Faculty of Computing, Engineering and Media

DMU Technician Commitment Steering Group

UNCONFIRMED Minutes of the 1st meeting of the academic year

2020/21

Time and date: Wednesday 21st October 2020, 11.00am-12.30pm

Location   MS Teams

Present: Georgina Hill, Director of Faculty Operations CEM (GH) (Chair)
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)
Jennifer Penfold, Deputy Director of POD (Deputy Chair) (JP)
Gavin Kew, Faculty Operations Manager ADH (GK)
Ian Coleman, Academic Learning & OD Consultant (IC)

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

001	**Welcome and apologies for absence**
	Apologies for absence have been received from:
	David Mba, PVC/Dean (DM)
	Alistair Duffy, Professor and Academic Representative CEM (APD)
	Ram Basra, Desktop & Audio-Visual Services Manager, ITMS (RB)
	Christine White, Deputy Dean, ADH (CW)

002	**Minutes of the last meeting held on the 19th May 2020.**
	The minutes were agreed as a true record.

003	**Matters arising**
	Action 1: Set up subgroups and promote MS Teams
	Sub groups have been set up.
	Action 2: Develop Lanyards for Technicians
	GK will discuss this at the Project Board.
	Action 7 & 9: Acknowledgement of Technicians in the REF submission & Technicians collaborating with Academics with ADR's
	This action will be covered in the meeting.

Action 9 pt2: Ideas for Open Day.
This action is on-going and teams providing Tech demos are being looked into.
Action 10: Chase ITMS to make website more user friendly.
This action is on-going
Action 25 & 27: Thank you to Technicians for supporting the NHS & Feedback to DFO's re training and development.
These actions are now closed.

| 004 | **24-month action plan** |

GK worked through the points noted on the action plan; paper 004-TCSG211020
The following are updates and/or actions to note:
Action 3:- Extension of the ITMS Oscars to all technicians.
- It has been agreed at the Senior Technicians meeting group an event will be organised.
- An Awards event will take place in either week 22 or March. Criteria of nominations would need to be agreed.

Action 6:- Professional Registration.
- Funding is still being sought and it was suggested that Alex Papadopoulos in CPMO be contacted.

Action 7:- Establish how the contribution of technicians is recognised in publications and impact submissions for REF, acknowledgement in enterprise and the learning experience for TEF.
- Amendments have been made and re submitted to research committee for approval.
A question was raised if the publications are being over seen could these be vetted before being sent out.
It was suggested that the faculty ADR be contacted for an update on this issue.

Action 15:- Develop technicians 'professional services' standards and charter.
- This item has been raised at the Project Board.
- GK/MS & IC to meet to discuss options, i.e. Charter or Mission Statement. This could be raised with Senior Technician Staff for development.
  GH asked that thoughts or ideas be forwarded to GK.

Action 16:- Athena Swan and Race Equality plans.
- This item will be covered in the meeting. It was reported that some of the work in the skills survey will feed into this.

Action 18:- Consideration to be given to broadening scope to include IT and Estates Technical colleagues.
- GH updated – has contacted ITMS and Estates earlier in the year. Both Directorates have been busy responding to Covid during recent months. GH will contact them again before Christmas.

Action 26:- Workforce Planning.
- This item will be picked up in the meeting.

Action 33:- Evaluation of action plan.
- GH & GK will start this plan soon, deadline May 2021.

GH updated on the submission of the 2nd assessment. Work is being done locally with technicians to survey what improvements have been made so far.

It was agreed that the successes should be shared with the Technicians.

005   **National Technician Development Centre (NTDC) survey and toolkit**

GK updated the committee:-

We are in partnership with NTDC who will conduct a skill survey.

- The aim is to identify what skills we have available to ensure we are offering the appropriate support, and to identify any skill gaps.
- NTDC & DMU logo will be included in branding.
- Hobbies and outside of work skills will be included.
- It is hoped this survey will be released in early November and be live for 3-4 weeks or longer if required.
- This survey will be a valuable tool and can be used to support appraisals.

GK requested comms be released in October to inform about the NTDC and to encourage engagement.

GH confirmed NTDC have supplied some sample comms.

GK will forward some ideas to GH

GH will send comms to Tech Service Managers and JT will review this before it is forwarded to the comms group.

006   **Equality, Diversity & Inclusion work stream**

MA reported on paper ref 006-TCSG211020

The report will update the Steering Group with regards to the purpose and direction of the proposed Equality, Diversity and Inclusion workstream of the Technician Commitment. This workstream would consist of colleagues from POD and other areas across the University.

Endorsement was sought for the proposal. Detailed objectives of the workstream will be determined when the group meet for the first time, supported by data and metrics, a list of areas was provided.

The workstream was discussed by the committee and it was agreed that this workstream could link with the Inclusivity group which is championed by Jasira Patel.

The committee Endorsed this approach and paper 006.

MA will report at the next meeting; meeting invite could be extended to Jasira Patel.

007   **Research and recognition of Technical staff**

GK reported on paper ref 007-TCSG-211020

GK updated the paper had been redrafted at the request of DM. GK noted the changes that had been made.

It was agreed that the paper would be circulated and feedback to GH was requested.

JP expressed support for point 1.

A discussion followed regarding the profile of the Technicians. A suggestion was raised regarding the Technicians having a unique website with their profiles and this could link in with open day demos.

008   **AOB**

None reported

009   **Date of next meeting : Tuesday 12th January 2021, 10am – 12pm – MS TEAMS**

DMU Technician Commitment Steering Group

ACTIONS from the meeting held on 21st October 2020

Item ref.	Action	Timescale	Lead
004	**24-month action plan** Action 2: Develop lanyards for Technicians.	On-going/ASAP	GK
	Action 9: JT to build proposal ideas for open days and send brief summary to Chair.	On-going/ASAP	JT
	Action 10: chase ITMS to make website more user friendly.	On-going/ASAP	JT
	Action 6:- Professional Registration. Funding is still being sought and it was suggested that Alex Papadopoulos in CPMO.	ASAP	GH
	Action 15:- 'Professional services' standards and charter. GK/MS & IC to meet to discuss options, i.e. Charter or Mission Statement. This would be raised with Senior Technician Staff for development.	ASAP	GK/MS/IC
	Action 18:- Consideration to be given to broadening scope to include IT and Estates Technical colleagues. GH updated – had been in contact with ITMS and Estates earlier in the year. GH will contact them again before Christmas.	By 18/12/20	GH
005	**National Technician Development Centre (NTDC) survey and toolkit** GK requested comms be released in October to inform about the NTDC and to encourage engagement. GH confirmed NTDC have supplied some sample comms.	ASAP	GK/JT

007	GH will send comms to Tech Service Managers and JT will review this before it is forwarded to the comms group. Research and recognition of Technical staff GK updated the paper 007 had been redrafted at the request of DM. GK noted the changes that had been made. It was agreed that the paper would be circulated and feedback to GH was requested.	ASAP	ALL