

Meeting: Technician Commitment Steering Group (TCSG)
Date and time: Monday 12th February 2024 at 10am to 11.30am

Membership: Richard Greene, Deputy Vice-Chancellor, (Chair) (RG)
 Ruth Watson, Deputy Director of People Services, (Deputy Chair) (RW)
 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)
 Niran Patel, Technical Services Manager, (HLS) (NP)

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

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

CONFIRMED MINUTES

<u>Item</u>	
010	Apologies for absence Apologies for absence had been received from Ashok Karavadra, Senior Technician & Team Leader, CEM (AK) Ram Basra, Desktop & Audio-Visual Services Manager, ITMS (RBa) David Bryan, Director of Faculty Operations, HLS (DB) Christine White, Deputy Dean, ADH (CW) Ketan Ruparelia, Research Technician, HLS (KR) Katherine Taylor, Technical Service Manager, HLS (KT)
011	Declaration of any pecuniary, family or other personal interests in respect of items on the agenda – None

012	<p>Minutes of the last meeting on 23rd October 2023</p> <p>The minutes from the last meeting on 23rd October 2023 were approved by members as an accurate record of the meeting (paper 012-TCSG120224).</p>
013	<p>Actions arising from the last meeting on 23rd October 2023</p> <p>Members considered the actions arising from the previous meeting (paper 013-TCSG120224), and noted the following updates:</p> <p>Action 012.1 GH progress HR data with HR.</p> <p>Action 012.4 DT has spoken to Estates colleagues who felt that the Technician Commitment would not be a good fit in Estates at the moment. DT had no response from the Watershed regarding Sports colleagues. DT will follow up again in the future. - Closed</p> <p>Action 013: Costing models for commercial activity and research: GH has met with Dir./ Research Enterprise & BI Services, Helen Donnellan (HD). HD is supportive of the launch, and we await the announcement of the New Institute leads.</p> <p>Action 014: Proposal for coordinating and considering nominations for awards Update: - preparation for next year's event needs to start. GH has been in contact with Interim Deputy Director of Comms & Eng., Richard Scandrett, who has made suggestions. GH will follow up with the future Deputy Director of Comms & Eng. – Closed.</p> <p>Action 015: ITSS now comes under the Science Council. GH has met with colleagues from Coventry University to discuss greater involvement of MEU institutions in the ITSS, and the possibility of developing our own network more locally.</p> <p>Action 003 – complete. Action 008 – complete.</p>
014	<p>Technician Commitment Action Plan</p> <p>Michaela Hawes, Technical Services Manager reported on paper 014-TCSG120224 Arising from the discussion of this item, the following points were highlighted:</p> <p>Questions are being prepared for the Technicia Commitmen Survey. These will include questions enquiring if Technicians are aware of the Technician Commitment, and to find out what Technicians would like to see from the TCSG.</p> <p>Richard Greene, Deputy Vice-Chancellor, (Chair), suggested, in the survey, it would be helpful to ask the Technicians if there are any barriers to being involved in the Commitment.</p> <p>MH confirmed this could be added as the survey which is only in draft form at the moment.</p> <p>A plan is in action to find out what range of skills are available amongst Technicians at DMU, and if there is an interest in being involved in projects. Senior Technicians feel the Technicians should decide who is involved in projects themselves. Technicians could be pinpointed toward the Technicians website to see the progress that has been made and review if this has had a positive impact on their work.</p> <p>It was also noted that Technicians are already involved in the planning round and they do not necessarily realise how important their involvement is.</p> <p>Technicians being part of committees may help to make them realise how much they are valued. Action - Ruth Watson, Deputy Director of People Services, will follow up with Head of Executive Services, Sally Finlinson (SF) if there are any guidance notes regarding Technicians attending Committees and how they would challenge minutes and make changes. RW.</p> <p>Randolph Arroo, Professor of Phytochemistry, raised the issue of how it would be</p>

	<p>possible for Technicians to be involved in projects when their first commitment is to support teaching.</p> <p>Alistair Duffy, Professor & Academic Representative, suggested considering Knowledge Transfer Partnerships (KTPs) for Technicians, this is a way to show Technicians they are valued and may have key knowledge that is required by companies. APD also raised the idea of setting up an infrastructure for Technicians to support research.</p> <p>Dave Tunnicliffe, Deputy Multimedia Service Manager, noted that ITMS are exploring ways that the Desktop team can be involved in more areas.</p> <p>Richard Greene, Deputy Vice-Chancellor, (Chair), supported setting up a skills directory for Technicians which could support research areas that are being set up by Mike Kagioglou, PVC Research and Business Innovation.</p> <p>Georgina Hill, Director of Faculty Operations, CEM, noted this information could also be taken from the Technicians Skills survey conducted a few years ago.</p>
<p>015</p>	<p>Technician Commitment Stage 3 Self-Assessment and new action plan</p> <p>Georgina Hill, Director of Faculty Operations, CEM (GH) <i>note the updates, and endorse/propose points as appropriate.</i></p> <p><i>Paper ref: 015-TCSG120224 with Appendices 1 to 4.</i></p> <p>GH noted the TCSG are required to submit a self-assessment at stage 3. The date for the submission has been extended by the ITSS from May to July, the committee would still like to work to the May deadline. Action – a meeting to discuss this self-assessment will be arranged. (GH) – Update – Extraordinary TCSG meeting set for the 11th April – closed.</p> <p>GH requested members look at the last self-assessment for guidance and email suggestions for the new self-assessment to GH by the 15th March.</p> <p>Members of the committee discussed ideas for the stage 3 self-assessment plan and the following suggestions were noted: -</p> <ul style="list-style-type: none"> • Technicians in ESD run a coding club in schools. • Technicians in HLS are involved in capital bid equipment and the training of staff. • Technicians are also involved in the setting up of labs and testing of equipment. • A training day per year was suggested and Technicians could request what training is provided. <p>GH noted the need for the TCSG to be ready for the new action plan, and the committee discussed areas to be included, noting a need for the plan to recognise the support Technicians provide to students.</p> <p>GH highlighted that the work being done with the Midlands Enterprise Universities (MEU) will also feature in the new action plan.</p>
<p>016</p>	<p>Any other business</p> <p>The following additional business was raised by members:</p> <p>The Chair noted that Shushma Patel, PVC Dean for CEM will be taking over as Chair of the TCSG.</p> <p>GH welcomed Ruth Watson to the committee as Deputy Chair.</p> <p>The Chair commented that the staff assembly for the 10-year estates master plan is taking place and Technicians should attend and have their voice heard.</p>

	<p>Funding for Technician Commitment activities etc</p> <p>Niran Patel, Technical Services Manager, (HLS) (NP) raised a question regarding funding for activities to support the Technician Commitment and whether there are any funds available, noting that funds presently come from faculty and ITMS money. RW can raise with People Services. Action – RW.</p> <p>MH will look into funds that might be available from Technician Commitment Collaboration Fund. Action – MH.</p> <p>The Chair is willing to support the drafting of applications for funding over the next few months.</p>
<p>017</p>	<p>Date of the Next Meeting</p> <p>Extraordinary TCSG 11th April 2024, 10am, via MS Teams</p> <p>The next meeting date for the TCSG is 17th June 2024, 2.30pm to be held via MS Teams.</p>