

**University of St Andrews - School of Medicine Handbook**  
**SCHOOL OF MEDICINE – COMMITTEE TERMS OF REFERENCE**  
**SPACE PLANNING AND INFRASTRUCTURE COMMITTEE**

1. **Membership.** The Chair of this committee is appointed by the Head of School, other committee members are nominated from the Divisions and the community operating in the open plan area. The School Manager and the Research Administrator are committee members by role.
2. **Purposes:**
  - a. Prepare proposals on guiding principles by which the school allocates office and open plan work space for the Ops Group to approve, see Annex to this document.
  - b. Prepare plans for space allocation according to the principles for Ops Group to approve.
  - c. Manage routine office allocation or cases for changing the work space allocation; cognisant that physical, communication and procedural solutions may all be relevant.
  - d. Ensure that there is work space allocated for new starts.
  - e. Resolve building level infrastructure frictions; security, access, heat, ventilation and furniture.
  - f. Engage with Estates Department / TRAC.
  - g. Potential engagement with NHS and / or PFI contractors regarding hospital space.
  - h. Control of building fabric budget (IFABRC).
  - i. Direction to Infrastructure team, via School Manager.
  - j. Ownership of the School security policy.
3. **Out of Scope.** The following are not the remit of the committee:
  - a. Allocation of lab bays / support rooms. Dir of Research.
  - b. Allocation of teaching rooms to programmed classes / teaching activity.
4. **Schedule of meetings.** Bi-monthly. Ad hoc meetings if required.
5. **Meeting Support:**
  - a. Record taken by Research Administrator.
  - b. Papers to be published in MedInternal (committee only) and a redacted summary of decisions available to the whole school.
6. **Membership.** The Chair, School Manager, one representative from each Division, one member from the community who use the open plan area and the Research Administrator in addition to assist with taking minutes/arrange meetings.

## **POLICY ON WORK SPACE ALLOCATION**

*This document lists the physical workspace available and the guiding principles by which it will be allocated. The method of booking rooms is addressed elsewhere.*

7. **Physical Factors - Offices<sup>1</sup>**. The design of the Medical School Building means that:
  - a. There are 42 standard offices, all but 2 have the same volume<sup>2</sup>. All can be configured for one or two person use. A small number have double data provision and are more suited for multi occupancy.
  - b. There are 6 large offices for Professional services staff, GCMs and demonstrators. These are designed for purpose and will not normally be re-roled.
  - c. There are fixed offices for the Dean and PA (connecting door).
  - d. The corner office on the middle floor is the same size as the Dean's.
  - e. 337A which can only be used by someone who doesn't see students as it is off the Teaching Office.
8. **Physical factors - open plan desks**. There are 84 desks in rooms 226 / 234 and 17 desks in room 137. See the [map](#) for details. There is a schedule listing how these are allocated.
9. **Current guiding principles:**
  - a. Allocation of space will be driven by several relevant factors such as working hours, supervisory duties, type of work, seniority etc.
  - b. Not every requirement will be met by a physical solution, for example an individual bothered by noise could be moved to a quieter area or individuals interrupted by questions can have their role clarified.
10. **Guiding Principles for allocation of offices:**
  - a. Post-Doctoral Research Staff will use the open plan area.
  - b. Individuals who are scheduled to work in the building for less than 5 days per week<sup>3</sup> will normally share.
  - c. Staff supervising Post Docs and PhD students will normally be accommodated in the middle floor.

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<sup>1</sup> It is assumed that this group's remit is limited to 'offices' and not lab space or 'dry labs' like the coding room or consultation room.

<sup>2</sup> Two rooms are 10% smaller than the rest

<sup>3</sup> This includes staff on a part time contract, staff who work part of the week in an NHS establishment and staff who have a standing agreement with their line manager that they work part of the week from home.

11. **Current Guiding Principles for the allocation of desks:**

- a. Designated desks for full time PhD students, Post Docs and other staff.
- b. Hot desks for part-time PhD students, Masters students, Visiting Scholars

12. **Additional Bookable space:**

- a. **Interview Rooms.** When the 6 Interview rooms are not needed for teaching, which is their prime use, they may be used by staff or PG students.
- b. **Tutorial Rooms.** These may be booked for small group meetings, focus groups etc.
- c. **Pods.** These are booked informally with a paper sign-in sheet.
- d. **Temporary office space.** In the event an office is empty for more than a few weeks then it will be made available for meetings.

<b>Author:</b>	School manager	<b>Approval Committee:</b>	
<b>Consultees:</b>			
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**Version Control Record** (*expand table as required*)

<b>Date</b>	<b>Revision Description</b>	<b>Major Changes</b>
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