

UNIVERSITY OF KENT
SPACE MANAGEMENT POLICY

Aims

This policy sets out a framework for the management and allocation of University space. It applies to all space owned or leased by the University, but excludes those areas identified as residential.

The key aims are:

- To provide fit-for-purpose space from within the available resources that meets the needs of its users, and which promotes an effective, efficient, flexible and positive workplace.
- To support the strategic objectives of Kent 2030 of having students at the heart of our organisation, being outstanding at teaching, whilst supporting cutting edge research and empowering staff.
- To set down the rules which will be applied when allocating space based on best practice.
- To identify cost-effective solutions consistent with maximising the utilisation of space.
- To ensure that the allocation of space is fair and based on operational requirements and demonstrated need.

Guiding principles

1. All space belongs to the University and is allocated for use to Units (i.e. Schools, Professional Service Departments [PSDs]).
2. The allocation of space, as a limited resource, is done in a consistent, effective, fair and transparent manner.
3. The allocation of space should be driven by the aims of the Estate Strategy and guided by the ambitions set out in the University Strategy.
4. The allocation of space is not “forever” and reviews of requirement, need and utilisation will be conducted on a regular basis to ensure fairness and best use, and that the aims of the University Strategy and Estate Strategy are being best met.
5. Re-allocation of space will be done based on requirement and utilisation ensuring that any reduction in space allocation will be undertaken with sufficient notice given.
6. Units allocated space may release unneeded space at any time and are encouraged to do so in order to maximise utilisation.
7. All teaching spaces will be entered onto the University timetable system and booked using this method to ensure maximum flexibility of provision and utilisation, and to ensure comprehensive data is available to assess future requirements.
8. All space, including teaching and meeting space, should also be periodically monitored for utilisation.
9. Meeting rooms will all be centralised and be bookable via Outlook calendars to allow effective booking and management of meeting rooms.

Review

1. All space will be kept under active review to ensure effective utilisation. Either the Campus Services Space Management team or an individual unit may review an allocation of space at any time. Units should facilitate access for any space utilisation study required.
2. Review recommendations for improving utilisation will be made to the relevant unit where necessary by the Head of Space & Interior Design/Space Management team.
3. Published strategic plans including but not limited to the University Strategy, the Estate Strategy and School/PSD Plans will be taken into account in any review.
4. Data from established sources will be factored into any review. Such data may include current student statistics, future student projections, occupancy and utilisation ratios and any other relevant statistics.
5. Any relevant surveys (including NSS, UGS, PTES, PRES and staff surveys) will be factored into any review where appropriate.

Allocation – General

1. All space will be allocated to a unit and not to an individual.
2. The Directors of PSDs and the Heads of School will be the primary contact for the Campus Services Space Management and will be responsible nominating someone from their unit to update the space records for that unit.
3. Allocations will be reviewed periodically in line with the principles in this policy.
4. All allocation of space either by the Head of Space & Interior Design to individual units or by units to individuals or groups within their unit must abide by this policy and these rules.
5. Directors of PSDs or Head of Schools are responsible for the sub-allocation of space and they or their nominated space manager should work together to determine the best allocation of office space.
6. Change of use of space must always be referred to the Head of Space & Interior Design to ensure compliance.
7. Space shared by multiple units must be managed collaboratively by those units. Disputes must be referred to the Head of Space & Interior Design for resolution in the first instance.
8. No individual may be allocated more than one exclusive workspace. A workspace is defined as a desk in an open plan workspace or a desk within a cellular office.
9. It is a unit's responsibility to ensure that it has sufficient space to accommodate new appointments or activities in advance. Early engagement with the Head of Space & Interior Design /Space Management team is encouraged where more space is required and this need should be flagged in relevant annual plans.
10. Social spaces for staff and students will be centrally provided in the form of inclusive Campus Lounges around campus to allow creation of community and cross collaboration.

Allocation – Staff

The University acknowledges that there is a need for appropriate spaces to meet the many and varied needs of its staff. It also acknowledges that space is a costly and sought-after resource and that it must be used effectively and allocated equitably. It is desirable that where possible space is shared not just between individuals but between units.

1. Staff assuming roles that come with ex-officio workspaces, (e.g. head of unit) are expected to occupy one workspace only, and must vacate any other workspace.
2. Workspaces vacated for more than one month (e.g. maternity leave, sabbatical/study leave) must be vacated or made available for alternate use during the period of absence, and should also be made available for use by others during more limited periods of absence.
3. Allocation of space to staff should be made with reference to the workspace allocation table below.
4. Any cellular office greater than 10m² has the potential to be a shared / multi-occupancy office and workspaces should be assigned accordingly.
5. Staff working across multiple University buildings or campuses will be allocated a workspace at their primary location.
6. The provision of workspaces for retired/emeritus staff will be on a hot desk basis, where an ongoing contribution to the school's activities is made.
7. Additional space requests may be turned down where offices have not been utilised as outlined in this policy.

Workspace allocation table

Type	Description	Criteria
Dedicated workspace	Space that is for the exclusive use of a role. Dedicated workspace refers to a desk that may be in an open plan office, shared office or single occupancy office.	Staff spending more than 3 days per week on-site who work at their desk for the majority of this time.
Shared workspace	An allocation of space assigned to two or more users. Spaces in shared workspace may or may not be dedicated spaces.	Staff spending 3 days per week or less onsite OR staff with flexible working arrangements that require less than 24 hours per week on-site OR multiple staff engaged on a specific project.
Hot desk workspace	Multi-occupant workspace(s) that are not dedicated to any specific role or that are for the use of students.	Staff who typically spend less than 3 days per week on-site and when on-site require a desk for less than 4 hours a day due to meetings / teaching etc. OR staff who have dedicated space in an alternate location OR research students for the maximum period of registration, or until submission of their thesis.
Bookable workspace	Workspace that is centrally bookable available for the use of visitors, those who have a dedicated workspace on another campus or those who temporarily need a different workspace than that assigned to them.	Occupants requiring space for a short time e.g. a day or part of a day.

Allocation – Students

The allocation of a wide range of educational spaces for student use is very important to the University, in supporting a range of progressive teaching and learning pedagogies. In allocating resources, a holistic view should be taken and opportunities to maximise the number of flexible, modern, digitally enabled learning spaces should be taken.

Students – General principles

1. Dedicated workspace will not normally be allocated to taught undergraduate and postgraduate taught students.
2. In addition to study space in the library (and Senate for PG students) there are also a number of study hubs around the campus to provide a range of different work settings for students.
3. Schools should consider projected student numbers during the annual planning round and work collaboratively with the Space Management Group to assess requirements for general facilities or PGR office space.

Post Graduate Research students:

4. Post Graduate Research students may only be allocated access to shared PGR offices during their maximum period of registration, or until submission of their thesis. PGRs with ILP requirements for a separate space will be reviewed on a case by case basis, via SSW.
5. Schools should not allocate dedicated desks within shared PGR offices and a clear desk policy should be maintained to enable multiple users. The PGR offices for Schools have been reviewed and defined as advertised on [Postgraduate study and social spaces - Student life - University of Kent](#)
6. If Schools decide their activities warrant dedicated desks, they must manage within the defined PGR shared offices provided, since the spaces have been defined based on a ratio of cohort size and analysis of the work taking place.
7. PGRs have access to book all University of Kent bookable meeting rooms and bookable offices via Outlook calendar, as their requirements dictate and access to Study Hubs and Library facilities. Please note, laboratory space is not included as PGR office space and should not be.

Requests for Space

1. All requests for space from units must be submitted to the Head of Space & Interior Design as soon as a requirement is identified. The annual planning round also offers an opportunity to submit bids for additional space (subject to funding being available). Bids will be assessed against set criteria, and with due regard to principles in this policy and prioritised accordingly.
2. Bids will be collated and reviewed by the Head of Space & Interior Design and the Assistant Director of Estate Planning and Strategic Projects
3. Reviewed bids will be considered by the Space Management Group for funding approval.
4. All proposed alterations to existing spaces, however funded, should be agreed by the Head of Space & Interior Design in advance to ensure best use/maximum utilisation of existing resources, and to ensure consistency of approach across the University.

Moves and Vacating Space

1. When vacating space, it is the responsibility of the occupant to reset the office so it is fit for reallocation. All personal affects and all paperwork must have been cleared by the occupant vacating the space.
2. For staff that are relocating, where offices have a standard workstation set up i.e. Monitors, Docking station, keyboard, mouse these items will remain in the office and the individual would move with their laptop only to their new office which should have a standard workstation set up.
3. All waste including confidential or hazardous waste should be disposed of appropriately – Campus Services can provide advice and assistance in this.
4. If the space is being returned to Campus Services for re-use, the Unit should arrange the removal of all equipment and non-standard furniture in consultation with the Head of Space & Interior Design.
5. All reallocations of vacated space to another unit will be decided by the Head of Space & Interior Design.

Policy Review

1. This policy will be reviewed periodically by the Assistant Director of Estate Planning and Strategic Projects/Head of Space & Interior Design.
2. Changes will be recommended to the Chief Operating Officer for approval by Executive Group.

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Summary of Changes:	<ul style="list-style-type: none">• Removal of references to previous strategies and references to the Kent 2030 Vision added• Hot desk and Visitor Workspace guidance now combined under Bookable Workspace• Minor changes to the allocation to students section to reflect the work undertaken between Space Management and Graduate Research College to create equity of provision and use of space across schools.• Addition of reference to Moves in Vacating Space section, guidance updated on vacating space and process for moving IT kit.• Removal of references to job roles that no longer exist and changes to job titles to reflect existing roles.