

PROCEDURE	Campus Space Management
Related Procedures:	NA
Related Policies:	Space Use and Allocation Policy
Effective Date:	September 2023
Supersedes:	N/A
Next Review:	September 2026

1. Purpose & Scope

- 1.1. This procedure is intended to support the Space Use and Allocation Policy. The procedure establishes a framework for delegated decision making.

2. Procedure

- 2.1. Responsibility for decisions on the use and occupancy of the existing estate is held by the University Executive. High level guidance and recommendations on the use and occupancy of the estate are made by the Campus Development Sub-Committee. The University Executive further delegates decisions on the use and occupancy of the existing estate as follows.
- 2.2. All changes in occupancy and/or use, including requests for more space or to hand back space¹, must be reviewed by the relevant campus space committee and endorsed by the relevant Campus Space Lead(s) and a representative from the Estates & Facilities Directorate (nominated by the Director of Estates & Facilities), to ensure that proposed changes are consistent with agreed college policies, any agreed space strategy, campus master plans, accepted good practice and statutory regulations.
- 2.3. Proposed changes in occupancy and/or use, endorsed by the Campus Space Lead(s) and the Estates & Facilities representative, only impacting spaces within directorates and faculties existing footprint may be agreed by the Directors of Directorates or Executive Deans respectively.
- 2.4. Proposed changes in occupancy and/or use, endorsed by the Campus Space Lead(s) and the Estates & Facilities representative, involving a transfer of space between faculties should be approved by the Deputy Vice Principal Operations.
- 2.5. Proposed changes in occupancy and/or use involving the handing back of space to the University, endorsed by the Campus Space Lead(s) and the E&F representative, should take place at regularly intervals as agreed through the University's planning process.
- 2.6. Any change requiring investment will be subject to approval of a business case by Investment Advisory Panel.
- 2.7. Proposed occupancy and/or use of space, including the terms and conditions for any such use, for non-King's activities and/or staff should be endorsed by Campus Space Lead(s) and the appropriate Estates & Facilities representative and approved by the SVP Operations. Occupancy and/or use of space should typically be granted on a 12-month basis, and review by the Campus Space Lead and the E&F representative before renewal each year.

¹ The phrase 'changes in occupancy and/or use' should be read to include requests for more space or to hand back space.

- 2.8. Large scale programmes and/or any proposed changes in use or occupancy having implications for the use or occupancy of space on more than one campus should be presented at concept stage to the Campus Development Sub-Committee who will provide guidance on the appropriate decision-making process and approval route.
- 2.9. Space use will be reviewed annually by the Estates & Facilities Directorate and recommendations on changes to space occupancy and use may be made to the Campus Development Sub-Committee.