Faculty of Computing, Engineering and Media

DMU Technician Commitment Steering Group

Minutes of the 2nd meeting of the academic year 2019/20

Time and date:	Monday 3rd February 2020, 1.00pm-2.30pm
Location	GH4.38
Present:	David Mba, PVC/Dean (Chair) (DM)
	Gavin Kew, Faculty Operations Manager ADH (GK)
	Marcella Avis, Director of Faculty Operations HLS (MA)
	Randolph Arroo, Professor and Academic Representative HLS, (RA)
	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)
	Jennifer Penfold, Interim Director of POD (Deputy Chair) (JP)
	Georgina Hill, Director of Faculty Operations CEM (GH)
	Warren Pilz, Technician CEM (WP)
	Ram Basra, Desktop & Audio-Visual Services Manager, ITMS (RM)
Faculty Administrator:	Kirndeep K Sandhu, kirndeep.sandhu@dmu.ac.uk, ext: 7057

001   Welcome and apologies for absence

Apologies for absence had been received from:
Christine White, Deputy Dean ADH (CW)
Alistair Duffy, Professor and Academic Representative CEM (APD)
Ian Coleman, Academic Learning & OD Consultant (IC)
Louise Moore, PA to Deputy Dean & Director of Faculty Operations (LM)
Janine Brennan, Executive Director of POD (JB)

The Chair thanked colleagues for attending the second meeting of the Technician Commitment Steering Group, and formally recognised the importance of this work in support of our technicians.,

002 Minutes of the last meeting held on 23rd September, 2019

002 - Technician Commitment – overview of the work being undertaken at DMU

GH has successfully circulated the link to the Technicians page on the DMU website.

004 - 24-month action plan
GH had spoken to Finance regarding Apprenticeships for Technicians in relation to ZBB and salaries. GH has learned that we cannot get funding for salaries. If additional apprenticeships are needed, they will need additional funds. JP informed the Steering Group that if you are running an apprenticeship, an alternative method would be to look at how a cost has been assigned and money can be put aside for funding. However, if there is a small margin of error, the whole university will be audited.

Action 12
GK informed the Group that a Project Board meeting takes place on a monthly basis, where action plan updates are discussed. Key areas of focus have been split into 5 working groups. These working groups meet once a month and initial meetings have taken place to discuss the actions and evidence of said actions.
The Project Board will continue to monitor how the working groups hope to deliver the action plan over the next few months.

003 Matters arising

This will be further discussed in **004** regarding the 24-month action plan.

004/005 24-month action plan

GK worked through the points of the action plan. The following 24-month action plan items were discussed:

Steering Group recommendations/specific points to note from the meeting held on 3rd February 2020:	
Action 1. Recognition of technicians at Uni level e.g. website, DMU intranet, newsletters (Cascade), internal comms, social media etc.	GK informed the group there is representation for technicians on the websites/ DMU portal/ Blackboard account. GK will be meeting with MarComms to promote what technicians do. Leading from that, the Communications working group have displayed photos on social media and open days to show what happens as a technical team.
Action 2. Introduce visible recognition where appropriate e.g. lab coats with ID	JT has suggested to the group for all 3 faculties to work together, bringing technicians together to create named lab coats, rather than it being separately worked on. GK informed the group that ADH technicians have named ADH lab coats however, that it is not a compulsory to

	wear. RB notifies the group that ITMS also have named lab coats but it is not a compulsory item to wear but it is strongly recommended. **Action:** group to explore the use of named lab coats.
Action 3. Extension of the ITMS Oscars to all technicians	GK is working on gaining recognition for technicians in other ways. No further action has been taken with regards to the Oscars. However, the Events team are keen to host an evening event along the line of an Oscars ceremony. **Action:** The Group should explore University wide general awards that are not role specific and offer recognition for staff excellence.
Action 4. Preparation of at least one nomination per year for external awards e.g. THELMAs, Guardian University awards	One submission was made to the Guardian awards in 2018/19 (unfortunately unsuccessful) but there is nothing else to report under this action presently.
Action 5. Provide support for technicians that want to be HEA accredited	An event is taking place from 10th – 14th February which is being promoted through the Technicians Communications email. Technicians are encouraged to engage with this, for which funding is being provided by POD.
Action 6. Professional Registration: deliver workshop/s for both STEM and creative arts and take a proposal to the Steering Group	There are funds available to pay for some support for professional registration for technical staff. 2 options to best use the funds: a) The staff could be funded 100% during their first year b) DMU could subsidise the cost. £2000 is available for one year only from the Corporate Portfolio Management Office funds. The membership and registration fee are two separate payments which total up to £75. JP informs the group that a corporate comparison exercise is worth undertaking because DMU does not fund the memberships of professional organisations. DM advises that we could potentially say we are a new committee to bring in the funds. Association of University Administrators is used as example to highlight how funding is used; people have applied for the first year and then self-fund after. **Action:** GH will speak to CPMO colleagues to discuss further potential funds.

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.	GK attended a Royal Society event where he found a developed authorship code of practise which has defined roles for technicians. GK will approach his external contact about this and share the information to gain more insight.
Action 8. Identify and promote relevant opportunities for staff to participate in faculty/directorate and uni-level committees and project boards	The action is to set up local committees to promote relevant opportunities. On-going. **Action**: DM would take this to the next PVC Deans' meeting.
Action 9. Technicians 'showcase' at research and enterprise events	The technical staff have been encouraged to take part in a photography competition run by the National Technician Development Centre (NTDC). Other activities and events where there are opportunities for 'showcasing' are to be shared amongst the group.
Action 10. Profiles of colleagues to be published (voluntarily) on DMU website	Visibility for technicians is being led by the Comms . Senior technical team will monitor this.
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	Technicians will be getting their own Instagram account on Friday 14th February. They will be able to share news and local activities.
Action 12. On-line technician's community/forum	GK informed the group that all technicians will be able to have log in access for Microsoft Teams. Currently only Board members and the Working Groups have access.
Action 13. Two-way communications up and down	SharePoint is set up for technical staff to share documentation that people can upload and edit. An email will be gong round soon regarding access. Working group minutes and actions can be uploaded to the SharePoint site.
Action 14. Technicians to be involved in formal stakeholder engagement and communications	The technician staff in the Steering Group will be involved in formal stake holder engagement and communications.
Action 15. Develop technicians 'professional services' standards and charter	Nothing new to report. Once SharePoint is up and running, they will be able to share good practise.
Action 16. Athena Swan and Race Equality plans	Technician staff should be involved with Athena Swan/Equality plans. HLS already recruited technician staff to help with their Athena SWAN submission. CEM has a technician on its Equality, Diversity & Inclusion (EDI) Committee. CEM technicians will also be involved in their Athena SWAN discussions. The Technician Commitment is also on the CEM EDI agenda as a standing item. During GKs Royal Society Event, a Nottingham University

	speaker gave a talk on EDI through a technician's lens. The document was circulated. The document recommended data of the technical workforce be analysed in order to feed into the best organisational structure. The Project Board will be looking to form a working group to start focusing on EDI **Action:** GH to liaise with POD and develop a collated document on EDI amongst the technical workforce.
Action 17. Introduce imagery of technicians in line with other imagery enhancements; include focus on women in STEM and BAME; AND also, on noticeboards of staff lists in faculties.	All areas are working on their own imagery. DM has suggested this work can be picked up by an Intern who could work on this imagery project full time for 6 weeks. **Action**: GH to prepare application/s for Frontrunner/s and/or Graduate Champions.
Action 18. Consideration to be given to broadening scope to include IT and Estates Technical colleagues	ITMS teams would like to participate. Estates and Facilities to be asked if their teams would like to be considered as part of the Technician Commitment community. GH will speak to HR so they can classify people and see who can be involved. **Action:** GK and GH to speak to Estates. **Action**: GK and GH to speak to HR about data.
Action 19. Technician Commitment launch 1-year anniversary event	Action closed. The 1-year anniversary event took place in November 2019 and was well-received.
Action 20. Bi-annual all-technician community network events	This is being led by the events working group. On target.
Action 21. Regular technician-specific H&S and well-being events	Various events and activities have been taking place. It is expected that once the communication channels are used more widely, that participation will grow.
Action 22. Develop and arrange networking opportunities for technicians at other HEIs	Senior colleagues will continue to encourage their staff to network; this is not the preserve of the Project Board members only.
Action 23. Involve staff in consultation on, for example, new lab spaces, new modules, purchasing new equipment. Technicians to lead on projects.	Already happening.
Action 24. Technician network to expand upon existing activities e.g. cake monthly, visit different areas monthly e.g. crime house, and adopt ADH's WOW Wednesdays	As per action 21.
Action 25. Explore how technicians could further contribute and enhance #DMUlocal and	Senior colleagues to support staff in identifying opportunities. Several Global trips have taken place already.

#DMUglobal activities	
Action 26. Workforce planning: Workforce profile; review job descriptions and role profiles; skills gap analyses; succession planning; talent management; career progression opportunities.	GK informed the Steering Group that NTDC have a system for job evaluations. They are being invited to DMU to demonstrate their toolkit.
Action 27. Review of training and development needs identified in MyAppraisal and propose activities that can take a 'joined-up' approach.	As part of the development framework, all technical staff have access to self-assessment forms where the strengths and capabilities needed for their role have been identified e.g. resilience, confidence and they can rate themselves. A snapshot of answers would be taken now and then in 6 months' time, they will be able to see if the framework has benefited for people. This will also be running as part of the induction talks. The 70:20:10 approach to development was discussed and JP will speak to GK/GH/MA outside of the meeting to ascertain progress of this for the technician's framework.
Action 28. Nominate a Technical colleague to take part in the Aurora Programme	Members are not aware of any Aurora candidates or successful applicants. Engagement in Aurora will be encouraged again in the future.
Action 29. Technical staff-specific induction	The next Technical staff-specific induction is taking place later in the Spring.
Action 30. Pursue Technical Apprenticeships with staff	Ongoing.
Action 31. Arrange at least two HEatED training events per academic year	Ongoing.
Action 32. Strengthen interactions with students via better support/training	GK attends Student Voice Committees (SVCs) to receive feedback regarding students' views of Tech resources and facilities and how they can make sure any gaps are closed. GH has informed the group that AV Loans have already started doing this. **Action**: all faculties to do this.
Action 33. Evaluation of action plan	The evaluation will be looked into later into the year. The self-assessment and action plan was submitted in May 2019. DMU needs to submit a second self-assessment (including an evaluation of the action plan) in May 2021.

006   **AoB**

GK notified the Steering Group that the membership has slightly changed with name changes.

Action: MS informed the Steering Groupthat POD will be aware of the courses run by HEaTED and will find out more information and report back.

DM extended his thanks to the Project Board and the working groups for the work they are leading on.

Date of the next meeting

007

Date of the next meeting – Tuesday 19th May 2020, 2-4pm, GH4.38

DMU Technician Commitment Steering Group

ACTIONS from the meeting held on 3rd February 2020

Item ref.	Action	Timescale	Lead	Status
004	**24-month action plan** Action 2: Project Board and senior technical team to explore the use of named lab coats.	ASAP	GK	New action
	Action 3: Project Board and working group to explore University wide general awards that are not role specific and offer recognition for staff excellence.	ASAP	GK	New action
	Action 6: GH will speak to CPMO colleagues for future funding options.	ASAP	GH	New action
	Action 8: DM to take to next PVC Deans' meeting.	ASAP	DM	New action
	Action 16: GH to liaise with POD and develop a collated document.	ASAP	GH	New action
	Action 17: GH to prepare application/s for Frontrunners/Graduate Champions.	ASAP	GH	New action
	Action 18: GK and GH to speak to Estates. GK and GH to speak to HR about data.	ASAP ASAP	GH/GK GH/GK	New action New action
006	**AOB** MS to find out more information from POD about courses that are running in HEatED.	ASAP	MS	New action