***ICTM Accommodation Committee***

*Terms of Reference*

# Remit

* 1. The ICTM Accommodation Committee will plan, communicate, support, and coordinate all accommodation, facilities, IT and H&S related items at 90HH with the collaboration of *all project boards and working groups*.
  2. The Accommodation Committee will advise Max Parmar, ICTM Director.

# Membership

* 1. Membership of the Group is as follows:
* Chair of the Group – Paul Hyams, Facilities Manager
* Representation from all *Desk Zone leads or deputies*: -
  + ICTM Group Representative
  + ICTM PGR Rep
  + CCTU
  + IS Team
  + MRC CTU FG – Research Support & Admin
  + MRC CTU FG – Trial & Study Management
  + MRC CTU FG – Data Management Systems
  + MRC CTU FG – Stats/Meta/Clinical
  1. As far as possible each working group will be represented via this structure.
  2. Other members of staff may be invited to specific meetings to discuss particular topics, as required.

1. Frequency and format of meetings
   1. The Group will meet at least quarterly. Each meeting will last approximately one hour.
   2. *Each meeting* will focus on desk zones, storage (all elements free-standing or built-in), meeting rooms, communications, IT, facilities, Well-being and health and safety. The group will keep in mind key priorities of data protection and business continuity.
   3. The Group will also provide guidance on working practices and procedures relative to the office space and IT, considering the impact of proposed changes to our working environment.
2. **Role of members**
   1. The role of all members is to *raise issues of key-importance* from their working group and contribute to work streams as appropriate.
   2. Members will also act as a link between the Project Board & work groups, ensuring that **move-related issues** are raised at group meetings, as well as encouraging compliance [of policy], when and where required.
3. **Role of the Chair**
   1. The Chair of the Accommodation Committee will: -

* Chair meetings of the Group
* Champion communications across ICTM
* Advise and support sub-group chairs
* Represent the group at Senior Leadership Team Meetings and relevant ICTM meetings
  1. The Chair may also act as a contact for Accommodation Committee between meetings, but with the understanding that most issues will be referred to sub-groups or the appropriate member of staff.

1. **Accountability**
   1. The Group will be accountable to Max Parmar, ICTM Director, through the Group’s chairs.
2. **Action Points**
   1. Actions raised from the accommodation committee will be set out and moved forward by either the department or personnel held accountable and tracked against agreed completion dates.
   2. **Action List**

* Department or personnel accountable for actions identified as *responsible* for carrying actions forward.
* Individual actions identified and tracked identifying *any* remedial actions.
* Completion deadlines set against each action identifying *any* completion date delay due to internal or external resource issues.
  1. *The role of the secretariat will be fulfilled by the Facilities Team.*

February 2022