

Space Management Policy

POLICY

All space belongs to The University and is allocated to occupants subject to review on the basis of demonstrable need and University policy.

IMPLEMENTATION

- 1 The University will have an Estates and Facilities Committee which will oversee and make recommendations on space matters to the University Executive Board. The committee will be chaired by the Pro Vice Chancellor for Academic Planning and Resource.
- 2 An amount of space will be allocated to occupants for their use. Once the use of space is at the recommended level, the division of use within that area is normally at the discretion of the Head of School/Director. School/Function space allocations will be reviewed from time to time by the Estates and Facilities Committee to assess levels of use and recommendations may be made.
- 3 Space allocations will be made as follows:
 - i Space allocations that require capital projects will be subject to Strategy and Finance Committee approval.
 - ii Strategically significant relocations not involving capital projects will require University Executive Board approval.
 - iii The Estates and Facilities Committee will approve all other space allocations, and may delegate the approval of some of these to the Chair.

The Chair will rule on which category an allocation falls into.
- 4 The calculation method for space allowances can be found at Appendix 1.
- 5 A budget will be held in the Estates and Facilities department for the removal and redecoration costs of changes instigated by the Estates and Facilities Committee.
- 6 Occupants choosing to make their own space changes will normally be responsible for all costs incurred having first obtained approval for any physical or significant functional alterations from the Estates and Facilities Committee.
- 7 The rental or loan of space to another body will be subject to the agreement of the Estates and Facilities Committee. Where such arrangements are with a non-university body, they will be required to have legal arrangements in place.
- 8 Any legal or other binding agreements with relation to the occupancy of space by a non-university body must be set up by, and operate under the management of the University's Property Services team. The arrangements will be approved by the Director of Estates and Facilities. The allocation of income from such arrangements will be subject to agreement by the PVC AP&R.
- 9 The Policy on Space for Visiting, Retired and Emeritus Staff is attached as Appendix 2 of this document.

- 10 The following guidelines are offered to occupiers as good practice:
- Where appropriate and possible, individual workspaces in shared offices will be allocated to postgraduate research students (PGR), either in the school or in a dedicated postgraduate centre. Where it is not possible to accommodate PGR students on an allocated desk basis, schools should consider implementing arrangements such as hot-desking to allow the accommodation of PGR students within the available desk space.
 - Individual workspaces will not be allocated to taught pg students.
 - Members of staff may be expected to share office space.
 - Fractional appointments are reflected in space allocations on a pro-rata basis, therefore, staff with fractional appointments may be expected to share offices and for small fractions to share desks’.
 - Where staff need to work between buildings or campuses space allocation can only be made in one location. Away from this location staff should access hot desk areas or make personal arrangements with other members of their unit or School.
- 11 The University will aim to adjust and maintain its space holdings at a level in line with the median area per student for a benchmarking basket of higher education institutions, whilst at the same time monitoring performance against certain other comparator groups. The current list of comparable universities can be found at Appendix 3.
- 12 Utilisation surveys will be carried out, initially on teaching and meeting space. Target utilisation levels can be found at Appendix 4. Calculations will be based on a typical week from each of the first two terms.
- 13 Use of the CMISgo room booking system (appendix 5) is mandated for the booking of the four types of space below
- Centrally Managed Timetabled Spaces
 - Centrally Managed Meeting Spaces
 - School Managed Timetabled Spaces
 - School and Function Managed Meeting Spaces
- In addition it is recommended good practice that the system be used for the management of student facing interview and 1:1 spaces

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Revision 6: 1 August 2018

Space Allowances

The method, which the University of Reading has adopted, is a combination of useful elements of the old UGC norms (updated where appropriate, as ways of using space have changed over the years) and other elements of space allowance, which are based on current practice. This produces a complicated model, but by its nature, one that better reflects actual needs than a more simplistic one could. The model has been checked on site to ensure that the results reflect the assessment of the Estates and Facilities Committee as to the situation on site.

The formula is broken down below into each of the component parts.

NOTE: all staff and student numbers refer to FTEs and all areas are in m².

14 Academic Staff Space

$$Sa \times (11+R)$$

No. of academic staff x (11 {current design standard for academic office, including tutorial space} + research lab allowance {area of research space per staff from UGC})

15 Specialist Teaching space

$$Nt \times T$$

No. of taught students x specialist teaching allowance {space per student from UGC}

16 Research space (student)

$$Nr \times ((pgr \times R) + 3 \text{ (or 5)})$$

No. of research students x ((pgr research space ratio {ratio of amount of space a student could expect, compared to a member of staff} x research lab allowance {as above}) + allowance of 3m² office space per lab student or 5m² per non-lab student {for shared office space})

17 Research Staff Space

$$Sr \times ((nu \times R) + 5)$$

No. of non-university staff {should include all research staff who are not included in Sa above} x ((non-university ratio x research lab allowance) + 5m² {shared office space})

18 Technical Staff offices

$$St \times Te$$

No. of technical staff x tech office allowance {based on insitu measurements of efficient, successful usage}

19 Administrative offices

(Nt+Nr) x A or Sad x 7

In Schools: Total number of students x admin staff allowance – originally calculated by taking a successful school with good use of administrative space (as demonstrated on site) and calculating how much space per student the office represented or 7 x number of admin staff, whichever is the larger.

In Services: 7 x number of admin staff

20 Admin Space for Distance Learning and ALC & Other Related staff

Sd x D

No. of distance learning/other related admin staff x distance learning allowance. If the administrative space in a school is calculated based upon the students present, then no space is allowed for staff dealing with distance learning where the students are not present. Other related staff are not included elsewhere. This is a special allowance to address this omission.

21 Sessional Staff

Ss x V

No. of sessional or part-time staff {who are not included in either staff or postgraduate student numbers above} x sessional staff shared office allowance

22 Bad Fit Allowance

Bad fit varies between buildings. Assessment is made during reviews of space occupancy undertaken by Strategy and Space Management and during space tours, which may, where appropriate result in the calculation of a ‘bad fit’ allowance. This is based upon the area attributed to an occupying entity which could not, even if a space were refurnished with fully appropriate furniture be utilised to accommodate staff or relevant storage or equipment.

23 Non-Specialist Teaching Space

Non-specialist teaching space usage is regularly monitored and provision is calculated based upon utilisation rates and group size information. Target utilisation rates can be found at Appendix 4.

24 Additional Facilities

In addition to School/Function space allowances, the following facilities may be provided on a per building basis: Meeting rooms; communal social space.

Other facilities may be provided on a cross University basis: mature student workrooms; postgraduate workspace, or School basis: devolved teaching room

Key

The key to the elements in the formula referred to above are as follows:

A	Admin staff allowance	Sr	Staff FTE (research)
D	Distance learning admin allowance	St	Staff FTE (technical)
Nt	Student FTE (taught)	Sd	Staff FTE (distance learning)
Nr	Student FTE (research)	Ss	Staff FTE (sessional/part-time)
Nu	Non-university research staff ratio	T	Specialist teaching allowance
Pg	Postgraduate (research) space ratio	Te	Technical staff office allowance
R	Research laboratory allowance	V	Sessional/part-time staff office allowance
Sa	Staff FTE (academic)	Sad	Staff FTE (admin/clerical)

Policy on Space for Visiting, Retired and Emeritus Staff

(The following policy will apply retrospectively to all existing visiting, retired and Emeritus staff as well as to future appointments)

1 Visiting, Retired or Emeritus Staff

If a School wishes to use space to house visiting, retired or emeritus staff/professors, it must accommodate any such staff within the existing space allocation made to the school. Visiting, Retired staff or Emeritus staff/professors will not normally be entitled to space, and thus Schools will not accrue a space allowance for these posts.

It will often be appropriate for a single room with 'hot desks' to be provided for such staff, which may be shared by other users. In the event of any dispute arising with regard to the accommodation of visiting, retired or emeritus staff/professors this will be referred to the chair of the Estates and Facilities Committee.

The occupancy of this space is to be reviewed annually.

Benchmarking Basket of HEIs

Comparator Group (2010/11 onwards)

The University of Exeter

University of Durham

Queen Mary and Westfield College

The University of Surrey

The University of Bath

The University of Sussex

The University of York

The University of Leicester

The University of Leeds

The University of Nottingham

The University of East Anglia

The University of Newcastle-upon-Tyne

Target Utilisation Levels

Utilisation level = mean frequency of use % x mean occupancy level %

Usage will be calculated over a standard working week of 9am to 6pm, Monday to Friday. Calculations will be based on a typical week from each of the first two semesters.

Space Type	% Frequency Target	% Occupancy Target	% Utilisation Target
Teaching and Meeting Space	60	65	39
Teaching Laboratories	40	75	30
IT Teaching and Open Laboratories	80	75	60

Use of CMISgo room booking system

Outline

The introduction of the CMISgo room booking and timetabling system presents an opportunity to bring consistency to the way that all non-commercial bookings involving all bookable and timetabled spaces are handled.

Scope

Across all the room types outlined below bookings the use of the CMIS and CMISgo systems to handle booking arrangements is mandatory. It is not permitted to use local booking systems either to supplement, or circumvent the use of the CMIS system.

The Estates and Facilities Committee will determine which spaces are in scope of this policy and their classification against the categories below.

The system will be used to monitor room utilisation throughout the year, and periodic checks will be made of actual room use at the discretion of the Estates and Facilities committee.

Centrally Managed Timetabled Spaces

- These spaces are prioritised for timetabled teaching
- Once the timetable is fixed remaining capacity can be booked through CMISgo
- Bookings must be made in accordance with the acceptable use policy
- Bookings will be reviewed and approved by STARBO

Centrally Managed Meeting Spaces

- These space are prioritised for Calendared University meetings
- Once the meeting schedule is fixed remaining capacity can be booked through CMISgo
- Bookings must be made in accordance with the acceptable use policy
- Bookings will be reviewed and approved by STARBO

School Managed Timetabled Spaces

- These rooms will be booked through the CMISgo system
- Schools will be able to set up their own pool of authorised 'bookers' according to local requirements.
- Schools will continue to schedule taught activity into these spaces in conjunction with STARBO, and capacity in these rooms should be prioritised for this purpose.
- Activities undertaken in these spaces are at the discretion of individual Heads of School. It is expected that all activities booked into the spaces will be in line with the overarching space management policy and prevailing acceptable use policies including those regarding commercial and non-University bookings.
- Spaces will be visible to all users of the system, and the presumption is that where capacity exists, subject to liaison with the local booking contacts, this can booked by any University body.

- As per historic arrangements Schools will remain responsible for the provision and maintenance of equipment within the rooms.

School and Function Managed Meeting Spaces

- These rooms will be booked through the CMISgo system
- Schools and Functions will be able to set up their own pool of authorised 'bookers' according to local requirements.
- Activities undertaken in these spaces are at the discretion of individual Heads of School. It is expected that all activities booked into the spaces will be in line with the overarching space management policy and prevailing acceptable use policies including those regarding commercial and non-University bookings.
- Spaces will be visible to all users of the system, and the presumption is that where capacity exists, subject to liaison with the local booking contacts, this can be booked by any University body.