Minutes of the Committee meeting of the Council of Professors and Heads of Computing held on Thursday 13 May 2021 as an online meeting

PRESENT
Edmund Robinson (Chair)  Rob Aspin  Steven Bradley
Ray Farmer  Sally Fincher  Mark Griffiths
Paul Sant  Nick Savage (Vice Chair)  Atif Waraich
Rhys Perry (EPSRC)  Iain Phillips (BCS Academy Board)

IN ATTENDANCE (Secretariat)
Maxine Leslie (BCS)

APOLOGIES
James Davenport  James Dracott (EPSRC)  Liam Maguire
m.c. schraefel

1. WELCOME AND APOLOGIES FOR ABSENCE

Apologies for absence were received as above. The Chair welcomed S Bradley to his first meeting and thanked R Aspin for taking the lead on organising the Conference event, which had gone well.

2. MINUTES OF LAST MEETING (CPHC/2021/06)

The minutes of the last meeting held on Monday 1 February 2021 were accepted as a true record.

3. MATTERS ARISING FROM PREVIOUS MINUTES

Matters arising, not covered elsewhere on the agenda were as follows.

1 February 2021
Matter's arising – Chair’s communications (Item 3): A meeting was held for CPHC, UKCRC and BCS Academy Chairs to discuss working together and community advocacy and it was agreed that all three Chairs should schedule a short monthly call.

Treasurer’s report (Item 5.2): For the action related to sharing the LJMU project spec/website link (including examples of important BAME work to build into teaching, with citing), A Waraich indicated that permission to share had been granted by the project manager and he undertook to circulate the report to the Committee. In addition, S Fincher suggested that it would help to obtain standards of practice as well as the report and A Waraich agreed to ask his LJMU contact to talk to the Committee about this. ACTION: A Waraich

9 December 2020
Member Communications (Item 10): This action relates to contacting Anne Nortcliffe (Canterbury Christchurch) about interesting data on whether secondary school students are
able to learn CS in particular areas. It was agreed that this action should be re-assigned to S Fincher.

**ACTION: S Fincher**

**11 May 2020**

Any Other Business (Item 11.2): For the action related to checking whether the award of an annual commemorative prize is permissible under the CC and OSCR rules and how the proposed prize would be administered, it was reported that this had been investigated and colleagues had reached the conclusion that the practicalities were proving too difficult to overcome. However, anyone who had an objection and wished to pursue this further was invited to contact the Chair. I Phillips indicated that it would be important to communicate the outcome to the Member who had suggested it in the first instance (via K Miller).

**ACTION: Secretariat**

4. **EPSRC Update**

R Perry reported that there was a [UKRI action plan](#) to recognise technical careers in research and innovation and support technicians to develop skills and careers. EPSRC has [published data](#) around ethnicity (following the gender data released last year) including outputs leading to actions to increase representation in the Peer Review College for which Committee Members are invited to make nominations.

Funding calls that are open include the [Digital Economy NetworkPlus](#) (closing date 29 July 2021) and the [business and academia prosperity partnership](#).

Within the ICT team, the finalising of budgets is awaited and planning is underway for the next few years. Activities include a framework around engagement call (especially ICT research). This is at a very early stage but there will be opportunities for funding for part of the time to carry out activities related to public engagement.

The UKRI budget settlement covers 2 years of the spending review and Members asked if there were any extra opportunities available. It would be useful to think about what to get out of the National productivity investment fund. The Chair asked if EPSRC was seeking support from the community on this and R Perry replied that yes, while building priorities, EPSRC can contact, either at a meeting or offline. The Chair noted that regional initiatives have been successful e.g., Manchester foundries on AI, with local government and industry able to work together to increase impact over and above that of a single university. R Aspin was involved in the ERDF Greater Manchester Cyber Foundry project and was happy to talk to R Perry about this.

The Chair asked about access to European funding and R Perry indicated that there was no clarity on sharing this yet, although concerns have been fed back.

5. **REGULAR REPORTS (CPHC/2021/09) – RECEIVED and NOTED** the consolidated report (from the AGM).

5.1 **Chair’s Communications** – The Chair reported that at the last BCS Academy Board meeting, he and the UKCRC Exec Committee had been in attendance to talk about ways to work together as co-ordination is important. As above, Alastair Irons had suggested monthly calls to maintain momentum. Discussions included advocacy on behalf of the community and responses to government requests for information/surveys. Jane Hillston had drawn a line between advocacy and consultations with the former communicated with a community voice and the latter only by those with the technical expertise in the relevant area. In terms of a community voice, Members generally believed that CPHC had a broader representation of the CS academic community than UKCRC; but agreed that J Hillston was correct in not needing everyone to sign off on everything.
CPHC is keen to respond to consultations, but UKCRC is much more active in this area as one of the members of the UKCRC Exec had specific responsibility for this. It would be good if CPHC could contribute to responses more often and there was a need to be pro-active and quick in making contributions. One way to do this would be for CPHC to establish a Research Committee with contributor members.

The Chair reported that there is emerging activity in the mentorship programme, primarily by the BCS Academy and undertook to circulate some information about this to the Committee. **ACTION: Chair**

Discussions are underway with Alastair Irons and Iain Phillips about the future of Distinguished Dissertations and it is in A Irons and the Chair’s court to resolve this. I Phillips had provided a six-page document of useful information. **ACTION: Chair/(A Irons)**

News on the future of the Institute of Coding has been embargoed but it is expected that it will carry on in some form for at least a while with some government support – more details to follow. The Chair has had discussions with Rachid Hourizi, where it was suggested that the IoC will morph into a series of open networks with areas of common interest (eg, badging and delivery of short courses).

5.2 **Treasurer's Report (inc YE2020 accounts)** – R Farmer reported that the current net assets are £118k (compared to £92k for last year), so some significant expenditure is required. For the year ending 2020 accounts, the auditors have made a specific request about how CPHC has been responding to the Covid challenge. Roundtables and seminars are helpful but very cheap to deliver. R Aspin referred to the developmental outputs discussed earlier which were a positive way to spend money, based on previous suggestions.

Any special projects grant scheme will need to be set up soon and one similar scheme that S Fincher suggested it would be useful to draw on as a model is the ACM SIGSE group (see [https://sigcse.org/programs/special](https://sigcse.org/programs/special)). R Aspin also flagged the gathering of EDI data, not necessarily through partners but packages could be looked at to build content. R Farmer agreed that it is key to articulate a clear plan on how resources can be used. Members undertook to review the SIGSE model. **ACTION: Members**

As the CPHC accounts for the year ending 2020 had not been available for the AGM, M Leslie queried how these should be approved by the membership and it was suggested that they could be posted on the CPHC website with a request for approval. [post meeting note: the draft accounts were circulated to Members via the JISCMail list and all recipients were asked to provide feedback by midday on Wednesday 2 June].

5.3 **Learning Development Group Report** – No report.

5.4 **Secretary's Report (CPHC/2021/05) [this item was taken early]** – A Waraich reported that Edmond Prakash (Cardiff Metropolitan) had expressed an interest in joining the Committee and submitted his CV. Members discussed possible contacts to approach for co-opting to the vacant devolved nations positions (Scotland and Northern Ireland) and the process of election and appointment for Committee and co-opted positions, respectively. Co-opting will be useful for enabling potential full members to try it out and seek full election in the following year if they wish to. It will be important to emphasise to those applying for positions the commitment and types of roles involved. One area which required representation was research. A Waraich undertook to draft a guidance note on what the various roles entail. **ACTION: A Waraich**

Members were in agreement that there are three ways of recruiting Committee meeting attendees: to invite, co-opt or elect and that elected places shouldn’t be filled just because at an AGM there were insufficient nominations. Co-opting is for one year
whereas a formal Committee appointment is more open ended and as a result elected members need more scrutiny via the AGM.

It was agreed that another open call for nomination to elected positions would not be made until the 2022 AGM, so that a full election can be held. Therefore the 3 vacant positions will remain and specific individuals approached to see if they are interested in being co-opted for one year including those with a particular emphasis on Scotland, Northern Ireland and research, if possible.

5.5 UKCRC Report – no report.
5.6 EPC Report – no report.
5.7 Welsh HoS – nothing further to AGM report.
5.8 NI HoS – nothing further to AGM report.
5.9 Scottish HoS – nothing further to AGM report.
5.10 Reports from Other Organisations & Activities (IE/PICTFOR; Distinguished dissertations; IoC; DisDis) – no report.

6. SUBSCRIPTIONS AND 2021/22 FEE REVIEW (CPHC/2021/10) – see Treasurer’s report above. Members AGREED that the 2021/22 fees should remain the same (£12 per FTE).

7. CONSULTATIONS & RESPONSES
7.1 Establishing a joint consultation panel – nothing to report yet.
7.2 Advocacy and training for responses & government enquiries – no report.

[main items of business]
8. PROGRAMME of WORK
8.1 Planning for the year – no report.
8.2 2021 Further Conference event(s) – R Aspin reported that he is still looking at this and will look to get something up and running for summer time.
8.3 Workshop Programme:
LDG [TBA]/Pipeline [N Savage]/EDI Seminar Series inc embedding EDI master class [m.c. schraefel]/Outreach Network [S Fincher] – See items 5.1 and 8.2 above

Organisers are looking to pick up and continue the roundtable events for HOD/DoR/DoTs. In addition, to establish an advocacy group with BCS and UKCRC. S Fincher reminded Members that there is currently no LDG Chair, but there is an opportunity to appoint a new Chair while assigning committee roles.

N Savage reported that two pipeline events are planned for the summer (July and September) and that promotional text will be circulated to the Committee imminently. Last year’s events were very successful and it may be good to follow up with participants on the progress made since then (eg, a Chair in 10 Years alumni event). In terms of a workshop to explore issues when a ‘chair’ is achieved, S Fincher indicated that this type of workshop was run once at conference (New Professors workshop) and there was material available for anyone to take forward, if interested.

S Fincher informed Members that the Outreach Network report was ready for circulation and Chris Stephenson at Google had provided a good quote that could be used in
distribution. It would be good to share practice and discuss the report at a face-to-face event at the end of 2021. Members agreed that hard bound copies of the report should be circulated to schools and university contacts via BCS/NCCE. CPHC is funding the report, although it is a joint report with CAS. S Fincher undertook to liaise with BCS (Secretariat) on circulating the report.  

**ACTION:** S Fincher/Secretariat

9. **COMMITTEE ROLES (CPHC/2021/11)** – Chair to take this item offline with A Waraich.  

**ACTION:** Chair/A Waraich

10. **PURPOSE & VISION STATEMENT – ANNUAL REVIEW (CPHC/2021/12)** – Chair to take this item offline.  

**ACTION:** Chair

11. **MEMBER COMMUNICATIONS – May, June, July 2021**

**May/June** – R Aspin with E Robinson for IoC announcements/changes and support from CPHC for future collaboration.

**May/June** – E Robinson for Wendy Hall conference talk to flag to the membership (NB: slides are on the website).

**July** – S Fincher for promotion of the published Outreach report.

12. **ANY OTHER BUSINESS**

12.1 **Request for individual membership (Cardiff Met) (CPHC/2021/13)** – Members considered the request from the Head of Department to admit an applicant who did not strictly meet the eligibility criteria for membership. After some discussion, Members agreed that the applicant remains ineligible for formal membership but would be welcome to join in activities. M Leslie undertook to write to the applicant to let them know and to the HOD to ask them to forward emails of interest to the applicant.  

(Post meeting note: action complete)

12.2 I Phillips asked if the secretariat still maintains a list of non HODs/profs that are on Committee and M Leslie undertook to check this.  

**ACTION:** Secretariat

Outstanding Actions from Committee Meetings – 13 May 2021, 1 February 2021 & 9 December 2020

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<td><strong>MATTERS ARISING</strong></td>
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<td>1 Feb 2021 Treasurer’s report (5.2)</td>
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<td>9 Dec 2020 MEMBER COMMS (10)</td>
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<td>11 May 2020 AOB (11.2)</td>
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<td>3 Forward the LJMU project report to the Committee and ask project manager to share standards of practice with Members</td>
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<td>Contact Anne Nortcliffe (Canterbury Christchurch) about interesting data about whether secondary school students are able to learn CS in particular areas</td>
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<td>Communicate outcome of commemorative prize discussion to K Miller</td>
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<td><strong>A Waraich</strong></td>
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<td>PROGRAMME OF WORK Outreach Network</td>
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**OUTSTANDING ACTIONS FROM COMMITTEE MEETING – 1 FEBRUARY 2021**

| REGULAR REPORTS Chair’s communications | 5.1 | Draw up a specification for a CPHC-funded diversity in CS project to help the community with curriculum, recruitment and retention through site visits | m.c. schraefel/ Chair | On-going |
| Reports from Other Organisations & Activities | 5.10 | Liaise to work up proposal for projects arising from IoC workstreams | Chair/ R Farmer | On-going |
| 2021 Conference events | 8.2 | Liaise to poll CPHC Members on event activities they would like to see | R Aspin/ m.c. schraefel Chair | On-going |
| | | Draft an email about the series of events being planned, without committing to timescale for the next full F2F CPHC conference | | |

| ANY OTHER BUSINESS | 10.2 | Work on a privacy notice for the website with the Chair, A Waraich and J Davenport | M Leslie | On-going |

**OUTSTANDING ACTIONS FROM COMMITTEE MEETING – 9 DECEMBER 2020**

| REGULAR REPORTS | 5.10 | Circulate notes of interest to CPHC from the last Academy Board meeting | R Farmer | On-going |
| MEMBER COMMUNICATIONS | 10 | Contact Anne Nortcliffe (Canterbury Christchurch) about interesting data about whether secondary school students are able to learn CS in particular areas | S Fincher (formerly Chair/ R Aspin) | On-going |
| AOB | Roles on External Committees | 11.1 | Develop concrete proposals on external committee roles for consideration at the next meeting | Chair/ S Fincher | On-going |

**FUTURE MEETINGS**
All online and commencing at 11.00am, unless otherwise stated

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<tr>
<th>COMMITTEE MEETINGS 2021</th>
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<tr>
<td><em>Tuesday 29 June 2021 (1.30-4.30pm)</em> Tuesday 5 October 2021 Wednesday 8 December 2021</td>
<td>To be confirmed</td>
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*Includes joint meeting with UKCRC
*Physical meetings to be located at BCS Offices, London and commencing at 11am unless otherwise stated