Space Management Policy

Version 7.3 – April 2019

1 Introduction

1.1 Space is a University resource to be allocated in a manner which best supports University priorities.

1.2 Space is the University's second-largest cost, after pay. It is essential to manage and make best use of the space the University has available.

1.3 Effective space management can provide measurable benefits not only financially but also to the academic and working experience of students, staff and visitors, and to the University's environmental impact.

1.4 Maintaining flexibility and quality in our space provision is essential to keep pace with a fast-changing and increasingly competitive higher education sector. The University is therefore committed to a programme of space rationalisation and improvements to space utilisation.

2 Principles

2.1 All space is ultimately owned by and 'belongs' to the University and is allocated to the Colleges and support services for local management.

2.2 The University has one timetabling system and one room booking system. All space requiring timetabling and / or room booking must use these systems. Any exceptions to this must be agreed by Estates & Technology Steering Group.

2.3 All general-purpose lecture, meeting, seminar and tutorial space is to be allocated to Timetabling & Room Bookings. Any exceptions to this must be agreed by Estates & Technology Steering Group.

2.4 The provision of sufficient high-quality pooled teaching space is a key priority.

2.5 All requests to change the allocation, configuration or use of space must be submitted to the Space Management team within Estates, who will present them to Estates & Technology Steering Group for consideration.

2.6 All space allocations are subject to review and the University reserves the right to reallocate all space in response to changing needs and priorities.

2.7 Schools and support services will be charged for their non-attendance in timetabled space in a fair and transparent manner.

2.8 Space requirements should be considered as part of any business case for new activities such as new courses and research bids.

2.9 Allocation of space will be undertaken by the Space Management team, reporting to the Senior Leadership Team through the Director of Estates.

2.10   Estates is responsible for the management of moves and coordination with related services such as porterage and ICT.

2.11   Allocation of staff office space should be in line with the Standards below. The University recognises that it may not be possible to achieve these Standards in existing buildings, but they should apply to new buildings and major refurbishments.

3   Standards

3.1   The expectation is that each member of staff will be allocated no more than one workstation or office. Any exceptions will need to be agreed by an SLT member, in consultation with the Space Management team as appropriate.

3.2   A range of 6 – 9 square metres (net floor area) per full-time employee is recommended for all newly constructed or remodelled offices.

3.3   It is expected that all offices larger than 15 square metres (net floor area) would normally be occupied by at least two full-time office-based employees.

3.4   The University will seek to offer single occupancy offices to full-time SLT members and senior members of academic staff where possible.

3.5   The University aspires to provide academic staff with single occupancy offices where possible.

4   Guidelines

        In addition to the Principles and Standards, the following good practice guidelines shall be applied wherever possible:

4.1   The quality, flexibility and utilisation of teaching space will be maximised to ensure that the ideal number, size and location of this accommodation is distributed around each estate to fulfil all the current and planned teaching needs of the University.

4.2   The majority of teaching will take place in centrally timetabled space. These rooms will be located in teaching clusters and subject to central booking systems.

4.3   Estates will consult with staff or staff representatives on colour schemes and furniture choice when redecoration is agreed / new furniture is purchased, in line with the Corporate Guidelines.

4.4   Natural ventilation with opening windows is the preferred environmental choice.

4.5   Estates will engage with appropriate staff and student groups or representatives during the planning, design and implementation of changes.

4.6   Estates will review space use periodically and seek feedback from users following moves and changes.

Further Information

For further information, please email the Space Management team (space@lincoln.ac.uk).

Version history

Version	Approved by	Approved on	Summary of changes
7.3	Estates & Technology Steering Group	01.04.2019	Estates & Campus Services renamed to Estates. Senior Management Team (SMT) renamed to Senior Leadership Team (SLT). 2.7 Amended to reflect introduction of the Space Regulatory System in place of Space Charging.
7.2	Programme Steering Group	11.10.2016	Programme Steering Group renamed Estates & Technology Steering Group.
7.1	Head of Strategy & Communications	13.05.2016	Estates & Commercial Facilities renamed to Estates & Campus Services.
7	Programme Steering Group	26.01.2016	Section 2 revised to clarify Timetabling & Room Bookings ownership of general-purpose spaces; to require the use of central booking and timetabling systems; and to require changes of allocation, configuration or use of space to be submitted to Space Management for presentation to Programme SG. 3.3 – Increased maximum single occupancy office size from 12 sq m to 15 sq m to reflect the need for small meeting tables in some line managers' offices.
6.1	Head of Strategy & Communications	09.06.2015	Terminology: Space Planning team renamed to Space Management team to reflect ECF restructure.
6	Programme Steering Group	20.08.2014	2.2 – sentence added: "In order to protect this resource, any requests to reallocate pooled teaching spaces are to be submitted to the Programme Steering Group for consideration."
5	Senior Management Team	19.05.2014	First approved version.