SMC Meeting – Minutes 22nd October 2014
B12, Dept of Architecture & Built Env – Sustainable Research Building, University Park
Wednesday 22nd October 2014, 3-5pm

Present: Mr Chris Jagger (Chair)  CJ
Professor Terry Moore TM
Professor Malcolm Cobb MC
Professor Uwe Aickelin UA
Dr Andrew Fisher AF
Professor Andrew Long AL
Mr Joe Caunce SU
Ms Alex Glen AG
Mr Stan Clarke SC

In attendance: Ms Alex Glen AG
Mr Joe Caunce SU

1.0 Apologies & Introductions: Actions:
Apologies received from:
• Ms Alison Clarke AC
• Professor Michele Clarke MLC
• Mrs Clare Gough CG
• Professor Wyn Morgan WM
• Mr Andrew Unitt AU
• Dr Derek Chambers DC

Joe Caunce was introduced to the Committee. He is the Activities Officer in the Students’ Union and will their representative at SMC this year.

2.0 2.1 Minutes from the previous meeting held on 4th June 2014, were confirmed as a true record by members.

3.0 Chair’s Report:

3.1 SMC Terms of Reference
The Chair tabled paper detailing the proposed changes to SMC and told members that they had been largely approved by UEB with only minor amendments.
CJ will chair the newly formed Space Strategy Board.
MLC will chair the revised Space Management Committee.
TM queried the exclusion of AU from SSB. It was stated that since the overall budget is set by UEB further financial involvement was unnecessary.
AL suggested that UNNC and UNMC SSB member be academic staff, for balance.

UA commented that the papers only covered bids up to £100K. The Committee has considered bids up to £250K previously and papers are to be amended to reflect this.

Revised Terms of Reference were approved by members.

3.2 SMC Annual Report
The draft report was presented to the Committee.
CJ to pass on comments to AG.

3.3 Commissioning of Post Occupancy Evaluations
The Committee was invited to comment on the commissioning of POEs for projects costing over £100K, approved in 2012/13.
It was agreed that POEs would be commissioned for:
• Professional Services, Campus Relocation
• Chemistry, B Floor & MSL Lab Refurbishment
• Engineering, C Floor Additional & Refurbished Space
### 4.0 SMC Budget for 2013/14:

4.1 It was confirmed that this year’s budget is £4.15M, with £1.57M reserved for AV & PC upgrades. 2014/15 budget sheet was issue and will be updated throughout the year by AG.

4.1.1 SC tabled Space Investment Planning and Investment Process papers, stating that they are an aid to give clarity to the Committee on potentially pending projects, over the next five years. It was noted that many of the project were over £250K and would therefore be beyond the remit of SMC. Queries where made about the process of approving and funding such project and it was agreed that this would need to be developed by the Space Strategy Board.

4.2 The Committee approved Minor Works Funds, to be offered to SU, SB and Faculties, in line with previous years.

4.2.1 Students’ Union - £5K
4.2.2 Sutton Bonington Campus - £10K
4.2.3 Faculty of Medicine & Health Sciences - £20K
4.2.4 Faculty of Engineering - £25K
4.2.5 Faculty of Sciences - £25K
4.2.6 Faculty of Social Sciences - £25K
4.2.7 Faculty of Arts - £25K

### 5.0 Other Reports:

5.1 & 5.2 Post Occupancy Evaluations for Highfield House and Si Yuan Centre were issued with the papers. The reports were largely positive, but some recommendations were made. SC to review the recommendations and feedback comments to the Development Team Project Officers.

### 6.0 Project Submission Bids:

6.1 Coates, Faculty of Engineering – Student Group Design Space
The Faculty is bidding for the rooms Coates A01, A03 & A07, currently centrally timetabled spaces and funding with which to create a dedicated Engineering Student Group Working Design Space.

The Committee was mindful to approve the bid, but asks the Faculty to work with Timetabling in order to minimise disruption when the rooms become dedicated space.

Also to agree with Estates and Timetabling which rooms are to be refurbished with the £10K contribution.

**SMC supported with £168K**

6.2 Life Sciences, School of Life Sciences – Remodel and Refurbishments
The project is designed to co-locate staff in the same research groups; vacate embedded space in QMC and create a key hub
for student activity and interaction with academic staff. The School is seeking funding to carry out Phase 1 of the project.

Phase 1 - Remodel and refurbishment of laboratory spaces B136-137b, B10-12 & B22-23, Life Sciences and Link.

TM stated that although most of the issues over the acquisition of Engineering space in IBIOS have been resolved, B07 is outstanding.

AG to liaise with the Faculty and School to resolve.

The bid indicated that the School intends to submit further papers to SMC in January and June 2015. The Committee asks that papers are not submitted in January and that consideration of funding for Phase 2 will only be taken in the final meeting of the year, June 2015, if sufficient monies remain unallocated.

**SMC supported with £359K**

6.3 **L3, Faculty of Engineering – New Additive Lab**  
The Additives Manufacturing & 3D Printing Research Group is expanding their capabilities with the acquisition of new machinery. This bid is for funding the refurbishment of L3 B06, to form research lab space and to allow reorganisation to house the new equipment.

The Group has attracted additional grants which are funding the new equipment, but this does not cover refurbishment works. CJ explained that the UEB contributions to the Group clearly outline where monies can be spent and asked for 50% contribution from the Faculty.

**SMC supported with £54K, to be match funded by the Faculty.**

6.4 **KMC, Information Services – Additional Space**  
Information Services are bidding for additional space in which to house 35 new members of staff, to be recruited as part of the IS Renewal project.

SC & AG to review existing and unoccupied space and report to the Committee in January.  
**Decision deferred until January.**

6.5 **Tower, Faculty of Engineering – Replacement Applied Optics Labs**  
The bid is for the funding of replacement laboratory space and its refurbishment in the Tower, due to Faculty space being reallocated to others in CBS.

CJ explained that the purpose of CBS is a ‘research hotel’ and the Group was displaced because it was the least productive at the time.

**SMC supported with £44K for builders’ works only**

6.6 **George Green Library, Libraries, Research and Learning Resources – New AV & PC Equipment**  
LRLR are bidding for the funding of AV & PC equipment to be installed in the newly extended library.
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| **6.7 Trent, Catering Division – New Bar in the Great Hall** | CJ explained that capital project budgets do not include monies for equipment in central spaces. AL asked for clarity on PC provision in Engineering and Science space, rather than centrally timetabled rooms. Higher spec required for running specific software.  
**SMC supported with £127K from AV & PC budget** |
| **6.8 Trent, School of English – Additional Office Space** | The bid is for a match funded contribution to create a permanent bar in the Great Hall. The Committee were mindful to support the bid, but queried the total cost. It also asks that careful consideration be given to the design, to ensure that it blends in with the environment and that it is suitably concealed when not in use. SC to review costs with catering.  
**SMC supported with a maximum of £24K to be match funded by the division** |
<p>| <strong>6.9 Various, Marketing, Communications &amp; Recruitment (MCR) – Branding of Existing Space &amp; New Capital Buildings</strong> | MCR have submitted two bids, seeking influence in the branding of existing space and that in new buildings. It was agreed that this is not SMC business. MCR need to liaise with Schools and Faculties directly regarding marketing material in their areas and this should be funded by themselves. It is not appropriate for MCR to sit on PMGs. |
| <strong>6.10 Hallward Library, Catering Division – Café Storage Extension</strong> | The bid is for a match funded contribution to extend the café storage area in Hallward Library. The Chair acknowledged that the newly refurbished café is very impressive and is well supported by students. The Committee was mindful to support the bid for space, but considered the project too small to fund. The division is free to pursue the project but is asked to consider timing, so as not to impact negatively on students. |
| <strong>7.0 Expressions of Interest:</strong> |   |
| <strong>7.1 School of Biosciences – Centralisation of School Administrative</strong> |   |</p>
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<th>Functions in Main Building, Sutton Bonington</th>
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The correspondence is regarding space that will be vacated by various bodies once the new Amenities Building, Sutton Bonington, is occupied in January 2015. The Committee acknowledge the receipt of the correspondence, but asks that it be noted that there are other pressures on space. A decision on redistribution of space will be deferred until the full campus review is complete.

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<th>7.2 School of Computer Science – Refurbishment of A32 Computer Lab</th>
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The School is asking for guidance from the Committee regarding the progression of a proposed project to refurbish A32 in the Computer Science Building, an existing 180 person capacity, School allocated Computer Lab. The Committee asks the School to consult with TTP and IS for endorsement of the project and to submit a further paper detailing costs for builders’ works. SC to provide assistance with design and costs.

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<th>7.3 Faculty of Engineering – Refurbishment of Civil Engineering L2 Space</th>
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The Faculty has written to the Committee expressing an interest in the refurbishment of Civil Engineering’s laboratory spaces. The Committee acknowledged the receipt of the correspondence and stated that it is beneficial to see the Faculty’s vision. Guidance on taking the bid forward will be given by the new Space Strategy Board, as it is considered beyond the remit of SMC at an estimated budget of £2M.

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<th>7.4 School of Medicine – Provision of Clinical Skills Assessment Space</th>
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The School has submitted an expression of interest in acquiring a dedicated space where clinical skills can be assessed. The Chair requested further information from the Dean regarding this new facility and questioned the need for additional space. It was suggested that there are other ways of addressing the issues of inconsistencies in assessments, other than more space. The Committee recognised that opportunities are there for such a facility, but requested further information regarding other users and asks the School to consider swapping space with Health Sciences to facilitate. The School is also asked to consult with the Vet School and Pharmacy to see how they conduct such assessments.

| 8.0 Reports From SMC Working Groups: |
| 8.1 MDL Teaching Lab Review |
The Committee commented on the comprehensive nature of the
Space Management Committee  
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<th>8.2</th>
<th>Engineering Space to Teach and Learn Design</th>
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<td>The Group’s work has now concluded. The Chair reiterated that the project needs to be endorsed by TTP. AL queried, again, where projects of this nature and magnitude should be submitted for consideration, when they are too big for SMC. Chair to follow up with Faculty and Dean.</td>
<td>CJ &amp; AL</td>
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<th>8.3</th>
<th>Pharmacy Remodel</th>
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<td>It was acknowledged that Phase 1 of the project, supported with £325K in March, is now complete and that the School intend to submit Phase 2 to the Committee in January.</td>
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<th>8.4</th>
<th>Psychology Learning Hub</th>
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<td>AF gave a verbal report on the School’s intent to put a bid into the Committee in January for the acquisition of CT rooms A16 and A17 in the Psychology building.</td>
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<th>8.5</th>
<th>Space Allocations to Multidisciplinary Groups</th>
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<td>The Committee were told that little progress had been made and that the Leverhulme Group had still to be collocated. MCL is asked to pursue this and to consider the use of a CT room if necessary.</td>
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<th>8.6</th>
<th>Additional Performing Arts Studio</th>
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<td>AF updated the Committee, stating that the Den is currently being used as a second PAS, although it’s not ideal. The Working Group is asked to reconvene and consider how best provision can be made until the new Teaching Building is in operation in 2017.</td>
<td>AF &amp; CG</td>
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<th>8.7</th>
<th>Centrally Timetable Room Review</th>
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<td>The Working Group has recommended a new way of carrying out the utilisation survey using Unitemps, rather than Estates staff. This was endorsed by the Committee, but will not be in place for the Oct/Nov survey. The next survey will be conducted as usual, with the plan to use Unitemps in place for the March survey. It was reiterated that only quarter occupancy is required and UP, JC &amp; SB only will be surveyed. AG to investigate costs and report to the next meeting.</td>
<td>SC/AG</td>
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<th>8.8</th>
<th>Portland Review</th>
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<td>The Group’s report has been submitted to the Portland Review PMG. Its work is now complete.</td>
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<th>9.0</th>
<th>Centrally Timetabled Rooms, AV &amp; PC Equipment:</th>
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<td>9.1</td>
<td>Proposed AV &amp; PC Equipment Replacement - Christmas 2014</td>
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<td>IS have submitted a paper detailing their planned replacement programme for AV &amp; PC equipment over the Christmas period 2014. The Committee asks for a review of this year’s replacement programme, considering the impact of monies for PCs in George</td>
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Green Library has been taken from the budget.  
**SMC supported with £205K**

### 10.0 Any Other Committee Business:

#### 10.1 The Committee thanked AG for her services and wished her well in the future. AL passed on specific thanks from the Faculty of Engineering for help with project through the year.

#### 10.2 Met3 Sutton Bonington, New Flooring and Penning  
A paper was received after the agenda had been agreed from the Vet School.  
The bid was for funding the installation of new flooring and penning in the Met3 animal facility at Sutton Bonington.  
**SMC supported with £14K to be match funded by the School**

#### 10.3 Information Services – Accommodation Review  
An Expression of Interest was received after the agenda was agreed from IS.  
It asks the Committee for a review of the existing allocation of space and additional space for new members of staff.  
The Committee were not in support and won’t be allocating further space.

#### 10.4 A verbal report was given regarding the glazing suppliers, Moda, who are currently undertaking works in the Humanities building.  
Their conduct has been unacceptable, causing delays to the project and unnecessary disruption to the School.  
It is recommended that they are not used on future project.  
The Committee will write to the School, explaining the issues and offer potential solutions.  

**SC/AG**

### 11.0 Date of Next Meeting:  

#### 11.1 The next meeting is 28th January 2015. Location TBA.