

# **UMTO Space Sub-Committee**

## **Terms of Reference**

The Space Sub-Committee reports to UMT(O). Its terms of reference are:

- To establish space allocation policy
- To ensure optimum utilisation and a fair distribution of space across the campus
- To assess and make recommendations on space requests
- To undertake space audits as required
- To encourage optimum utilisation of space
- To review reports for Room Booking on utilisation/monitoring etc.
- To consider space allocation in new Capital Projects.
- To make recommendations on the allocation of space as space becomes available through the completion of capital projects or in newly acquired (purchased or rented) properties.
- To send reports to UMT(O) for adoption

## **Membership**

- Registrar and Senior Vice President Academic (Chair)
- Heads of College (or Nominee)
- Director of Buildings & Estates
- Vice President for Research
- Vice President for Student Experience
- President – Students Union
- Secretary to Committee – Administrative Manager, Buildings & Estates

The Committee may invite additional members as required to inform decision making.

## **Principles Underlying Management of University Space**

1. Space is owned by University, not by individual Colleges/Schools/Departments/Units etc.
2. Space is allocated based on need at the time and is subject to ongoing review.
3. The Buildings and Estates Office is responsible for the management and implementation of overall University space.
4. The Heads of College/Senior Officers have overall responsibility for the efficient utilisation of the space allocated to the College/Unit. The Head of College/Senior Officer may devolve the day to day allocation of space within the College/Unit to the Head of individual academic/administrative units. Space/change of use requests from academic units must be through the relevant Head of College and from other units through the relevant Senior Officer.