

**De Montfort University Technician Commitment Steering Group (TCSG)
Meeting Actions & Confirmed minutes**
4th meeting of the academic year 2021/22
Time and Date: Friday, 20th May 2022, 9.30am to 11.00am

Location: MS Teams

Servicing officer : Rachel Beeby (rachel.beeby@dmu.ac.uk)

In attendance:	Georgina Hill, Director of Faculty Operations, CEM (Chair) (GH) Manbir Sambhi, Technical Services Manager, CEM (MS) Randolph Arroo, Professor of Phytochemistry, HLS (RA) Gavin Kew, Faculty Operations Manager, ADH (GK) Ashok Karavadra, Senior Technician (AK) Ram Basra, Desktop & Audio-Visual Services Manager, ITMS (RB) Claire Hysom, Technical Instructor, ADH (CH) Ketan Ruparelia, Research Technician (KR) Ian Coleman, Academic Learning & OD Consultant (IC) Grace Morgan, Internal Communications Officer, Marketing (GM) Amy Murphy, Head of Change and Development, POD (AM)
Apologies:	Apologies for absence have been received from: Andy Collop, Deputy Vice-Chancellor, (AC) Gemma Goodman, HR Partner (GG) Penni Robson, Director of Faculty Operations HLS (PR) Angela Ferguson, Technical Services Manager HLS (AF) Christine White, Deputy Dean, ADH (CW) Jennifer Penfold, Deputy Director of POD (Deputy Chair) (JP) Alistair Duffy, Professor and Academic Representative ,CEM (APD)

Action Status Key:

Red = Action off track/delayed	Amber = Action slightly off track
Green = Action on track	Blue = Action completed

Item No.	Status	Action Log	Owner / Due Date
005	Green	Further representatives are still required from ITMS – Update – RB will meet with Team Leaders and update after the meeting - ongoing.	RB
006/007 A	Green	MS will feedback to the TCSG following a meeting regarding sharing knowledge and equipment training involving members of the	MS

		NTDC. – Update – Meeting with the NTDC has taken place. Visits to various Universities are planned but there is still the need to discuss the budget to cover these visits.	
014	Green	British Science Festival September 2022 Ideas re events Technicians could host or support for the Festival to be forwarded to GK. - Update – GK met with Head of Public Engagement – Fi Donovan (FD). Technician Commitment will be promoted on 17/09 at the Community day which will give Technicians a chance to showcase what they do. – GK will keep the Group updated – on-going.	GK
015	Green	AOB GH asked for feedback on where the group felt the TCSG should report to; Academic Board has been suggested. Updated – GH met with Nikki Pierce (NP) 22/04/22. NP proposed GH present paper and have discussion at a future SLF meeting. – on-going.	GH
020	Green	TALENT Commission Report GH highlighted a technician specific Mentor and Mentee programme is not currently one of the activities at DMU. JP confirmed that the University have a corporate programme and this structure could be used for the Technicians. – Update – AM will pick this up and keep IC (who is also working on the technician development) updated.	AM
022	Green	AOB MS informed that Technicians run an Education Workshop where 16 students shadow Technicians, this is now being doubled in numbers and this could be opened up to apprenticeships. – on-going	MS
029	Green	Times Higher Awards 2022 The meeting discussed the process of nominating and what would be a fair process for choosing a DMU nomination. GH will share the information within the CEM faculty and see if individuals would like to put someone forward GH will also update HLS and RA will share with PR.	GH/RA

025 Minutes and action log from the previous meeting held on the 25th February 2022

The Chair welcomed Grace Morgan and Amy Murphy to the meeting as permanent members.

The minutes 25th February 2022 were agreed as a true record.

Members reported on progress made against their actions; refer to action log.

Steering Group recommendations/specific points to note from the meeting held on 20 th May 2022	
36-month Action Plan – action log	
Plan	Updates and Actions (in bold)
Action 1 – Annual Technician awards event to recognise and celebrate the achievements of Technicians.	GK met with Senior Technicians who would like an event in June. Suggestions of demonstrations from each department have been put forward. Staff could visit other departments to see what they do. Action – GK will speak to GH re arranging technicians to participate. – Update – event on the 15th June in Queens. Sarah Jones and GH will provide an introduction to the event.
Action 3 – Display work, info and photos of Technicians in prominent locations across campus and link into showcase events.	GK is working on displays for ADH. Action 6/12/21 – A request for displays for ITMS was made and GK will pick this up with RB. Update – displays for ITMS now erected in the Portland Building – close from action log.
Action 5 – Technician recognition in research and enterprise costing model.	GK confirmed a document to outline technicians support to research has been prepared. This was presented to URIC and approved. GH is following up how Technicians would be recognised in Research. Action 6/12/22 – GK to pick up with Heather McLoughlin and Helen Donnellan. - Update – Interim PVC Research has endorsed the policy to be rolled-out to faculties however the Registrar is taking a view as to whether the policy should go to Academic Board first. – close from action log.
Action 7 - Technicians and stakeholder engagement.	GK trying to engage with SU. GK emailed SU regarding speaking to student reps. - Update – The SU have been invited to promote opportunities for Student Reps who attend SVC meetings to feedback on student experiences of working with technical staff during their studies. – close from action log.
Action 8 - Continue to develop the DMU Technicians Commitment website, source additional support for the communications working group.	A 2-month rotation has been devised where departments will promote their local activities, HLS have current ownership. KR commented in the chat - HLS have posted technicians photos with some descriptions on Instagram and twitter. - Update – GM has joined the Group from Internal comms to

	support achieving broader communication channels. Regular posts are placed including access to DMU connect. – close from action log
Action 9 - 'Value statements' for areas which will represent Technicians @ DMU and promote them.	JP confirmed there are organisational values as part of foundation for the future. A values working group has been set up with reps from Faculties and other departments and a Technicians rep is needed. Action - GK will discuss with JP - Update AM has joined the steering group and will take this forward with other OD activities – close from action log.
Action 10 - Produce additional promotional materials and collateral for use at Technicians Commitment events and Open Days.	Branding has now been agreed. GK will speak to GH regarding funding. We already have banners and it has been agreed Technicians will have a stand during Enhancement week with Technician Job opportunities on display. - Update – Funding and wording of logo now agreed, prices sought for final costing order to be placed May 22 for deliver for July 22 UWOD – close from action log.
Action 11 - Charter mark developments based on workstream activity.	GH has request reps for EDI. AK and GH have been working together and will bring an update to the TCSG in the future. RB has emailed GH names of staff who are interested in supporting work streams. – on-going.
Action 13 – Produce a report to demonstrate DMU values and EDI profile of technician workforce.	GH met CH 16/05/22. CH confirmed Uni committee ToR still being worked through but more value for Technicians to represent themselves locally. GH will speak to DFOs and ITMS to ensure this is followed up locally.
Action 16 – Continue our partnerships with NTDC and HEaTED to promote sector activities and opportunities.	We have renewed our subscription with NTDC. MS has established a monthly meeting with NTDC who are keen to work with us. - Update – Opportunities published for staff to visit other HEI's through this group. Opportunities will be ongoing as we establish closer relationships and the group expands. – close from action log.
Action 17 Technical staff to lead on activities for DMU Local and DMU Global.	MS is supporting a visit to Prague. – close from action log.
Action 18 – Re-start off site visits to support networking opportunities.	GK is hoping the work MS is doing re sharing knowledge and equipment will encourage more visits and develop more opportunities. - close off action log.
Action 19 – In-depth analysis of NTDC skills survey and link into appraisals, apprenticeship opportunities, training and development activities etc.	A database has been created on MS Teams, the search function is still to be enabled. This includes the ability for staff to request and share equipment across the University, training would be given on the equipment which would expand

	<p>knowledge. JP updated regarding a part time Apprentice Employer Facilitator who would be able to support the technicians access apprenticeships to support their development, which will also link in with workforce planning. JP will ask them to contact GK. – Updated on 10/5/22 – Jillie Oliver, Apprentice Employer Facilitator met with GK. Update - IC and Will Baker are working on “Skills Share” which will be on the TEAMS platform. This will enable staff to get a detailed review of equipment. The site is being improved by Gayle White and team – close from action log.</p>
<p>Action 20 – HEA Fellowship. Faculties/ITMS to develop targets and put support in place for staff to register with relevant schemes.</p>	<p>It was confirmed that technical staff do appear on the Teaching and Learning recognition report, but this only shows specific data. JP can raise with HR. Update – Steady stream of technician staff enquiring. Rachel Armitage has offered to be mentor to encourage more staff to go through the process.</p>
<p>Action 21 – Accreditation and professional registration. Development rationale/criteria for application in order to support/fund.</p>	<p>Action is being taken by IC and Head of Academic Development, Kevin Merry. HEA workshop for Technicians is being run on 28th February. Close on action log.</p>
<p>Action 22 - Tailored appraisal sessions for appraisers and appraisees to enhance value and effectiveness of appraisals.</p>	<p>JP updated HR are developing a new model to enable performance, it would be better for Technicians to be part of this broader process and the aim is to have this in place by September. – Update – GK and GH to look at over the summer -on-going</p>
<p>Action 25 - Calendar of events with focus on key activities.</p>	<p>GH reached out to Events and we now have a nominated rep to support TC activities. GK will put this on the Project Board Agenda to discuss what events Technicians would like.</p>
<p>Action 26 - Opportunities for Technicians to take part in activities run across the university to enhance their skills and interests.</p>	<p>MS Teams platform now set up to facilitate this. - Update – Technical staff will take part in the British Science Festival in September, promoting own research and department research. – close on action log.</p>
<p>Action 27 - Technicians to lead on projects supporting developments/re-design of the workplace/space and changes in the delivery of teaching and learning.</p>	<p>GK noted that Technicians are contributing to projects and it is planned to write a “best practice” section to be stored on the MS TEAMS site. GH noted that HOS have been asked to include Technicians in the ED2030 process and there is also a need for Technicians to communicate with</p>

	<p>academics regarding this process. Action 6/12/21 - GK will take to the Senior Technicians group and raise the possibility of comments from the Technicians being included in accreditation. Action : GK will draft “best practice” and take to the Project Board. - Update - Senior technicians have agreed to create a “best practice” document.</p>
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027 TALENT report – event at DMU

Paper reference 027-TCSG200522

GH requested the TCSG support regarding hosting a TALENT event and provided back ground. Helen Donnellan (HD) approached GH regarding hosting the TALENT event at DMU. HD is Director of Midland Enterprise Universities (MEU) as an external role. It is hoped this event will be face to face and GH will converse with Sarah Howells from the TALENT commission and support from DMU will come from Sian Brewin and Laura Wilson and Grace Morgan. The meeting discussed when the event could take place and agreed on September after the Science Festival and incorporate the setup from Festival.

028 Learning and development update

AM provided the following updates. OD can provide support re apprenticeships and Jillie Oliver will engage with regard to apprenticeship roles available and work placements. The Empowerment strategy, Values and behaviour framework has not been shared yet and Technicians can be added to this. The Mentoring Matching platform is available too. GK raised points from the NTDC survey highlighted that some Technicians would like development in academia, management and project management, this is a change from when the first survey was conducted where technician recognition was the main issue raised.

029 Times Higher Awards 2022

Paper reference 029-TCSG200522

RA raised awareness and suggested nominating a technician. The meeting discussed the process of nominating and what would be a fair process for choosing a DMU nomination. GH will share the information within the CEM faculty and see if individuals would like to put someone forward It was noted that this could also be looked at for next year. GH will also update HLS and RA will share with PR.

030 Any other business

Andy Collop is stepping down as Chair of the Steering Group at the end of July and the Group noted their thanks for supporting the Steering Group and the work of the Technician Commitment.

02 Date of the next meeting

Tbc – currently scheduled for 26th July 2022, via TEAMS.