1. WELCOME AND APOLOGIES FOR ABSENCE

Due to unforeseen circumstances, the Chair had sent her apologies for the meeting and the Vice Chair, Edmund Robinson, took the chair. Apologies for absence were received as above.

2. MINUTES OF LAST MEETING (CPHC/2019/22)

The minutes of the last meeting held on Tuesday 29 October were accepted as a true record.

3. MATTERS ARISING FROM PREVIOUS MINUTES

29 October 2019

Matters arising (1 July 2019; item 3): ‘BCS Academy Chair’ was amended to read ‘J Davenport’.

Member Communications (item 10): R Farmer suggested including an item in the January 2020 update on a Coventry University event which is similar to the Robot Day in Reading and undertook to check this internally. **ACTION: R Farmer**

1 July 2019

Matters arising (13 May 2019; item 3): R Perry reported that the evidence review on EDI had been published and included good practice. This would be included in the
EPSRC update for February or the URL would be circulated to the membership. There was a further report on equality which was overseen by a member of the team who had recently left. R Perry undertook to check this with colleagues.  

**ACTION: R Perry**

**13 May 2019**

Subscriptions update (item 7): E Robinson undertook to follow up with the HOD at University of Strathclyde on their email about resigning from CPHC membership.  

**ACTION: E Robinson**

4. **EPSRC Update [verbal]**

There was no written EPSRC Briefing for CPHC at this meeting as there had been few updates since the last meeting. R Perry reported that the joint EPSRC/UKCRC workshop had been held at the University of Edinburgh on the preceding Friday, and had included discussions on the Big Idea scheme, topics for development and a session run by Chris Johnson (Glasgow) on getting members of the CS academic and industrial community more involved in consultations. This was followed in the afternoon by panel sessions on regulations and ethics.

There had been more funding opportunities including digital by design and trustworthy autonomous systems. There are several staff changes at EPSRC: Sam Francis had been promoted and the Theme Lead will be James Draycott, who may wish to attend one or more CPHC Committee meetings in the future. There are still two vacancies to be filled and R Perry undertook to update the contact list for CPHC Members in January 2020.  

**ACTION: R Perry**

In response to a question, R Perry confirmed that the review of fellowships was ongoing. A team came along to strategic advisory group meetings in October/November, and was collating evidence and proposing a different style of scheme. Input will be sought from the wider community in the new year and R Perry will let CPHC know if there is further information for response.

In relation to the CPHC Conference, R Perry indicated that EPSRC would be happy to provide input. One possible topic could be research and funding from the post-Brexit perspective, leading to a panel session, maybe involving UKCRC. It would be particularly useful for universities that do not have regular contact with EPSRC to gain some insight. One possible area of focus at the Conference could be advice on how to put together decent research proposals which could be particularly attractive for managers of groups that do not have a history of research funding. R Perry undertook to liaise about this with Sam and James, flagging the Conference dates.  

**ACTION: R Perry**

5.1 **INSTITUTE OF CODING UPDATE [R Hourizi]**

E Robinson introduced R Hourizi, Director of the IoC, to give a higher profile of the IoC for CPHC and an explanation of what the IoC involved in with a view to facilitating the relationship with the rest of the community.

R Hourizi stated that the two principal reasons for having this conversation was to update the Committee on what the IoC is doing and see what is not currently working well. The IoC has a relationship with the regions but C Shankland indicated that the IoC currently involved universities and employers in England and Wales only and she was not aware of any activity in Scottish universities.

IoC1 was reaching the end, but had started with a rushed bidding process and, although links with Wales existed, they were very arbitrary. This was borne out by M Griffiths who indicated that his institution was the largest in Wales, but had not been contacted
by the IoC. R Hourizi indicated that for the next round, it would be good to make such connections. Although (what used to be) HEFCE would not allow bids from non-English institutions, there could be side arrangements to calculate in funds from devolved nations.

For IoC2, the organisation had been talking to government about what this might look like, perhaps via four separate devolved nation bids. R Hourizi undertook to look at involving the devolved nations with CPHC input.  

ACTION: R Hourizi

It is key for IoC is to connect with management groups to get their buy-in to the bidding process and a convening point would help in starting to use a governance structure to put together consortium bids. M Petridis indicated that it would help for staff to see what's in it for them, for students and for local schools. R Hourizi undertook to sign Committee Members up for regular information and this might help with persuading senior managers within CPHC member institutions.  

ACTION: R Hourizi

Once signed up, everything is open and institutions can get access to networking opportunities based on their interests and help with areas such as accreditation and badging. Also, there would be the opportunity to work with the IoC on the diversity piece. The IoC is additionally open to suggestions about gaps in strategy, depending on the appetite in the wider community, IoC staff can make requests via the Industry Advisory Group.

S Devlin indicated that Sunderland is currently conducting an end of year review. There have been some successes including Degree Apprenticeship validation at Masters’ level. Lessons learned included a need to focus on a small number of themes rather than attempting everything and attracting more mature learners to increase numbers. R Hourizi agreed that it was important to recognise the things that don't work as taking risks helped with identifying useful ways forward.

R Hourizi noted that the IoC is not good at internal communications and it would be good to use the link with CPHC to ensure that the wider community is kept informed and has a chance to get involved, eg in micro-accreditation or the BCS accreditation scheme. E Robinson indicated that CPHC would be happy to help with communicating the IoC’s current and future work.

It is hoped that more institutions will be involved in the next bid, while ensuring that the funding is not too thinly spread. Government (DfE/DCMS) and industry are interested in modular learning through life and the implications for producers of degrees and DAs. Overall the benefits are seen as the transformation of HE (DfE), modular learning/blends of traditional learning and certification (Industry/DCMS) and student diversity and choice (OfS). The IoC is also talking to the Department for Business, Energy and Industrial Strategy. Another area for collaboration could be on the analysis of evidence collected so far, in particular as it is still early in the implementation period.

It was AGREED that regular consultation between the Committee and IoC would be really useful and R Hourizi or each Theme Lead would be happy to speak further with Committee Members.

R Hourizi undertook to check whether the IoC2 positioning document could be shared with CPHC Members, either at Conference or in workshops, and it was noted that information on bids needs to be consulted on internally first.  

ACTION: R Hourizi

E Robinson and R Hourizi undertook to liaise on the sequence of agreed actions.  

ACTION: E Robinson/R Hourizi
5.2 EQUALITY, DIVERSITY & INCLUSION UPDATE [C Shankland]

C Shankland reported that she had been working on putting together an EDI workshop, which linked to the IoC discussion. Areas of focus included methods of evaluation and demonstration of good practice. A rough draft had been drawn up following Sally Fincher’s workshop example and according to the eight themes in the Napier report (the EPSRC-sponsored study). The idea was to establish a framework first and C Shankland was talking to a social science colleague at Stirling to explore how such a framework could be approached. It would be good to get input from others, including other ways of working.

R Farmer agreed that it would be valuable to bring together best/good practice plus the work being undertaken by Manchester Metropolitan University, looking at two important areas: who is coming into Computer Science and opportunities for people in work and industry. K Miller indicated that a lot of work is being done by others, it would be good to establishes links, so that work is not being repeated and to get a richer diverse solution to the problem. K Miller undertook to put C Shankland in touch with Martin Stanton.

**ACTION: K Miller**

R Hourizi invited C Shankland to engage in the IoC EDI strand. The early discussions were about areas of best practice, often using workshops as a safe space to discuss what doesn’t work. It also helped to work with others outside institutions and R Hourizi offered to take further discussions with C Shankland offline and issue an invitation to her to attend the IoC Diversity Board.

**ACTION: R Hourizi**

Members AGREED that such workshops would be a good idea with a £20k budget and C Shankland undertook to put together a business case, also linked to the outreach activities.

**ACTION: C Shankland**

C Shankland also undertook to follow up with R Perry and James Davenport on this work.

The Chair thanked R Hourizi for his useful and interesting input.

*R Hourizi left the meeting*

6. REGULAR REPORTS

6.1 Chair’s Communications – nothing to report

6.2 Treasurer’s Report – R Farmer reported that there are significant funds in the bank account to assist with activities.


S Devlin reported on the progress with the workshops. I Allison had planned the first project workshop for 3 December but this had been postponed due to industrial action and re-arranged for 16 January 2020 at Coventry University. The second project comprises three meetings to be held in January, February and March, planned to result in a deliverable for the Conference. The workshops are likely to be held at Newcastle and Warwick Universities, both of which had volunteered to host. S Devlin queried whether travel expenses would be covered [post meeting note: delegates at previous workshops had covered their own travel and subsistence and this would continue to be the case]

Both projects would be opened up wider than the membership, via the mailing list.
6.4 Secretary’s Report [K Miller]

K Miller thanked those that had volunteered for shadowing the Secretary and LDG roles. Committee Members were asked to let K Miller know if they are interested in shadowing. The next Committee elections would be announced in advance of the AGM on 22 April 2020.

6.5 UKCRC Report [E Robinson]

There had been no Executive Committee meeting since the last meeting, so there was nothing to report except that some progress had been made on joint CPHC/UKCRC responses to consultations.

6.6 EPC Report [S Fincher] – nothing to report

6.7 Welsh HoS [M Griffiths] – nothing to report

6.8 NI HoS [L Maguire] – nothing to report

6.9 Scottish HoS – nothing to report

6.10 Reports from Other Organisations & Activities

Informatics Europe: E Robinson reported that he had accepted an invitation to attend the next Informatics Europe National Associations meeting on 30 January. IE had asked about CPHC’s priorities in terms of interdisciplinary, openness of research, research evaluation and applied science roles and the Chair/Vice Chair had agreed that interdisciplinary areas between informatics and other research areas was the highest priority.

CaSE: the subscription renewal request had been received for 2020 and Members AGREED to continue with the subscription. [post meeting note: the PICTFOR renewal notice was received following the meeting and Officer also AGREED to renew for 2020]

ACTION: M Leslie/R Farmer

7. CPHC/BCS CONTRACT

RECEIVED and APPROVED.

8. JOINT WORK WITH UKCRC (consultation/training)

This work was on-going. R Aspin reported that he had contacted C Maple about the possibility of delivering an Ethics workshop during the CPHC Conference.

[main items of business]

9. PROGRAMME of WORK

9.1 2020 Conference

R Aspin reported that he had met with K Miller and R Farmer to discuss the Conference and that the spacing facilities had been arranged and the Lowry had been provisionally booked for the evening meal on Day 1. The University’s Conference Team were making enquiries about gaining access to the Manchester United ground and would hear back about this in the following week. Costs were being reviewed. One suggested topic (by E Robinson) was what all students should know about data ethics.

The programme is planned to be similar to previous programmes (see draft programme at the end of these minutes). The conference facility accommodates a maximum of 120
people and there is a fixed cost for this. There are preferential rates for one of the nearby hotels.

R Aspin undertook to
- Share the agenda with the Committee (see below)
- Circulate a Conference update to Members via JISCMail each month
- Agree the dinner speaker with R Farmer
- Frame what is needed to be done by the Conference Working Group in order to recruit others to help (S Fincher and E Robinson will have oversight)
- Add Committee Members to the 2020 CPHC Conference area in Microsoft Teams

ACTION: R Aspin

It was AGREED that there would be a modest increase to the Conference fees (Day 1 + Day 2) of £130. Breakdown to be agreed.

ACTION: M Leslie

M Griffiths undertook to view the agenda through the lens of those attending from Welsh institutions and feedback where appropriate.

ACTION: M Griffiths

9.2.1 Workshop Programme: LDG [S Devlin/I Allison] – see item 6.3 above.
Pipeline [N Savage] – this item was postponed until the next meeting in February 2020.

9.2.2 Workshop Programme: Outreach Network [S Fincher] – this item was postponed until the next meeting in February 2020.

10. MEMBER COMMUNICATIONS – DECEMBER 19, JANUARY 20, FEBRUARY 20

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

Dec 2019 – Augar (E Robinson)/Conf (R Aspin/M Leslie)
Jan 2020 – LDG (I Allison/S Devlin); Robot Day (R Farmer)
Feb 2020 – advocacy and training for government enquiries (a proper statement would be developed by E Robinson).

R Aspin undertook to continue to issue Conference updates to the membership, separate to the other monthly communications (see 9.1 above).

11. ANY OTHER BUSINESS

There were no items of other business and the Vice Chair closed the meeting at 13:58.

Outstanding Actions from Committee Meetings – 9 December, 29 October, 1 July 2019 & 13 May 2019

| OUTSTANDING ACTIONS FROM COMMITTEE MEETING – 9 DECEMBER 2019 |
|-----------------|-----------------------------|
| **OUTSTANDING ACTIONS FROM COMMITTEE MEETING – 9 DECEMBER 2019** |
| **MATTERS ARISING** | **29 October 2019** |
| 3 | Check with colleagues about including an item on the event to be run at Coventry which is similar to Reading Robot Day | R Farmer | On-going |
| 1 July 2019 | Check with EPSRC colleagues whether further report on equality has been published | R Perry | On-going |
| 13 May 2019 | Follow up with Strathclyde HOD about CPHC resignation | E Robinson | On-going |
| **EPSRC UPDATE** | **4** |
| Update and circulate the EPSRC contact list to CPHC Members | R Perry | On-going |
| **INSTITUTE OF CODING UPDATE** | 5.1 Look into involving the devolved nations in IoC2 bids with CPHC input | (R Hourizi) | On-going |
| | Sign Committee Members up for regular IoC information | (R Hourizi) | On-going |
| | Check whether IoC2 positioning document can be shared with CPHC Members | (R Hourizi) | On-going |
| | Liaise on sequence of agreed actions | (R Hourizi)/E Robinson | On-going |

| **EDI UPDATE** | 5.2 Put C Shankland in touch with Martin Stanton at MMU | K Miller | On-going |
| | Invite C Shankland to engage with the IoC EDI strand and to attend the IoC Diversity Board | (R Hourizi) | On-going |
| | Put together a business case for EDI workshops, linked to the outreach activities | C Shankland | On-going |

| **REPORTS FROM OTHER ORGANISATIONS** | 6.10 Renew CaSE and PICTFOR subscriptions | M Leslie/R Farmer | On-going |

| **PROGRAMME OF WORK 2020 Conference** | 9.1 • Share the agenda with the Committee | R Aspin | On-going |
| | • Circulate a Conference update to Members via JISCMail each month | | |
| | • Agree the dinner speaker with R Farmer | | |
| | • Frame what is needed to be done by the Conference Working Group in order to recruit others to help (S Fincher and E Robinson will have oversight) | | |
| | • Add Committee Members to the 2020 CPHC Conference area in Microsoft Teams | | |
| | Check breakdown of CPHC Conference fees | M Leslie | On-going |
| | Review the agenda through the lens of those attending from Welsh institutions and feedback where appropriate | M Griffiths | On-going |

| **CPHC-UKCRC COLLABORATIVE WORKING – 29 OCTOBER 2019** |
| Establishing a joint consultation-response panel | 1 Proceed with work on establishing a response panel | CPHC/UKCRC Chairs | On-going |
| Scoping a "master class" or "engagement forum" | 2 Scope a proposal to upskill CS experts to provide evidence to governmental committees and enquiries | CPHC/UKCRC Chairs | On-going |
| Ethics | 3 Conference WG to work with the UKCRC Executive Committee to scope an Ethics Workshop to be delivered during the CPHC Conference for the next CPHC Committee meeting | CPHC Conference WG | On-going |
| | Contact Conference WG if interested in getting involved in the Ethics Workshop | Committee Members | On-going |

| **OUTSTANDING ACTIONS FROM COMMITTEE MEETING – 29 OCTOBER 2019** |
| **MATTERS ARISING** | 1 July 2019 | Speak J Davenport to check if anything major has changed in IoC’s work | Chair | On-going |
| **REGULAR REPORTS** | **Secretary’s Report** | 5.4 Contact K Miller if interested in CPHC Officer role shadowing | Members | On-going |
| | **EPC Report** | 5.6 Invite new EPC contact to observe future CPHC meetings | M Leslie | On-going |
**Devolved Nation Reports**

| 5.7-5.9 | Devolved nation representatives to consider how CPHC can support them | M Griffiths/L Maguire/C Shankland | On-going |

**PROGRAMME OF WORK Outreach Network**

| 8.2.2 | Contact the Chair if interested in participating in the Outreach Network meetings Liaise on primary engineer group contact | Members/Chair/I Allison | On-going |

**MEMBER COMMUNICATIONS**

| 10 | Circulate updates to members using standard email template: August – Augar update (E Robinson) September – CPHC Conference to announce venue, speakers, non-speaker involvement (R Aspin) | M Leslie to remind at start of each month | On-going |

**ANY OTHER BUSINESS**

| 11 | Check BCS retention policy with a view to replicating it for CPHC data | M Leslie | On-going |

**OUTSTANDING ACTIONS FROM COMMITTEE MEETING – 1 JULY 2019**

**MATTERS ARISING 13 May 2019**

| 3 December 2018 | Set up meeting in September to discuss EDI workshop follow up to Napier report (Carron Shankland, IoC, ACB and interested CPHC Committee members) Liaise with Chair and Simon Thompson on how to run with the workshop materials | Chair/N Savage | On-going |

**REGULAR REPORTS IoC**

| 5.10 | Investigate whether can make contact with Cambridge academic who provided data analysis for Augar | E Robinson | On-going |

**PROGRAMME OF WORK 2020 Conference Workshop Programme**

| 8.1 | Circulate the Conference dates to the Membership, asking for ideas about possible topics (eg, Wonkhe, UKRC, CaSE) | Chair | On-going |

| 8.2 | Talk to J Adamson (NCCE) about Outreach Network | Chair | On-going |

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

**MATTERS ARISING 3 December 2018**

| 3 | Draft a protocol for modes of Committee meeting attendance | Chair | On-going |

**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 |

**FUTURE MEETINGS**

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

<table>
<thead>
<tr>
<th>COMMITTEE MEETINGS 2020</th>
<th>CONFERENCE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday 3 February 2020</td>
<td>Wednesday 22/Thursday 23 April 2020</td>
</tr>
<tr>
<td>Monday 11 May 2020</td>
<td>University of Salford, Media City building, Salford Quays</td>
</tr>
<tr>
<td>*Tuesday 30 June 2020</td>
<td></td>
</tr>
<tr>
<td>Monday 5 October 2020</td>
<td></td>
</tr>
<tr>
<td>Monday 7 December 2020</td>
<td></td>
</tr>
</tbody>
</table>

*To be co-located with UKCRC Executive Committee starting with lunch at 13:00*
2020 CPHC Conference – Programme

Location – University of Salford Media City facilities

Wednesday 22

Morning (Workshops 2x):
New and Aspiring Heads
New Profs workshop

Afternoon – Focus on state of the CS Domain
12:00 – 1:00 Arrival, Registration and Lunch
1:00 – 2:00 –
Intro by Host
Intro by Sally
Wonke? Jim Dickinson/Manchester Rep

2:00 – 3:00 – Industry Perspective on CS (GCHQ, TalkTalk, BAe, GMCA, Google, DeepMind – Pioneering in the field) - What is needed and where are we going - what grads do we need in 2025
Poss – BCS
Poss – Employability
Poss – Skills development (TechNW, GM CRC, Manc Digital),

3:00 – 3:30 – Coffee

3:30 – 4:30 – EPSRC? / Funding (eg HEFCE, etc) - Research and Funding (post BREXIT – panel session, talking to wider group of universities (how to get into research funding, what should you be doing to ensure people are putting together decent grant proposals.)
UKCRC – presentation - Carsten (contact - done (no response – need to follow up)), WMG
Accessing worldwide funding initiatives – eg US funding – What institutions pull funding
Panel – Global perspective = new UK funding opportunities
Person from global research challenge fund (UK RI)
Other funding sources
Jane Hillston – Edinburgh

Session on Updates – 20 min each
IoC, EPSRC, BCS, OFS/HEFCE, HEA

4:30 – 5:15
5:15 – 5:30 – AGM (15 Min)

Evening
Conference meal – Lowry dining facilities

Speaker - Hanna Fry (TV Mathematician), Tony Hall (BBC) Poss someone from industry (Head of Amazon web, Head of Google, GCHQ (Chief Data Scientist, Head of futures, head of research, head of north))
Thursday 23rd April – Focus on Issues within CS

Morning

9:00 – 9:30 – Arrival and Coffee

9:30 – 10:30 – CS Education (HEA?)
   NCCE – improve CS at school level (Julia Adamson – may leave out) - schools and outreach
   Poss – Interdisciplinary development – Are CS Departments doomed

Session on outreach – speaker from sister domain

Cyber, Ai, Coding

10:30 – 11:30 - Panel Session – How can we deliver on the national needs (shortage) for CS/Digital graduates (overlap with webs afternoon session)
   • Alternative Ethics – research and teaching
     o Bernt Stahl
     o David Kreps
     o - useful – what all our students should know about data ethics

12:30 – 1:30 Lunch

1:30 Close

Afternoon

Optional activities

Salford VR Facilities

BBC Facilities

13:45 Workshops

   Working with the IoC

   Athena Swan – Professor Carron Shankland

   Diversity and Inclusion – MMU (Darren) - possible in main sessions (Sally Smith, Karen), possible update. EDI Agenda – Q&A

   Engagement with UKRI

From CPHC Meeting 9/12/19 -> IoC Workshop activity – what could IoC 2 look like

[back to conference item]