

Space Use and Allocation Policy

Policy category:	General
Subject:	Use and allocation of university space
Approving Authority:	University Executive
Responsible Officer:	Senior Vice Principal (Academic) and Senior Vice Principal (Operations)
Related Procedures:	Campus Space Management Procedure
Related Policies:	N/A
Effective Date:	September 2023
Supersedes:	N/A
Next Review:	September 2026

1. Purpose & Scope

- 1.1. This document provides high level principles on the use of non-residential space, to ensure that we use our space effectively and efficiently and clarifies where authority on decisions over use and occupancy of space is held.
- 1.2. This policy applies to all non-residential usable space owned, leased and/or occupied by the university. This policy excludes Balance Areas necessary for the operation and functioning of the building.

2. Definitions

Definitions of terms used within this policy.

Balance Areas	Areas necessary for the operation and functioning of a building, as defined by HESA EMR Categories, including, but not limited to plant areas, corridors, lifts, stairs, toilets, risers, cleaning cupboards and comms rooms.
University Activities	All activities contributing the university's mission and goals, including but not limited to research, administration, teaching, learning, and catering.
Usable Space	Usable space is defined as areas in which the universities activities are, or could be, accommodated, as defined by HESA EMR Categories
Non-residential usable space	Is usable space not used for residential accommodation, including space in residential buildings provided by the university to accommodate learning, research, and social activity.
Occupiers	Those faculties, directorate, third parties, including KCLSU, and other parts of the university allocated the use of space under this policy

Campus Master Plans	Plans, agreed by the University Executive, as to how buildings and spaces owned and leased by the university will be used, developed, repurposed, vacated, acquired, or sold.
Statutory Regulations	The Workplace (Health, Safety and Welfare) Regulations 1992 is the primary legislation setting out statutory requirements. These Regulations outline a wide range of health, safety and welfare issues which apply to most workplaces. The Health and Safety Executive issue guidance for establishing good practice regarding the Workplace Regulations.

3. Policy

- 3.1. All space belongs to the university, whilst Occupiers, may have long standing associations with certain areas of the estate, it will be allocated in accordance with the University's requirements, expressed in its vision, any approved space strategy, campus master plans or as expressed by the University Executive.
- 3.2. The space allocated to Occupiers and their requirements will be reviewed annually.
- 3.3. Space that is allocated for a specific activity, such as a research award, will be returned to the university at the end of the agreed activity period.
- 3.4. Decisions over use, allocation and access to space must include consideration of sustainability, financial impacts and EDI.
- 3.5. The university will endeavor to ensure all staff have access to space suitable for their duties and welfare. The university will move to a model where space is allocated according to need, not necessarily seniority.
- 3.6. The university will endeavor to ensure students have access to space, including libraries, classrooms, lecture theatres, and informal learning & social spaces required to support their learning outcomes and to participate in university life.
- 3.7. The use of common and shared spaces, as well as innovative working practices, will be promoted where this supports the delivery of the university's goals and objectives, increases flexibility, and delivers sound financial, operational, and environmental benefits.
- 3.8. The university will incentivize Occupiers to use space efficiently, providing data to inform decisions and resources including change management support to deliver them. Mechanisms to incentivize efficiency, including space charging may be introduced as agreed by the University Executive.
- 3.9. All decisions on the occupancy, use, design, operation, and management of space will take into consideration the University's needs as a whole, as expressed in its vision, any space strategy, campus master plans or as expressed by the University Executive.
- 3.10. Occupiers, with guidance and support from E&F, are responsible for ensuring that space is used appropriately and efficiently, in compliance with the University's space standards and statutory regulations.
- 3.11. Estates & Facilities Directorate reporting to the University Executive, will be responsible, for developing KPIs, space standards and design guidance, responsibilities regarding use, drawings on existing best practice at King's, the wider UK HE sector and from emerging best practice beyond the UK and in other sectors.

4. Decision making

- 4.1. All purchase, disposal and leasing transactions require the approval of University Executive, with those over £5m needing the approval of Council, advice from the Estates Strategy Committee and Finance Committee. Responsibility for execution of these transactions is delegated to the Chief Surveyor, including responsibility for all lettings of university space to third parties.
- 4.2. Authority over decisions on the use and occupancy of the estate is held by the University Executive. The University Executive will delegate the authority to make decisions on the use and occupancy of the estate as set out in the Campus Space Management Procedure.
- 4.3. High level guidance and recommendations on the use of the estate are made to the University Executive by the Campus Development Sub-Committee.

5. Reporting

- 5.1. The Director of Estates & Facilities will report on key metrics to the Estate Strategy Committee.
- 5.2. The Director of Estates & Facilities will report annually to the University Executive, or more frequently if required, on progress towards delivering a university Space Strategy.

- 5.3. Occupiers will report to Estates & Facilities Directorate all proposed changes in use, allocation and/or occupancy of occupied space to ensure that the Estates & Facilities Directorate can maintain an accurate records and agreed KPIs.