Polasaí agus Nósanna Imeachta / Policies and Procedures

Code	QA162
Title	Space Management
Policy Owner	Director of Buildings & Estates or nominee(s)
Date	13 December, 2022
Approved By	University Management Team

1. Purpose

This Policy documents how University owned or managed space will be allocated for use.   Space Management Procedures must also be consulted for those wishing to:
- Have space allocated to them on a permanent or temporary basis
- Have new space developed
- Change the use of space (e.g. modifying a laboratory or office space)
- Acquire or dispose of a property or land

2. Description

This policy applies to all space owned or managed by the University and extends to third party usage of University space.

2.1.   Any use of University space by either staff or Third Parties must align with University strategic objectives and values.

2.2.   Space is a valuable asset; all space is controlled by the University and is allocated on the basis of demonstrable need, taking into account strategic priorities. Space allocation and processes will be clear, fair, transparent and inclusive.

2.3.   Space needs that directly support teaching and learning, research and innovation and student success will receive priority.   Space allocations will be assigned in accordance with the Procedures for Space Management.

2.4.   Space allocations are not permanent and will be flexible and responsive to changes in roles and the needs of a role, as well as to changes in teaching and research and social spaces requirements as University priorities evolve.

2.5.   Space allocation and use will be managed in line with University objectives and values. Where feasible the interests of key strategic partnerships and other initiatives from which the University benefits will also be accommodated in accordance with the Procedures for Space Management.

2.6.   Where possible, space will be managed to achieve appropriate contiguity, synergies and overlaps within units and between complementary units, i.e. collaboration in use of space may be required. Sharing of space may be required to maximise use and achieve the overall objectives of the University.

2.7.   Spaces with significant investment costs must not be converted to a different space type without due consideration; for example a highly serviced lab to office accommodation. Users should follow Procedures for Space Management.

2.8.   Office (single occupancy/shared) space for staff will be allocated based on a needs assessment of the role by the relevant Head of Unit and informed by working arrangements associated with the role and hours of work on campus. Where a role requires a staff member to work in more than one area, shared desk space or meeting room facilities will be arranged locally.

2.9. Space planning will no longer assume a single individually allocated office/desk space per person.

2.10. A University-wide Strategic Space Planning Group is in place to ensure compliance with the principles of space provision and usage as set out in the Procedures for Space Management.

2.11. Colleges/Units/Research Institutes are required to plan their future space requirements as part of strategic planning processes.

3. Responsibilities

Name (Office or position)	Responsibility
Director of Buildings & Estates or nominee(s)	Policy Owner: space allocations will be assigned by Director of Real Estate or nominee(s) to the activity.
Head of Business Support Services	Responsible for the implementation of the Space Policy and maintenance of space database.
Strategic Space Planning Group	Responsible for the development and approval of space proposals which are strategic in nature. This will include approvals for provision, allocation, withdrawal and reallocation of space in accordance with strategic objectives.
University Management Team ("UMT"), Colleges, Units, Research Institutes	Responsible for ensuring that space allocated to their Units is used efficiently, in a responsible manner and in accordance with the University's strategic objectives.

4. Related Documentation

4.1. Procedures for Space Management (multiple)

4.2. University Health & Safety Policies and Procedures (multiple)
https://www.universityofgalway.ie/health-safety/policies-&-procedures/

4.3. QA100 Procurement Policy
https://www.universityofgalway.ie/media/procurement/QA100-Procurement-Policy-v2.1-Dec-2020.pdf

4.4. Signing Authority and Approval Policy (QA350) (not publically available)

4.5. QA123 Event Management & Safety Policy
https://www.universityofgalway.ie/media/buildingsoffice/files/policiesandprocedures/QA123-Event-Management-and-Event-Safety-Policy-(EMESP).pdf

4.6. Guidance document on Space Norms (in development)

4.7. QA180 Hybrid Working Policy
https://www.universityofgalway.ie/media/humanresources/publicdocuments/policiesprocedures/Hybrid-Working-Policy-(UMT-Approved-December-2022).pdf

4.8. QA510 Management of the Research Funding Lifecycle
https://www.universityofgalway.ie/media/staffsub-sites/researchoffice/files/Management-of-the-Research-Funding-Lifecycle-(QA510).pdf

4.9. QA 204 Academic Year Scheduling and Timetabling Policy
https://www.universityofgalway.ie/registrar/policies

4.10. QA140 University of Galway Retired Staff Policy
https://www.universityofgalway.ie/media/publicsub-sites/retiredstaff/files/QA140-Retired_staff_policy_beartas_o_gaillimh_do_chomhalta_foirne_scor.pdf

4.11. QA158 Hosting Conferences at University of Galway
https://www.universityofgalway.ie/media/nuigalwayie/content/files/businessindustry/QA158-Hosting-Conferences-in-NUI-Galway.pdf

4.12. New Project Request (form – not publically available)

4.13. New Equipment Request (form – not publically available)

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