

**NUFFIELD DEPARTMENT OF PRIMARY CARE HEALTH SCIENCES
UNIVERSITY OF OXFORD**

SPACE MANAGEMENT WORKING GROUP

Draft Terms of Reference

The core purpose of the Space Management Working Group is to develop practical options for the department's senior management to consider implementing to maximise the efficient and effective use of space across all NDPCHS departmental buildings.

It is recognised that:

- The department continues to grow, and that research growth is essential to a department seeking to maintain its position as the top-ranked academic primary care unit in the UK;
- The Head of Department and Head of Administration & Finance continue to make the case strongly to the University for additional space, in both the short- and long-term;
- Despite this, there is no strong likelihood at this stage (February 2019) that additional space will be made available in the immediate term; and that
- The prevailing preference is to remain in the city centre and therefore on or near to the ROQ.

In enacting its core purpose, the group shall give consideration to:

- The most effective ways of communicating with staff to allow for a two-way dialogue which recognises staff views while taking account of the constraints within which the department operates;
- The data (whether qualitative or quantitative or both) that should inform decision-making;
- Proposals that may be made by individuals or research teams within the department for new ways in which departmental space might be used, if these proposals would likely increase space efficiency and space utilisation;
- Solutions implemented in other relevant venues (e.g. other HEIs) and the ways in which these have proved successful or unsuccessful; and
- Whether any external facilitation (e.g. to aid communication) or consultancy (e.g. to propose solutions appropriate to NDPCHS) would be of benefit in its consideration of the above.

Membership

A nominated representative from each group, as agreed by SMC

Chair: Richard McManus

Secretary: tbc