Space Management Committee
Terms of reference

Reviewed: 20/11/2013

An executive Sub-Committee of University Executive Board (UEB) set up to rationalise the use of space within the University.

Main Activities

- To review with Deans and Heads of Schools/Units their forward space requirements; and thereby identify surplus and deficit allocations.

- To oversee space rationalisation, both proactively and reactively, and within a budget authorised by UEB, in order to optimise the use of University space and obtain value for money from enhancement, where appropriate, in financial partnership with internal and external funding sources.

- To authorise the allocation of space in University owned and leased premises.

- To review and provide feedback on space utilisation, including Timetabled Teaching Space, ensuring that: (a) we have the right number of rooms in the right location and that the rooms we have are the right size and type for the way Schools now teach; (b) we are doing all we can to prevent over-booking by Schools; and (c) that a primary consideration in building the timetable is to keep as many undergraduate students as possible as close as possible to their home School.

- To provide a framework to solicit and evaluate submissions for financial contributions to projects, and procedures for the allocation and expenditure of SMC funds.

- Financial limits – SMC has approval from Management Board for the expenditure of allocated funds not exceeding £500,000 per project; the limit for Chair’s action being £25,000. All contributions to projects are recorded in SMC meeting minutes and on the SMC budget sheet.

- Performance Indicators and Management Information – SMC-funded schemes in excess of £100,000 will be subject to follow-up review. These post-occupancy evaluations will be undertaken and reported to SMC. SMC reserves the right to undertake post-occupancy evaluations on any scheme to which it has contributed.

- To provide twice yearly reports to UEB and Teaching & Learning Board.

Constitution

Chief Estates & Facilities Officer (Chair): Mr Chris Jagger
Chief Financial Officer: Mr Andrew Unitt
* Five members of staff: Professor Michèle Clarke, School of Geography (2016), Professor Malcolm Cobb, School of Veterinary Medicine & Science (2016), Dr Derek Chambers, School of Nursing, Midwifery and Physiotherapy (2014), Professor Terry Moore, Faculty of Engineering (2014), Dr Andrew Fisher, School of Humanities (2015)
* One member of staff appointed by Teaching & Learning Board: Professor Wyn Morgan, School of Economics (2016)
* One representative from Information Services: Ms Alison Clarke (2014)
* One Dean: Professor Andrew Long, Faculty of Engineering (Deputy Chair) (2015)
* One representative from Research Board: Professor Uwe Aickelin, School of Computer Science (2015)
* One representative from Registrar’s Department: Mrs Clare Gough (2015)
President of the Students’ Union: Ms Ellie McWilliam (2014)
Secretary: [Estate Office Space Resource Manager]

* Appointments are initially for three years with the option to continue for a further three years by agreement.
( ) identifies end of term.