

Technician Commitment Steering Group (TCSG)

<u>confirmed</u> Action Log and Minutes	
2nd Meeting of the academic year 2022/23	
Time and Date:	Monday 3rd April 2023, 2-3.30pm
Location:	MS Teams
Servicing Officer:	Georgina Hill (for Rachel Beeby)

In attendance:	Richard Greene, Deputy Vice-Chancellor, (Chair) (RG) Randolph Arroo, Professor of Phytochemistry, HLS (RA) Georgina Hill, Director of Faculty Operations, CEM (GH) Ashok Karavadra, Senior Technician & Team Leader, CEM (AK) Gavin Kew, Faculty Operations Manager, ADH (GK) Jamie Merryfield, Performance & Events Team Leader, ITMS (JM) Niran Patel, Technical Team Leader, HLS (NP) Ketan Ruparelia, Research Technician, HLS (KR) Manbir Sambhi, Technical Services Manager, CEM (MS) Katherine Taylor, Technical Service Manager, HLS (KT) Dave Tunnicliffe, Deputy Multimedia Service Manager, ITMS (DT) Christine White, Deputy Dean, ADH (CW)
Apologies:	Rachel Armitage, Senior Lab Technician, HLS (RA) – Niran Patel representing Ram Basra, Desktop & Audio-Visual Services Manager, ITMS (RBa) Rachel Beeby, PA to Faculty Leadership Team, CEM, (RB) Alistair Duffy, Professor & Academic Representative, CEM (APD) Claire Hysom, Technical Instructor, ADH (CH) Gemma Goodman, HR Partner, People Services (GG) Nikki Moore, Content & Social Media Manager, MarComms (NM) Amy Murphy, Head of Change & Development, People Services (AM) Penni Robson, Director of Faculty Operations, HLS (PR) – Ketan Ruparelia representing

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
<u>2021/22</u>			
015	Amber	AOB GH asked for feedback on where TCSG should	

		report to. RG suggested ULB and People and Culture sub-committee of the BoG. GH to follow this up with RG – on-going.	Georgina Hill
005	Closed	Further representatives are still required from ITMS – Update at 03/04/23 consider action now closed as conversations are ongoing	Ram Basra/Georgina Hill
<u>2022/23</u>			
004	Closed	A reformatted and streamlined 36-month action plan will be presented at the next TCSG. See UPDATED ACTION 012.	Georgina Hill/Gavin Kew
007	Closed	GH will follow up on technicians' involvement in bids. Complete.	Georgina Hill
008	Amber	Costing model and research policy. GH will follow up with relevant key stakeholders. Agenda item 03/04/23. See UPDATED ACTION 013.	Georgina Hill
009	Closed	GH will follow up on the coordination of, and review panels for prize nominations. See UPDATED ACTION 014.	Georgina Hill
<u>New actions</u>			
012	Green	36-month action plan: KT to add column to evidence links to Empowering University Strategy. KT to amend comments relating to R.14 Action 1.1 GH/GK progress HR data with HR Action 15.2 KT to liaise with AM and arrange a stall at the next corporate event Action 15.4 DT to speak to Estates colleagues to gauge appetite for Technician Commitment.	Katherine Taylor Katherine Taylor Georgina Hill/Gavin Kew Katherine Taylor Dave Tunnicliffe
013	Amber	Costing models for commercial activity and research: GH to progress research policy ASAP (and NOT wait for new PVC R&I).	Georgina Hill
	Green	GH/GK to continue to progress commercial ASAP.	Georgina Hill/Gavin Kew
014	Green	Proposal for coordinating and considering nominations for awards GH make amendments as suggested then share with Deans and Directors.	Georgina Hill

015		Institute of Technical Skills and Strategy (ITSS) GH and GK to review the membership of the ITSS to identify any representation of arts and creative institutions. GH will also make enquiries of MEU involvement.	Georgina Hill/Gavin Kew
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Item No.	Minutes
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010 Welcome and apologies for absence

The Chair welcomed members to the meeting apologies for absence were recorded.

011 Meeting minutes and action log 9th December 2022

The minutes from 9th December 2022 were agreed as a true record. Members reported on progress made against their actions; refer to action log.

012 36-month action plan

KT presented the revised plan with actions now organised and categorised by TALENT recommendations. The new-look plan, including reference to Project Groups/Leads, was well received in terms of its clarity and design. RG thanked KT and relevant colleagues for their work.

GH suggested an additional column be added to demonstrate where the actions link to DMU's Empowering University strategy. The group agreed. **Action: KT to add.**

Regarding Recommendation 14. RG suggested that rather than this being out of scope for us as an institution, DMU should in fact be influencing national policy. See item 015. MS also commented that DMU activities such as SDG16 may also link to this Recommendation. **Action: KT to amend.**

Once amendments have been made, the revised plan will be shared with the Science Council and published on the website.

RG asked for an update on the "Red" category actions.

Action 1.1

Mentoring opportunities – still to be developed with support from AM and in possible conjunction with DMU mentoring scheme.

Power BI – GK updated on demo from National Technician Development Centre (NTDC). HESA also will include data of staff in technical work group in the future. RG urged caution regarding Power BI and Tracey Jessup, Chief Transformation Officer must be consulted. **Action: GH and GK to liaise with HR to progress.**

Action 15.2

This was recorded as "Red" as this was a brand-new idea (stall at corporate induction). **Action: KT to liaise with AM and arrange a stall at the next corporate event.**

Action 15.4

There had been some delay with expanding to cover Estates colleagues due to more work being needed around identifying the relevant staff. Until such time this can be resolved, DT offered to 'sound out' Estates colleagues and their appetite for involvement in opportunities provided by the Technician Commitment. **Action: DT to speak to colleagues and report back in due course.**

013 Costing model for commercial activity and research

Research – GH reported some delay to progress with research recognition. RG recommended not delaying/waiting for new PVCR&I to roll-out the policy, and action this now. **Action: GH to progress ASAP.**

Commercial and KTP – No examples of costings for this and this is not approached uniformly across the university. Enterprise team seeking input from external partners in particular in relation to KTP work. GK reported that we can influence colleagues internally to ensure a consistent approach. RG stated that colleagues must ensure we recognise and acknowledge the difference between costing and pricing. **Action: GH and GK to continue to progress ASAP.**

014 Proposal for coordinating and considering nominations for awards

GH presented the proposal for a new process to coordinate, consider and short-list nominations for prizes and awards for technical colleagues at DMU. This included a flow chart which depicted the process for handling nominations and also the make-up of a short-listing panel. The proposal was well-received by the Group and endorsed this approach to be adopted, noting that this might be superseded in the future by a university approach to all prize and award nominations.

RG proposed that central university support will be needed from time to time e.g., Graphic Design input contributed to the Queen's Anniversary Prize promotion. Therefore, reference should be made to this in the flow chart. **Action: GH to add this in and once amended would share with Deans and Directors.**

015 Institute of Technical Skills and Strategy

GH updated the Group with the news that a new Institute of Technical Skills and Strategy (ITSS), funded by Research England, would soon be launched and become the new 'home' of the Technician Commitment. The Institute builds on the two initiatives, the Technician Commitment and the TALENT programme. It will be the source of sector expertise on technical skills, roles and careers in UK HE and research. There is a large network of partners supporting the ITSS. RG asked GH and GK to review the network membership and identify if there are any arts/creative institutions represented, and suggested we may want to consider how we can become involved. GH will also speak to Helen Donnellan regarding the Midlands Enterprise Universities link. **Action GH and GK to progress.**

016 Any other business

GH updated the Group that proposals for a new web presence had been sent to MarComms to update our current site and would share when ready. RG stressed that this is important if we are going to be raising the profile of technicians both internally and externally e.g., for award nominations.

KT updated the Group that Summer Seminars in HLS and invites other areas to participate in the programme.

017 Date of the next meeting

Tbc