

CONFIDENTIAL

COUNCIL OF PROFESSORS AND HEADS OF COMPUTING

Minutes of the Annual General Meeting of the Council of Professors and Heads of Computing held on Monday 25 April 2016 commencing at 17:00 at Manchester Metropolitan University

Approximately **54** members took part in the meeting

1. APOLOGIES FOR ABSENCE

Apologies were received from the following members:

2. MINUTES OF THE ANNUAL GENERAL MEETING [CPHC/AGM15/09]

The minutes of the CPHC 2015 AGM held on Monday 27 April 2015 at 17:00 at **Queen Mary University** were approved.

2.1. MATTERS ARISING FROM THE MINUTES

No matters arising

3. REPORTS

3.1. CHAIR'S REPORT – S Smith

RECEIVED & APPROVED – Appendix 1

3.2. SECRETARY'S REPORT – C Johnson

RECEIVED & APPROVED – Appendix 2

3.3. TREASURER'S REPORT – E Robinson

RECEIVED & APPROVED – Appendix 3

3.4. LDG REPORT – S Fincher

RECEIVED & APPROVED – Appendix 4

3.5. CPHC IN WALES REPORT – V Grout

RECEIVED & APPROVED – Appendix 5

3.6. UKCRC REPORT – D Robertson

RECEIVED & APPROVED – Appendix 6

4. RECEIVE AND APPROVE ACCOUNTS FOR 2015

RECEIVED and APPROVED.

5. APPROVE THE APPOINTMENT OF INDEPENDENT EXAMINERS

AGREED: To re-appoint the current examiners Banks to continue in the post as the independent auditor.

6. ELECTIONS TO COMMITTEE

The Secretary listed the nominations for the Officer positions of Chair and Vice Chair that were available and the following two officers were elected:

Chair: Professor Carsten Maple

Vice Chair: Professor Sally Fincher

The following Officers were re-elected to serve a further two year term of office:

Treasurer: Professor Edmund Robinson

Secretary: Dr Colin Johnson

The current Chair was elected to serve a two year term of office as:

Immediate Past Chair: Mrs Sally Smith

There were three Committee Member vacancies to serve a two year Term of Office and the following new Committee Members were elected:

Professor Ian Allison

Professor Ray Farmer

Professor Ian Wells

The following Committee Members have been elected for a further two years:

Professor Balbir Barn

Professor Miltos Petridis

In addition, the following Committee Members are continuing:

Professor Vic Grout

Mr Keith Miller

Dr Rupert Ward

Thanks were extended to Committee Members. The new Chair also proposed a vote of thanks to the outgoing Chair Sally Smith and to the immediate past Chair Iain Phillips for their hard work over the last two years.

The full Committee membership is appended to these minutes as Appendix 7.

7. ANY OTHER BUSINESS

The new Chair informed Members that the Committee would be looking to the membership to volunteer to participate in Working Groups to take forward the work started by Professor Sir Nigel Shadbolt during the Shadbolt Review.

Appendix 1 - Chair's Report

Appendix 2 - Secretary's Report

Appendix 3 - Treasurer's Report

Appendix 4 – LDG Report

Appendix 5 – CPHC in Wales Report

Appendix 6 – UKCRC Report

Appendix 7 – Full CPHC Committee Membership

**CPHC ANNUAL GENERAL MEETING 2016
CHAIR'S REPORT**

The committee has been intent on promoting computer science as a discipline throughout the year. This year, through representation on the Department of Business innovation and Skills/ HEFCE Steering Group, we were invited by the Higher Education Academy to investigate current university approaches to graduate employability development for computer science students. Professor Sally Fincher led this work and the report is available at cphc.ac.uk.

We have been building collaborations and partnerships.

Specific activity by the committee includes:

- Representing CPHC on the Shadbolt Review of Computer Science Degree Accreditation and Graduate Employability;
- Representing CPHC at government-sponsored round table events;
- Representing CPHC on Department of Business Innovation and Skills Steering Group on graduate employment;
- Reporting on the professionalization of CS to Informatics Europe;
- Representing the CPHC committee on the Computing at Schools Board, the BCS Academy and the UKCRC.

We have continued our programme of research to support institutional imperatives as follows:

- Publishing Computing Graduate Employability: Sharing Practice and distributing to all Vice Chancellors and Heads of Computing;
- Following up the report with a series of community-building graduate employability workshops;
- Working with the Engineering Council on a joint response to the Green Paper on the Teaching Excellence Framework;
- Delivering a series of workshops on new recommendations for embedding security essentials in CS degree programmes;
- Working with UKCRC on a joint response to the consultation on REF.

I would like to thank all the members of the committee for their support throughout the year.

Sally Smith
Chair CPHC

CPHC ANNUAL GENERAL MEETING 2016

SECRETARY'S REPORT

1. The current membership of the Council is over 770 members drawn from 104 institutions.
2. The Committee met on 5 occasions since the last AGM: 11th May 2015, 6th July 2015, 12th October 2015, 7th December 2015, and 1st February 2016. Pertinent items of business are reported elsewhere on the agenda.
3. The Council has charitable status for England, Wales and Scotland. Accounts will shortly be submitted for these.
4. Administrative support to the Council's affairs continues to be ably supplied by the BCS Secretariat.

Colin Johnson, University of Kent
Secretary, CPHC Committee

CPHC ANNUAL GENERAL MEETING 2016

TREASURER'S REPORT

Most of our income comes from University departmental subscriptions. Almost all of the active university departments in Computer Science are members and pay their subs, with various degrees of willingness. But this year, for the first time in my experience, we have started to get grants for pieces of work from other bodies, the Higher Education Academy for work on employability, led by Sally Fincher, and the Cabinet Office for work on security led by Carsten Maple.

This has enabled us to put significantly more funds into community activities than we would have done otherwise (notably workshops held around the country).

We still have substantial reserves of over 70k. The committee remains of the view that this is not entirely appropriate for a charity, and we have continued to spend above our income in order to support activities. For example, during this year we contributed to the CPHC/UKCRC report on impact.

However, we have spent much of the year with our financial arrangements in some disarray. We have been unhappy with our bank, the Royal Bank of Scotland, for some time, as a result of high charges and poor service. The final straw came when we could no longer process electronic payments from the account. We decided to move to Lloyds. However opening an account proved much more problematic than thought, as the banks appear to have decided to apply the same kind of due diligence to a group of UK Computer Scientists as a bunch of Colombian chemists. However the account is now open and we are in process of moving activities across. I hope that it will be fully operational by the time of the AGM. We have survived in the interim largely through the support of our colleagues at the BCS.

The annual accounts are attached.

CPHC ANNUAL GENERAL MEETING 2016
LEARNING DEVELOPMENT GROUP REPORT

The work of LDG in 2015 was located within a single working group, on Computing Graduate Employability. This was an extended piece of work, co-funded by CPHC and the Higher Education Academy (HEA). The working group was chaired by Professor Sally Fincher, with a steering group consisting of Sally Smith, Professor Carsten Maple, Dr Iain Philips and Professor Edmund Robinson. The group employed Dr Janet Finlay as project researcher.

In conjunction with the HEA, the group ran five workshops for sharing employability practices from March to July 2015. From this, both common and singular practices were identified. Follow-up interviews were conducted with a number of institutions to gather detailed description of employability practice “on the ground”. These were gathered from a cross-section of institution types, missions and geographic location. Across all interventions, over fifty institutions were involved. In complement, a small additional series of interviews were conducted with a range of employers.

Drawing on previous work (Beetham, 2013; Fincher, Petre & Clark 2001) the resultant report (*Computing Graduate Employability: Sharing Practice*) was arranged around a series of employability “challenges” that emerged. The report contained both collections of common approaches and highlighted “show cases” of singular practices.

To follow on this work, in 2016 LDG will be running three series of in-depth workshops (London, Manchester, Edinburgh) to build on this work, to foster community, and to support change in regard to computing graduate employability.

Sally Fincher, University of Kent
April 2016

CPHC ANNUAL GENERAL MEETING 2016

CPHC IN WALES REPORT

Welsh Universities

There have been no (external) changes to Welsh university structure (and none anticipated imminently) although the following internal changes were noted:

- Aberystwyth: Vice Chancellor has stepped down and a Pro Vice Chancellor is covering the role until the summer
- Glyndŵr: New (permanent) Vice Chancellor appointed to take up post at Easter
- Cardiff University: New Head of School of Computer Science and Informatics

All-Wales Big Data Institute

Under consideration: an 'All-Wales Big Data Institute' linking all Welsh universities, possibly organised as a grid model, with universities and themes/disciplines.

Welsh Schools and Colleges: TechnoCamps

The current 'Technocamps' programme, now extended across all Wales, has come to a successful conclusion. There are moves to secure additional funding.

Welsh Government: Welsh Schools and Colleges

The impact of the Donaldson review and the new Welsh GCSE and A' Level curriculum in CS, as well as WG's 'Digital Literacy' intentions across all subjects, is currently being assessed. Some WG progress will be limited until after the May elections.

CPHCW Terms of Reference

Decided to formally separate the roles of CPHCW Chair and Secretary and to seek nominations from the membership for both roles: a timeline for this to be agreed.

CPHCW Schedule of Meetings

The two-year alternating programme of CPHCW meetings was confirmed in principle but recognised not to be binding.

Four meetings per year:

January: Virtual Meeting (Welsh Videoconferencing Network, Skype, etc.)

April: Face-to-Face Meeting of CPHCW delegates at national CPHC conference/AGM

July: Virtual Meeting (Welsh Videoconferencing Network, Skype, etc.)

September/October: Face-to-Face CPHCW Annual General Meeting (AGM)

Odd years: 2015 as part of ITA Conference in Wrexham

Even years: 2016 in Cardiff

CPHC ANNUAL GENERAL MEETING 2016

UKCRC REPORT

Engagement with EPSRC: The UKCRC executive has engaged with EPSRC in its strategic thinking as we go through the UK Government spending review and, subsequently, the shaping of thematic areas and “the landscape” for research following the budget settlement. Engagement is partly through the Exec meetings (which EPSRC attend) and partly through specific strategic meetings (one held in October 2015; another in March 2016). The broad aim of these is to provide our colleagues in EPSRC with evidence to support their efforts to sustain/increase funding for computing science from the UK research councils in general and EPSRC in particular.

EPSRC network bid: A draft bid to EPSRC for a UK foundational computing science network is in preparation. The aim of the network (as currently scoped) is described in the draft as follows:

Computation has become a common factor across all of the sciences and engineering technologies, not only because the products of computation are key enablers but because progress is often dependent upon thinking about problems from a computational viewpoint. The problems being tackled by this means are often large, complex and interdisciplinary. In recent years we have seen a range of initiatives that depend on forms of computational thinking (MRC’s Farr Network; ESRC’s Administrative Data Research Network, EPSRC’s Robotics centres; the Alan Turing Institute joint venture, *etc.*). These are important demonstrations of the maturity of our discipline but they also exert forces that pull away from the core (Farr into medicine; ADRC into the social sector; Turing into data-intensive systems, *etc.*). The UK computing community needs also to maintain a view of the landscape across these initiatives, working with them to maintain relevance but helping to develop a broader view.

Impact case studies: A representative set of REF case studies was selected by a UKCRC/CPHC group led by Morris Sloman. These were used to produce an impact report oriented to the general public. Paper copies of the report are being distributed by BCS and CPHC to those who may be interested (e.g. universities) and influenced (e.g. MPs). An on-line copy is on the UKCRC Web site (in the “Reports” section <http://cs-academic-impact.uk>).

UKCRC Web site: has been refreshed, thanks to Tony Cohn – see <http://www.ukcrc.org.uk>.

Recruiting “rising stars” to UKCRC: A proposal is being floated to attract stellar early-career researchers into UKCRC, which would bring an additional dimension to the membership (hitherto focused on established researchers) but would also bring obligations on UKCRC to make it attractive for this group of researchers to join us and stay with us. This will operate in synergy with the EPSRC network bid (above).

Consultations to which UKCRC has responded

- April 2015: Paul Nurse review of Research Councils, led by Martyn Thomas
- August 2015: House of Commons Science and Technology Committee inquiry on the Science Budget, led by Anthony Finkelstein
- September 2015: The big data dilemma an inquiry by the House of Commons Select Committee on Science and Technology, led by Martyn Thomas
- March 2016: Lord Stern's review of the REF, led by Morris Sloman

DRAFT

TERMS OF OFFICE FOR THE CPHC COMMITTEE – APRIL 2016

CPHC Committee Membership (post AGM):

OFFICERS:	DATE
Chair: Professor Carsten Maple (Warwick)	2016-18
Vice-Chair: Professor Sally Fincher (Kent)	2016-18
Secretary: Professor Colin Johnson (Kent)	2016-18
Treasurer: Professor Edmund Robinson (Queen Mary)	2016-18
Immediate Past Chair: Mrs Sally Smith (Edinburgh Napier)	2016-18
Professor Ian Allison (West of Scotland)	2016-18
Professor Balbir Barn (Middlesex)	2016-18
Mr Raymond Farmer (Coventry)	2016-18
Professor Vic Grout (Glyndwr)	2015-17
Mr Keith Miller (Manchester Metropolitan)	2015-17
Professor Miltos Petridis (Brighton)	2016-18
Dr Rupert Ward (Huddersfield)	2015-17
Professor Ian Wells (South Wales)	2016-18

REGISTERED CHARITY NUMBER: 080300

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR
ENDED 30 JUNE 2015
FOR
COUNCIL OF PROFESSORS
AND
HEADS OF COMPUTING**

**Banks BHG, Chartered Accountants
Vicarage Court
160 Ermin Street
Swindon
Wiltshire
SN3 4NE**

**COUNCIL OF PROFESSORS
AND
HEADS OF COMPUTING**

**CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2015**

	Page
Report of the Trustees	1
Independent Examiner's Report	2
Statement of Financial Activities	3
Balance Sheet	4
Notes to the Financial Statements	5 to 6
Detailed Statement of Financial Activities	7

**COUNCIL OF PROFESSORS
AND
HEADS OF COMPUTING**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30 JUNE 2015**

The trustees present their report with the financial statements of the charity for the year ended 30 June 2015. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number
080300

Principal address

First Floor, Block D
North Star House
North Star Avenue
Swindon
Wiltshire
SN2 1FA

Trustees

Prof C Maple	Vice Chair	
Dr I Phillips	Chair (to 7.4.14)	
Prof S Fincher		- resigned 30.6.15
Prof I Wells		- resigned 30.6.15
Mrs S Smith	Chair (from 7.4.14)	
Prof S Jarvis		- resigned 30.6.15
Prof D Duce	Secretary	- resigned 30.6.15
Prof E Robinson	Treasurer	
Dr C Johnson		
Dr R Ward		- resigned 30.6.15
Prof V Grout		- resigned 30.6.15
Prof B Barn		- resigned 30.6.15
Prof M Petridis		

Independent examiner

Mr N R Elsdon BA FCA
Banks BHG, Chartered Accountants
Vicarage Court
160 Ermin Street
Swindon
Wiltshire
SN3 4NE

STRUCTURE, GOVERNANCE AND MANAGEMENT

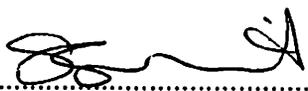
Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes an unincorporated charity.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

Approved by order of the board of trustees on 21/12/15 and signed on its behalf by:


.....
Mrs S Smith - Chair

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
COUNCIL OF PROFESSORS
AND
HEADS OF COMPUTING**

I report on the accounts for the year ended 30 June 2015 set out on pages three to six.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

It is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of the independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statements below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that, in any material respect, the requirements

- to keep accounting records in accordance with Section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Mr N R Elsdon BA FCA
Banks BHG, Chartered Accountants
Vicarage Court
160 Ermin Street
Swindon
Wiltshire
SN3 4NE

Date: 21.12.15

**COUNCIL OF PROFESSORS
AND
HEADS OF COMPUTING**

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 30 JUNE 2015**

	Notes	30.6.15 Unrestricted fund £	30.6.14 Total funds £
INCOMING RESOURCES			
Incoming resources from generated funds			
Voluntary income		47,191	53,221
Investment income	2	41	103
Incoming resources from charitable activities			
General		20,800	-
Total incoming resources		68,032	53,324
RESOURCES EXPENDED			
Charitable activities			
General		15,162	14,613
Other resources expended		40,118	52,650
Total resources expended		55,280	67,263
NET INCOMING/(OUTGOING) RESOURCES		12,752	(13,939)
RECONCILIATION OF FUNDS			
Total funds brought forward		88,701	102,640
TOTAL FUNDS CARRIED FORWARD		101,453	88,701

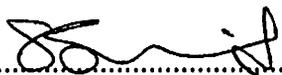
The notes form part of these financial statements

**COUNCIL OF PROFESSORS
AND
HEADS OF COMPUTING**

**BALANCE SHEET
AT 30 JUNE 2015**

	Notes	£	30.6.15 Unrestricted fund £	30.6.14 Total funds £
CURRENT ASSETS				
Debtors	4		18,231	1,961
Cash at bank			<u>121,244</u>	<u>100,439</u>
			139,475	102,400
CREDITORS				
Amounts falling due within one year	5		(38,022)	(13,699)
			<u>101,453</u>	<u>88,701</u>
NET CURRENT ASSETS				
			<u>101,453</u>	<u>88,701</u>
TOTAL ASSETS LESS CURRENT LIABILITIES				
			<u>101,453</u>	<u>88,701</u>
NET ASSETS				
			<u>101,453</u>	<u>88,701</u>
FUNDS				
Unrestricted funds	6		<u>101,453</u>	<u>88,701</u>
TOTAL FUNDS			<u>101,453</u>	<u>88,701</u>

The financial statements were approved by the Board of Trustees on 21/12/15
and were signed on its behalf by:


.....
Mrs S Smith - Chair


.....
Prof E Robinson - Treasurer

The notes form part of these financial statements

**COUNCIL OF PROFESSORS
AND
HEADS OF COMPUTING**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2015**

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Charities Act 2011 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

2. INVESTMENT INCOME

	30.6.15	30.6.14
	£	£
Deposit account interest	41	103
	<u>41</u>	<u>103</u>

3. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 30 June 2015 nor for the year ended 30 June 2014.

Trustees' expenses

Trustee's expenses paid during the year ended 30 June 2015 amounted to £3,717 (2014: £10,825) relating to travel and subsistence reimbursements and research expenditure.

4. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	30.6.15	30.6.14
	£	£
Trade debtors	1,739	671
Other debtors	16,492	1,290
	<u>18,231</u>	<u>1,961</u>

**COUNCIL OF PROFESSORS
AND
HEADS OF COMPUTING**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 30 JUNE 2015**

5. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	30.6.15	30.6.14
	£	£
Trade creditors	29,226	12,699
Other creditors	8,796	1,000
	<u>38,022</u>	<u>13,699</u>

6. MOVEMENT IN FUNDS

	At 1.7.14	Net movement in funds	At 30.6.15
	£	£	£
Unrestricted funds			
General fund	88,701	12,752	101,453
	<u>88,701</u>	<u>12,752</u>	<u>101,453</u>
TOTAL FUNDS	<u>88,701</u>	<u>12,752</u>	<u>101,453</u>

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	68,032	(55,280)	12,752
	<u>68,032</u>	<u>(55,280)</u>	<u>12,752</u>
TOTAL FUNDS	<u>68,032</u>	<u>(55,280)</u>	<u>12,752</u>

**COUNCIL OF PROFESSORS
AND
HEADS OF COMPUTING**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 30 JUNE 2015**

	30.6.15 £	30.6.14 £
INCOMING RESOURCES		
Voluntary income		
Subscriptions	42,311	40,947
Conference	4,880	8,385
CAS Initiative	-	3,750
Other income	-	139
	47,191	53,221
Investment income		
Deposit account interest	41	103
Incoming resources from charitable activities		
Grants	20,800	-
	68,032	53,324
RESOURCES EXPENDED		
Charitable activities		
Travel expenses	3,702	3,998
Subscriptions to other bodies	3,460	2,615
Other charitable expenses	-	8,000
CS Impact Report Funding	8,000	-
	15,162	14,613
Other resources expended		
CAS Funding	-	20,000
Independent examiner's fee	1,050	1,246
AGM speakers and meeting costs	12,553	6,560
Administrative costs	26,515	24,844
	40,118	52,650
Total resources expended	55,280	67,263
	Net income/(expenditure)	(13,939)
	12,752	(13,939)

This page does not form part of the statutory financial statements