

SPACE MANAGEMENT COMMITTEE ANNUAL REPORT 2015



1. Space Management Committee

Space Management Committee is an executive group which allocates funding for the continuous improvement of the university estate and its asset infrastructure. It operates within a framework provided by Space Strategy Board and receives and evaluates project proposals with minimum value of £20,000 and an upper threshold of £250,000.

In addition to responding to bottom-up space resource and allocation requests from the university community, Space Management Committee facilitates space utilisation surveys for timetabled rooms and prioritises investment in centrally owned AV/PC equipment from within its allocated resources.

Space Management Committee may proactively seek to manage space rationalisation and does from time to time create Working Groups which are task and finish groups with co-opted members which evaluate project submissions and report back to committee meetings. Working Groups may audit the use and utilisation of premises and provide reports and advice to Space Management Committee on specialist subject areas.

Space Management Committee meets four times a year. Meeting papers are held on the Space Management Committee Workspace. The SMC budget currently comprises a total of £4.1M with £1.35M of revenue (of which at least £0.6M is for AV/PC replacement) and £2.75M of capital funding (£1.25M general, £1M AV/PC, £0.5M UEB Contingency).

1.1 Terms of reference

Space Management Committee (SMC) approved the following terms of reference for its activity:

- To oversee space rationalisation, both proactively and reactively, and within a budget authorised by University Executive Board, 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 on the UK campuses and to ensure that members are briefed about space allocation on international campuses
- To review, monitor and provide feedback on space utilisation, including Centrally Timetabled Teaching Space, for effective space management
- To provide a framework to solicit and evaluate submissions for financial contributions to space/premises projects and provide clear, transparent and robust procedures for the allocation, expenditure and monitoring of SMC funds
- To approve expenditure of allocated funds not exceeding £250,000 per project and with a minimum threshold of £20,000 and where appropriate in line with Strategy 2020 and Space Strategy

Board directives. All contributions to projects are agreed by a majority of SMC members and recorded in SMC meeting minutes and on the SMC budget sheets.

- In line with guidance from Space Strategy Board to ensure that all SMC-funded schemes in excess of £100,000 are subject to post-occupancy evaluations. SMC reserves the right to undertake post-occupancy evaluations on any scheme to which it has contributed.
- To ensure that the allocation of funding is transparent, consistent, fair and free from bias
- To support the strategic direction, principles and priorities set by Space Strategy Board (SSB)
- To provide an annual report to Space Strategy Board and University Executive Board
- To receive advance notice from Faculties, Schools, Departments and Professional Services (sponsored by a Faculty Pro Vice Chancellor or Director of Service) regarding their aspiration for future space allocation to be delivered as a single project or a phased programme within the funding remit of the Committee and to engage in discussions with the Sponsor on these matters
- To provide, maintain and enhance a pool of centrally managed AV and PC equipment
- To ensure that the structure, workings, decisions and results of the SMC are transparent and widely disseminated in a way that is accessible to all university staff

1.3 Space Management Committee Membership

Chair (appointed by Space Strategy Board): Professor Michèle Clarke (2017)

Estate Office Development Director: Mr Stanley Clarke (2017)

Estate Office Space Resource Manager: Ms Alex Glen (2014)/Mr Adrian Mawdsley (2017)

Director of Financial Management: Mr Ryan Keyworth (2017)

* Five members of staff (drawn from across the UK campuses):

Professor Malcolm Cobb (2016), Dr Derek Chambers (2017), Professor Terry Moore (2017), Dr Andrew Fisher (2015)/Professor Lynda Pratt (2018), Mrs Jane Watson (2017)

Two representatives from Professional Services:

Mrs Clare Gough (2018), Ms Alison Clarke (2015)/ Ms Lucy Burrow (2018)

Representative of Research Board:

Professor Uwe Aickelin (2015)/Ms Alison Clarke (2019)

Secretary: Ms Alex Glen (2014)/Mrs Stephanie Glen (2018)

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

1.4 Relationship to Space Strategy Board

Space Strategy Board provides strategic direction, principles and priorities for Space Management practice and investments and ensures that these support the wider Global Strategy 2020. The Board delegates responsibility to Space Management Committee for space allocations and funding investments up to a threshold of £250,000 in order to optimise investment into the existing premises and land assets of the University for the continued enhancement and success of University activity. Space Strategy Board provides a framework to receive and evaluate proposals of between £250,000 and £2,000,000 i.e. those that exceed the threshold for Space Management Committee support.

1.5 Space Strategy Board Terms of reference

Space Strategy Board has approved the following terms of reference:

- To set the strategic direction, criteria, principles and priorities to be adopted by Space Management Committee in its decision-making.
- To develop, scrutinise and approve institutional space policies and guidelines (e.g. University guidelines for space provision).
- To receive an annual report from Space Management Committee.
- To consider bids in excess of £250k which cannot be phased within Space Management Committee's remit.
- To consider and challenge the case of need and business case submission to be able to make informed recommendations for investment to UEB.
- To facilitate discussion with other stakeholders.
- To determine the parameters for SMC to undertake post-occupancy evaluations on funded projects
- To consider benchmarking and other management information relating to space management in Universities both nationally and internationally.
- To provide advice and recommendations for investment to UEB.

1.6 Space Strategy Board Membership

Chief Estates & Facilities Officer (Chair): Mr Chris Jagger

Chair, Space Management Committee: Professor Michèle Clarke

President of the Students' Union: Ms Angharad Smith

Representative for Teaching and Learning: Dr Sarah Speight

One FPVC Professor Andrew Long, Faculty of Engineering

One representative from Registrar's Department: Mrs Clare Gough

One representative from Professional Services: Ms Alison Clarke

One representative from UNNC: - by circulation of papers and minutes – Edward Wu

One representative from UNMC: - by circulation of papers and minutes – Professor Graham Kendall

Secretary: Mr Stanley Clarke, Estates Office Development Director

Co-opted members if required.

Appointments are initially made by the Chair for a 3 year term with the option to continue for subsequent terms.

1.7 Procedural Changes to Space Management Committee Operations

From 1 January 2015 the Chair of Space Management Committee passed from the Chief Estates and Facilities Officer Mr Chris Jagger to Professor Michèle Clarke, School of Geography. During 2015 a number of changes were made to processes and procedures in order to enable: improved financial management including forecasting of spend against budgets; clearer lines of authorisation, responsibility and accountability for approved projects and their management; better decision making around proposals, expenditure and value for money; to ensure the structure, workings, decisions and results of the Space Management Committee business are transparent and widely disseminated in a way that is accessible to all university staff. The timing of meetings was changed from a 3pm start to occur in core hours which meet our Athena Swan commitments; meetings now start at 10am and are extended to facilitate presentations. From 2016 they will include a working lunch.

1.7.1 Finance and Budgets

In order to support the university community, increase the number of projects that can be supported while providing value for money, it is essential that accurate accounts are accessible to Space Management Committee and its Chair. While modest funding requests may be approved, actioned and completed within a given financial year, it is common for projects to run over different financial years and therefore good accounting and proactive project management are needed to ensure that individual projects are completed to budget and on time and to enable good use to be made of available Space Management Committee funds.

With the support and assistance of the Internal Audit Service (IAS report 444), the Estates Office and members of Finance, new procedures have been put in place which move away from the existing system where the Estates Office provided a roughly estimated ("contribution") cost for each project towards an Estate-approved, detailed and fully-costed breakdown provided in advance as part of each project submission. This has allowed Space Management Committee to approve exact figures for supported projects and monthly accounting provides a mechanism of auditing cases where projects are running over budget. It has been agreed that from October 2015, projects where project running costs exceed the estimate by more than 5% Space Management Committee will need to formally approve any additional expenditure or works. The emphasis thus moves towards careful Estate project management and planned activities over an agreed timescale. Costings for submissions provided by external contractors will not be accepted unless they have been approved by the Estates Office.

Space Management Committee's funding consists of both revenue and capital headings. With the agreement of all parties, finance will assign individual expenditure to either revenue or capital as a back-office function based on accountancy practices and Space Management Committee will treat all submissions as revenue for the purpose of decision-making. This enables the committee to make best use of its funds irrespective of heading and audit requirements. The Finance team have agreed to provide monthly accounts directly to the Chair to enable forward management of the budget.

Joint funding of projects up to a ceiling of £50,000 is required for submissions from the university community; this ensures adequate buy-in for the work and enables the community to prioritise projects for funding. However past practice has not required the funds be provided before work commences and this has led to potential difficulties where the work is carried out in a different financial year to the submission. In agreement with Finance a new account code has been set up by Paresh Patel (Finance Manager, Estates and Hospitality) to hold joint funding contributions from Faculties/Schools/Departments/Professional Services until such time as the works are complete; in the event of the project coming in under budget the difference in contribution can therefore be returned to the unit.

From 2015 all expenditure on Space Management Committee accounts requires the approval of the full committee (either at committee meetings or electronically in the event of a request between meetings; the electronic approval procedure has been used in order to deliver the rapid moves required as part of the creation of the Project Transform Service Centres). This process has worked well to date.

It has been agreed that only after SMC formal approval can projects be uploaded onto the Estates Project Portal management tool and works commence.

1.7.2 Presentation at Committee Meetings

From 2015 we have moved to a system whereby Faculties/Schools/Departments/Professional Services who are submitting bids for space and/or funding have been invited to attend the relevant Space Management Committee meeting. Attendees are asked to provide a five minute overview of the project, answer any questions the committee may have and provide points of clarification. This has several advantages – it allows minor queries to be clarified before decisions are made and it enables the community to see the committee and understand the decision-making process therefore improving transparency and feedback. Outcomes from the meetings are provided in writing from the Chair within a week of the committee meeting. Where other issues arise as part of the presentation it is possible that a Working Group may be tasked to help evaluate the wider context and provide a solution. In 2015 such working groups have investigated issues in Mathematical Sciences, Clinical Sciences at City Hospital and Psychology.

A new conflict of interest approach has been implemented to ensure fair decision making. SMC members are asked to identify any real or perceived conflicts of interest in advance of a bid being presented to the committee. In cases where a conflict arises the committee member may remain in the meeting room during the invited presentation and question and answer session; this can help clarify any queries and provide supporting evidence. However the committee member will then leave the room while any decisions are being made. The outcomes of decision-making are not shared with the conflicted committee member until such time as the submitter has been informed of the outcome of the bid in writing.

1.7.3 Project Submission Forms and Procedures

Space Management Committee Proposal forms have been revised to align with Space Strategy Board. Clearer guidance on submissions include for example a requirement that where Centrally Timetabled space is involved in a submission, room utilisation data and an impact statement from Timetabling must be included. All submissions must be received one month before the appropriate committee meeting; it is therefore envisaged that a majority of potential issues with submissions be resolved before the bid comes to Space Management Committee for decision making.

1.7.4 Technologies Sub Group

From April 2015 Space Management Committee approved the creation of a Technologies Sub Group to ensure that the technology (IT, AV and VC) provided in University spaces is designed using standards agreed at the Learning Environment Group, and that technology changes in space enhancements provides value for money. The Technologies Sub-Group works on behalf of SMC and reports to it. It informs the development of roadmaps of proposed technology upgrades and generates implementation proposals for consideration by SMC in order to acquire the necessary resources for specific projects.

The remit of the Technologies sub-group covers matters relating to the following across all UK campuses: (i) technologies in central spaces including libraries, teaching rooms, computer rooms, language laboratories, learning spaces, social areas and examination rooms; (ii) the upgrade and rolling replacement of technology in all these central spaces; (iii) technologies including video conferencing, image projection, interactive whiteboards, lecture capture facilities, fixed computers, and digital signage systems.

1.7.4.1 Sub Group Terms of Reference

The following terms of reference have been approved by SMC:

- Develop and maintain rolling upgrade and replacement roadmaps for technologies in central spaces (including consideration of product life cycles) with formal review for SMC approval every year
- Develop and maintain equipment costs to maintain the service in line with roadmaps with formal review for SMC approval every year
- Develop and recommend proposals to support the roadmap and present these to SMC for resourcing and scheduling every 3 months.
- Sponsor applications to SMC for additional funding to support new or re-designed technology in space enhancements
- Evaluate and make recommendations to SMC for refurbishment or space changes that includes new or re-designed technology in school/department allocated space
- Ensure that SMC are aware of any service impacts of funding decisions and that recommendations to SMC are transparent and consistent

1.7.5 Future Plans

The changes to procedures and processes in 2015 have highlighted some areas where additional work can be focused in 2016 to improve coordination with other estates activities and to promote SMC to the wider community.

- *Coordination with Estates Routine Refurbishment*

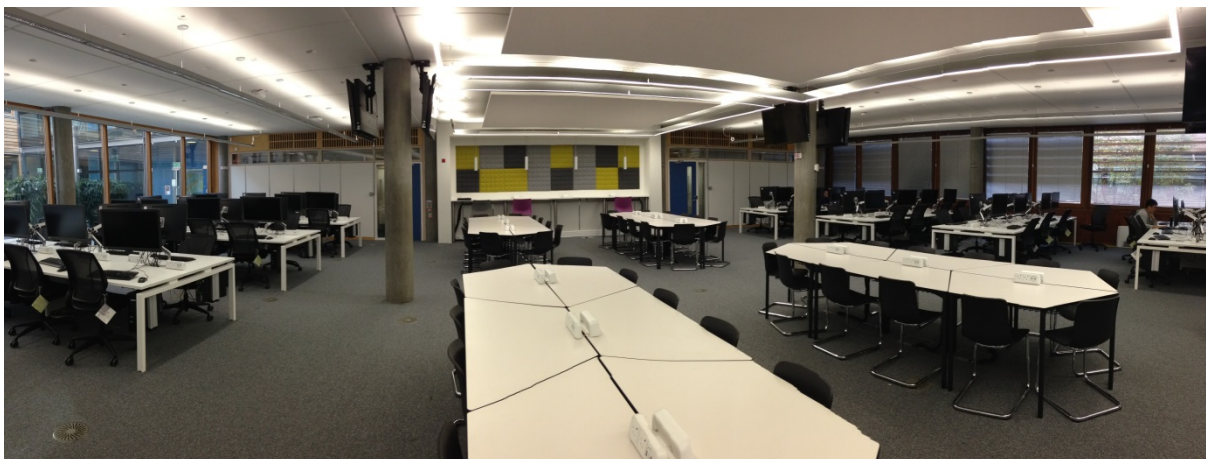
The work of the Technologies Sub Group includes planning routine refurbishments to AV/PC and video conferencing equipment across the estate. It makes sense for the routine refurbishment of teaching rooms led by Estates to occur simultaneously where appropriate and SMC will investigate the potential benefits of, where feasible, coordinating these activities.

- *Developments on Workspace and University Awareness*

The Space Management Committee workspace holds all meeting papers, minutes and decision outcome letters. At present access is limited to SMC members. However in order to raise the profile of SMC and ensure transparency in the processes and procedures it is possible to move to a system of open access to the university community. This has advantages in helping potential bidders understand the process better and providing confidence that decision making is open and transparent. In addition a communication campaign highlighting the work of the committee and its relationship to Space Strategy Board may be advantageous and will be considered at the March 2016 meeting. This may help bidders understand the new process for submissions that when costed exceed the £250,000 funding threshold.

- *Matched funding arrangements*

At its meeting in December 2015 SMC members requested that all projects for funding should include an element of matched funding with a ceiling of £50,000. For larger projects previous practice had been to fully fund bids over £100,000 but this artificial cut off is encouraging an increase in large bids since this is cost effective for the unit making the submission. To ensure a consistency of approach and prevent unnecessary project inflation a compulsory matched funding element with an upper ceiling of £50,000 has been proposed. The change in the way SMC handle their budget in terms of decision making facilitates this (previously large bids were all capitalised irrespective of the nature of the work). From 1 January 2016 matched funding will be required for all proposals.



2. Proposals for Funding

During the period October 2014 to December 2015 27 bid applications for funding were received and 19 approved as follows. The costs of the projects supported are shown below (excluding those projects >£250,000 which have been sent to Space Strategy Board). The two proposals now being considered by Space Strategy Board are a joint bid from The School of Medicine and The School of Health Sciences for redevelopment of the Clinical Sciences Building at City Hospital (£494,450) and the Faculty of Engineering relocation of staff from the Tower Building to Coates Building (£824,112).

<i>Faculty/ Professional Service</i>	<i>Number of bids</i>	<i>Number approved</i>	<i>Number sent to SSB</i>	<i>SMC funding contribution</i>	<i>Matched funding</i>	<i>Total</i>
Arts	-	-	-	-	-	-
Social Sciences	-	-	-	-	-	-
Engineering	6	5	1	£420,836	£68,706	£489,543
Science	8	5	-	£476,977	£194,464	£512,337
Medicine & Health	6	5	1	£871,348	£15,152	£912,501
Prof Services	7	4	-	£621,000	£72,000	£693,000

* bids may be approved following a resubmission process taking into account SMC feedback

In this report year Space Management Committee received proposals from STEM Faculties and no funding requests from the Faculties of Arts or Social Sciences. This may be partly explained by the nature of STEM Faculties laboratory-based requirements and by their familiarity with infrastructure work; the Faculty of Engineering for example have ring-fenced Faculty funding for the matched contribution to proposals and also benefits from the presence of dedicated staff (Paul Antcliff, Head of Faculty Infrastructure) to support infrastructure and space related requests.

2.1 Faculty of Engineering

The following table lists the funded bids from the Faculty of Engineering from October 2014 to December 2015. During this period one bid was withdrawn, one rejected and one sent to Space Strategy Board and a number of bids revised after feedback.

<i>Project</i>	<i>Date</i>	<i>SMC funding contribution</i>	<i>Matched funding</i>	<i>Total Allocated</i>	<i>Actual Spend</i>
Student Design Space	Oct 2014	£168,000	£0	£168,000	£167,410
New Additive Lab	Oct 2014	£107,430	£0	£107,430	£102,147
Tower Optics Labs	Oct 2014	£76,700	£0	£76,700	£51,300
Design Studio	April 2015	£19,701	£19,701	£39,402	£51,053
Teaching Labs in L2	Dec 2015	£49,005	£49,005	£98,011	pending
Total		£420,836	£68,706	£489,543	£371,909

* bids may be resubmitted after feedback and reworking

2.2.1 Student Group Design Space

This project was one of a two staged approach designed to improve the way group teaching is delivered to undergraduate students in the Faculty. The bid sought to redevelop teaching rooms to create a dedicated student group design space which could be used as a proof of concept for the provision of dedicated space for students engaged in group project working. The bid included group Space Management Committee

work areas, secure work storage facilities, a break-out space and dedicated AV and PC facilities. *SMC approved £19701 of its funds towards a total project cost of £39,402 with equivalent matched funding from the Faculty.*



Students using the group new design space in Engineering

2.2.2 New Additive Laboratory

The Additives Manufacturing & 3D Printing Research Group commissioned two large pieces of specialist Additives research equipment to be manufactured, and additional purchase of a Nanoscribe two photon polymerization system and supporting analytical equipment has been agreed. The funding support for the new equipment has come from EPSRC and is expected to be in excess of £2M. This new research equipment needs to be located within the existing EPSRC Centre for Innovative Manufacture in Additives at the University of Nottingham which is based in L3 on University Park. The existing EPSRC Centre has accommodated additional research projects and staff since it was set up in August 2012 and has now insufficient space to house new equipment. This project requests funds of £107,430 to convert L3-B06 into an additional additives laboratory. *SMC approved an allocated of £107,430 for this work.*



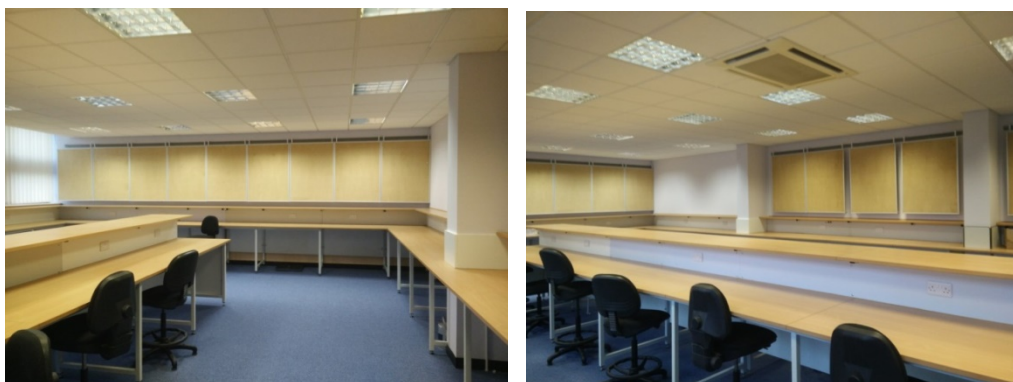
2.2.3 Tower Building Optics Labs

This SMC proposal sought funds to replace displaced laboratory space in the Centre for Biomolecular Sciences (CBS) that was used by Profs Morgan and Hayes-Gill of the Applied Optics group. This laboratory was used to carry out laser based work in conjunction with the CBS building's cell culture facilities. In May 2012 the Faculty's Applied Optics group was told to leave CBS due to the expansion of other research groups. This project seeks funds to allow a replacement laboratory to be set up to enable the group to continue to carry out biomedical research in the Tower building. This facility will

allow the group and its collaborators to culture cells in the same environment as the imaging and sensing systems. *SMC approved this application providing £76,700 of its funds toward the works. No matched funding was offered by the Faculty.*

2.2.4 Engineering Design Studio Extension

This project is designed to allow the current undergraduate Product Design Studio, based in the L2 building, to increase in size by approx. 35%. The extension to the design studio is required to support and accommodate the projected increase in second year Product Design student numbers from September 2015. The expansion of the existing design studio in L2-165 can be achieved by extending into the adjoining room, L2-158. The displaced research activities from L2-158 would be relocated into another recently vacated room within the L4 building. The space affected by this proposal is all currently occupied by the Faculty of Engineering. *Matched funding of £19701 was agreed by SMC to support the costs of the space reconfiguration works. An agreed project cost of £39402 was overspent by £11,650.55 with the final total cost of £51,052.55.*



Design studio extension photographed on completion of works

2.2.5 Coates Building Offices

This project aims to address two different office issues that exist currently within the Faculty of Engineering: (i) 1 to allow five additional academic offices to be generated within the Coates building. To be achieved by reducing / reconfiguring a number of the Faculty's existing large, individual offices on the "A" and "B" floors. The requirement for additional academic offices is vital to accommodate new academic posts linked to a combination of various SDF projects and new approved academic positions. (ii) To allow a new Faculty "Research Excellence Hub" to be created on the "B" floor of the Coates building in existing Faculty held space. This will take the form of a large open plan office area that would allow all the Faculty's Business team and large Research support teams to be based together. *An SMC contribution of £87,933 was requested with matched funded towards a total project cost £175,866. The committee agreed that the project was a progressive move, but asked for the bid to be resubmitted with the costs split into two phases and prioritised and the costings must be part of a formal schedule approved by estates.*

2.2.6 Civil Engineering L2 reconfiguration

The Faculty of Engineering have been developing a proposal for a phased bid to redesign this space since June 2014. This SMC proposal covers refurbishment and redevelopment works relating to the Department of Civil Engineering's main teaching laboratories in the L2 building. These laboratories are

used by the Department to deliver undergraduate practical teaching and to host all of its UCAS recruitment/open day activities. The specialist materials test equipment supports both teaching and research related projects. These laboratories were created back in the 1960's when the L2 building was first built and as such their current condition and existing infrastructure reflect this. The proposal is to reconfigure the various laboratory spaces to create large open plan facilities. Refurbishment of the existing infrastructure and opening up of the prime areas will allow a modern, useable set of laboratories to be created to support the department's teaching related activities and support the Faculty strategies of improving student experience and increasing student quality in admissions. *Funding of £49,005 was approved by SMC towards a total budget of £98,011 with works to commence as soon as possible.*

2.3 Faculty of Science

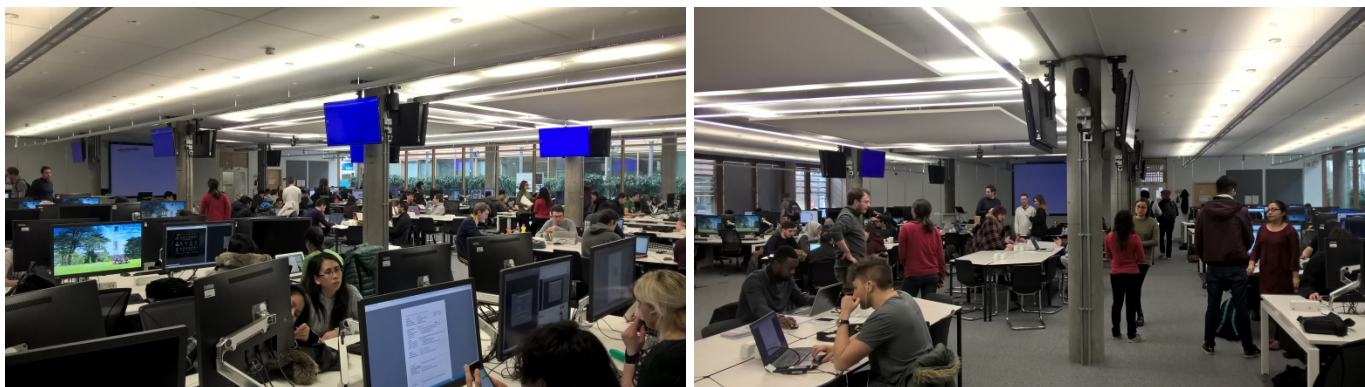
The following table lists the funded bids from the Faculty of Science from October 2014 to December 2015. Eight bids were received and five funded although it is worth noting that many of the funded bids have been asked to resubmit after improvements following feedback.

Project	Date	SMC funding contribution	Matched funding	Approved Project Total	Actual Spend
A32 Computer Sciences Lab	Jan 2015	£160,000	£160,000	£320,000	£297,396
Biosciences Plant room & Lab	April 2015	£19,200	£19,200	£38,560	£41,599
Pharmacy PhD Study Space	April 2015	£15,264	£15,264	£30,528	✓
Pharmacy Phase 2	Oct 2015	£232,777	£0	£232,777	pending
Physics Teaching Labs	Dec 2015	£209,000	£0	£209,000	pending
Total (excluding ✓)		£476,977	£194,464	£512,337	

✓ This project did not proceed as Pharmacy argued they couldn't afford the matched funding

2.3.1 Computer Science A32 Computer Laboratory

The School of Computer Sciences space strategy sought to improve its specialist teaching spaces by trialling new layouts and equipment at its UNNC and UNMC spaces and following on from lesson learned in those pilot studies changes were made as part of refurbishment works to small rooms B52 and C71 supported by SMC and match funded by the School in September 2014. This bid focused on refurbishment of its large A32 computer room which is 180 person capacity. The works include new lighting, flexible work spaces and improved WiFi and mobile software licencing is planned to enable students to use virtualisation from their own devices. *SMC approved the project allocating £160,000 from its funds against matched funding from the School to a total project cost of £320,000. It should be noted that the upper limit of SMC funding had not been established at this stage; future bids of this size would go to Space Strategy Board for funding. The room has now been formally named the Ada Lovelace Computer Science Laboratory.*



2.3.2 School of Psychology A floor Remodelling

This proposal sought to remodel A11-A16 in Psychology into a flexible learning centre for the school. To enable the works to take place the bid required the loss of a Centrally Timetabled room. *Although the committee felt it was a strong addition to the department and the student experience the bid sought to take over Centrally Timetabled space and the loss of this was considered to be detrimental to the larger student community. The bid was rejected however a Working Group comprising Alison Clarke, Jane Watson and SU representative Joe Caunce was formed to review opportunities in more detail but the school has subsequently put the proposal on hold.*

2.3.3 Psychology Central Stairwell and Skylight Upgrade

This submission sought funding to improve the infrastructure of the central stairwell and skylight which in turn enhances the appearance of the School. £70,000 was requested to upgrade to the central stairwell furniture including the installation of a new skylight similar to that in the School of Pharmacy. The School hoped to improve the quality and feel of the building by replacing its ageing central stairwell and skylight. *SMC noted that the proposal did not involve School space and the Estate Office managed the routine refurbishment of general circulation spaces and thus this proposal falls within Estates Office remit. Space Strategy Board's commitment to refurbishing central & circulation areas was noted.*

2.3.4 School of Pharmacy PhD Study Space

This proposal requested funds for reconfiguration of Boots Science Building A07a for Boots stores including creation of a connecting door, and reconfiguration of A07 office space to allow for double occupancy. Change of use of Boots Science Building A09 from an administrative office into PhD write up space for up to 30 students to include power, data, furniture and fittings. Pharmacy requested funding of £30,528 for the work. *SMC supported the bid and agreed funding on condition of 50% matched funding from the School. The work did not go ahead as the School argued that they couldn't afford the matched funds.*

2.3.5 School of Biosciences conversion of A104 to a Plant Room and Laboratory

This area, while it is defined as an Estates plant room, is currently used as a laboratory storage area with the building electrical switch gear in a cupboard at one end. This proposal seeks approval to divide the area into a smaller self-contained Estates plant room and two interconnected laboratory/dark

rooms for Plant and Crop Science research. The items currently stored in the area will be re-distributed within the South lab building and no additional storage room is required at this moment in time. The laboratories required are to conduct research where light levels can be controlled, and made totally dark as necessary. They provide a suitable area for microscopy, photosynthetic and plant development analysis which are much needed for existing and future grants. The capacity for dark room experimental and teaching work currently does not exist on the Biosciences. For several academics, including Dr Erik Murchie and Professor Michael Holdsworth this facility would greatly enhance research and teaching capacity. Both academics work in the area of photobiology and access to an experimental darkroom set up would enable high impact research that is currently not possible on the campus. *SMC supported with £19280 with matched funding from the school with a total project cost estimated at £38560. However the project ran over budget with an additional £3039.12 in costs.*

2.3.6 School of Psychology Toilet and Shower Refurbishment

SMC received a bid for £120,000 to upgrade, improve and increase the provision of showering and toilet facilities in the School of Psychology for both male and female staff and students. The rationale for this request was that several years ago (c. 3-4 yrs.) the toilets on B & C-Floors were upgraded by Estates, with the possibility of A-floor toilets being upgraded the following year. This has not happened, and as a result of this, they have further degraded until they are not fit for purpose. *SMC considered this proposal but noted that refurbishment of toilets and showers came under the Estates Maintenance Programme led by Tim Wilson; Adrian Mawdsley was tasked with raising this issue in Estates to ensure these spaces are investigated and refurbished as part of that programme.*

2.3.7 Pharmacy Phase 2

This bid focused on the reconfiguration and refurbishment of the first floor of the Pharmacy School Building to provide: a modern student social study space; refurbished toilets including accessible facilities; reconfigured laboratory cloakrooms; uplift in décor to match work undertaken in the summer of 2014 on the ground floor; completion of works to tabletting room. The Pharmacy School Building, where laboratory and professional practice teaching for our 850 MPharm students takes place, was identified in need of refurbishment. A programme of refurbishment started in 2013 with the creation of two new teaching pharmacies and continued in 2014 with the creation of the Pharmacy Professional Development Suite. This project to redevelop space on the second floor was referenced in the bid to Space Management Committee in March 2014. A working group from SMC toured the School as part of the ground floor bid and agreed on the need for refurbishment across the ground the first floors. Following the April 2015 SMC at which the application was considered, Pharmacy were advised to reduce the cost of the application and this has now been done through removal of works to refurbish the staircase. Funding of £240,603 was requested from SMC with funding of £39,533 provided by the School for IT equipment and furniture. *SMC approved £232,777 to be awarded from their funds (some furniture items were removed from the costings).*

2.3.8 School of Physics and Astronomy Teaching Labs

The School of Physics & Astronomy requested funding for the staged refurbishment of the School's main undergraduate teaching areas to create a modern, attractive teaching environment comparable with competitor institutions and offering the opportunity to improve teaching, outreach activity, flexibility and space utilisation. The School wish to refurbish the major rooms in the teaching block which comprise three teaching laboratories, 1st, 2nd and 3rd year and two computer laboratories. All of these rooms are of the same vintage with similar features and state of repair. Many contain much of the original wood panelling, flooring and benching that was put in when the building was constructed in 1964. This submission to SMC relates to a proposed capital scheme that would see the refurbishment of the 1st and 2nd year laboratories. Space Management Committee approved funding of £209,000 for this work to start in May 2016.

2.4 Medical and Health Sciences

There were six bids from the Faculty during the period October 2014 to December 2015. Five were approved for funding and the sixth has gone to Space Strategy Board.

Project	Date	SMC funding contribution	Matched funding	Approved Total	Actual Spend
Life Sciences Phase 1	Oct 2014	£359,000	£0	£359,000	£190,342
SVMS Waste Tank	April 2015	£26,791	£26,791	£53,582	£46,506
Life Sciences Phase 2	Oct 2015	£238,418	£0	£238,418	pending
Pharmacy Phase 2	Oct 2015	£232,777	£0	£232,777	pending
CBTRC	Dec 2015	£14,362	£14,362	£28,724	pending
Total		£871,348	£15,152	£912,501	

2.4.1 Life Sciences Phase 1

Following the creation of the School of Life Sciences on 1 August 2013 a significant proposal was brought to SMC in January 2014 for £562,000 to co-locate staff, vacate embedded space in QMC and create a hub for student activity and interaction with academic staff.



SMC advised the School to phase the work and Phase 1 focused on relocating the Human Genetics Research Group and works to the tissue culture and animals work area in Parasitology. *This was approved by SMC in October 2014 with funding of £359,000 allocated to the project based on a*

contribution estimate. The actual spend on the project came in significantly under budget with a saving of £168,657.79.

2.4.2 Clinical Sciences at City Hospital

This is a joint bid from the School of Medicine and the School of Health Sciences and has been considered by SMC and revised accordingly. The project seeks £494,450 to reconfigure space in Phase 2 of the Clinical Sciences Building vacated by Public Health England. The submission includes proposals for creation of a number of flexible teaching rooms, a freezer room, social and expansion space and a number of offices. Some modification of space in the Phase 1 building was also required in order to provide additional capacity for specialist practical activities, by conversion of existing seminar rooms. *SMC has directed the revised proposal to Space Strategy Board.*

2.4.3 SVMS MET3 Holding Tanks

This proposal is to adapt the existing above ground waste holding tank to be compliant with the required animal infection research at Sutton Bonington. This will include upgrades controls, filtration and addition of a service plant room. Changes in required specification have meant the original tank installation is no longer suitable. Importantly, the requirement to contain the associated pumps within a separate service plant room is essential to avoid noise related stress adversely affecting the animals held. This must be achieved to meet Home Office legislative requirements and avoid the possibility of startle related injuries. As a result, this submission has been made necessary in order to bring the tank up to the required specification. The project is estimated to cost £53,582. *SMC supported the bid and will fund on condition of 50% matched funding from both Biosciences and the Vet School since both will use the facility (25% each). On completion of the works the total cost was £46,506 which was £7076 under budget.*

2.4.4 Life Sciences Phase 2

These refurbishments represented Phase 2 of a 3 Phase plan to relocate research academics from Queens Medical Centre West Block to Life Sciences building on Main Campus. The School of Life Sciences therefore requested full redesign & refurbishment of rooms B145 & B146 allowing the creation of a large open plan space to accommodate multiple academic groups working in distinct bays arranged on techniques being used. The finished labs are required to be fit for purpose for existing research staff and must have appropriate environmental control to allow reproducibility of results for publishing, including air conditioning & secondary (or double) glazing. SMC approved £238,418 from its resources to support this proposal.

2.4.5 Children's Brain Tumour Research Centre Admin Hub

This bid is for refurbishment of EE2064-2066 to develop an administrative hub for the Children's Brain Tumour Research Centre (CBTRC) to enable a more streamlined operation and management of the expanding multi million pound research group. The works bring the group closer to the parent division and integrate the staff, giving them access to existing facilities and provide essential support from the division. By reconfiguring the proposed rooms it will also allow for an increase in the number of

research fellows employed as part of successful research awards and provide office accommodation for Dr Campbell and MS Wadams who have been appointed to the role of CBTRC research development managers in juxtaposition to the Co-directors of the CBTRC allowing regular interface and exchange of ideas commensurate with role and facilitating the development of CBTRC. *Funding of £14,362 was requested from SMC towards a total project costed at £28,724 and approved at its December 2015 meeting.*

2.5 Professional Services

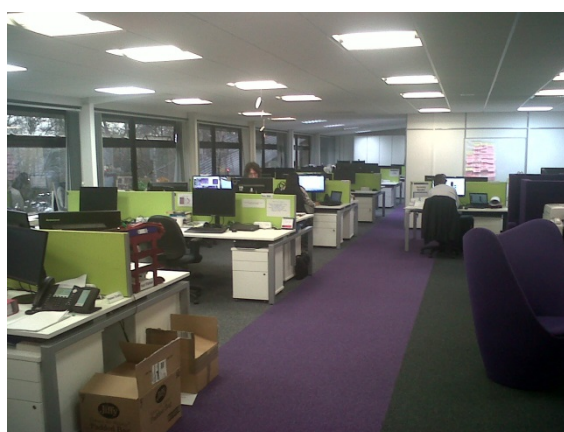
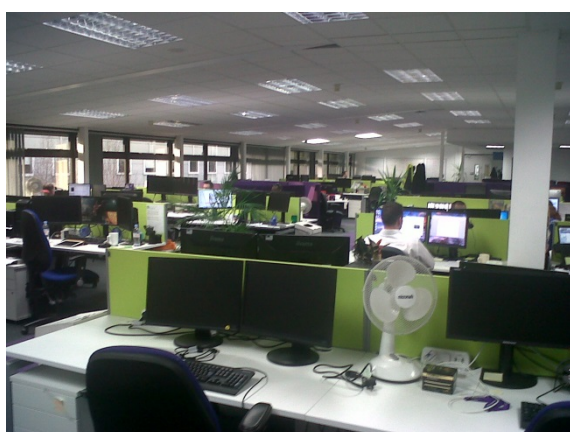
Seven bids were received from Information Services, Catering, External Relations and the Libraries with three bids approved for funding.

Project	Date	SMC funding contribution	Matched funding	Approved Total	Actual Spend
IS KMC offices	Oct 2014	£48,000	£48,000	£96,000	£107,073
Great Hall Bar	Oct 2014	£24,000	£24,000	£48,000	£46,317
George Green Phase 1	Oct 2014	£127,000	£0	£127,000	£131,427
George Green Phase 2	April 2015	£422,000	£0	£422,000	£76,914*
Total		£621,000	£72,000	£693,000	£361,731

* works ongoing so this includes spend to date

2.5.1 Information Services King's Meadow Campus office remodelling

This project was a bid to house 35 new members of staff recruited as part of the IS Renewal Project within the IS assigned space at King's Meadow Campus. The proposal was originally submitted in October 2014 and IS worked with the Estates team to provide costings of £96,000 which comprised joint funding of £48,000 contribution from SMC and IS. *SMC approved the project at the January 2015 meeting however the project ran £11,072.97 over budget due to a change in furniture specification and the difference was charged to IS.*



2.5.2 Great Hall Bar

The bid was to build a permanent, discrete bar at the rear of the Great Hall, Trent Building, utilising storage space currently used to store a temporary/makeshift bar. The existing temporary bar arrangements are dated and inadequate and detract from the marketability of the Great Hall. In addition the proposal sought to allow support of student and society bookings, secure UNCC conference Space Management Committee

and wedding business and generate additional income streams. Matched funding was requested. *SMC 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. Stanley Clarke was tasked to review costs with catering. SMC supported with a maximum of £24K to be match funded by the division*



2.5.3. Media Relations Sound Booth at Jubilee

A submission has been received for the relocation of a sound booth and ISDN facility at Jubilee Campus. *SMC rejected the request due to insufficient information provided on the application form; no financial statement or support from the head of unit or wider community was included.*

2.5.4 Marketing, Communications and Recruitment Branding of Existing Space and New Capital Buildings

Marketing, Communications and Recruitment submitted two bids in October 2014, to (i) investigate opportunities for brand positioning messages within existing building space as part of planned refurbishment work (at a cost of £33,600) and (ii) to allow for branding to be accounted for related to new capital build (an additional £33,600). *SMC considered the submissions but agreed that they are not SMC business. It was recommended that MCR liaise with Schools and Faculties directly regarding marketing material in their areas and this should be funded by the relevant units. It was also felt to be not appropriate for MCR to sit on Capital Project Management Groups.*

2.5.5 Hallward Library Café Extension

Estates and Hospitality requested matched funding to £16,500 to extend the Hallward Library café storage area into a reorganised photocopy area within the short term loans section of the library. The proposal argued to create a safer working environment, aid the café to provide a fuller range of products, and continue to absorb growth and create a more pleasant and open photocopy area. *SMC 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 the project was too small to fund within SMC's remit. The division was encouraged to pursue the project but asked to consider timings, so as not to impact negatively on students.*

2.5.6 Libraries: George Green Library Phase 1

Libraries, Research and Learning Resources requested funding of AV & PC equipment to be installed in the newly extended library in October 2014. The bid included a variety of AV equipment for different spaces within the George Green Library including full teaching AC in 6nr language labs, teaching AV in the computer training room, smaller AV installations in group study rooms and a full integrative learning room. PC installation included those items needed to run the above AV and new PC installations within student areas of the library. *Chris Jagger explained that at the time of funding capital project budgets do not include monies for equipment in central spaces. SMC supported the bid with £127,000 allocated from the AV (£28,500) & PC (£98,500) budget.*

2.5.7 Libraries: George Green Library Phase 2

In April 2015 SMC received a bid for Phase 2 of equipping the George Green library with AV&PC equipment. The submission included 98 PCs costed at £212,530.70, AV at £177,285 and software licences at £26,421.54 with a total of £463,491.75. The bid included: full teaching AV in 4nr language labs' teaching AV in computer training room; AV installation in 4nr 12 person workrooms; AV installation in 6nr 6 person group study rooms; AV installation in 2 nr 4 person group study rooms; a full integrative learning suite; self-service laptop lockers, to extend use of laptops throughout library opening hours; other AV in student zones; PC installation for all the above installations. *SMC agreed the following: the initial new investment to be provided by central university funds except the replacement equipment for the 2 language labs transferred from Pope and replacement PC/AV for the computer room (not transferred from Physics) which should be funded by SMC. All equipment will be added to the replacement cycle schedule which will become the responsibility of future SMC funding. The licencing costs should be checked to see whether these are usually charged to SMC or to the business unit, LRLR. Subsequently The Chief Estates and Facilities Manager directed SMC to use the UEB Contingency Fund for these works at an allocated project budget of £422,000 (AV £177k; PC £247k). It has now been agreed that in future all Capital Building Projects will have funding for the initial procurement of PC/AV equipment as standard so only replacement requests will come to SMC.*

3. Technology Replacement Schedule

The rolling refurbishment programme of teaching room PCs and AV (including video conferencing facilities) is shown in the following table. Advanced planning is undertaken by the SMC Technologies Sub Group who have a robust and challenging remit to ensure we deliver best value for money. The group is chaired by Dr Derek Chambers and involves members of IS, Estates and academic staff.

Sub Group meetings report to each SMC and refurbishment programme funding requests are approved; given the need for advanced planning to meet the windows of availability of the work (vacation periods) a new timetable has been approved for better planning. The rationale for this is that the timeframe between SMC approval and installation commencement (including minor works) as currently operated (~ max 8 weeks between SMC and commencement of works) is relatively short and is not seen as sustainable. The process leading up to AV installation should be given at least 10 weeks to complete and includes: authorisation and creation of budget codes; specifying detailed room and

equipment requirements; distributing mini-competition details to framework suppliers; organising and completing site surveys; vendor quote submission; assessment (including questioning) of returns; award to winning supplier; service works requested/completed. It is also worth noting that we should seek to secure integrators as early as possible as all Universities are competing for their diary time (due to all having the same installation windows during vacation). Therefore SMC has approved a revised annual schedule to be implemented from June 2016 as follows: June SMC meetings approve Christmas vacation works (24 weeks lead time); October SMC meetings approve Easter vacation works (20 weeks lead time); January SMC approves summer works (22 weeks lead time). No new works are tabled at the April meeting.

Rolling refurbishment	PC/laptops		AV equipment		Total
	number	cost	rooms	cost	cost
Christmas 2014	122	71,827	6	109,000	180,827
Easter 2015	65	48,994	8	90,400	139,394
Summer 2015	341	354,665	23	591,600	946,265
Christmas 2015	131	98,322	6	101,000	199,322
Total:	659	573,808	43	892,000	1,465,808

The Technologies Sub Group collates PC utilisation data to ensure usage informs refurbishment plans and has recently investigated contract cleaning of PCs. The latter was considered outside the remit of SMC.

4. Requests for Space and Additional Room Allocations

SMC has received a number of requests for additional space, suggesting that there is good occupancy of most of the estate. The main pressures appear to focus on University Park campus.

4.1 Faculty of Arts

All bids from the Faculty of Arts came from the School of English. SMC recognises English require a long term solution given the Trent Building is at capacity.

4.1.1 School of English additional staff offices October 2014

The School is bidding for additional office space in which to accommodate two new members of teaching staff, preferably on A floor of the Trent Building. There is no vacant space on any of the floors in the Trent Building. In order to accommodate the new staff SMC is asked to review CLAS space to establish whether a reallocation would be feasible. This bid is for space only since the School will cover any costs for refurbishment. *SMC acknowledged that the School is expanding, so the request for additional space is justified, but there is no unoccupied space in the desired location. The Chair stated that CLAS has under recruited and suggested a more substantial review of space in Trent and the potential for redistribution. Professor Andrew Long, Stanley Clarke & Alex Glen comprise a Working Group to review the issues. A temporary solution was adopted in January 2015 the use of A72a and A82 while the occupying staff were on maternity and study leave. Permanent solutions are needed for the future; Stan Clarke and Adrian Mawdsely to report back to SMC on long term solutions.*

4.1.1 School of English additional staff offices April 2015

The School of English has grown steadily and significantly over the past two years, and alongside a number of initiatives this has led to lack of office space for staff and PGR students in the School reaching a critical stage and current lack of space will seriously impede the School's ability to meet teaching, research and business engagement targets. The largest rooms in the Trent Building that can accommodate shared offices have already been used for this purpose. The Space Model for the School does not take into account the large sized offices in the Trent Building that cannot be split (for example, due to only one window in a room) and the current square metre allowance for the School doesn't give the School enough rooms to accommodate sole occupancy requirements for level 5+ members of staff. The School requests the allocation of 9 additional staff offices requested on A floor, 3 additional PGR offices on C floor and a further 2 staff offices on A floor for 2016/2017. A temporary solution was adopted in January 2015 the use of A72a and A82 while the occupying staff were on maternity and study leave. *SMC recognised that the School of English is under severe space pressure caused in part by the historic room sizes and shapes in the Trent Building and the School has been encouraging to think creatively about the use of its existing space. SMC noted that the Working Group set up in October 2014 was impacted by the change in committee membership (Andy Long standing down). New members were co-opted comprising Professor Malcolm Cobb, Professor Uwe Aickelin and Mr Adrian Mawdsley. The School suggested that the review of their space in Trent Building should be extended to the Faculty and this has been agreed by Professor Stephen Mumford. The Working Group has spoken to the Faculty manager and has been collating the required information to report back to SMC in March 2016*

4.1.2 School of English Performance Space

SMC received a request for additional performance space to enable the School of English to teach drama and performance as a core element of the undergraduate degree programme. As a result of a growth in student numbers, the School has worked with the Timetabling team to demonstrate to Space Management Committee that one performing arts studio is no longer sufficient to accommodate the delivery of drama/performance teaching in the School and sharing space with the Students Union was far from ideal. *SMC noted the ongoing issue. Clare Gough was tasked to pass on this information to the Portland Building Project Management Group. Adrian Mawdsley was tasked to look into alternative options at Lakeside and KMC.*

4.2 Faculty of Science

Three space allocation bids were received from the Faculty of Science.

4.2.1 Biosciences Main Building Sutton Bonington

The School proposed to use the freed space in the Main Building from the move of Student Services to the Barn to centralise operational services within the School of Biosciences. Biosciences anticipate that significant operational improvements could be made by reutilising space vacated in the Main Building through the move of the Counselling Service (rooms A8 and A9). This would place school student

facing staff very close to the new Amenities building/ The Barn which has become the main student thoroughfare. Strategic roles such the Business Impact and Development Manager and Industrial Placement Officer would move into the Main Building as well as their support staff, to allow for collaboration, knowledge transfer and functional adjacency with the School Office. *SMC acknowledged that the bid related to space that will be vacated by various bodies once the new Amenities Building, Sutton Bonington, is occupied in January 2015. The Committee noted that there are other pressures on space. A decision on redistribution of space will be deferred until the full campus review is complete. The rooms were allocated to SMC pending strategic developments. Subsequently Student Services have moved back into this space following the creation of the Project Transform Student Service Centres.*

4.2.2 Mathematical Sciences

The School of Mathematical Sciences requested additional space in April 2015. In December 2013 they contacted Estates about the need for more space given the School was successful and growing. Estates carried out a review of our space and came up with a plan that involved reconfiguring space in the current building resulting in a successful bid to Space Management Committee in 2014 to solve immediate and short term needs. As of April 2015 the School has four spare offices remaining from this work and all are earmarked for newly appointed staff. The School requests SMC identify and allocate additional space as near as possible to the Mathematical Sciences Building and refurbish that space so that it is fit for purpose. Mr Adrian Mawdsley presented Estates Space Management's response to the request from Mathematical Sciences' request for additional space. It was explained that a new information based process had been introduced to review space and this was the first report to be completed. Whilst Space Management had shown that with some reallocation, the space is viable in the existing building, this was rejected by the school manager who felt space should be provided elsewhere. *SMC created a Working Group of Professor Terry Moore, Dr Derek Chambers and Mr Joe Caunce to meet with the school, review the proposals and report back to the committee.*

4.2.3 Physics Ion Milling

The School of Physics & Astronomy sought the support of the Space Management Committee for the allocation of additional research laboratory space within the main Physics Building from resources not currently allocated to the School. The School has recently been successful in securing £6million as part of a multi-institution research hub into 'Quantum Technologies', essentially translating cold atomic physics into viable, electronic devices. As part of this major programme a significant new piece of equipment is due to arrive in August 2015, as yet without suitable laboratory space within the School. The instrument, known as an 'Ion milling machine', requires: 3 phase 415V power (1 socket), single phase 240V power (2 x 30A sockets) and high purity gases (Ar, O2, N2). Presently, the Nano Science and Nano Technology Centre is being redeveloped and enlarged so that existing and new instruments can be co-located in the Cripps South building (the project is currently being managed and progressed by the Estates Department). One of the rooms that will be vacated once the Centre moves is A101 in the main Physics Building. It is requested that this laboratory space is allocated to the School of Physics to accommodate the new Ion Milling Machine with a cost of £10,000 for refurbishment. *SMC*

approved the reallocation of space for this project, however rejected the request for funding as it should be covered by the research grant.

4.3 Medicine and Health Science

There was only one bid from the Faculty for space allocation in this period.

4.3.1 School of Medicine Provision of Clinical Skills Teaching Space

There is a requirement for space in which to conduct assessments of clinical skills for the undergraduate medical programme. This space needs to be able to support clinical interactions with patients or actors which are safe and confidential. Facilities for teaching, learning and assessment of clinical skills are an essential feature of health professional courses. The University has a clinical skills centre used by healthcare students on D floor in the QMC. The clinical skills centre cannot accommodate new assessment activities. A new facility needs to be in close proximity to QMC to allow university-linked clinical examiners and the clinical skills centre staff easy access to the facility. *SMC 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. SMC recognised that opportunities are there for such a facility, but requested further information regarding other users and asked the School to consider swapping space with Health Sciences to facilitate. The School was also asked to consult with the Vet School and Pharmacy to see how they conduct such assessments.*

4.4 Professional Services

Three space bids were received from Professional Services.

4.4.1 Relocation of Student IT support

Following University plans to repurpose the Cripps South Building the knock-on impact is that 13 members of IS staff (Campus IT Support), equipment and supported services will need to be relocated into new accommodation. SMC noted that there was potentially space in the Physics Building. *Adrian Mawdsley was asked to review potential locations with Chris Jagger and IS and report back to the committee.*

4.4.2 Counselling Service Sutton Bonington

The Welfare Service has identified problems with its current location and proposes to relocate to C16, Main Building Sutton Bonington and requests approval to move to this currently vacant space along with some minor modification to make the space fit for purpose. The Student Services Centre in The Barn is not appropriate because it is not a private or confidential space; there is nowhere for staff and students to wait for their appointment, and the shared space with The Guild makes it particularly inappropriate. There are also issues of noise in the shared area. The Counselling Service have had comments about confidentiality of other services located in The Barn which re-inforce the view that this would not be an option. *SMC approved allocation of this space and agreed a sum of £3144.66 to make the space appropriate for its new use.*

4.4.3 External Relations: Media Booth and ISDN Sutton Bonington

External Relations approached SMC to approve change of use of C22 Main Building Sutton Bonington to create a new media booth and fast ISDN line. The equipment is already held by External Relations so any costs will be borne by them. This rationale for this proposal is that the room will make it easier for academics in Biosciences and SVMS to engage with broadcast media, as the ISDN provides a studio-quality connection for radio interviews. *SMC asked that letters of support be provided by the Head of School of Biosciences and SVMS to ensure community buy-in before a decision is made.*

5. SMC Working Groups

A number of Working Groups have reported to SMC during this period. The work of the following groups is now complete: MDL Teaching Lab Review; Engineering Space to Teach and Learn Design; Pharmacy Remodelling; Psychology Learning Hub; Leverhulme Multidisciplinary Project Group; Additional Performing Arts Studio; Centrally Timetable Room Review; Portland Review; Psychology.

Working Groups are still completing reviews of space in the School of English and the School of Mathematics.

6. Post Occupancy Evaluation Reports

During the period October 2014 to December 2015 post Occupancy Evaluations for Highfield House, Si Yuan Centre and Institute of Mental Health were tabled. The reports were largely positive, but some recommendations were made. Stan Clarke was tasked to review the recommendations and feedback comments to the Development Team Project Officers

7. Project Transform Service Centres

Space Management Committee has been tasked with making available the spaces identified to become Project Transform Student Services Centres. This work has included identifying new locations for affected staff, making good those locations and facilitating the vacation of affected spaces. All costs have been charged to the UEB Contingency Fund for this work on prior approval of SMC. Works to relocate Physics from the B floor Nanocentre to A floor Physics and to move the Accommodation Office to the Lodge, Derby Road are being financed by other strategic funding. The Medical School B floor space needs no works prior to occupation. SMC is funding the following works to provide vacant space at The Barn, Sutton Bonington and Jubilee Campus Exchange Building

SMC Project Transform	
SB: Student Services	£8,584.56
Jubilee: Education	£39,177.72
Jubilee: Finance	£20,955.68
Total	£68,717.96

7.1 The Barn Sutton Bonington Campus

The new transform centre will be located in A10, A12-14 and A22 in The Barn. Student Services occupying A22 and A12-A14 in the Barn have moved to A9-A12 in Main Building Sutton Bonington. The Students Union Guild has vacated A10 in the Barn into its other space in the ground floor of the same building. Costs for redecoration and minor refurbishment of A9-A12 are £8584.56

7.2 Exchange Building Jubilee Campus

The new transform centre will be located in A31-A32 and B1-B2 of the Exchange Building. These spaces were occupied by the School of Education Leadership Centre and Financial Management.

The School of Education agreed to relocate their staff back into the Dearing Building after some refurbishment works costed at £39,177.72.

The Finance Team agreed to relocate to C floor of the Exchange Building with additional space on B floor at a cost of £20,955.68.

7.3 The Nanocentre, Physics Building

The School of Physics agreed to move their laboratories from B floor to A floor rooms A8 and A9 currently occupied by research staff. With the assistance of the Libraries team from IS and the Faculty Management team, the research staff have been relocated on C floor. The costs of moving the laboratories exceed SMC's available funds and have transferred to the Chief Estates and Facilities Manager.

Report compiled by:

Prof M L Clarke & Mr A Mawdsley, Feb 2016