

**De Montfort University Technician Commitment Steering Group (TCSG)
Meeting Actions & confirmed minutes**
1st meeting of the academic year 2022/23
Time and Date: Friday, 9th December 2022, 10.00am.

Location: MS Teams

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

In attendance:	Richard Greene, Deputy Vice-Chancellor, (Chair) (RG) 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) Ashok Karavadra, Senior Technician (AK) Penni Robson, Director of Faculty Operations HLS (PR) Amy Murphy, Head of Change and Development, POD (AM) Alistair Duffy, Professor and Academic Representative ,CEM (APD) Dave Tunnicliffe, Deputy Multimedia Service Manager, (DT) Rachel Armitage, Senior Lab Technician, (RA) Katherine Taylor, Technical Service Manager, (KT) Jamie Merryfield, Performance and Events Team Leader, (JM)
Apologies:	Apologies for absence have been received from: Gemma Goodman, HR Partner (GG) Christine White, Deputy Dean, ADH (CW) Ram Basra, Desktop & Audio-Visual Services Manager, ITMS (RB) Claire Hysom, Technical Instructor, ADH (CH) Ian Coleman, Academic Learning & OD Consultant (IC) Nikki Moore, Content and Social Media Manager, (NM) Apologies late arrival: 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
2021/22			
005	Green	Further representatives are still required from ITMS – Update – RB and GH are meeting in January 2023.	Ram Basra/Georgina Hill

006/007 A	Closed	MS will feedback to the TCSG following a meeting regarding sharing knowledge and equipment training involving members of the NTDC. – Update – MS updated the last meeting with the Universities had taken place a few months ago. Visits are planned for the new year.	Manbir Sambhi
014	Closed	British Science Festival September 2022 Ideas re events Technicians could host or support for the Festival to be forwarded to GK. - Update – the Community day was a success giving Technicians a chance to showcase what they do.	Gavin Kew
015	Green	AOB GH asked for feedback on where the group felt the TCSG should report to; Academic Board has been suggested. Updated – GH presented a paper at the SLF meeting, with Nikki Pierce suggesting ULB and the Board of Governors (BoG). The Chair suggested the TCSG report to ULB annually or bi-annually and could report more frequently to the People and Culture sub-committee of the BoG, GH will follow this up. – on-going.	Georgina Hill
020	Closed	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 during the meeting.	Georgina Hill
022	Closed	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.	Manbir Sambhi
029	Closed	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. – to be actioned/discussed as business as usual.	Georgina Hill/Randolph Arroo
2022/23			
004	Green	A reformatted and streamlined 36-month action plan will be presented at the next TCSG.	Georgina Hill/Gavin Kew
007	Green	GH will follow up on technicians' involvement in bids.	Georgina Hill
008	Green	Costing model and research policy. GH will follow up with relevant key stakeholders.	Georgina Hill
009	Green	GH will follow up on the coordination of, and review panels for prize nominations.	Georgina Hill

002 Minutes and action log from the previous meeting held on the 20th May 2022

The Chair welcomed new members to the meeting and gave an introduction.
The minutes 20th May 2022 were agreed as a true record.
Members reported on progress made against their actions; refer to action log.

003 Constitution and Terms of Reference

Paper reference 003-TCSG091222

The changes to the ToR were agreed.

004 36-month action plan –

Update on work streams and revisions to the plan:-

For discussion and approval –

Paper ref. 004-TCSG091222

Paper ref. 004-TCSG091222 Appendix 1

Paper ref. 004-TCSG091222 Appendix 2

GH updated the plan is to revise and streamline the 36-month action plan and asked the committee to approve the following changes:-

- A plan to disband workstreams and replace with task and finish groups for better engagement.
- An extra column has been added to the plan to highlight when we are taking action connected with the Talent report.
- Once approved by the Committee and the British Science Council the updated plan can be published on the website.

The committee approved the plans to revise and agreed there is a need for the action plan to be streamlined and progressed by task and finish groups.

GK reviewed the present 36-month action plan, highlighting the following:-

- Staff prefer smaller, regular events rather than the big award-type events.
- There is a need for Technicians to have the support of Senior Lecturers to be recognised in the NSS.
- GH is following up with the Director of Research Services the need for Technicians contribution to Research to be recognised.
- Technicians now have t-shirts and banners which promote Technicians at events such as open days.
- There is now momentum for activities relating to EDI. GK and GH have met with NTDC and now have a plan to progress with information from the survey.
- NTDC will attend and support our events and invite DMU Technicians to their events.
- There is a need for more visits to other HEIs and these trips need documenting.
- GK requested Technicians have an input in the discussions regarding new equipment early on in the process.

A question was raised regarding documenting the achievements and the events attended by the Technicians, GK confirmed the only way this is documented at present is through meeting minutes and through the Senior Technician Group meetings.

005 Sharing of Good Practice:

Recruitment Interview Panels & Mentoring scheme

Paper reference 005-TCSG091222

KT updated the meeting regarding Sharing of Good Practice and highlighted the following:-

- Technicians have been sitting on interview panels for new technician posts. Ways of recording this are being explored.
- A Mentoring Matching scheme is being proposed, with a view to joining technicians together from different departments. AM highlighted this could be done through the existing Mentor matching platform.
- Training to be a Mentor was discussed and noted this could be looked at through one of the task and finish groups.
- Plans to put together an induction package are being worked on.

006 Induction for new starters
Paper ref. 006-TCSG091222

GK noted to the committee the Induction event for Technician new starters and highlighted that many new Technicians have come from Industry and this Induction event is a good way to explain the student journey with the highs and the lows, and emphasise that students can feel stressed during the exam period.
 The Chair suggested mentioning the Mentoring scheme at this Induction event as well.

AD joined the meeting 11.11am

**007 Estates and facilities design and developments:
 Service Level Agreement**
Paper ref. 007-TCSG091222

GK explained the proposal is for technicians to have an input into the buying of equipment or building changes when senior staff are putting together a bid or a project. This document could be used to document technicians' input.
 The Chair agreed that technicians should be involved in this process and the staff assembly would be a good platform to raise this issue.
 GH will follow up on technician's involvement in bids.

008 Research policy and costing model

Discussed during the meeting and GH to follow up with Meera Warriar/Nicola Wilkinson as well as the new PVC Research when appointed.

009 Any other business

RA asked that the email regarding nominations for the Papin Prize for Technicians be circulated to HoS. The nomination deadline is the 31st January 2023. RA raised the question of whether applications should be co-ordinated.

The Chair agreed this would make the nomination more successful and suggested a panel be put together to co-ordinate these applications. GH will follow up on setting up a panel.

010 Date of the next meeting

Tbc