

There will be a meeting of the **SPACE MANAGEMENT GROUP** on **4 OCTOBER 2022 at 11.35am – 12.55pm** via Microsoft Teams.

Heather Crabb

Governance & Executive Support

Tel: 01224 272404

Email: [h.crabb@abdn.ac.uk](mailto:h.crabb@abdn.ac.uk)

BUSINESS

*DECLARATION OF INTEREST:*

*Any member or individual in attendance (including officers) who has a clear interest in a matter on the agenda must declare that interest at the meeting. Items for information will not normally be considered will be invited to do so at the meeting.*

**FOR DISCUSSION**

1. MINUTES

Minutes of the Space Management Group meeting held on 27 June 2022

(enclosed)

1. MATTERS ARISING

Table of Actions SMG22/23:07

1. SPACE COSTS

Presentation from Mhairi Rose, Assistant Director of Finance (Planning & Budgeting)

1. SPACE MANAGER UPDATE

Oral update from Gregg Wilkins, Space Manager:

* 1. Space Matrix
  2. Space Data
  3. Crombie Building

1. TIMETABLING UPDATE

Developing a Timetabling Policy (discussion led by Jennie Pearson, Deputy Academic Registrar)

*The following papers are provided by way of context and for information only:*

* Draft Teaching Timetable & Room Booking Policy (2010) SMG 22/23:08
* Teaching Timetable Guidelines (2019/20) SMG22/23:09

1. SCIENCE TEACHING HUB – POST-OCCUPANCY ARRANGEMENTS SMG 22/23:10

**FOR INFORMATION**

1. SPACE PANEL UPDATE

*To Note: No decisions have been taken by the Space Panel since the previous meeting.*

1. DATE OF NEXT MEETING

The next meeting of the Space Management Group will be held on Wednesday 11 January 2023 at 1.35pm – 2.55pm via Microsoft Teams.