

## SCHOOL OF INFORMATICS

### Strategy Committee

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#### Room allocations – academic staff with part-time contracts

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#### **Background**

Current School policy on room allocations states that ‘We seek to give single occupancy offices to academic staff...’. Strategy Committee has previously agreed that, following the further office conversion works planned over the forthcoming year, all academic staff will be allocated a ‘type C’ office, as standard, with effect from academic year 2019/20.

What the current policy does not do is make any reference to its application to staff with part-time contracts.

#### **Action requested from the committee**

Strategy Committee is asked to consider setting a minimum contract value which would normally result in a member of academic staff being allocated a single occupancy office. It is suggested that the value might be set at 0.4FTE or 0.5FTE. Temporary reductions in contract hours of one year or less would not impact on office allocations.

#### **Main subject text**

The planned works, plus the availability of some additional offices within the Bayes Centre and the release of the space allocated to The Alan Turing Institute on level 4 of the Informatics Forum, will provide additional offices to allow realisation of the intent stated above.

There will, however, continue be pressure on space within the Informatics Forum. It is therefore necessary to ensure that we continue to make the efficient use of space.

Academic staff with below the specified minimum contract will be allocated either to a type C office, sharing with one other member of academic staff, or to a type B office, sharing with two other members of academic staff.

#### **Equality and diversity implications**

The policy should be monitored to determine whether it impacts disproportionately and detrimentally on any group of staff.

#### **Resource implications (staff, space, budget)**

The policy is intended to make efficient use of the limited space available.