

Meeting: Technician Commitment Steering Group (TCSG)
Date and time: Monday 23rd October 2023 at 3pm to 4.30pm

Membership: 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)
 Jamie Merryfield, Performance & Events Team Leader, ITMS (JM)
 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)
 Ram Basra, Desktop & Audio-Visual Services Manager, ITMS (RBa)
 Alistair Duffy, Professor & Academic Representative, CEM (APD)
 Gemma Goodman, HR Partner, People Services (GG)
 Nikki Moore, Content & Social Media Manager, MarComms (NM)
 Amy Murphy, Head of Change & Development, People Services (AM)
 David Bryan, Director of Faculty Operations, HLS (DB)
 Kelly McRobie, Technical Instructor, (ADH) (KMcR)
 Michaela Hawes, Technical Services Manager, (ADH) (MH)

**Observer /
Invited:**
Location: MS Teams

Contact: Rachel Beeby, PA to Faculty Leadership Team, CEM, (RB)

CONFIRMED MINUTES

<u>Item</u>	
001	Apologies for absence Apologies for absence had been received from Ashok Karavadra, Senior Technician & Team Leader, CEM (AK) Jamie Merryfield, Performance & Events Team Leader, ITMS (JM) Ram Basra, Desktop & Audio-Visual Services Manager, ITMS (RBa) Alistair Duffy, Professor & Academic Representative, CEM (APD) Gemma Goodman, HR Partner, People Services (GG) Nikki Moore, Content & Social Media Manager, MarComms (NM) Amy Murphy, Head of Change & Development, People Services (AM) David Bryan, Director of Faculty Operations, HLS (DB)
002	Minutes of the last meeting on 3rd April 2023 The minutes from the last meeting on 3 rd April 2023 were approved by members as an accurate record of the meeting (paper 002-TCSG231023).

	<p>Actions arising from the last meeting on 23rd October 2023</p> <p>Members considered the actions arising from the previous meeting (paper 002-TCSG231023), and noted the following updates:</p> <p>Action 012: GH will follow up. Action 015.4: DT will follow up with colleagues in Estates and at the Watershed regarding Sports colleagues. Action 013: GH will follow up. Action 014: GH will bring to the group via email. Action 015: To be covered under item 006 of the agenda.</p>
003	<p>Technician Commitment Steering Group Terms of Reference 2023/24 Arising from the discussion of this item, the following points were highlighted:</p> <p>The Chair suggested the TCSG report to ULB. The Chair will raise this suggestion as an AOB item at ULB in a few weeks. (Action: Secretary to email the Exc PA to the Deputy Vice-Chancellor to add as an action). Update – Email has been sent. Georgina Hill, CEM Director of Faculty Operations, suggested contacting the Deputy Director of People Services regarding joining the Group as Deputy Chair. (Action: GH to contact Ruth Watson).</p>
004	<p>Technician Development and Advancement Board (TDA)</p> <p>Katherine Taylor, Technical Services Manager, (HLS) and TDA Project Manager, updated the group as follows:- Update on project management 2023/24 – verbal update On the 20th September 2023 a Technician Welcome Back Event was held at DMU and DMU hosted technicians from Coventry University. The event received very positive feedback and the plan is for DMU to visit Coventry University in the future.</p> <p>Katherine Taylor, Technical Services Manager presented a paper to members which sought approval:- TDA Terms of Reference – Paper ref. 004-TCSG231023 Members <u>approved</u> the paper</p>
005	<p>Dual membership NTDC and HEaTED Georgina Hill, CEM Director of Faculty Operations presented a paper to members which sought endorsement. For endorsement – Paper ref. 005-TCSG231023</p> <p>Georgina Hill, CEM Director of Faculty Operations noted NTDC and HEaTED provide support to institutions with activities, training and development for Technicians and access to a Creative Practitioners Network. It has been agreed that the faculties CEM, HLS, ADH and ITMS will share the costs.</p> <p>Arising from the discussion of this item, the following points were highlighted:</p> <p>Members noted advertising through the NTDC for jobs is free of charge. The Chair agreed this membership would support training and development for technicians.</p> <p>Members endorsed the paper and the dual membership.</p>
006	<p>Institute for Technical Skills & Strategy (ITSS) and the Midlands Enterprise Universities (MEU) network Georgina Hill, CEM Director of Faculty Operations updated the meeting explaining that the ITSS was previously known as the Science Council.</p>

	GH has been in contact with Kelly Vere, who is lead for ITSS, and colleagues at Coventry University to discuss greater involvement of MEU institutions in the ITSS, and the possibility of developing our own network more locally.
007	<p>36-month action plan <i>For discussion – paper ref. 007-TCSG231023</i> Katherine Taylor, Technical Services Manager presented updates to the 36-month action plan. KT updated that the action plan was updated and revised in July and is linked to the Empowering University Strategy. The plan going forward is for all technicians to have responsibility for actions and an update will be provided at the next TCSG. It was noted that this would also highlight how technicians and administration staff are involved in the student journey and NSS.</p>
008	<p>Any other business</p> <p>The following additional business was raised by members:</p> <p>DMU website update (GH)</p> <ul style="list-style-type: none"> Pages and images are being added to the website and this is being supported by the Web team. <p>Self-assessment and new action plan 2024 (GH)</p> <ul style="list-style-type: none"> DMU have another Self-assessment to submit next May 2024 which is 3 years since the last self-assessment, and another template will be required to log the commitments progress. <p>THE Award nomination (GH)</p> <ul style="list-style-type: none"> Ketan Ruparelia, Research Technician has been nominated for the THE Award, the meeting congratulated Ketan on the nomination. <p>Link to opportunities promoted to staff (GH)</p> <ul style="list-style-type: none"> A spreadsheet is being set up of opportunities to offer to technicians. <p>A member Katherine Taylor, informed the group that an event for Senior Technicians, has been arranged for the 6th December to tour the new facilities in the Queens Building. It was suggested that after the tours have taken place members of the Technician Commitment could provide an update to the Senior Technicians and host a Q&A. (Action: GH will circulate details of the event on the 6th December)</p> <p>A member Manbir Sambhi, Technical Services Manager, CEM, highlighted the involvement of the Technicians in CEM's school of Engineering and Sustainable Development, (ESD) during Welcome Week and the work they had supported from course introductions, stalls to supporting ESD's first year of Block teaching.</p> <p>The technicians have also been involved in the OfS capital investment work, providing an input in design, software and academic support.</p> <p>The Chair suggested conducting meetings in different areas of the University a particular area of interest would be the new Trading Floor which is under development.</p> <p>A member Dave Tunncliffe, Deputy Multimedia Service Manager, (ITMS), suggested representation from People Services on the Group would be good to cover all areas. It was noted that People Services have had involvement in the past and it is hoped that the Deputy Director of People Services involvement as Deputy Chair would cover this area. The possibility of reinvolving CAITE was also suggested.</p>

009

Date of the Next Meeting

The next meeting date is 12th February 2023 to be held via MS Teams.