Learning Infrastructure and Space Management Group

Terms of Reference:

1. To make recommendations to the Estates and Capital Sub-group (ECSG) and the Learning and Teaching Committee (LTC) on the development, management, allocation and organisation of all teaching and learning spaces (including departmentally managed teaching space) in order to ensure an excellent student experience and promote effective and efficient space utilisation.
2. To advise and make recommendations to the ECSG and LTC on the longer term planning of learning and teaching spaces.
3. To develop and monitor an annual plan and programme of investment in teaching and learning spaces in line with the Estates Strategy.
4. To develop teaching and learning facility design specifications/benchmarks for use by PEGs and for use in design development.
5. To take an evidence-based approach and keep abreast of developments in the sector, using this knowledge to inform decision making.
6. To develop the University's space management policy of teaching spaces, reporting regularly to ECSG on progress against the pooled space management policy.
7. To work with Project Executive Groups (PEGs) providing advice and making recommendations on the development of learning and teaching spaces.
8. To receive reports from PEG Project Managers on progress on learning and teaching spaces projects.
9. To report bi-annually to ECSG on the efficiency of the usage of the learning and teaching estate infrastructure including pooled space provision and usage.
10. To forward plan and monitor space needs to support changes in student numbers and developments in the University portfolio of activities.
11. To evaluate and monitor the effectiveness and suitability of spaces to ensure their fitness for purpose for learning and teaching (including exams and outreach activities), in liaison with LeTS, Library Services, CiCS and EFM.

Reports to: Estates and Capital Sub-Group and the Learning and Teaching Committee.

Membership:

Chair: Vice-President for Education Professor Wyn Morgan

Faculty Representatives:

Faculty of Arts & Humanities Dr Dave Forrest (English) – Semester 1
Dr Richard Steadman-Jones (English) – Semester 2

Faculty of Engineering Professor Harm Askes (Civil & Structural Engineering)

Faculty of Medicine, Dentistry & Health Dr Carolyn Staton (Medical School)

Faculty of Science Professor Mark Winter (Chemistry)

Faculty of Social Sciences Mr Simon Chadwick (Architecture)

Director of Estates & Facilities Management & IT Mr Keith Lilley

Space & Strategy Manager (EFM) Ms Kay Green (or alternate, Miss Ayla Smart)

Project Manager (EFM) Mr Brian Evans

Director of CiCS (or representative) Dr David Surtees (or alternate, Ms Patrice Panella)

Teaching Space Manager (CiCS) Mr Cliff Alcock
<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
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<tr>
<td>Head of Academic &amp; Learning Support</td>
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<tr>
<td>Director of Library Services &amp; University Librarian</td>
<td>Mrs Anne Horn</td>
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<tr>
<td>Director of Planning &amp; Insight</td>
<td>Dr Rhiannon Birch</td>
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<td>Head of Capital Project Finance</td>
<td>Ms Melissa Ayres</td>
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<td>Education Officer from the Students’ Union</td>
<td>Mr Stuart McMillan</td>
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<td>Secretary</td>
<td>Miss Marie Evans (LeTS)</td>
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