

Learning Infrastructure and Space Management Group

Terms of Reference

1. To advise Estates and Capital Sub-Group (ECSG) on all matters relating to teaching and learning space including space not managed in the pool.
2. To make recommendations to ECSG on issues relating to the utilisation of teaching and learning spaces.
3. To take decisions on the allocation, management, utilisation and organisation of teaching and learning spaces in order to promote effective and efficient space utilisation.
4. To advise ECSG on the use of Professional Services space in relation to the provision of learning and teaching where this has a beneficial impact on space utilisation.

Pooled Space

5. To develop and implement a University wide space management policy for the use of teaching and learning spaces (both pooled and managed by Professional Services) and report bi-annually to ECSG on progress against the pooled space management policy.
6. To report bi-annually to ECSG on the efficiency of the usage of the estate infrastructure including pooled space provision and usage. To monitor space needs and to liaise with Planning and Governance Services over changes resulting from the development of the University portfolio of activities.
7. To monitor the effectiveness and suitability of spaces to ensure their fitness for purpose for learning and teaching, in liaison with LeTS, Library Services and CiCS.
8. To monitor the utilisation and provision of spaces within the University which can be used for more intermittent needs including exams and outreach activities.

Faculty Space

9. To supervise the bi-annual review of the usage of faculty managed teaching and learning space.
10. To report bi-annually to ECSG on the efficient and effective use of faculty managed teaching and learning space

Report To: Estates and Capital Sub-Group

Membership:

<i>Chairman: Pro-Vice-Chancellor (Learning and Teaching)</i>	Professor Paul White
<i>Director of Estates and Facilities Management</i>	Mr Keith Lilley
<i>A representative of the Directors of Faculty Operations</i>	Professor Valerie Cotter
<i>A representative of the Faculty Directors of Learning and Teaching</i>	Professor Margaret Freeman
<i>Teaching Space Manager</i>	Mr Cliff Alcock
Representatives from Estates and Facilities Management	Ms Laura Carr Mr David Cousins Ms Kay Green
<i>A member of CiCS Learning and Teaching Support</i>	Ms Patrice Panella
<i>A member of the Finance Capital Projects Team</i>	Melissa Ayres

Two representatives from academic departments, one of which to be a lab manager:

Mr Richard King
Professor Phil Levy

Secretary

Mrs Rhiannon Birch (Head of Planning and Governance Services)