

Sessional Space FAQs

NHS Property Services is launching a project to introduce a new and easier way for customers to use sessional space within our buildings. Below are answers to frequently asked questions for both new and existing users of our buildings.

[Find out more](#) about the pilot. If your question has not been answered here, please [contact us](#).

What is sessional space?

Sessional space is multi-use, clinical and non-clinical accommodation, available for hire on an hourly or daily basis. This means you only pay for the space and time you need, giving you greater flexibility and choice.

Why are you running a pilot?

Through analysis of NHS Property Services' (NHSPS) estate, we have identified large amounts of 'sessional space' across the country – almost 70,000 sq m.

Our customers have told us that easier access to sessional space will help them deliver services where and when they are needed as well as reducing operating costs through more efficient use of space.

The six-month pilot will test our solution for booking, paying, facilities management and pricing in several properties before being rolled out nationally across the NHSPS estate.

How did you choose the pilot locations?

NHSPS has identified a number of buildings to take part in the pilot across the country.

These buildings have been chosen as they currently have rooms that are used as sessional space – i.e. there is no lease or agreement in place – and there is local demand for more flexible use of the space.

We are not introducing new sessional space at this stage but are changing the model we operate to book and pay for space.

What will the national roll-out achieve?

By introducing a national, consistent model of sessional space users will see:

- greater choice and more flexibility to book space when you require it
- an improved, simplified experience of booking, paying for and using space in our buildings
- improved space utilisation rates locally and nationally which will help reduce costs for the NHS
- an open, visible and transparent system, available for all to use

How do I book a room?

Visit our [room bookings website](#) to register and book space.

Sessional Space FAQs

ROOM UTILISATION

How will room utilisation help improve services?

Improving space utilisation across the NHS estate will reduce operating costs and lower the costs of the estate. Sessional space will help the NHS to use otherwise empty or underutilised space by opening access to other users and services.

Why are NHSPS using motion sensors in the rooms?

Throughout the pilot, each room will contain a motion sensor to monitor space utilisation. Small 'OccupEye' sensors will be installed which monitor the presence of people within a space but do not identify individuals.

Motion sensors are a non-intrusive, accurate way to monitor space utilisation and are used frequently throughout the public and private sectors. This will help us to fully understand how space is used, identify opportunities to improve efficiency and ensure we are providing the services our customers want.

What do the sensors monitor?

The sensors work by sensing a combination of motion and heat. They are small, wall-mounted devices installed in rooms. They will not affect daily routines or patient service and are far less intrusive and disruptive than traditional methods such as 'floor-walking' assessments. The sensors have been used in NHSPS properties previously with no issues.

They do not:

- identify individuals
- record pictures or sounds
- display or reveal any confidential information – data remains completely anonymous

ROOM AND EQUIPMENT

What kind of rooms will be available?

Clinical and non-clinical space can be booked, including:

- Activity rooms
- Clinical consulting rooms
- Clinical treatment and minor surgery rooms
- Counselling rooms
- Meeting rooms
- Office space

Please be aware that not all types of space are available at all sites.

What kind of equipment will be in each room?

NHSPS has provided standard equipment in the majority of clinical and non-clinical rooms. Full details are available for each room at our bookings website.

Can I leave equipment in the rooms?

Any equipment belonging to users is required to be removed when the room is not booked for that user. NHSPS cannot be held responsible for the maintenance of users' equipment. Please see our terms and conditions for further information.

Basic equipment belonging to NHSPS will remain in the room and continue to be maintained by NHSPS.

Sessional Space FAQs

If your booking requires the use of heavy or specialist equipment, please speak to your property manager to discuss options.

Where can I move equipment when not using the room?

Please contact your local property manager to discuss options available.

PAYMENT

Why does my organisation have to pay for sessional space?

Sessional space is a pay-as-you-go resource which is paid for by the user (or in some instances through their commissioner). As there are no leases in place for the rooms, NHSPS will continue to charge for use of the space as is the case now.

Pricing is appropriate for the type of space, facilities available, location and demand.

How can I pay for sessional space?

Later in the pilot we will move to payment in advance of the booking and will support users in order to do this without disruption to services.

My organisation cannot pay for the service upfront. Can I still access the space?

Please contact us to discuss payment options.

EXISTING BOOKINGS

I've already made a booking at one of the pilot properties from October 2017 onwards. What will happen to this booking?

As a current user, all existing bookings of sessional space, commencing from October 2017, will be guaranteed if these are reconfirmed using the new system. Early access to the new system will be provided to enable you to reconfirm your use of this space. This is to ensure minimal disruption and continuity of your services to the community.