

The Alan Turing Institute

Turing Skills Group

Terms of Reference

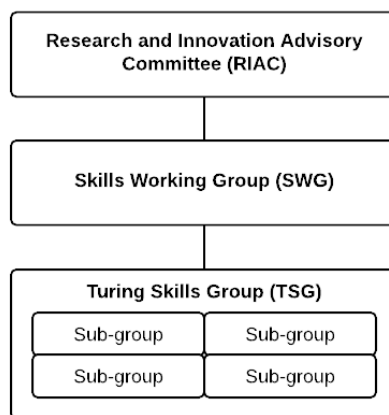
1. Purpose

The purpose of the Turing Skills Group (TSG) is to:

- 1.1 Be responsible for the development and quality of the activities of the Institute that fall under the remit of the Skills Team, including operational and strategic matters both at the Institute and at the national level, as set out in the vision of the Institute and its Director.
- 1.2 Provide expertise and advice from a representative group of the Turing's community to support the Research and Innovation Advisory Committee's (RIAC) Skills Working Group (SWG) to make recommendations to Boards, Committees, and the Turing Management Team, where appropriate.
- 1.3 Develop and approve operational changes and evaluate outcomes for established activities within the Skills Team on matters that the SWG decide need not be discussed by RIAC.

2. Structure

- 2.1 The TSG is a single entity working as a group and with all members contributing to the overall purpose within the Institute.
- 2.2 In addition, to provide sufficient expertise for all areas of its broad remit, the TSG will contain specialised sub-groups that are each committed to working on projects within their areas of expertise.
- 2.3 The TSG will report to the SWG, which in turn reports to RIAC



- 2.4 Details of the SWG membership including representation from each of the TSG sub-groups as well as key members of the business team are outlined in the SWG Terms of Reference

3. TSG Composition

- 3.1 The TSG will be Co-Chaired by an academic lead and a business team lead
 - 3.1.1 The Academic Co-Chair be a Turing Fellow nominated by existing TSG members and where possible they will be a current member of RIAC (a Turing University Lead or Programme Director).
 - 3.1.2 The Business Team Co-Chair will be the Turing's Head of Skills

- 3.2 The Institute's Skills and Training Manager will be Secretary, delegating responsibility within their team as appropriate
- 3.3 Membership of the TSG will be selected from volunteers and/or nominees and confirmed by the SWG to represent the breadth of disciplines and partners at the Institute.
- 3.4 The TSG membership shall include at least 10 Turing Fellows in addition to the academic co-Chairs
- 3.5 The TSG membership shall include at least one Programme Director, Theme Lead or Deputy Director
- 3.6 The TSG membership shall include at least one member of the Research Engineering group.
- 3.7 The TSG membership shall include at least one representative at the level of Research Associate or equivalent
- 3.8 The TSG membership shall include appropriate members of the wider Turing business team
- 3.9 The TSG membership shall include appropriate members external to the Turing where their expertise is clearly demonstrated
- 3.10 TSG members will usually be allocated to a sub-group(s) which should be balanced in number across the TSG
- 3.11 Student representatives may be invited to parts or all of the TSG meetings at the discretion of the Chair
- 3.12 Named individuals may be invited to parts of all of the TSG meetings at the discretion of the Chair as required

4. Sub-group composition

- 4.1 Sub-groups will be responsible for a specialised area of activity within the Skills Team remit at the Turing:
 - 4.1.1 Academic Programmes
 - 4.1.2 Applied Skills
 - 4.1.3 National Skills Agenda
 - 4.1.4 Researcher Development
- 4.2 Each sub-group will have a designated lead who will serve on the SWG
- 4.3 Each sub-group will have a designated business team member who will coordinate the activity of the sub-group
- 4.4 Sub-groups may have additional consulting members
 - 4.4.1 Consulting members must be approved by the Co-chairs
 - 4.4.2 Consulting members will not be formal members of the TSG and will only attend TSG meetings by invitation

5. Term of service

- 5.1 Members will normally be appointed for a period of 2 years. It is permitted to allow variation in length of appointments to ensure suitable overlap of members.
- 5.2 Reappointment of members is at the discretion of the Co-chairs

6. Meetings

- 6.1 The TSG shall meet on four occasions per year
 - 6.1.1 Meetings will be scheduled to occur at least two weeks after the SWG meeting to allow the SWG to recommend topics for discussion by the TSG
 - 6.1.2 Meetings will be scheduled to occur at least two weeks in advance of RIAC meetings to allow TSG input to be added to any subsequent RIAC papers
- 6.2 A quorate meeting shall comprise of at least ten individual members including representatives of each of the sub-groups

- 6.3 Minutes, agendas and papers will normally be circulated at least one week in advance of the meeting. Late papers may be circulated up to two days before the meeting. Only in the state of extreme urgency and with the agreement of the Chair will papers be tabled at meetings of the group.
- 6.4 Formal minutes will be kept of proceedings and submitted for approval at the next meeting of the Group.
- 6.5 Summaries of discussions will usually be circulated to RIAC and other relevant committees or groups for information and comment at the request of the Co-Chairs.
- 6.6 Sub-groups should meet on at least four occasions per year but may agree to meet more frequently to support the relevant areas of business team activity relating to their sub-group
- 6.7 Sub-group meetings do not need to keep formal minutes but are expected to keep a suitable record of activity to address any questions about their work from the TSG
- 6.8 As appropriate sub-groups will be asked by the SWG to present to the TSG at the quarterly meetings to ensure that the whole group is aware and able to contribute to the ongoing Skills agenda
- 6.9 Sub-group activity may overlap, in which case collaborative work is encouraged and should be coordinated by the sub-group leads

7. Responsibilities

The following are indicative responsibilities related to each of the TSG sub-groups:

- 7.1 Academic Programmes – guiding recruitment, training and welfare direction for the Turing's established academic programmes (e.g. Enrichment / Connections / Doctoral) and proposals for new programmes. Responding to current student feedback and policy changes in higher education practice.
- 7.2 Applied Skills – strategic developments of the DSG approach and guidance of the selection and recommendation of projects for new DSG events. This function will rely on an extended group of consulting members. This group may also be asked to support the ongoing strategic development of the Turing Internship Network and other similar schemes relating to talent exchange and applied skills.
- 7.3 National Skills Agenda – support the development of the Turing's national skills strategy and discuss how the Turing can grow in identifying opportunities and fulfilling its mission at a strategic level. This group will support Turing's representation on the Data Skills Taskforce.
- 7.4 Researcher Development – support both internal training and general development of researchers. Lead on the establishment of effective communities of practice at a network and national level, development of the core training portfolio and delivery methods as well as any other emerging areas of activity that do not clearly fall under the remit of other TSG sub-groups, including coordinating other activities within the wider Skills Team remit.
- 7.5 The following people are responsible *ex officio* for coordinating the TSG, SWG and TSG sub-groups. Responsibility may be delegated as necessary within business teams:

TSG/SWG Co-chair (Business Team)	Head of Skills
TSG/SWG Secretary	Skills and Training Manager
Academic Programmes sub-group coordination	Academic Programmes Manager
Applied Skills sub-group coordination	DSG Project Manager
National Skills Agenda sub-group coordination	Senior Advisor for Skills
Researcher Development sub-group coordination	Skills and Training Manager

Summary of SWG/TSG/Subgroup relationships:

	Sub-groups	Turing Skills Group	Skills Working Group
Reports to	TSG and SWG	SWG	RIAC
Leadership	Subject matter expert lead and business team coordinator	SWG	
Membership	SME lead Coordinator 5-6 members + consulting members	SWG members All full subgroup members Business Team specialists Not subgroup consulting members	Academic Co-chair Business Team Co-Chair Sub-group leads Director of Academic Engagement Director of People
Meetings	As required for operational support and preparation for TSG contribution	Coordinated with RIAC (-2 weeks) and SWG (+2 weeks) 4 x per year	Coordinated with RIAC (-4 weeks) and TSG (-2 weeks) 4 x per year
Remit	Designated subgroup speciality with focus on operational delivery and strategic development	Broad approach covering topics from each subgroup, mainly strategic development and policy	Strategic focus and integration with Institute and wider policy

