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**19 May 1997**

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# CIRCULAR

**THE  
FURTHER  
EDUCATION  
FUNDING  
COUNCIL**

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## **ACCOMMODATION STRATEGIES**

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**To** \_\_\_\_\_ Principals of colleges

**Circular type** \_\_\_\_\_ Information, guidance and request  
for new accommodation strategies

**Summary** \_\_\_\_\_ Introduces new guidance on  
accommodation strategies,  
relationship to strategic plan cycle,  
timetable for preparation and  
Council response. New  
accommodation strategies are  
requested by 30 November 1997

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Reference number: 97/19

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01203 863201

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Quinton Road  
Coventry CV1 2WT

**97/19**

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# ACCOMMODATION STRATEGIES

## Introduction

1 This circular introduces new guidance to colleges on preparing accommodation strategies and confirms the timetable for completing new strategies.

## Background

2 Since the publication of Circular 93/35 which accompanied the Council's *Guidance on Estate Management* colleges have completed, and in some cases formally updated or revised, their first accommodation strategies. New strategic plans and financial forecasts were requested by the Council in Circular 96/34. That circular stated that the context within which colleges will be preparing new strategic plans is significantly different from the period immediately following incorporation.

3 Each college's accommodation strategy is an integral part of its strategic plan and an up-to-date accommodation strategy is an essential prerequisite of college capital proposals for Council financial support under Circular 95/25 and Circular 96/11. Colleges are now asked to produce a new accommodation strategy as part of their three-year overall strategic planning cycle. New guidance, which replaces section 2 of the *Guidance on Estate Management*, therefore accompanies this circular in a separate supplement.

## Guidance on Accommodation Strategies

4 The accompanying guidance results from the assessment of more than 400 accommodation strategies previously produced by colleges. It builds on the experience of colleges and incorporates the views of a group of college representatives who helped produce the guidance.

5 The guidance offers advice on possible approaches to the preparation of an accommodation strategy but it is not prescriptive because of the wide variety of college estates and accommodation needs.

6 While each accommodation strategy should be tailored towards the specific circumstances of each college, the provision by colleges of information in standard form, indicated in paragraphs 9 and 10 below, will enable the Council to monitor changes and improvements to buildings throughout the college sector.

7 The Council will analyse and then share with all colleges this information which should help establish benchmark costs for various key activities.

## Timetable for the Preparation of New Accommodation Strategies

8 Each college is requested to photocopy and complete the cover sheet contained in the annex to this circular. This should be attached to the A4 bound copy of the college's accommodation strategy, which should include completed standard forms shown in annexes C and D of the supplement to this circular. Each college is requested to send one bound copy of its accommodation strategy to Jerry O'Shea in the Council's property services team in Coventry by 30 November 1997. The Council's property advisers will send an initial response by 28 February 1998 to each college which has provided an accommodation strategy by 30 November 1997.

9 A college which has completed a new or revised accommodation strategy during 1997 and which considers that its strategy requires no further review for the time being, should contact the Council's property adviser. This should result in agreement that such a college should only send completed standard forms, shown in annexes C and D of the supplement to this circular, to the Council by 30 November 1997.

10 The Council intends to hold regional seminars on property issues including the accommodation strategy in June and July 1997. Further written guidance on matters to be addressed in accommodation strategies will be issued.

11 Each college will be requested to supply an annual formal update to the accommodation strategy starting in 1998. Other than where substantial revisions to an accommodation strategy are proposed, this is likely to consist only of completed standard forms summarising information already held by each college.

12 Three copies of the supplement to this circular and one disk containing an option appraisal model (see annex H of the supplement) are being sent with this circular to each sector college. One of those three copies will be sent direct to the college library.



# ACCOMMODATION STRATEGY – COVER SHEET

## THE FURTHER EDUCATION FUNDING COUNCIL

(Reference Circular 97/19)

**Please photocopy, complete and attach this form to the front of the A4 bound copy of your accommodation strategy. Then send it to Jerry O’Shea in the property services team at the Council’s Coventry office by 30 November 1997. Guidance on preparing the accommodation strategy is given in the supplement accompanying this circular.**

Cheylesmore House  
Quinton Road  
Coventry CV1 2WT

Telephone 01203 863000  
Fax 01203 863100

\_\_\_\_\_  
College name

\_\_\_\_\_  
FEFC reference code

\_\_\_\_\_  
Contact name (*please print*)

\_\_\_\_\_  
Telephone no.

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**Please tick to confirm that you have included the following forms:**

- Annex C: Sites and buildings summary form and premises costs (current year)**
- Annex D: Teaching and learning rooms workplace capacity**
- I attach an A4 bound copy of the college’s accommodation strategy**

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Signature

\_\_\_\_\_  
Name (*please print*)

\_\_\_\_\_  
Position

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