

## PRINCIPLES OF SPACE ALLOCATION

In order to effectively support the University's core business of learning, teaching and research, a managed approach for space allocation needs to be adopted.

The guiding principles that will underpin this approach are as follows:

- Property & Facilities will have over-arching responsibility for space within the University Estate; taking guidance in doing so from the Infrastructure Development Committee and University Leadership Team.
- Property & Facilities will undertake appropriate forward planning of estates developments in liaison with academic units and support services to ensure the spaces available for allocation meets the changing needs of students, staff and other stakeholders, including the NSA.
- Academic Units and Support Services will occupy spaces, with "ownership" remaining in the centre.
- When space is vacated the space will not automatically stay within the footprint of the faculty/directorate. Once allocated, space will be managed locally by the Academic Unit or Support Service, mindful that the space should only be used for the purpose intended.
- Spaces should only be developed, or the use amended, where this is deemed necessary to: support university priorities; where other options have been reviewed and discounted; where appropriate budget is available; and following the liaison and agreement in advance with the Campus Principal and Property & Facilities.
- Opportunities to share spaces should be encouraged at all times, including specialist teaching and research, to encourage inter-disciplinary developments, collegiality and the rational use of space.
- Where practicable, the Campus Principal should make decisions about space locally, in liaison with Property & Facilities, and should always be aware of change proposals in advance.
- Space utilisation will be monitored by Student & Academic Services as well as Property & Facilities.

In support of these principles:

- All University space will be allocated by Property & Facilities with information from a space management system owned and operated by Property &

Facilities. This system contains all definitive management information regarding the university estate.

- Access to all teaching rooms will be managed through a central timetabling system owned and operated by Student & Academic Services. Periodic room audits will be used to monitor the actual utilisation of these rooms and consider the effectiveness of the timetabling process.
- Meeting rooms and other social / circulation spaces (e.g. foyers) will be managed through a central system, with clearly defined priorities developed in consultation with internal stakeholders for the types of events that should take precedence.
- All spaces will be allocated without charge except those on a schedule approved by IDG, and an approved schedule of charges will be published.
- The University will work towards an office model with a smaller proportion of single occupancy and two person offices. In doing so it is recognised that complementary spaces may be required in which to meet privately with students and colleagues.
- Appropriate space norms will inform the allocation of office space but decisions will always take account of need and practicality, including any constraints imposed by our existing buildings stock. Single occupancy office spaces will not be allocated solely because of historic custom or practice.
- The university will adopt over time a standard office desk-set. Therefore where office moves are required furniture will not be relocated.
- Storage spaces will be allocated by Property & Facilities in consultation with Campus Principals according to need, taking into account policies relating to the retention of records and the recycling of furniture and equipment. These decisions will be informed where appropriate by relevant space norms.
- Where competing priorities for space arise these matters should first be addressed by Property & Facilities in consultation with the relevant Campus Principal, and if unresolved at that level will be referred to the member of ULT responsible for estates management, advised as necessary by IDC.
- Before hiring any additional staff, the relevant manager must identify and agree a suitable work station within the space already occupied. If any additional or modified space is required, agreement must be reached with Property & Facilities in consultation with the Campus Principal.
- Hot-desking in shared office accommodation is to be encouraged for doctoral students except where an alternative approach is agreed with Property & Facilities in consultation with the Campus Principal. Any exceptions will be based exclusively on academic need.
- Property & Facilities will manage all estates modifications and new developments, ensuring there is good liaison with stakeholders and minimising any negative impact upon the student experience and other estate users.