

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

3rd meeting of the academic year 2021/22

Time and Date: Friday, 25th February 2022, 9.30am to 11.00am

Location: MS Teams

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

In attendance:	<p>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) Ashok Karavadra, Senior Technician (AK) Ram Basra, Desktop & Audio-Visual Services Manager, ITMS (RB) Claire Hysom, Technical Instructor, ADH (CH) Jennifer Penfold, Deputy Director of POD (Deputy Chair) (JP) Christine White, Deputy Dean, ADH (CW) Ketan Ruparelia, Research Technician (KR)</p>
Apologies:	<p>Apologies for absence have been received from: Gemma Goodman, HR Partner (GG) Penni Robson, Director of Faculty Operations HLS (PR) Ian Coleman, Academic Learning & OD Consultant (IC) Angela Ferguson, Technical Services Manager HLS (AF)</p>

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 - ongoing.	GH/RB
006/007	Blue	Support for career development and development opportunities/Review of role types. RA and GG have spoken regarding roles. – Update – Being covered within the Talent report, role profiles are in place.	Closed

006/007 A	Green	MS will feedback to the TCSG following a meeting regarding sharing knowledge and equipment training involving members of the NTDC. – Update – Meeting with the NTDC has taken place. Discussions ongoing regarding sharing equipment. Follow up meeting in a couple of weeks. MS will update after that meeting.	MS
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) who is keen to involve Technician staff in the Festival. GK is meeting with FD on the 9th March.	GK
015	Green/Updated	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. The Chair suggested GH speak to the new Registrar (Academic)/Clerk, Nikki Pearce, who will advise where TCSG should report. Updated 10/5/22 – GH met with NP 22/04/22. NP proposed GH present paper and have discussion at a future SLF meeting. GH and LO have liaised re dates.	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. JP and GH will discuss.	GH/JP
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. JP will follow this up with MS.	JP/MS

018 Minutes and action log from the previous meeting held on the 6th December 2021

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

019

Steering Group recommendations/specific points to note from the meeting held on 25th February 2022

36-month Action Plan	
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.
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.
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.
Action 7 - Technicians and stakeholder engagement.	GK trying to engage with SU. GK emailed SU regarding speaking to student reps.
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.
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.
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.
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.
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.
Action 17 Technical staff to lead on activities for DMU Local and DMU Global.	MS is supporting a visit to Prague.

<p>Action 18 – Re-start off site visits to support networking opportunities.</p>	<p>GK is hoping the work MS is doing re sharing knowledge and equipment will encourage more visits and develop more opportunities.</p>
<p>Action 19 – In-depth analysis of NTDC skills survey and link into appraisals, apprenticeship opportunities, training and development activities etc.</p>	<p>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 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.</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.</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.</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.</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.</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 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</p>

	“best practice” and take to the Project Board.
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020 TALENT Commission Report

Paper reference 020-TCSG250222

GH updated on the TALENT Commission and the background.

GH noted that the TCSG is already covering a majority of the 16 recommendations.

GH highlighted that a 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. JP and GH will discuss.

GH asked for the Groups endorsement to take this report to the Technicians Board to add some points to the 36-month action plan, the Science Council will then be notified of the changes.

The Group endorsed the report being taken to the Technicians Board.

021 Employability and Alumni activities

GK spoke to the Advancement Service Officer, Andrea Casey to enquire how many of DMU's Alumni now work as Technicians and noted it would be a question of what we do with this data once received.

022 AOB

Stage 2 Self-Assessment -update – This has been submitted to the Science Council with the plan. GH has chased an update and the Council have apologies for the delay.

Comms Support – Internal Communications Officer, Grace Morgan has been invited to the next TCSG on the 20th May.

Teaching and Learning recognition report – Covered in Action 20 of the 36-month action plan.

Science Council Strategy 2022-25 (*paper reference 022A-TCSG250222*)

National Technician Development Centre Business Strategy (*paper reference 022B-TCSG250222*) – GH presented these papers to the Group.

MS informed that Technicians run an Education Workshop where 16 students shadow Technicians through the year, this is now being doubled in numbers and this could be opened up to apprenticeships. JP will follow this up with MS.

023 Date of the next meeting

20th May 2022 at 9.30am, via TEAMS