**SPACE CHANGE PROCEDURE**

**Local Space Management Contacts**

We recognise the importance of clear and transparent communication on space allocation and management issues. Any issues regarding local space allocation matters should be addressed to the nominated individual within each School/Directorate in the first instance.

Individuals undertaking the role of local space management contact will liaise with the Space Manager and the Head of School/Director as appropriate to support the ongoing provision of safe, effective and efficient space management activities within their area of responsibility.

**Space Notification Form**

To support the delivery of *Guiding Principle 3 (The Fair and Transparent Monitoring of Space Usage),* a Space Notification Form should be completed for all changes to space usage that do not require any remedial work to be carried out e.g. where the number of people using the offices remains the same but the names of occupants are changing. This will enable the Space Occupancy Record to be kept up-to-date.

**Space Change Form**

To support the delivery of *Guiding Principle 4 (The Fair and Transparent Communication and Implementation of Changes to Space Usage),* a Space Change Form should be completed for all more significant changes in space usage, for example:

* requests to re-model a space e.g. with new partitions or doorways;
* requests for new rooms to accommodate e.g. a growth in staff or student numbers;
* requests to relinquish space that is no longer required;
* requests to increase/decrease the number of occupants in a room.

Applications will be considered in the first instance by a Space Management Panel, comprising:

* Senior Vice-Principal (or her/his nominated alternate)
* University Secretary & Chief Operating Officer
* Space Manager
* Representative from IT Services
* Representative from Estates & Facilities
* 2 x Deans

Approval will not be unreasonably withheld, but where an application is rejected, appropriate feedback will be provided.

Where proposals can be routinely approved, the Panel will communicate that to the applicant via email, normally within 3 working days of the request having been received by the Space Manager. Where the Panel considers that a proposal requires further scrutiny, for example where the proposal is more complex, extensive or impacts on other functions (including centrally timetabled space), further clarification will be sought and consultation carried out prior to the Panel reaching a decision. Such consultation will normally include, as a minimum, colleagues from IT Services and Central Timetabling.

Proposals which are of a significant scale, have a significant impact on other functions and/or throw up wider strategic questions will be referred to the full Space Management Group for consideration.

A limited number of requests may be beyond the scope of these procedures and may require special or additional authorisation or be pursued through parallel processes. In such circumstances, the proposal will be considered by the full Space Management Group and where necessary, referred to the Estates Committee and/or the Senior Management Team. Examples of proposals which may be considered in this way include :

* Proposals involving a strategic change in the activity undertaken by the School or Directorate e.g. introducing a new discipline or major expansion of function;
* Proposals where considerable capital expenditure may be required.

A list of all Space Change Forms received, and their outcomes, will be presented quarterly to the Space Management Group.

**IMPLEMENTATION – MATTERS FOR CONSIDERATION**

We recognise that in view of the diversity of our activities, estate and accommodation requirements, a ‘one size fits all’ approach to space allocation and usage across the University is not appropriate. Therefore, to support the implementation of these Guiding Principles, the following matters are highlighted for consideration and action as appropriate at a local level within Schools/Professional Services Directorates:

* Whether any member of staff needs more than one workspace;
* The location, size and types of space(s) and facilities required by members of staff to fulfil their responsibilities;
* How allocation of space can foster collaborative, interdisciplinary working;
* How any adjustments for staff/students can be accommodated to take account of disability support requirements, flexible working practices etc.;
* How honorary, emeritus and visiting staff can be allocated space;
* The size and appropriate occupancy level of space(s), including offices, laboratories, research and teaching areas;
* The provision and availability of multi-use spaces, including spaces for social interaction (staff/staff, staff/student, student/student), confidential and/or flexible meeting space etc.;
* The safe, efficient and appropriate storage of belongings (personal and work-related) in offices and other accommodation;
* The communication channels available to and utilised by School/Directorate representatives on Space Management Sub-Groups to facilitate a two-way flow of information on discussions of space matters.

We encourage Heads of School/Directors of Professional Services to seek advice, guidance and support in considering these matters from the Space Manager in the first instance.