

**DMU Technician Commitment Steering Group**

**Confirmed Minutes of the 2<sup>nd</sup> meeting of the academic year**

**2020/21**

**Time and date:** Monday 11<sup>th</sup> January 2021, 11.00am-12.30pm

**Location** MS Teams

**Present:** David Mba, PVC Research (DM) (Chair)  
Georgina Hill, Director of Faculty Operations CEM (GH)  
Marcella Avis, Director of Faculty Operations HLS (MA)  
Manbir Singh Sambhi, Technical Services Manager CEM (MS)  
Angela Ferguson, Technical Services Manager HLS (AF)  
Claire Hysom, Technical Instructor ADH (CH)  
Alan Hogg, Laboratory Technician HLS (AH)  
James Thompson, Performance and Events Manager, ITMS (JT)  
Randolph Arroo, Professor of Phytochemistry, HLS (RA)  
Gavin Kew, Faculty Operations Manager ADH (GK)  
Ian Coleman, Academic Learning & OD Consultant (IC)  
Alistair Duffy, Professor and Academic Representative CEM (APD)  
Ram Basra, Desktop & Audio-Visual Services Manager, ITMS (RB)  
Christine White, Deputy Dean, ADH (CW)

**Servicing Officer:** Rachel Beeby, x8540, [rachel.beeby@dmu.ac.uk](mailto:rachel.beeby@dmu.ac.uk) (RBe)

**010 Welcome and apologies for absence**

Apologies for absence have been received from:  
Jennifer Penfold, Deputy Director of POD (Deputy Chair) (JP)

**011 Minutes of the last meeting held on the 21<sup>st</sup> October 2020.**

The minutes were agreed as a true record.

**012 Matters arising**

004

Action 2: Develop lanyards for Technicians

*All Technicians within the institution have received a lanyard.*

*One more lanyard is left. It was suggested that this go to the new VC.*

Action 9: JT to build proposal ideas for open days and send brief summary to Chair.

*Not progressed due to Covid-19 situation.*

Action 10: Website

*On-going, JT and GH to confer outside of the Steering Group re ideas.*

Action 6: Professional Registration

*No further funding available. GH will raise at the Project Board.*

Action 15: 'Professional service' standards and charter.

*GK and IC met and have some value statements, will take to Project Board.*

Action 18: Consideration to be given to broadening scope to include IT and Estates Technical colleagues.

*GH happy to pursue and will contact RB this week re ITMS. No communication from Estates.*

005

National Technician Development Centre (NTDC) survey and toolkit

*Receiving regular comms from NTDC. Still trying to get comms team element of workstream. There are regular comms going out, more next week re Survey.*

007

Research and recognition of Technical staff

*On agenda.*

**013**

### **24- month action plan**

GK reported work is being done to prepare for the JCNC meeting that is coming up in the near future.

GK worked through the points noted on the action plan; paper 013-TCSG110121

The following are updates and/or actions to note:

Action 3:- Extension of the ITMS Oscars to all technicians

- Work is being done to prepare for the Oscars planned for the 5<sup>th</sup> March and comms are being circulated to establish categories.

Action 5:- Provide support for technicians that want to be HEA accredited.

IC reported that technicians are regularly mentored and there is a steady flow of technicians achieving accreditation.

- The Chair raised the question regarding Fellowships.
- GH & IC to meet outside of the committee to discuss Fellowships.

Action 6: Professional Registration: deliver workshop/s for both STEM and creative arts and take a proposal to the Steering Group.

- This item is currently on hold.

Action 7:- Establish how the contribution of technicians is recognised in publications and impact submissions for REF, acknowledgements in enterprise and the learning experience for TEF.

- This Item will be discussed in the meeting.

Action 11:- Technician area to be developed on DMU website, to include technician activity, publication of DMU's Technician Commitment, action plan and steering group information.

- Improvements are being looked at.

Action 15:- Develop technicians 'professional services' standards and charter.

- This item is being discussed at the project board in the near future.

Action 16:- Athena Swan and Race Equality Charter Mark plans.

- Work from Faculty EDI committees will feed into the EDI workstream.
- MA updated; there has been limited progress in bringing together a team for this area and alternatives will need to be looked at if there are no volunteers.

Action 18:- Consideration to be given to broadening scope to include IT and Estates Technical colleagues.

- Other departments are interested in getting involved.

Action 26:- Workforce planning: Workforce profile; review job descriptions and role profiles; skills gap analyses; succession planning; talent management; career progression opportunities.

- It is hoped that the survey will be released today and outputs feed into the self-assessment submission to the Science Council in May.
- GK & GH met with HEaTED. An outline of what we require has been provided to HEaTED and there is a charge for the courses, we await the outcome.
- Another option we have is to use the pool of staff on campus who have contacts with other institutions and work with NTDC.

Actions 31 and 36 :- no updates provided

014

#### **National Technician Development Centre (NTDC) survey and tool kit activity**

GK updated the committee:-

- Categories have been chosen from the database.
- These have been piloted with 15 technicians across the university and feedback received and technicians were able to add additional skills categories.
- The survey link will be sent out to 120 staff who are currently included in the Technician Commitment.
- The survey will be open for 3 weeks but we are considering extending this should further staff from ITMS be included in due course.
- NTDC are confident there will be a good response to the survey based on their experience with other HEIs.
- MS confirmed this has been added to annual appraisals to try to ensure a good response.

015

#### **Research and recognition of Technical staff**

GH reported on *Paper reference 015-TCSG110121*

- This paper will be considered for approval at the URIC in 3 weeks.
- The policy that is proposed will also need to be reviewed from the EDI perspective via an Improving Outcomes Assessment.
- GH will forward relevant papers to Sara Pringle to be considered at the URIC.

016

#### **Technician Commitment Self-Assessment Stage 2**

GH updated the committee on *Paper reference 016-TCSG110121*

- The university is required to submit a second self-assessment two years after the submission of the original self-assessment. This will be submitted in May 2021 and is to be accompanied by a 36-month action plan.
- GH will contact the project board members to help compile the 36-month action plan and bring a draft to the next Steering Group.
- GH will contact JT to discuss how Technicians have benefited from the Technicians Commitment.

017

#### **Any other business**

JT raised the concern regarding technicians finding time to support the Commitment particularly in terms of self-development.

The following points were discussed as a solution to ensure the success of the commitment:-

- It was suggested the university provide technicians with personal development time once a week.

- Members of the committee suggested 1 hour a week or an average time allocation across the year.
- Consideration would have to be given, as not all technicians are involved in the project/work stream activities, but it was agreed that staff having time for the this would probably encourage more to take part.
- Technicians not involved in work streams could use this time to work on personal development.
- RIA allocation was suggested for technicians. This could also be opened up to other areas of university staff. DM & GH will discuss this outside of the meeting.
- It was noted that the message needs to be clear to the technicians that this is a commitment lead by technicians and not by managers.

Events (Paper reference 017-TCSG017110121)

This paper was highlighted to the committee as a showcase of events that are happening, which have been put together by the technicians.

**Date of next meeting : – Wednesday 17th March 2021 10am-12pm, via MS TEAMS**

## DMU Technician Commitment Steering Group

### ACTIONS from the meeting held on 11<sup>th</sup> January 2021

Item ref.	Action	Timescale
004	<p><u>24-month action plan</u></p> <p>Action 2: Develop lanyards for Technicians.</p> <p>Action 5:- Provide support for technicians that want to be HEA accredited. IC reported that technicians are regularly mentored and there are a steady flow of technicians achieving accreditation. GH &amp; IC to meet outside of the committee to discuss Fellowships.</p> <p>Action 6:- Professional Registration.. No funding available. GH to raise at the project board.</p> <p>Action 9: JT to build proposal ideas for open days send brief summary to Chair:-</p> <p>Action 10: chase ITMS to make website more user friendly. JT &amp; GH to confer outside of committee re ideas</p> <p>Action 15:- ‘Professional services’ standards and charter. GK and IC met and have value statements, will take to Project Board.</p> <p>Action 18:- Consideration to be given to broadening scope to include IT and Estates Technical colleagues. GH happy to pursue and will contact RB this week re ITMS. No communication from Estates</p>	<p>Closed</p> <p>New action</p> <p>ASAP</p> <p>On-going/ASAP</p> <p>On-going/ASAP</p> <p>Closed</p> <p>New action</p>

005	<u>National Technician Development Centre (NTDC) survey and toolkit</u>	On-going
	<p>Receiving regular comms from NTDC. Still trying to get comms team element of workstream. There are regular comms going out, more next week re Survey.</p>	
007	<u>Research and recognition of Technical staff</u> <p>This paper will be considered for approval at the URIC in 3 weeks. The policy will also need an Improving Outcomes Assessment undertaking. GH will forward the relevant papers to Sara Pringle to be considered at the URIC.</p>	New action
016	<u>Technician Commitment Self-Assessment Stage 2</u> <p>GH will discuss the next 36-month action plan with the Project Board.</p> <p>GH will contact JT to discuss how Technicians have benefited from the Technicians Committee.</p>	New action
017	<u>AOB</u> <p>RIA allocation was suggested for technicians. This could also be opened up to other areas of university staff. DM &amp; GH will discuss this outside of the meeting.</p>	New action