Minutes of the Committee meeting of the Council of Professors and Heads of Computing held on Monday 1 July 2019 at BCS, 5 Southampton Street, London WC2E 7HA.

PRESENT
Sally Fincher (Chair) Edmund Robinson Ray Farmer
Nick Savage Miltos Petridis Siobhan Devlin
Rob Aspin James Davenport (BCS Academy)

IN ATTENDANCE (Secretariat)
Maxine Leslie (BCS)

APOLOGIES
Alastair Irons Liam Maguire Carron Shankland
Ian Allison Carsten Maple Atif Waraich
Mark Griffiths Keith Miller Rhys Perry (EPSRC)
Jim Yip (EPC) m.c. schraefel (UKCRC)

1. WELCOME AND APOLOGIES FOR ABSENCE

Apologies for absence were received as above.

2. MINUTES OF LAST MEETING (CPHC/2019/11)

The minutes of the last meeting held on Monday 13 May 2019 were accepted as a true record.

3. MATTERS ARISING FROM PREVIOUS MINUTES

13 May 2019

Other Organisations – IoC (Item 5.5): R Farmer had raised the issue of closer liaison between CPHC and the IoC at the governance meeting 2-3 weeks ago. It would be good if Rachid Hourizi came to a CPHC Committee meeting to discuss how this could work. R Farmer undertook to arrange this, perhaps for the December meeting as October would be joint with UKCRC.

ACTION: R Farmer

It was noted that MMU was leading the Diversity and Inclusion for the IoC and another topic that could be discussed with R Hourizi (along with Martin Stanton and Darren Dancey from MMU) would be how CPHC can help more, perhaps by running a special themed session. The Chair had discussed with Carron Shankland the possibility of running a series of workshops, following up on the Napier report, to find out what is happening in the context of these themes and collate a range of good practice examples, case studies etc. It was suggested that a meeting be set up, possibly in
September, between CPHC (Carron Shankland plus any other interested Committee Member(s)), the IoC and the BCS Academy of Computing Board to move this forward. It would be important to complement rather than clash with similar initiatives. One suggestion was to approach BCS to donate premises for events. **ACTION: Chair**

Secretary's Report (min 5.3): for the Constitution amendment, the Chair reported that the votes received so far were: 53 in favour and 3 against. The participation did not yet reach the threshold to be quorate (50 members or one tenth of the total membership at the time, whichever is the greater = 79). The Chair undertook to follow up with the Membership to encourage them to vote. **ACTION: Chair**

3 December 2018

Matters arising – Subscriptions update (Item 7): The Chair indicated that two approaches had already been made to Bristol for written confirmation of their intention to resign from CPHC. It was noted that there had been a recent mailing list exchange to which one of the Bristol Professors had contributed. The Secretariat undertook to draft a further reminder to Seth Bullock for R Farmer to send, perhaps along with a ‘phone call. **ACTION: Secretariat/R Farmer**

Matters arising – Programme of Work Conference Workshop Programme (Item 8.2): N Savage reported that he had received some responses to his email to the Membership to gauge interest in future workshops and undertook to liaise with the Chair and Simon Thompson on how to run with the materials. **ACTION: N Savage**

4. EPSRC Update [verbal]

See **EPSRC Briefing for CPHC** appended to these minutes.

E Robinson updated Members following the EPSRC report made at the UKCRC Executive Committee on 4 June. The Secretariat undertook to check with Rhys Perry whether he was happy for these reports to be circulated to CPHC Members, in particular as there had been very positive feedback. [Action complete]

5. REGULAR REPORTS

5.10 Reports from Other Organisations and Activities [verbal]

IoC: This item was taken early before J Davenport left the meeting. It was reported that the IoC had redone the calculations from the Shadbolt report noting that the employability figures had improved slightly and that there had been a significant rise in other degrees. It was the last year of DHLE for comparable data as Augar (if adopted) uses different methodologies. J Davenport undertook to circulate the report to the Committee. [Action complete]. Members were asked for suggestions for improvements/purpose (J Davenport’s current plan is to publish this as an IoC technical report).

**ACTION: Members**

Members discussed whether it would be useful to do another piece in this series. The Office for Students was keen to train STEM graduates in digital skills at Master’s level and was also interested in getting students from other STEM disciplines onto Master’s courses, which was linked to the IoC work. It might help to gain a better understanding of the Augar Report, setting up models for comparisons to be drawn. Apprenticeships are a new part of the landscape to emerge since Shadbolt and MSc apprenticeships were particularly attractive.
HEIs such as MMU and Aston were doing well in this area and might be good as case study subjects, particularly as it was a little early to look at it on a national level. Data should be easy to find as apprenticeships need to be accredited and Bob Clift at Tech Partnership Degrees would be able to advise. Members considered the use of a consultant, which was more like to work if they were known or recommended and provided with a specific brief. E Robinson indicated that the analytics in Augar were based on work undertaken by a Cambridge academic and he undertook to see if contact could be made.

**ACTION: E Robinson**

Members AGREED that this work should be taken forward, perhaps on a rolling basis as a 2 or 3 year look at employability, identifying the data that would be needed. This would be discussed further at the next meeting.

### 5.1 Chair’s communications

CPHC has been approached by the UKCRC Executive Committee about liaising on relevant consultations and responses. Chris Johnson (Glasgow) is the UKCRC Member who co-ordinates these and it was proposed that any relevant consultations be forwarded to the CPHC Committee Members in case any Members would be interested in co-ordinating responses on behalf of both organisations. The Chair proposed the formation of a Consultation Panel to include Chris with CPHC representation with the option of drawing on wider expertise where necessary. This type of ‘influencing’ was an area which hadn’t been undertaken by CPHC in recent years and it would be a useful activity to re-instigate. The Chair undertook to reply to Jane Hillston with proposed Panel Members.

**ACTION: Chair**

### 5.2 Treasurer’s Report [verbal]

R Farmer reported that the accounts are looking healthy. There would be more activities taking place for investing in.

### 5.3 Learning Development Group Report

This item was taken under item 8.2 Workshop programme: LDG.

### 5.4 Secretary’s Report [verbal]

There was nothing to report.

### 5.5 UKCRC Report [verbal]

(See also appended EPSRC report and Item 4 above.)

E Robinson reported that one of the UKCRC Executive Committee members, Dave De Roure (Oxford), was involved in the UK Software Sustainability Institute Third Phase project, which is a significant and unique UKRI software investment in the research community involving software engineering, skills development, careers paths and policy influence.

UKCRC is looking to reactivate young career network workshops for EPSRC’s big ideas concept, with the first workshop to be held on 2 September in Edinburgh. The Chair indicated that she would talk to Jane Hillston about publicising the workshop via the CPHC JISCMail list. [Action complete]

### 5.6 EPC Report

The next meeting was due to be held on Wednesday 3 July, so the Chair would report back at the October meeting.
5.7  Welsh HoS [verbal]  There was nothing to report.

5.8  NI HoS [Liam Maguire]  There was nothing to report.

5.9  Scottish HoS  There was nothing to report.

5.10  Reports from Other Organisations & Activities IE inc 19/20 subscription (KM)/PICTFOR (MP); Distinguished dissertations (IP – not on Committee); IoC (JHD) [CPHC/2019/13]

PICTFOR: M Petridis flagged that there were several events coming up including a parliamentary summer reception on 15 July which he would be attending and undertook to email the rest of the Committee to check if anyone else wanted to also attend. [Action complete]

IE: The renewal notice had been received and Members discussed whether to renew CPHC’s renewal for another year. Members AGREED to renew and the Secretariat undertook to forward the invoice to R Farmer for authorisation. [Action complete]

Distinguished Dissertations 2019: RECEIVED and NOTED Iain Phillips’s report.

CaSE: It was suggested that the new Consultation Panel could have a remit to work with CaSE and the Chair undertook to follow this up. **ACTION: Chair**

IoC: See above.

6.  FEEDBACK: 2019 CPHC CONFERENCE AND WORKSHOPS [CPHC/2019/14]

RECEIVED and NOTED the feedback survey results. It was noted that there was a low response rate for the Conference, but of the feedback received, the physicality of the venue was felt to be important to help with networking. In addition good timekeeping of the speakers was felt to be vital. R Aspin reported that during his networking he found there was a lot of interest in the New Heads’ workshop. Perhaps a thought provoking talk followed by a discussion session would work well as it seemed to at the Newcastle conference. It was good to see that the feedback for both workshops was positive.

7.  OUTSTANDING SUBSCRIPTIONS [CPHC/2019/15]

RECEIVED and NOTED the report.

[main items of business]

8.  PROGRAMME of WORK

8.1  2020 Conference

It was suggested that the 2020 Conference be held in Salford. The advantages of the location were reasonable hotels, good transport links and tram service, Media City, the BBC and museums. R Aspin undertook to check availability. **ACTION: R Aspin**

The Conference Committee membership was AGREED as Rob Aspin, Miltos Petridis, Ray Farmer and Edmund Robinson (with the Chair as optional). Any
Members that had been unable to attend the meeting are also invited to volunteer.

**ACTION: Members**

Members discussed possible speakers and format including:

- Discussion on security eg, speaker from GCHQ
- Possible balance of speakers and workshops
- Ask Membership if any topic they would like included – to ask along with date announcement
- Possible workshops by IoC or BCS Academy Board
- Lunchtime drop-in discussions (eg, how to approach EPSRC about getting grants)
- Breakout sessions might take emphasis away from Russell Group speakers (which was an issue raised in the feedback)
- Main conference room set up more flexibly, rather than a lecture theatre to make use of breakout sessions easier (as 2018 in Newcastle)
- Use of panels or better to be more like Question Time (no presentation to start with)?
- Seating plan for lunch, forced to sit in particular groups with structured opportunities to network or create buddy groups
- Use of voting
- Rotation of small group tours during coffee breaks, student involvement/demonstrations (as EPC which has young engineers)

The Chair undertook to circulate the Conference dates to the Membership, asking for ideas about possible topics (eg, Wonkhe, UKRC, CaSE). **ACTION: Chair**

### 8.2 Workshop Programme:

- LDG [S Devlin/I Allison]
- Pipeline [N Savage]
- EDI workshops [C Shankland]
- Outreach Network [S Fincher]

I Allison had sent his apologies for the meeting but, following discussions with the Chair and S Devlin, had provided Members with a call for expressions of interest in a workshop on ‘automating the assessment and support of computer science students’ growing out of the ‘North of 300’ workshop. It was suggested that individuals could apply for this before they ask departments to endorse it. It was noted that Lyndsay Marshall at Newcastle was interested in getting involved. The Chair undertook to liaise with I Allison to indicate that the call was approved by Members and discuss where, when and the cost (CPHC to cover venue hire then for participants, perhaps free of charge for the first workshop but if it becomes a regular workshop then CPHC could cover travel and subsistence).

**ACTION: Chair**

A further call for EOIs in a workshop ‘Creativity and Confidence as Computer Science Learning Outcomes’ had been circulated by S Devlin. There was a question about whether practical interventions were designed to make students more employable or as a pedagogic process as this was difficult to define. As the potential area was broad, it was suggested that a smaller piece of work could be carried out initially, possibly leading to further work. It would be good to present findings at the next conference.

S Devlin proposed that the call be sent out with a deadline of mid-September for responses with a view to holding a workshop at the end of October. The draft call would need refining in preparation for this. **ACTION: S Devlin**

For the Outreach Network, the Chair undertook to talk to Julia Adamson (NCCE) to take this further. It was noted that Faron Moller was very interested in this. **ACTION: Chair**
9. **VISION DOCUMENT [CPHC/2019/16]**

N Savage introduced the latest version of the document with the four comments received incorporated. Members AGREED that this could now be posted on the website subject to one minor amendment to the word ‘lobbying’. [Action complete]. The Chair expressed her thanks to N Savage on behalf of the Committee for undertaking this work.

10. **MEMBER COMMUNICATIONS – JULY, AUGUST, SEPTEMBER**

The following topics were AGREED for forthcoming updates to the Membership:

- July – LDG update (S Devlin/I Allison)
- August – August update (E Robinson)
- September – CPHC Conference to announce venue, speakers, non-speaker involvement (R Aspin)

It was AGREED that there should be a simple but consistent appearance to the CPHC updates to the Membership and M Leslie undertook to draft this and circulate to Committee Members. [Action complete]

11. **ANY OTHER BUSINESS**

The Secretariat informed Members that after 15 years in Southampton Street, the BCS London office will be moving to Moorgate at the end of July 2019. The next CPHC meeting will therefore be co-located with UKCRC Executive Committee on **Tuesday 29 October, starting with lunch at 13:00** at:

BCS London offices
25 Copthall Avenue
London EC2R 7DN

There has additionally been a change to the December meeting date which would now be Monday 9 December (full list of dates at the end of the action list below). The Secretariat will circulate meeting invitations to Members in case this helps with diaries. ACTION: Secretariat

Members AGREED that the meeting observers should be added to the JiscMail list so there is full visibility of communications. [Action complete]

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**Outstanding Actions from Committee Meetings – 1 July 2019, 13 May 2019, 4 February 2019, 3 December 2018 & 1 October 2018**

<table>
<thead>
<tr>
<th>OUTSTANDING ACTIONS FROM COMMITTEE MEETING – 1 JULY 2019</th>
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<tbody>
<tr>
<td><strong>MATTERS ARISING</strong></td>
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<tr>
<td><strong>13 May 2019</strong></td>
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<td><strong>3 December 2018</strong></td>
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| **REGULAR REPORTS** | 5.10 | Circulate latest version of where IoC has got with Shadbolt update  
Provide suggestions for improvements/purpose (JHD’s current plan is to publish as an IoC technical report)  
Investigate whether can make contact with Cambridge academic who provided data analysis for Augar | J Davenport  
Members | Complete  
On-going  
On-going |
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<tbody>
<tr>
<td><strong>Chair’s communications</strong></td>
<td>5.1</td>
<td>Reply to UKCRC with proposed panel members to work on consultations/responses</td>
<td>Chair</td>
<td>On-going</td>
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<td></td>
<td>5.10</td>
<td>Investigate whether new Panel could have a remit to work with CaSE</td>
<td>Chair</td>
<td>On-going</td>
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</table>
| **PROGRAMME OF WORK** | 8.1 | Explore possibility of using Salford as venue for 2020 Conference and confirm with Committee  
Committee Members not in attendance to express interest in being on Conference Committee  
Circulate the Conference dates to the Membership, asking for ideas about possible topics (eg, Wonkhe, UKRC, CaSE). | R Aspin  
All  
Chair | On-going  
On-going  
On-going |
| **2020 Conference** | 8.2 | Contact I Allison about taking forward his workshop proposal  
Refine call for EOI for a Creativity and Confidence workshop and send out mid-September for a possible workshop in October  
Talk to J Adamson (NCCE) about Outreach Network | Chair  
S Devlin  
Chair | On-going  
Complete  
On-going |
| **MEMBERSHIP COMMUNICATIONS** | 10 | Circulate updates to members using standard email template: July – LDG update (S Devlin/I Allison)  
August – Augar update (E Robinson)  
September – CPHC Conference to announce venue, speakers, non-speaker involvement (R Aspin) | See previous column | On-going (July complete) |
| **ANY OTHER BUSINESS** | 11 | Circulate meeting dates invitations via Outlook | Secretariat | On-going |

### OUTSTANDING ACTIONS FROM COMMITTEE MEETING – 13 MAY 2019

<table>
<thead>
<tr>
<th><strong>MATTERS ARISING</strong></th>
<th>3</th>
<th>Draft a protocol for modes of Committee meeting attendance</th>
<th>Chair</th>
<th>On-going</th>
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<tr>
<th><strong>REGULAR REPORTS</strong></th>
<th>5.8</th>
<th>Think about how CPHC can support Wales</th>
<th>M Griffiths</th>
<th>On-going</th>
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| **SUBSCRIPTIONS UPDATE** | 7 | Set up chasers for R Farmer to send for 18/19 and 17/18 and arrange to write off Winchester’s 17/18 subscription | M Leslie/R Farmer | Complete  
On-going |
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<table>
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<tr>
<th><strong>PROGRAMME OF WORK: Conference Workshop Programme update Outreach Network</strong></th>
<th>8.1</th>
<th>Add process of sounding out potential CPHC Officers a year in advance of appointment into operating note</th>
<th>K Miller</th>
<th>On-going</th>
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<tr>
<td>8.5</td>
<td>Check if the IET would be happy to share information on Robot Day event in Reading with CPHC</td>
<td>Chair</td>
<td>On-going</td>
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### OUTSTANDING ACTIONS FROM COMMITTEE MEETING – 4 FEBRUARY 2019

| **EPSRC Update** | 4 | Circulate ED&I case studies to the Committee when available | R Perry | On-going |

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OUTSTANDING ACTIONS FROM COMMITTEE MEETING – 3 DECEMBER 2018

| CPHC/BCS 2019 CONTRACT | 5 | Write to Julia Adamson at BCS about contract review for 2020 | Chair | On-going |

FUTURE MEETINGS
All located at BCS Offices, London and commencing at 11.00am, unless otherwise stated

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<tr>
<th>COMMITTEE MEETINGS 2019</th>
<th>COMMITTEE MEETINGS 2020</th>
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<tr>
<td>CONFERENCE DATE: Wednesday 22/Thursday 23 April 2020</td>
<td>Monday 5 October 2020 Monday 7 December 2020</td>
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*To be co-located with UKCRC Executive Committee starting with lunch at 13:00
EPSRC Briefing for CPHC  
04/07/2019

EPSRC Delivery Plan
EPSRC’s 2019-20 Delivery Plan, highlighting areas of focus and key activities, has been published along with those of UKRI’s other eight constituent councils. The EPSRC Delivery Plan focusses on three complementary objectives which underline what we want to achieve, how we will achieve it and the tools that will enable us to do so. These are:

- Delivering economic impact and social prosperity
- Realising the potential of engineering and physical sciences research
- Enabling the UK engineering and physical sciences landscape to deliver

For the full Delivery Plan, please see: https://epsrc.ukri.org/about/plans/dp2019/?desktop=1

Changing funding landscape
In light of the emergence of a variety of strategic funds (e.g. ISCF, SPF) the ICT Theme are working with the ICT Strategic Advisory Team to identify opportunities for ICT research and to think about community engagement. Our desire to communicate more with the community around identifying priority areas has led to organisation of a joint workshop with UKCRC around strategic objectives for the UK computing research community, which will take place at Newcastle University on the 2nd September 2019. In addition, we continue to welcome ideas of ambitious and exciting challenges through the Big Ideas initiative: https://epsrc.ukri.org/research/ourportfolio/epsrcbigideas/

Future Activities in the ICT Theme

- People at the Heart of Software Engineering Call: This call aims to encourage research into responsible software engineering, which considers all stakeholders from the start of the research programme. The call is currently open and will close 24th July 2019 with up to £4 million available to support 4-6 proposals.
- Natural Language Processing Call: Up to £4 million will be available to fund proposals which demonstrate the potential of this field to underpin advances in AI Technologies, Human Computer Interaction and Data Science. Call planned to be published end of July/early August.
- EPSRC expects to put funding of around €1M into the CHIST-ERA scheme in the topic ‘Explainable Machine Learning-based AI’. The call will be launched in October 2019.

Wider Activities

- UKRI Review of Artificial Intelligence: Four regional workshops were held throughout May 2019 to gather input from a broad set of stakeholders across the remit of UKRI exploring the current AI landscape, its future directions, current and anticipated needs and opportunities.
- Online Investment Timeline: The Investment Timeline is a high-level view of upcoming investment opportunities across EPSRC and UKRI. It is designed to provide early notice of both UKRI-led calls and EPSRC-led calls to help researchers with their grant submission planning. The calls are only indicative at this stage, researchers should continue to use the Calls page of the EPSRC website and Calls Alert service to keep up-to-date with all opportunities: https://epsrc.ukri.org/funding/calls/investment-timeline/

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