

**De Montfort University Technician Commitment Steering Group (TCSG)
Meeting Actions & Confirmed minutes**

2nd meeting of the academic year 2021/22

Time and Date: Monday 6th December 2021, 10.30am to 12pm

Location: MS Teams

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

In attendance:

Andy Collop, Deputy Vice-Chancellor, (Chair) (AC)
Georgina Hill, Director of Faculty Operations, CEM (GH)
Manbir Sambhi, Technical Services Manager, CEM (MS)
Randolph Arroo, Professor of Phytochemistry, HLS (RA)
Gavin Kew, Faculty Operations Manager, ADH (GK)
Alistair Duffy, Professor and Academic Representative ,CEM (APD)
Laura Coleman, Internal Communications Officer (LC)
Ashok Karavadra, Senior Technician (AK)
Amy Murphy, Senior Learning & OD Consultant (AM)
Angela Ferguson, Technical Services Manager HLS (AF)
Ian Coleman, Academic Learning & OD Consultant (IC)
Ram Basra, Desktop & Audio-Visual Services Manager, ITMS (RB)
Claire Hysom, Technical Instructor, ADH (CH)

Apologies:

Apologies for absence have been received from:
Jennifer Penfold, Deputy Director of POD (Deputy Chair) (JP)
Christine White, Deputy Dean, ADH (CW)
Ketan Ruparelia, Research Technician (KR)
Gemma Goodman, HR Partner (GG)
James Thompson, Performance and Events Manager, ITMS (JT)
Penni Robson, Director of Faculty Operations HLS (PR)

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
004	Blue	<u>24-month action plan</u> Action 8 - Identify and promote relevant opportunities for staff to participate in faculty/directorate and Uni-level committees and project boards – Update – The VC is happy to support. i.e. DMU EDI committee rep and GH	Complete

		has contacted PVC EDI. AD has spoken to ZA regarding a technician rep attending DARC. ZA confirmed this would be acceptable.	Complete
005	Green	Further representatives are still required from ITMS – GH to contact Phil Costley. - Update – RB to consider this.	GH/Updated
006/007	Green	Support for career development and development opportunities/Review of role types. RA and GG have spoken regarding roles. - GG Updated 4/1/22 –Role profiles already exist and would allow for higher graded specialist roles based on technical expertise (not just management) to support progression. As part of workforce planning Faculties should be considering structures to deliver their business goals/strategies. As higher-level specialist technical roles already exist within the University, when looking at and based on future need higher graded technical technician posts could be put into Faculty structures (£ dependent).	GG/Updated
	Green	MS will feedback to the TCSG following a meeting regarding sharing knowledge and equipment training involving members of the NTDC.	MS
013	Green	<u>36-month action plan</u> Action 3 - A request for displays of ITMS technicians was made and GK will pick this up with RB. Action 4/10 - GK to follow up with Marian Rooney-Ashby re Open Day. GK will raise at the NTDC meeting a request for additional pens, Lanyards and badges with Technicians branding and forward some to the Chair. Action 5 - GK to pick up with Heather McLoughlin and Helen Donnellan. Action 9 - Statements tailored to faculties are still being worked on and GK will work with IC. Action 25 - GK raised the problem of struggling to get volunteers to organise events. Some support had been offered from central marketing. GH will pick this up with Laura Hailstone, Head of Events. – Update - GH has reached out to Events. 09/02/22 Action 27 - GK will take to the Senior Technicians group and raise the possibility of comments from	GK/RB GK GK GK/IC GH/Updated GK

		the Technicians being included in accreditation.	
014		British Science Festival September 2022 Ideas re events Technicians could host or support for the Festival to be forwarded to GK.	GK/ALL
015		AOB GH asked for feedback on where the group felt the TCSG should report to; Academic Board has been suggested. Members asked to contact GH with further suggestions. – Update – GH will ask the Chair to raise at the Academic Board.	ALL/GH/ Updated

011 Minutes of the previous meeting held on 10th September 2021

The minutes were agreed as a true record.

012 Matters Arising from the meeting held on 10th September 2021

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

013

Steering Group recommendations/specific points to note from the meeting held on 6th December 2021	
36-month Action Plan: <u>Updates provided in Item 019 of the agenda</u>	
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. A request for displays for ITMS was made and GK will pick this up with RB.
Action 4 - Provide opportunity for Technicians to demonstrate their work and skills at University Open Days.	A request has been made for technicians to have a different colour top on Open days or different branding to make them more visible. GK to follow this up with Marian Rooney-Ashby, any queries to be raised with The Chair.
Action 5 - Technician recognition in research and enterprise costing model.	GK to pick up with Heather McLoughlin and Helen Donnellan.
Action 6 - Continue to broaden networking and the scope of the Commitment to Estates Technical colleagues and other teams in ITMS	GH has contacted the Director of Estates and Facilities and Leisure Centre staff re technicians joining the committee. The Chair is happy to support the progression of this action.
Action 7 - Technicians and stakeholder engagement.	GK would like more involvement from students and for them to be involved in the end of year Awards. There is a need for more engagement with student bodies.
Action 8 - Continue to develop the DMU Technicians Commitment website, source additional support for the communications working group.	LC confirmed that a tweet #Technicians was sent out on Saturday 4 th December, DMU Open Day.

Action 9 - 'Value statements' for areas which will represent Technicians @ DMU and promote them.	Some statements are done. Statements tailored to faculties are still being worked on and GK will work with IC.
Action 10 - Produce additional promotional materials and collateral for use at Technicians Commitment events and Open Days.	GK will ask at the NTDC meeting for more pens, Lanyards and badges with Technicians branding and forward some to The Chair.
Action 11 - Charter mark developments based on workstream activity.	On hold until a new lead is found. AK, MS, GH have done some work on this area, and a follow up is needed.
Action 20 - HEA Fellowships. Faculties/ITMS to develop targets and put support in place for staff to register with relevant schemes.	At present there are 13 technicians on the HEA Fellowship. Leonie Hough was awarded Associate Fellowship HEA this week. GK is promoting.
Action 22 - Tailored appraisal sessions for appraisers and appraisees to enhance value and effectiveness of appraisals.	Completion time to be extended. To be picked up with GG.
Action 25 - Calendar of events with focus on key activities.	GK raised the problem of struggling to get volunteers to organise events. Some support had been offered from central marketing. GH will pick this up with Laura Hailstone, Head of Events.
Action 26 - Opportunities for Technicians to take part in activities run across the university to enhance their skills and interests.	GK noted it would be good to share these workshops across the university, limiting numbers taking part from the same department to ensure cross university participation.
Action 27 - Technicians to lead on projects supporting developments/re-design of the workplace/space and changes in the delivery of teaching and learning.	GK noted it would be good to involve technicians from the start in the redesigning of labs, particularly as the Technicians will use these labs when completed. RA raised the question of Technician staff being involved in accreditations. GK will take to the Senior Technicians board and raise the possibility of comments from the Technicians being included in accreditation. The Chair will support as required.

014 **British Science Festival September 2022**

GK updated the meeting regarding the event which is due to take place next September over a few days with DMU as the host University. There will be 100 slots in total with 80 open to events from across the country and 20 hosted by DMU. The Chair together with Sarah Thompson are heading the event for the University and Anna Woolman is the contact from the British Science Festival. It was felt that this event would be a good 'Outreach event' focusing on 15/16-year olds with a chance to promote DMU as a place to study. GK requested ideas which could involve technicians holding or supporting sessions.

015 AOB

Governance of Technician commitment

GH updated the meeting that the TOR for the Operational Leadership Group (OLG) will change which may result in the TCSG not reporting into the OLG. There is a need to keep the profile of the TCSG raised. GH asked for feedback on where the group felt the TCSG should report in to and GH will follow up; Academic Board has been proposed to date.

016 Date of the next meeting

25th February 2022. 9.30am via TEAMS