

## Space Allocation Procedure

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# Contents

<b>1</b>	<b>Introduction .....</b>	<b>3</b>
<b>2</b>	<b>Purpose .....</b>	<b>3</b>
<b>3</b>	<b>Scope.....</b>	<b>3</b>
<b>4</b>	<b>Definitions .....</b>	<b>3</b>
<b>5</b>	<b>Duties and responsibilities.....</b>	<b>3</b>
<b>6</b>	<b>Procedures .....</b>	<b>4</b>
<b>7</b>	<b>Training Requirements.....</b>	<b>5</b>
<b>8</b>	<b>Process for monitoring compliance with this Procedure.....</b>	<b>5</b>
<b>9</b>	<b>References .....</b>	<b>5</b>
<b>10</b>	<b>Associated documents.....</b>	<b>6</b>
	<b>Appendix A : Space Allocation Request Form .....</b>	<b>7</b>
	<b>Appendix B : Action Checklist for Proposed re-location/change.....</b>	<b>8</b>
	<b>Appendix C : Equality Impact Assessment.....</b>	<b>8</b>

## Space Allocation Procedure

## **1 Introduction**

The Space Allocation Procedure concerns the allocation and reallocation of clinical, offices and working space between departments for all types of use. This procedure lays out a system for discussing and allocating space according to need.

## **2 Purpose**

The purpose of the procedure is to provide a method of allocating and re-allocating space between departments which is fair and equitable to all.

## **3 Scope**

This procedure is relevant to all staff that work in the buildings occupied by the Trust.

## **4 Definitions**

## **5 Duties and responsibilities**

### **Deputy Chief Executive**

In the case of a failure to achieve an agreed solution to a request, arbitration will be conducted by the Deputy Chief Executive, whose decision will be final.

### **The Esatate and Facilities Manager**

Will lead on assessing space allocation as detailed below.

### **The Estates and Facilities Project Manager**

The manager will maintain records of current allocation of space to departments, and these will be available to any department on request.

## 6 Procedures

### 6.1 Guiding Principles

The procedure is based on the following principles:

- Nobody 'owns' space or accommodation. It is Trust property and all staff must be prepared to relocate if it is judged to be for the greater good.
- All requests for space, changes of use, bids for or requests for additional space by departments, whether they involve building alterations or not, will be dealt with under this procedure.
- The establishment of generic space is encouraged with a view to sharing between teams wherever possible.
- Offices should be shared wherever possible. Larger offices should be used for sharing and smaller for single occupation.

### 6.2 Process

The process of allocating and re-allocating space will be made at the Estates and Facilities Manager based on the Trust's annual plan and other directions from the Board, following consultation with interested parties.

A department requesting changes in accommodation will use the form given at Appendix A.

It should be accompanied by a 'Statement of Business Need', especially where funding is required from outside the departmental budget.

The request should be sent to the Estates Projects Manager and will be acknowledged in writing within 5 working days.

The Estates and Facilities Manager will consider:

- How the proposal fits into the Trust's strategy
- How the proposal fits into any current site redevelopment proposals
- The feasibility of the proposal
- other options for meeting the requirement

The group will decide whether:

- The proposal is feasible
- There is better alternative
- The proposal needs to become the subject of a Capital Bid

6.3 Unsuccessful requests will be kept on file and may be reviewed in the light of subsequent developments.

Once a change has been agreed it will be the responsibility of the requesting department to facilitate the moves and manage the moves for both. Those who should be represented are shown on the Action Checklist attached at Appendix B.

### **6.3 Requests for review of decisions**

Any request should be made to the Estates and Facilities Manager in writing in the first instance. If the issue cannot be resolved, then a written submission can be made to the Deputy Chief Executive.

The Deputy Chief Executive will consider any reviews that cannot be resolved, consulting other members of the Executive Management Team if necessary.

Decisions of the Deputy Chief Executive will be final.

## **7 Training Requirements**

na

## **8 Process for monitoring compliance with this Procedure**

Exception reports will be made to the Executive Management Team as indicated.

## **9 References**

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## 10 Associated documents<sup>1</sup>

Trust's Annual Plan

Trust's capital project plan

Decommissioning Checklist (available from Paul Waterman, Estates and Facilities Manager)

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<sup>1</sup> For the current version of Trust procedures, please refer to the intranet.

## Appendix A : Space Allocation Request Form

Date:	Proposer:	Ext:
Department :		
Present Location		
Proposed Location :		
Outline Proposal or reason for needing the space (if necessary use a separate sheet to provide a complete description and layout diagram).		
Please consider co-location with other services, space required, number of occupants, clinical or non- clinical area.		
Is any space being vacated in return for this proposal?		
If yes, please specify rooms		
Is the space currently used by another Department Yes/No?		
Business Need/Business Case (confirm a copy is attached)		
Funding requirements - Identify any funding source		
Signature		
Proposer.....		
Estates and Facilities use		
Date Application Received: .....		

## **Appendix B : Action Checklist for Proposed re-location/change**

**The Tavistock & Portman NHS Trust  
Directorate of Central Services  
ACTION CHECKLIST For  
PROPOSED RE-LOCATION/CHANGE**

**FOLLOWING TRUST APPROVAL TO PROCEED, GIVING AT LEAST 2 WEEKS NOTICE:**

Contact the following as appropriate for the planned change...

- Estates and Facilities Manager (Ext: 2156) for co-ordination of relocation/move.

## **Appendix C : Equality Impact Assessment**



1. Name of policy, function, or service development being assessed:  
*Space Allocation Procedure*

2. Name of person carrying out the assessment:  
*Paul Waterman*

3. Please describe the purpose of the policy, function or service development:  
*The purpose of the policy is to provide a method of allocating and re-allocating space between departments which is fair and equitable to all.*

4. Does this policy, function or service development impact on patients, staff and/or the public?  
**YES**

5. Is there reason to believe that the policy, function or service development could have an adverse impact on a particular group or groups?  
  
**YES / NO**  
  
If **YES**, which groups may be disadvantaged or experience adverse impact?  
  
**Age** – especially younger and older people YES / **NO**  
**Disability** – people with impairments YES / **NO**  
**Gender** – women, men, transgender people YES / **NO**  
**Race** – people of different ethnic groups YES / **NO**  
**Religion and belief** – people of different faiths and beliefs YES / **NO**  
**Sexuality** – especially lesbian, gay, and bisexual people YES / **NO**  
**Other** .....YES / **NO**

6. If you answered **YES** in section 5, how have you reached that conclusion? (Please refer to the information you collected e.g., relevant research and reports, local monitoring data, results of consultations exercises, demographic data, professional knowledge and experience)

7. Based on the initial screening process, now rate the level of impact on equality groups of the policy, function or service development:

**Negative / Adverse impact:**

**High** .....

(i.e. high risk of having, or does have, negative impact on equality of opportunity)

**Medium**.....

(i.e. some risk of having, or there is some evidence of, negative impact on equality of opportunity)

**Low**.....

(i.e. minimal risk of having, or does not have negative impact on equality)

**Positive impact:**

**High** .....

(i.e. highly likely to promote, or clearly does promote equality of opportunity)

**Medium**.....

(i.e. likely to promote, or does have some positive impact on equality of opportunity)

**Low**.....

(i.e. not likely to promote, or does not promote, equality of opportunity)

N.B. A rating of 'High' negative / adverse impact' means that a Full Equality Impact Assessment should be carried out (see Form Two)

A rating of 'Medium negative' or 'Low' positive impact may mean that further work has to take place, especially where the policy, function, service development is designed to promote equality of opportunity

Date completed 27.10.10.....

Signed .....

Print name .....PAUL WATERMAN (Estates and Facilities Manager)