**SPACE MANAGEMENT POLICY (“SMP”)**

**DOCUMENT CONTROL**

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**BACKGROUND**

The physical environment in which students learn and socialise is a major part of their overall experience during their time at the University. It is important that University spaces incorporate a sense of place and portray the Higher Education learning environment that students expect. It is equally important that the spaces remain adaptable and flexible and meet our inclusivity, equality and diversity requirements as they change over time to meet changing student and staff needs.

The Space Management Policy (“SMP”) establishes a framework from which space is managed and a reference document to be used as guidance as spaces adapt and change over time. The overall aim is to facilitate an environment which complements the student and staff experience ensuring a positive contribution to employee and student satisfaction.

This SMP document sets out the key principles for the University’s management of all non-residential accommodation and includes guiding principles for the allocation and use of space. It is not intended to apply retrospectively and it should very much be read in conjunction with learning and teaching policies and aspirations, digital strategies and smart working protocols.

**OBJECTIVES**

The SMP is a living document which is constantly developed to incorporate new ways of learning, teaching and working into how space is allocated and used. The SMP supports the long-term development of the University as set out in the Estate Strategy. The principal objectives of this SMP are:

1. To ensure efficient and effective use of space in order to meet the changing demands of students and staff numbers and deliver our Strategic Plan.
2. To support the delivery of the Strategic Plan, and its underlying core strategies (in particular, the Learning and Teaching Strategy and Research Strategy, the Timetabling and Teaching Space Allocation Policy and the University Digital Strategy).
3. To ensure that the University has space that is fit-for-purpose that enhances the student and staff experience.
4. Incorporate changing needs, preferences and enhance the sense of belonging for students and staff.
5. To ensure that managers, staff, students and other users contribute to space being used effectively.
6. To support the achievement of the University’s environmental sustainability objectives as outlined in the Environmental and Sustainable Development Strategy and Carbon Management Plan.

**RESPONSIBILITIES AND MAKING BEST USE OF SPACE**

The University’s estate (land and buildings) is owned and held by the University and we all have a responsibility for ensuring that space is used and shared effectively and optimally. The University’s Director of Estates and Facilities manages the acquisition and disposal of all land and buildings and any proposals for letting and subletting.

The Vice Chancellors Group (VCG) is responsible for determining the priorities for strategic capital investment and is responsible for the approval and periodic review of the Space Management Policy and for considering an annual report on space management activities and performance.

The Space Planning Group (“SPG”) will own this policy and will monitor and review the space needs of departments making sure the University is making best use of space.

Making best use of space includes;

1. That the overall impact on the student and staff experience will be a key consideration when there are competing priorities for space or room allocations.
2. The operational management of specialist facility buildings/rooms, offices, and specialist land (e.g. playing fields) may be delegated to departments and is reviewed periodically through the Space Planning Group.
3. All space (other than that deemed to be office or other non-teaching) is available for central scheduling.
4. Review of teaching spaces (including specialist spaces) and any re-purposing thereof is overseen by the Director of Estates and Facilities, working closely with and informed by the Timetabling Systems Manager.
5. A “master list” of agreed room configurations, equipment and capacities of teaching spaces (including specialist spaces) can then bedisplayed in those spaces. This information will also be updated through applicable systems (via integration where established) to synchronise with the academic cycle and related timetabling processes. Any issues, which due to their sensitivity or complexity, that cannot be resolved, will be referred to the Space Planning Group or, if urgent, to the DVC (Student Experience) and Chief Operating Officer.

Where a new staffing proposal has been agreed by the VCG Staffing Group, the Human Resources recruitment co-ordinator will send on to Heads / Directors guidance on preparing for a new staff member – this includes prompts on ensuring colleagues in IT and Estates and Facilities are notified of any accommodation / office requirements. A similar protocol will apply for any staff member leaving the University.

**LEARNING SPACES**

Learning spaces include all indoor and outdoor space used for teaching and informal learning.

Excluding designated specialist spaces as described below, the University’s timetabled learning spaces are held and managed centrally by the Timetabling Systems Manager during the academic year, and by the Conference Office (June to September).

As set out in the University Timetabling and Teaching Space Allocation Policy, priorities for the use of learning spaces are:

* **During semesters (September to May inclusive) scheduled academic activity takes precedence over other activity.** 
  + Exceptions to this could include major planned public or internal University events, such as Graduation Ceremonies, Open Days, Elections (polling station), central University-sponsored public lectures, registration, and examinations, which may be scheduled in advance of the teaching timetable.
* **During the period June to September, priority will be given to activity which maximises net income capture (to support University investment throughout the year).**
  + Exceptions to this could include teaching which continues into June / July; suitably approved research and contract work as agreed by the VCG which are deemed to be strategically / educationally beneficial.

**SPECIALIST LEARNING SPACE**

The SMP recognises that some specialist spaces can be better managed by departments who understand the specialist skills and requirements needed to remain safe. The Space Planning Group, with authorisation from VCG, may;

1. Identify space as specialist, and the relevant Director or Head of Department who will be responsible for ensuring that the space is used and maintained safely and effectively.
2. Support the Director of Estates and Facilities and the relevant Director or Head of Department in ensuring the maintenance and management of the space.
3. Bookings for specialist spaces managed locally must be input into the University’s central timetabling system. This ensures the Timetabling team have the overview of space usage.

**OFFICE SPACE**

Having been built at different times over the past three centuries, the University’s buildings have varied spaces within them. Within the estate there are collaborative, shared and individual working spaces available.

Where it is needed and available, a suitable office space for a senior manager (VCG, Directors and Heads of Departments), will be provided. Senior managers are encouraged to consider how these spaces may be available and useable by others when they would be otherwise be vacant.

Where it is needed and available, a suitable desk in a shared office will be made available for permanent staff. For temporary, part-time and remote-working staff, and for example associate lecturers, visiting lecturers and where needed for research students, a shared ‘hot-desk’ may be provided.

Where possible departmental staff will be located together. Where there are new staff, or changed working patterns, these will be identified in the Staffing Request Form (SRF) for consideration and space allocation.

Where privacy, or seminar working is required, this is supported by the provision of a range of meeting and interview rooms which can be booked.

All spaces will be designed to comply with HSE regulations.

**SMARTWORKING**

The University’s technologies enable an ‘everything everywhere’ capability, including for on and off campus working. In addition to equipment provided, staff and students can work in various locations and can use any open-access machine, which automatically personalises the user’s desktop (on login) to provide access to their data and systems.

Smart-working is a term that reflects that work may be seasonal and may often change dependant on its on and off-campus needs as home, work and family needs are more and more personalised. Smart (and home) working both reflect the benefits of organisations using technology to be more inclusive and environmentally conscious in their approaches.

Collaborative tools such as MS Teams have converged telephony, chat, video conferencing and new capabilities such as screen and file sharing etc have become common place. There is also an increasing expectation from students that some elements of their teaching will be online. Together, these new ways of working, learning and teaching enable flexibility as well as home and smart-working, and in turn enable the University to continuously update and improve its space management.

Privacy is an important aspect of smart-working. The University has a clear-desk policy. As set out in the Data Protection Policy, any private or confidential information should be stored in secure facilities. Bookable 1:1 and meeting rooms enable any private or collaborative work, or work that might be disrupted by background noise.

Maintaining a sense of belonging and wellbeing is an important aspect of smart-working, and requires a collaborative approach for all members of the team(s) we work with.

**REMOTE WORKING**

The University has a Policy for Remote Working (Please refer to the Policy and Guidelines for Remote Working 2021-2023, available on the Human Resources page of the Staff Intranet) and this SMP should be read in conjunction with this. The Policy for Remote Working has been developed to ensure fair treatment and consistency of approach for all staff working for the University where working remotely on an ongoing basis is agreed.

**TIMETABLING AND ROOM BOOKINGS**

All timetabling is coordinated by the Timetabling Systems Manager and comes under the management responsibility of the Academic Registrar. The details of how timetabling operates is set out in Timetabling and Teaching Space Allocation Policy.