

Faculty of Computing, Engineering and Media

DMU Technician Commitment Steering Group

CONFIRMED Minutes of the 4th meeting of the academic year

2020/21

Time and date: Tuesday 4th May 2021, 2pm to 4pm

Location MS Teams

Present: David Mba, PVC Research (DM) (Chair)
Georgina Hill, Director of Faculty Operations CEM (GH)
Manbir Singh Sambhi, Technical Services Manager CEM (MS)
Angela Ferguson, Technical Services Manager HLS (AF)
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)
Ram Basra, Desktop & Audio-Visual Services Manager, ITMS (RB)
Claire Hysom, Technical Instructor ADH (CH)
Alistair Duffy, Professor and Academic Representative CEM (APD)

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

027 Welcome and apologies for absence

Apologies for absence have been received from:
Marcella Avis, Director of Faculty Operations HLS (MA)
Jennifer Penfold, Deputy Director of POD (Deputy Chair) (JP)
Christine White, Deputy Dean, ADH (CW)

028 Minutes of the last meeting held on the 15th March 2021

The minutes were agreed as a true record. 028-TCSG040521

029 Matters arising - Paper reference 029-TCSG040521

Members reported on progress made against their actions as follows:-
004

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 & IC to meet outside of the committee to discuss Fellowships.

In CEM, one person has been nominated and other faculties are doing the same.

Action 9: JT to build proposal ideas for open days send brief summary to Chair. - Secretary to send future open day dates to JT. – Action completed.

Action 10: Website

On-going, JT and GH to confer outside of the Steering Group re ideas. Update – GH/JT/GK/Talvin Gill and David West (MarComms) are meeting in May. MarComms are supportive of the Technician Commitment and have proposed that the newly re-vamped staff e-newsletter could have a regular spotlight on technicians. The VC is also doing weekly e-updates and the Chair would raise this with her when he meets her with reference to a piece on technicians via the weekly VC communication.

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

Umesh Desai will follow this up in Estates. – Action complete.

005

National Technician Development Centre (NTDC) survey and toolkit.
The main outcome of both surveys concluded that Technicians wanted a clearer process for development. This workstream has received the data and are working on the priorities of the Technicians, be it career progression or updating qualifications.

007

Research and recognition of Technical staff - This paper will be considered for approval at the URIC in 3 weeks. The policy will also need an Improving Outcomes Assessment undertaking.
The ADR's are due to meet next week.

016

Technician Commitment Self-Assessment Stage 2 - GH will discuss the next 36-month action plan with the Project Board.
The outcomes of the survey have been included in the 36-month action plan. Action – complete.

022

Action 8

Identify and promote relevant opportunities for staff to participate in faculty/directorate and uni-level committees and project boards. -
GH has reached out to the DFOs in other faculties, this information is not captured at the moment; a process to capture this across the board will be looked into.

025

GH asked everyone to consider if they would like to continue on the TCSG or nominate someone else to support taking the 36-month action plan forward.
A discussion took place regarding reviewing the membership of the TCSG. IC would like to continue as representative for POD. RB will reach out to members of the ITMS team who are joining to ask if they would like to take part. AD would like to continue. GH will compose a paper to outline representatives and how often this membership should be reviewed. This will also be covered in today's meeting.

030

24-month action plan - 030-TCSG040521

GK confirmed that the 24-month action plan is almost completed, some items will be transferred onto the 36-month action plan.

GK provided the following updates:-

Action 16 – Athena Swan and Race Equality plans

This is a working group and can be transferred onto the 36-month plan.

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

NTDC survey and JT survey will provide ongoing work.

Action 29 – Technical staff specific induction

This item is still delayed due to covid. This could be transferred to digital and it was suggested that this be piloted on new committee members from ITMS to test the content. It was noted that these are not new staff, but feedback would be welcomed.

GK noted work that will follow over the next three years is a continuation of the 24-month plan.

The Chair asked the committee if they were in full agreement to sign off the 24-month plan.

The committee agreed to sign off the 24-month plan.

031

Technician Commitment Self-Assessment and 36-month action plan 2021-2024 for sign off.

Paper reference 031-TCSG040521a and 031-TCSG040521b

The proposed new action plan will go to the Science Council this month.

GH provided context to the 36-month plan.

We have followed the structure provided by the Science Council and this has been circulated to the committee.

Equality and Diversity data can now be included in the plan and shows areas that need focusing on.

GH requested feedback from the group regarding what should be included or not, this feedback is required as soon as possible to enable the VC to sign the plan off next week.

The committee would like to note their thanks to Georgina Hill for all the hard work and support given to the Technicians Commitment.

It was reported that career progression is a “hot topic” with Technicians, and a HR representative on the committee would be beneficial to broadly cover this area.

A suggestion was made to cover items with “themed discussions”, and the first theme could be “Career Progression”. Feedback from the survey would provide material for this conversation. A proposal was made that “membership of TCSG” could be put in the job description for any technicians employed in the future and this will be discussed during a themed meeting.

It was agreed that a member of HR should be invited to the next meeting and the Chair will pick this up with GH outside of the meeting.

032

Any other business

Membership of TCSG

GH acknowledged that the 36-month plan is a big commitment and if any members of the committee would like to step down this could be accommodated. It is requested they inform GH outside of the meeting.

GH confirmed that the Technicians Commitment Paper had been presented to the Operations Leadership Group (OLG) and had been supported by this group.

033

Date of next meeting

Tbc

DMU Technician Commitment Steering Group

ACTIONS from the meeting held on 4th May 2021

Item ref.	Action	Timescale	Lead
004	<p><u>24-month action plan</u> Action 5: - Provide support for technicians that want to be HEA accredited. - <i>In CEM, one person has been nominated and other faculties are doing the same.</i></p> <p>Action 10: chase ITMS to make website more user friendly. JT & GH to confer outside of committee re ideas. – <i>GH/JT/GK/Talvin Gill and David West are meeting in May. The Chair suggested the work the committee is doing could be mentioned in the VC weekly updates. DM will discuss with the VC when they meet.</i></p> <p>Action 18: - Consideration to be given to broadening scope to include IT and Estates Technical colleagues. - <i>Awaiting response from Estates. - DM will reach out to Managers within Estates. Umesh Desai will follow up with Estates</i></p>	<p>On-going</p> <p>On-going</p> <p>Complete</p>	<p>GH</p> <p>GH/DM</p>
005	<p><u>National Technician Development Centre (NTDC) survey and toolkit</u> - <i>The main outcome of both surveys concluded that Technicians wanted a clearer process for development. This workstream has received the data and are working on the priorities of the Technicians, be it career progression or updating qualifications.</i></p>	<p>On-going</p>	<p>GK/JT</p>
007	<p><u>Research and recognition of Technical staff</u></p> <p>This paper will be considered for approval at the URIC in 3 weeks. The policy will also need an Improving Outcomes Assessment undertaking. - <i>DM will communicate with ADR's regarding a meeting. The ADR's are due to meet next week.</i></p>	<p>On-going</p>	<p>DM/GH/JT To be done via email – still outstanding</p>

016	<p><u>Technician Commitment Self-Assessment Stage 2</u> GH will contact JT to discuss how Technicians have benefited from the Technicians Committee. – <i>The outcomes of the survey have been included in the 36-month action plan. Action – complete.</i></p>	Complete	
022	<p>Action 8 - Identify and promote relevant opportunities for staff to participate in faculty/directorate and uni-level committees and project boards. - <i>GH has reached out to the DFO in other faculties, this information is not captured at the moment, a process to capture this across the board will be looked into.</i></p>	On-going	GH
025	<p>GH asked everyone to consider if they would like to continue on the TCSG or nominate someone else to support taking the 36-month action plan forward. – <i>Members to contact GH outside of the meeting if they wish to step down.</i></p>	On-going	ALL
031	<p>A suggestion was made to cover items with “themed discussions”, and the first theme could be “Career Progression”. Feedback from the survey would provide material for this conversation. A proposal was made that “membership of TCSG” could be put in the job description for any technicians employed in the future and this will be discussed during a themed meeting.</p> <p>It was agreed that a member of HR should be invited to the next meeting and the Chair will pick this up with GH outside of the meeting.</p>	On-going	GH