Space Management Committee Procedures

Reviewed: 18/03/2013

Financial Support for School and Professional Service Unit Projects

Before commencing any project, a brief written submission of the proposals/requirements must be submitted or endorsed by the Head of School or Professional Service Unit to the Chief Estates & Facilities Officer or the Space Resource Manager for consideration.

When a project is approved for submission to the SMC, the necessary Estate Office staff will be briefed and in conjunction with the project initiator, will establish the scope of the work. If a project is refused, or referred back at this stage it will be with reference to the University Plan, known conflicting Space Strategies, inappropriateness of the proposal or failure to meet ‘value for money’ criteria. This, together with the associated technical implications, will establish an order of costs. The order of costs at this stage should be within +/- 10% of the final pre-tender estimate.

For the next step, the SMC Project Submission Requirements form must be completed by the project initiator. The form requires the teaching, research or administrative objectives of the proposal to be highlighted, along with a statement of support from the Head of School or Professional Service Unit.

The project initiator should include supporting information to confirm the need for the proposed works. This may include details such as number of research grants, applications, income, number of post doctorates etc. The project initiator must identify suitable criteria/objectives against which the project can be reviewed.

The project initiator is expected to identify the level of contribution in support of the request for a contribution from the SMC towards the total cost plan. As a general guide, the SMC contribution towards the work is normally up to 50% of the estimated order of costs of revenue projects (nominal budget of up to £100k). The project initiator must include confirmation from the appropriate budget holder that the business unit is able to make the identified contribution while operating within its current financial plan. SMC will fully fund projects determined as capital projects up to a maximum of £500k.

All relevant paperwork, including confirmation of funding, for an SMC submission must be returned to the Committee Secretary not less than one calendar month prior to the University Calendar dates for the SMC meetings, unless by agreement with Chief Estates & Facilities Officer.

The Head of School or Professional Service Unit will be notified by the SMC Chair if their bid is successful and the agreed level of financial support. A project cost centre will then be created before a project manager commences any work on the project. Funding details of approved projects will be communicated to Financial Reporting within 5 working days of the decision.

Requests for Additional Space

Request for additional space by Schools or Professional Service Unit must be made in writing to the Chief Estates & Facilities Officer or the Space Resource Manager, setting out the nature and scope of the need and the expected duration of the occupancy of the additional space. The duration should as far as possible give known or reasonably pre-estimated start and completion dates for the requirement. To the extent that the School or Professional Service Unit cannot estimate the scope of the need, assistance can be provided by the Estates Department.
The request for additional space should normally be submitted by the Head of the School or Professional Service Unit, and if not, there must be provided a supporting statement that the Head is aware and fully approves of the proposal.

A submission should only be made on the basis that there is no possibility of a solution being achieved from the existing area, even considering re-allocation, altering or re-modelling of space. Space planning advice can be requested from the Estates Department.

When a submission is passed for implementation, unless the information is available from the Estates Database, an audit of School or Department space may be carried out prior to investigating suitable alternative solutions.

In endeavouring to provide additional space, it must be borne in mind that ‘adjacency’ may not be an option available to the University, and Schools and Professional Service Units must be prepared to consider alternative solutions.

Space requests without refurbishment works may be approved under the delegated authority of the Chair of the SMC and endorsed retrospectively by the SMC.

Where unresolved issues arise in the solution to any submission, the recommendation is placed before the SMC for resolution. The SMC decision on the matter is final and binding on all parties.

Addition and reduction of space is adjusted on an annual basis as part of the submission for the Resource Allocation Model (RAM), based on the allocation of space at 1 May.

Schools and Professional Service Units are requested to confirm their RAM space allocation to the Space Resource Manager in March each year. Instructions detailing how to confirm this information are sent out in advance.

Performance Indicators and Management Information

Any bid needs to have objectives and outcomes identified. The outcomes against identified criteria/objectives for successful bids below £100,000 should be reported by Heads of Schools within their annual School Plan. SMC reserves the right to review any scheme to which it has contributed.

In schemes in excess of £100,000 a summary review will be required. This is to be prepared by the Estates Office in conjunction with Heads of Schools and Finance. This is to be carried out generally within 12 to 24 months from completion of the project.

Demiminus Funding and Financial Parameters

Demiminus funding - An appropriate allocation should be made at the start of each year for minor elements to ensure allocated rooms are handed over in reasonable decorative order. These projects are to be noted under ‘space allocation’. This should be coded to a separate project code each year and expenditure against it monitored.

Financial Parameters – Defined parameters of 10% variance are delegated.

AV Equipment

SMC is responsible to all equipment in Timetabled rooms. Where Schools require equipment in their own rooms, the equipment will be funded by the School and meet the University’s policies for procurement. Schools must also liaise with AV Services, as required.