. This 'free' Wednesday is common practice across Scottish, and indeed UK universities, and allows for participation in sports and other Student Union activities.

Working with Estates and external timetable consultants, we are developing a timetable that will meet students' needs,



yet will provide staff with an effective timetable, taking into account their research commitments. The timetable will give consideration to staff, who are required to teach late on a particular day, not being expected to teach in the morning of the same day or the morning of the next day. It is our intention to co-ordinate the teaching timetable with the 'Green Travel' plan, which is due for launch at the end of April. This will, as far as possible, propose start and finish times that co-ordinate with public transport.

We acknowledge that the timetable information is later than we would have liked, but there was a delay in getting all of the information together from the Schools. At this stage we are unsure as to how much evening timetabling will be required, but we expect to be able to release the timetable by the middle of May. As soon as the information is available we will advise you all so that you are able to make appropriate arrangements.

FLEXIBLE WORKING

Research is showing that organisations can greatly benefit from the many positive outcomes of offering flexible working options, for example, high retention, increased attendance levels, higher productivity due to improved morale and motivation, reduced overtime costs and costs associated with temporary or visiting employees.

It has been shown that where flexible working operates best, is when a team approach is adopted. QMU recognises the importance of the research findings and is striving to implement good practices that will avoid valued employees choosing to leave QMU unnecessarily.

Flexible working should also ease the introduction of new working practices at the new campus including green travel and 9am - 9pm timetabling.

Lisa Lind, Lorna Prince and Hannah Carruthers in HR have been responsible for drawing up QMU's flexible working policy. When the 'Green-Travel Plans' is launched and timetabling arrangements announced, they will invite interested teams and/or individuals to make an appointment to plan how the requirements of GTP and timetabling can be supported by flexible working.

Until then, find out more about the flexible working policy on the HR intranet:

<http://intra-serv/sites/humresources/flexibleworkingproject/default.aspx>

THE GREEN TRAVEL PLAN

Gill Kelly, our Green Travel Plan (GTP) Coordinator, is now in post, and the GTP plan is due for its official launch on 25 April. So make a note in your diaries and come and visit the Bakery at Corstorphine between 11am - 2.30 pm. It is open to all staff and students. There will be a range of interesting stalls covering all sorts of sustainability topics, with people available to answer your questions, as well as presentations with information on transport options; the City Car Club;

walking routes to the new campus and information to get you on a healthy path.

Although the event is at the Corstorphine campus, the presentations will be streamed via the intranet, for those who are unable to attend, with further information also posted on this site. If you can find time to come along, we'd love to see you in person.

Parking permit application forms will be available online on the intranet, from early May.

If you want any further information on travel and transport, visit the intranet:

<http://intra-serv/sites/TraTra/default.aspx>

DID YOU KNOW?

As part of our developing Green Travel Plan, QMU has recently established a new car-sharing scheme, "LiftShare" for staff and students, designed to help towards reducing your daily travel costs and parking headaches at the new campus, while helping to reduce CO₂ emissions.

Find out more about the scheme:

<http://www.liftshare.org/default.asp?sub=748>

The benefits of the scheme are considerable, and include:

- Reduced travel costs – drivers and passengers can split the costs of travel
- Improved access – to areas which aren't accessible through public transport
- Meet new people – sharing a car is a great way to meet colleagues, friends and neighbours
- Reduced congestion – by sharing cars you can do your bit to help reduce congestion in the area
- Reduced pollution – cutting congestion will also help to reduce pollution
- Reduced carbon dioxide emissions – which in turn will help to reduce the development of global warming.

ARCHIVING

Following a successful tender process, Iron Mountain has been appointed as Queen Margaret's off-site storage supplier. Iron Mountain will manage the retention and disposal of all records stored off campus in accordance with QM record retention policies.

Move Co-ordinators have identified Archive Champions for each area throughout the organisation, and training is currently being arranged with our Key Account Manager from Iron Mountain. All archiving will be facilitated through the Archive Champions, and each department will have budgetary responsibility for the amount of information they want to archive. Only business critical information is to go to archive, ie no personal information, books or journals will be sent for off-site storage. Further information on archiving, including the Archive Champions, is available on the records management intranet site.

CONTACT

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