Stan Clarke was introduced as the new Development Director. It was agreed that due to the high number of bids and the length of the agenda, that the meeting would concentrate on proposals which could be delivered over the summer of 2014.

1.0 Apologies:
No apologies were received.

2.0 Minutes from the Previous SMC Meeting:

2.1 Minutes from the previous meeting held on 19th of March 2014, were confirmed as a true record by members.

2.2 3.1 Following up from the previous meeting’s agenda item, recommendations made in the Professional Services Review Report, CG confirmed that improvements in the way the Committee communicates with the wider University were being developed.

2.3 2.4 Review of how Portland is used. The Working Group confirmed that they met with the SU and that a follow up meeting has been arranged for 11th June, prior to the SU presentation to UEB.

3.0 Chair’s Report:

3.1 SMC Terms of Reference
CG’s draft EXPLORING THE ROLE AND REMIT OF SPACE MANAGEMENT COMMITTEE was tabled by the Chair. The Terms of Reference included in the papers were out of date. AF tabled the current document dated 20/11/2013. AG agreed to ensure that this document replaces the one on the UoN website, dated 29/08/2013.

CG explained that the draft proposal concentrated on strategy and operations and that the document needs to integrate with the wider UoN strategy.

The Chair stated that it was a good start and encouraged further development with input from the Working Group and requested that the document be finalised in time for sign off at
A general discussion was held around the table and suggestions made:

- The University’s priorities should supersede those of individual Schools.
- Schools should be encouraged to think strategically and in line with the University’s overall direction.
- Schools should be encouraged to create and share master plans, to ensure alignment with the University.
- Deans should be encouraged to take the lead over the use of Faculty space.
- Schools should be encouraged to liaise with Learning Community Forums.
- Students should be consulted and their view and opinions included in project submissions.
- Boundaries must be set by the Committee as guidance to bidders.
- Committee members should ‘help’ Faculties develop their strategic plans.
- Guidance given on strategic direction – a 3 tiered approach, to encourage development of a framework.
- Capital projects may need to be considered at a separate meeting.
- The Committee to perhaps only consider match funded bids.
- SMC has limited funding, so Schools should be encouraged to phase large scale proposed works.
- Faculties need to explain the process gone through in order to reach their bid proposal.
- Bids should include evidence that consultation has taken place with staff and students.

3.2 The Chair told the Committee of the UEB’s proposal to set up Integrated Financial Management and asked that it be noted. The requested budget of £150K was endorsed by the Committee and will be provided from UEB contingency fund. Estates are working with Rob Morgan to identify suitable space and agree any refurbishment works required.

3.3 The Chair reported that UEB has agreed SMC budgets for next year. The monetary amounts are similar to this year. A request to uplift the AV/PC budget by £350K was not approved by UEB. SMC are directed to review the current replacement cycles, to see where the budget can be flexed to accommodate, without increasing the amount.

4.0 SMC Budget for 2013/14:

4.1 It was confirmed that £260K remains in the SMC budget.

4.2 The Committee was content to support the request for de minimis, miscellaneous signage and furniture funding, totalling £75K.
### 5.0 Other Reports:

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<tr>
<th>5.1</th>
<th>February 2014 – CT Space Utilisation Survey</th>
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<td></td>
<td>Survey summary and results only were included in the papers. It was agreed the survey showed that the provision of CT rooms was keeping pace with requirements and overall utilisation was similar to last year. AU queried what actions should be taken from the survey and it was agreed that it is a useful tool with which to ‘name and shame’ School who book rooms which are then unused. The Committee questioned whether the survey should be sent to School Managers or is there someone more appropriate? It wished to seek recommendation on who to consult regarding non-use of rooms and whether to ask the worst ten offenders for a prevention plan.</td>
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|     | WM & AG to review utilisation of CT rooms. PVC Sarah O’Hara to ask Deans for advice on the following:  
|     | - How can contingencies be removed from timetabling?  
|     | - Where are the pressure points?  
|     | - Why are so many seminar rooms not used? |

### 6.0 Project Submission Bids:

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<tr>
<th>6.1</th>
<th>Faculty of Engineering – New Spaces to Teach, Learn and Study Design</th>
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<td>The proposal, initially considered in March, is to create a series of small teaching spaces with a mezzanine floor over for large group teaching in Pope A13 &amp; 14 and a group project work space in Coates A01, 03 &amp; 07, all currently Centrally Timetabled rooms. A13 &amp; 14 will remain in the CT system whilst A1, 3 &amp; 7 will become Faculty space. The bid was considered too big for consideration as a single SMC project. The proposal was generally supported but further consideration needs to be given to A13 &amp; 14, which are to remain timetabled. It was proposed that works be commissioned to detail the plans and phasing. Further consultation to take place, including the Teaching &amp; Learning Group, Information Services, Timetabling and other University Faculties regarding loss of current rooms and utilisation of proposed facilities. It was suggested that Pope A13 &amp; 14 be considered as a separate project from Coates A01, 03 &amp; 07, which should be resubmitted to the Committee in October.</td>
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<th>6.2</th>
<th>School of Life Sciences – Acquisitions &amp; Refurbishments in Life Science, Life Sciences Link &amp; Medical School</th>
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<td>The School of Life Sciences have developed their bid for the acquisition and refurbishment of various spaces, as requested by the Committee at March’s meeting. The principal behind the bid is to co-locate staff and researchers on University Park, thus freeing up embedded space in QMC, which was approved in principal.</td>
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The Committee encouraged the vision of the bid and the proposal to vacate embedded space, but it was considered too ambitious for consideration as a single project. A breakdown and delivery plan was requested, along with detail phasing and costs.

The Committee queried the inclusion of costs for new furniture, reiterating that they do not generally support such funding.

The Working Group was asked to reconvene and follow up the bid, advise on what further detail is required, along with phasing.

SMC considered that the works in the Medical School C5 lab suite constituted a standalone project and supports this part of the bid.

**Works to Medical School C5 Lab Suite approved with support of £60K, to be match funded by the School. Further development required for the remaining elements of the proposal.**

6.3 School of Mathematical Sciences – Remodel of Existing Space

The School submitted a bid for funding support to remodel various spaces within the Mathematical Sciences building. The Committee supports the bid.

**SMC supported with £37.5K, to be match funded by the School.**

6.4 School of Medicine - Administration Hub Remodel in the Medical School

The second phase of the School of Medicine hub development is designed to create a student resource area, bringing together student welfare and pastoral support, faculty careers, e-learning team and the Clinical Sub Deans.

The Committee supports the bid with the exclusion of the new reception counter and with furniture funded by the School. The School are also asked to consider the bid in context of accommodating the new IFM in that area too.

**SMC supported with £100K, with the School contributing £50K.**

6.5 School of Pharmacy – Pharmacy Remodel Phase 2

The Committee declined to consider the bid because the works will not be carried out this summer.

SC was asked to work with the School to produce options for phased delivery.

**Decision deferred until further notice.**

6.6 School of Economics – Corridor Refurbishment in Sir Clive Granger

The School is bidding for funding with which to refresh and modernise their environment in Sir Clive Granger building. The Committee discussed whether corridor refurbishment works were a priority for SMC funding.

Future bids of this nature should be considered in the context
of planned maintenance works. After discussion of other bids for funding of corridor refurbishment works the Committee agreed to support the bid.

**SMC supported with £50K, to be match funded by the School.**

### 6.7 Faculty of Engineering – Door Replacement in Coates
The Faculty of Engineering are planning further refurbishment works in Coates. They are bidding for funding in support of their proposal to replace old doors sets on Floors A & B. Following on from the previous bid, the Committee debated whether this was an SMC priority.

Budget limitations were discussed. AL suggested that these works complemented other projects, previously endorsed by SMC, currently being undertaken. Coates is generally felt to be one of the least student-friendly buildings in the estate.

The Committee supported the proposal.

**SMC supported with £50K, to be match funded by the School.**

### 6.8 Faculty of Engineering – Additional Academic Offices in Coates
The Faculty of Engineering are planning to create 6No. academic offices from existing open plan office space and a storage room, to improve utilisation.

The Committee supported the proposal.

**SMC supported with £11.3K, to be match funded by the School.**

### 6.9 School of Education – New Education Leadership Centre in Exchange
The bid is for funding support to remodel B01-03, in Exchange, to create an Education Leadership Centre.

The paper was contradictory in terms of match funding, the School offering to contribute 50%, yet unsupported by their Financial Adviser.

The Committee were minded to support the project but only if the School can match their funding.

**SMC supported with £36K, to be match funded by the School.**

### 6.10 Faculty of Engineering – Leverhulme Programme Office Space
The Faculty is requesting space and funding for refurbishment of that new allocation of space, in which to house the City Sustainability Lab team.

The Committee queried whether this should be accommodated as part of other Faculty works.

A Working Group was proposed to review space and availability for collaborative groups. MCL to chair and to select a team.

### 6.11 Faculty of Engineering – Creation of Additional Offices in ESLC
The Faculty are seeking funding to support the creation of
three additional individual offices in ESIC C02 in support of their Department of Foundation Engineering & Physical Sciences. The Committee supported the proposal.

**SMC supported with £17.5K, to be match funded by the School.**

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<tr>
<th>6.12</th>
<th>Faculty of Engineering – Reconfigure &amp; Refurbishment of Offices in ITRC</th>
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<td>The Faculty is seeking funding to provide new furniture and the refurbishment of their PhD and researcher offices in the Innovative Technology Research Centre. The initiative will enable researchers to vacate lab space, consolidate the cohort and optimise space utilisation by changing furniture. The Committee debated who was responsible for provision of new furniture for existing activities and concluded that the cascaded benefit of the release of lab space and the ability to reuse the furniture elsewhere merited support.</td>
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<td><strong>SMC supported with £75K, to be match funded by the School.</strong></td>
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<th>6.13</th>
<th>School of English – Additional Office Space in Trent</th>
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<td></td>
<td>The School is bidding for a further allocation of space on Floors A &amp; C in Trent. CJ confirmed that there is no vacant space on Floor A. Estates to liaise with the School to identify requirements. The Committee supported the proposal.</td>
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<td><strong>SMC supported with the pledge to provide additional space on Floor C.</strong></td>
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<th>6.14</th>
<th>Libraries, Research and Learning Resources – Upgrade Works JCG Library</th>
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<td>The bid is seeking funding to improve facilities for students in the James Cameron-Gifford Library at Sutton Bonington. The Chair confirmed to the Committee that current space is of poor quality and that the request for improvements came from LRLR and the Student’s Guild. The SU supported this request.</td>
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<td><strong>SMC supported with £52K.</strong></td>
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<th>6.15</th>
<th>Occupational Health Services – Request for Space in Lenton Hurst</th>
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<td>The bid is to relocate Occupational Health Services from the Cripps Health Centre into Lenton Hurst. The Chair explained the need to alleviate pressure and release space in the Health Centre. It was suggested that OHS be offered Floor C of Lenton Hurst and that Floor B be changed to provide meeting rooms for general use. Residential use of Lenton Hurst would cease.</td>
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<td><strong>SMC supported with £20K to facilitate OHS’s relocation.</strong></td>
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<th>6.16</th>
<th>Faculty of Arts – Additional Performing Arts Studio</th>
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|      | The Faculty submitted papers to the last meeting making their
| 6.17 | Faculty of Medicine & Health Sciences – Expansion of Assisted Reproductive Technology Lab in QMC
The Faculty submitted a bid for funding to reconfigure existing lab space to enable an expansion of student numbers. The Committee felt that it had not been provided with enough information from which to make an informed decision. Discussion was had regarding works in QMC when the University's strategy is to release embedded space in NHS facilities. The Committee deferred making a decision until further information is provided. |
|---|---|
| 6.18 | Schools of Physics & Maths – Gravity Analogue Experiments Space
The School of Physics submitted a bid on behalf of themselves and Mathematics requesting space in which to house a research group developing experimental, analogue models of quantum gravity. The Committee supported the request for space. Allocation of equivalent area of additional space within the Physics building to be made. |
| 7.0 | Notice of Correspondence: |
| 7.1 | Department of Architecture & Built Environment – Space Strategy
The Committee acknowledge the receipt of correspondence from DABE and asked SC to review their papers. The Committee accepts the Department’s invitation to visit the spaces immediately before the next meeting on 22nd October and requests an appointment from 2:30-3pm, where they will offer feedback on the proposal. |
| 7.2 | School of Health Sciences – Expression of Interest in the Tower
The School has written to the Committee to express an interest in further centralisation of Health Sciences in the Tower. The Chair explained that a meeting with the Faculty of Engineering has taken place to review their long term space strategy, with a view to the vacation of additional floors in the Tower by summer 2015. DC emphasised the importance of Health Sciences in consulting with their staff over the long term proposals, because of the
number of staff members required to relocate, should the proposal be endorsed. The Committee requested insight into the School’s consultation process. It also questioned how the School will manage the detachment of teaching and learning from staff. SMC discussed whether the existing entrance to the Tower could be improved, with particular consideration being given to making the reception area also suitable for Health Sciences’ needs. The Committee felt that this could be an opportunity for it to start developing a long term space strategy for the Tower. Deferred to future meetings.

7.3 Faculty of Engineering – Refurbishment of Civil Engineering Lab Spaces
The Committee acknowledged the receipt of the expression of interest. A decision on the proposal was deferred until the next meeting.

8.0 Reports From SMC Working Groups:

8.1 Draft papers were issued to Members. Priorities for development are recommended as C08 & C10, Chemistry Building Labs and Sutton Bonington North Labs. The Working Group was asked to draft a final report for consideration by the Committee, prior to presentation to UEB. AG, MLC

8.2 A verbal report was given to the Committee. Discussions are ongoing between the Working Group and SU. The Chair asks the Working Group to comment on the SU’s report, when available and to make their recommendations, whilst bearing in mind the need to deliver the overall objectives of the University. CG, MLC, WM, AG

9.0 Centrally Timetabled Rooms, AV & PC Equipment:

9.1 Estates have requested funding for replacing furniture over the summer period in Centrally Timetable rooms. *SMC supported with £75K.*

9.2 IS have submitted a paper detailing their proposal for AV & PC upgrade works to be carried out late summer 2014. *SMC supported with up to the value of £394K for AV and £485K for PC upgrades.*

10.0 Terms of Reference – Membership:

10.1 The Committee membership of the following is due to elapse at the end of this financial year:
- Dr Derek Chambers
- Professor Terry Moore
- Ms Alison Clarke
- Ms Ellie McWilliam
The Committee thanked Ellie for her time and representation at SMC. She will replaced by the incumbent President of SU. Other members have agreed to extended term.
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<tr>
<td>CG to review membership with Terms of Reference.</td>
<td>CG</td>
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<td>11.0 Any Other Business:</td>
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<td>11.1 An opportunity has been identified in Law &amp; Social Sciences to create a five person office space in A29, near the Telephone Exchange.</td>
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<td><strong>SMC supported with £20K.</strong></td>
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<td>12.0 Date of Next Meeting:</td>
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<td>12.1 Next meeting 22nd October 2014. It is proposed to have the meeting in B38, Lenton Firs, University Park at 3pm. This will follow on from the presentation being given by the Department of Architecture and Built Environment (DABE).</td>
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