Administration by BCS
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COUNCIL OF PROFESSORS AND HEADS OF COMPUTING

Minutes of the Committee meeting of the Council of Professors and Heads of Computing held on **Monday 3 July 2017** at BCS, 5 Southampton Street, London WC2E 7HA

PRESENT

Carsten Maple (Chair)	Ian Allison	Edmund Robinson
Miltos Petridis	Ian Wells	Nick Savage
m.c. schraefel	Sally Smith	Ray Farmer
(V) Tom Crick (BCS Academy)		

IN ATTENDANCE (Secretariat)
Maxine Leslie (BCS)

APOLOGIES

Rupert Ward	Sally Fincher
Keith Miller	Alastair Irons
Anthony Cohn (UKCRC)	Jim Yip (EPC)

1. **APOLOGIES FOR ABSENCE**

   Apologies for absence were received as above. The Chair congratulated Tom Crick on the award of an MBE in the Birthday Honours List.

2. **MINUTES OF LAST MEETING (CPHC/2016/32)**

   The minutes of the last meeting held on Monday 15 May 2017 were accepted as a true record.

3. **MATTERS ARISING FROM PREVIOUS MINUTES**

   15 May 2017
   Item 3 Matters Arising
   In relation to the Shadbolt Report and activity in Wales and Scotland and in particular funding, Tom Crick indicated that he would be speaking to the minister for skills in the afternoon. Sally Smith was speaking to the Scotland Funding Council which was interested in the Institute of Coding.

The Secretariat undertook to send contact details for CPHC Members in Northern Ireland for the Chair to check on engagement.   **ACTION: Secretariat**

Item 4 Chair's Report
Members discussed the role of volunteer mentors and emphasised the need for careful messaging. The Chair would circulate to Committee Members stressing that the service was for brokering not vetting.

Item 7 2017 CPHC Conference Feedback
The following Committee Members AGREED to form the 2018 CPHC Conference Working Group: Carsten Maple, Miltos Petridis and Ray Farmer. Secretariat to contact Keith Miller to ask if he is willing to join the Working Group.
ACTION: Secretariat

Conference WG to consider a possible agenda, engage with the Membership about possible items/themes and investigate possible venues.   The Universities of Liverpool and Strathclyde were floated as possibilities.
ACTION: CPHC Conference Working Group

It was further AGREED that the dates would be included on the website as an alert to Members to save the date.   **ACTION: Secretariat**

6 February 2017
Item 3 Matters Arising
The Contract Task Group had been convened to discuss the future of the BCS/CPHC contract. This was a regular review, taking into account the need for CPHC, as a charity, to ensure services provided represented value for money. It was AGREED that the Task Group would explore the cost of other service providers in similar relationships and how direct employment works to gauge this.
ACTION: Contract Task Group

4.   **CHAIR'S REPORT**

One day events – the Chair reported that he had spoken to the head of publishing at BCS in relation to CPHC and UKCRC writing an article (e.g. on the TEF) for the Computing Journal which could link to the one day events. Members discussed several suggestions for the one day events: teaching excellence, leadership (agenda setting/teaching strategy), appropriate staffing and maintenance of effective research groups in the context of Brexit. Reference was made to the Grand Challenges from about 15 years ago and the possibility of launching something similar.

As a follow-on to the action agreed at the last meeting, Members proposed that the following three broad areas be addressed at the one day events:

1. TEF
2. Leadership in HE – research and/or teaching to be run in collaboration
3. The gender challenge

It was suggested that the gender challenge event be held on Thursday 8 March 2018 to coincide with International Women's Day.

Secretariat to circulate an email to Committee Members seeking volunteers for forming Working Groups to organise these three events.   **ACTION: Secretariat**

Members agreed that the Working Groups would communicate by email to propose to the Executive Officers the budget required for each and whether a contribution would be required from attendees.   **ACTION: Members**

Volunteer mentors – discussions continued on this topic with the Chair suggesting that an informal approach would be most cost effective, perhaps a mailing list with a brief description of mentors or a half-day programme for aspiring heads of department or professors concurrent with the New Heads Workshop at the annual conference. Mentors could be made available by region.

UKCRC – the Chair reminded Members that the next meeting was to be co-located with the next meeting of the UKCRC Executive Committee on Tuesday 31 October. The current plan was to network at lunchtime; however, if a common agenda item was required for which it would be beneficial to overlap meeting time, then Members should let the Chair and Secretariat know.   **ACTION: Members**

Edmund Robinson reported that at the last meeting of UKCRC EC the concern about improving the gender and diversity balance within the membership was discussed along with ways to ensure that the recruitment process encourages a better balance, particularly at Reader and Professor level. Tony Cohn had attended the Snowbird Conference in the US and had found interesting parallels in the issues being discussed.

Accrediting employability, BCS Workshop – the Chair reported that Sally Fincher had attended this workshop on 19 May and the outputs from this would be reported to Members once received.   **ACTION: S Fincher**

Athena SWAN email – the Chair informed Members that following this meeting he would circulate to them a draft email to send to the wider membership of CPHC and UKCRC from both Chairs to identify actions that might improve diversity within Computing Science research. Members would be asked for comments/approval on the email. *[Secretariat note: action completed.]*

5.   **PROGRAMME of WORK – Shadbolt Working Groups**

The commonality between the Institute of Coding work and the Shadbolt Report was acknowledged. There were two Working Groups (Horizon scanning and Data) which would require half day workshops and Members discussed the need for resources to complete this work, in terms of both time and budget. The Chair undertook to set out a plan for this to include resource requirements (including any person skills specification). The plan was to make £5k per Working Group available with any further funds needing to be authorised by Committee.

Sally Smith indicated that she had been working with the University of Greenwich on placement intentions. It would be useful to survey the CPHC membership on their views and the Chair agreed that this would be beneficial for the Programme of Work.

6.   **INSTITUTE OF CODING**

It was noted that the deadline for bids was on Friday, 7 July. Edmund Robinson had circulated the IoC Funding bid support principles to Committee Members for final amendments before circulating it more widely.

The meeting paused for lunch and Nick Savage and Tom Crick left at this point.

7.   OUTSTANDING SUBSCRIPTIONS

RECEIVED a further update on current progress on 2016/17 subscription payments. The Secretariat had provided a list of HEIs whose payments were outstanding and would now prepare the standard letter and email addresses of outstanding debtors for the Chair to send out.   **ACTION: Secretariat/Chair**

8.   REGULAR REPORTS

8.1   Treasurer's Report [verbal]

Edmund Robinson indicated that Members had been updated on the state of play with 16/17 subscriptions and the GECCO project and accounts.

8.2   Secretary's Report

Members RECEIVED and NOTED the report.   It was noted that the survey production was in progress, with a reference needed from Rupert Ward. Members were interested to know whether there had been any changes in the situation since the June election.   Now could be a good time to push for concessions with the minister, Jo Johnson.

The Secretariat undertook to check with the Secretary the exact question/title for the consultation paper, who it is pitched at, what we would be hoping to achieve and whether it is a consultation or background paper.   It would be interesting to see the draft email introducing the survey.   It would also be helpful to test answer the questions to maximise the chance of good results.
                    ACTION: Secretariat/Secretary

m.c. schraefel pointed out that it was important to support the free flow of ideas and sharing of knowledge, regardless of what and where the borders are. Leadership by CPHC in this area would be important.

Members AGREED that a specific approach to HODs rather than an impersonal email would be most effective.   This could seek to obtain a measure of the impact of something measurable that has definitely happened as a result of the decision of the UK to leave the EU.

The Secretariat undertook to distribute a list of all CPHC Members institutions with phone numbers/emails for Committee Members to contact.   It would be important not to overlap responsibility for calling HODs.
                    ACTION: Secretariat/Members

8.3   Learning Development Group Report

Members RECEIVED and NOTED the report. There was one minor query on the report and the Secretariat undertook to follow this up with Sally Fincher before arranging for it to be posted on the CPHC website.
                    ACTION: Secretariat

8.4 UKCRC Report

Edmund Robinson reported that the Executive Committee had met in early June. EPSRC was changing the first grant scheme, it would provide the same amount of money but the cap was being removed and hard time limits would be applied. Chris Johnson had reported on the planning meeting to discuss resourcing post-leaving the EU and indicated that there was a lack of sympathy for the UK position from within the EU. Furthermore, there was a strong possibility that UK HEIs will be given observer-only status until the negotiations are concluded.

m.c. schraefel raised a question of how to help funding agencies understand the feasibility of including international collaborators in project proposals. It would be useful to include this in the Brexit survey questions, particularly as UK funding tends to relate to national rather than international collaborations. It was AGREED that formalising the composition of collaborative teams and the importance of free-flowing ideas be included. Furthermore if the UK is not able to contribute then it would be crucial to address EPSRC/RCUK/UKRI to lobby for this.

8.5 BCS Academy Report – *[minute supplied by Tom Crick subsequent to meeting]* The BCS Academy's New Appointments Scheme will provide a small amount of funding (c.£600) to host an event at the academic's new home institution to build their national network and engage with the BCS. There will be one call a year (end of October deadline, with responses given by the end of November), open to all new appointments below professorial grade (e.g. L/SL/PL/Reader) from the previous two academic years. Applicants must be Professional Members of the BCS. It is expected that the successful applicant would host a one-day meeting consisting of at least three talks, given by the new lecturer and two or more other computer scientists in the same research area, preferably from the UK; the inaugural meeting must take place within two years of the start date of the new appointment. Details of the 2017-2018 round will be made available shortly.

8.6 EPC Report

Nothing to report; the Chair was to attend the EPC later in the day.

8.7 Reports from Other Organisations and Activities

Ian Wells reported that the school's curriculum in Wales is a long way behind the stage of development in England, due mainly to changes in ministerial responsibility for this area. A survey was underway and Ian undertook to speak to Tom Crick to see if there were any further updates on this.

ACTION: I Wells

9. ANY OTHER BUSINESS

There was one item of any other business which related to HEFCE and Catalyst Fund bids on which Sally Fincher would keep Committee Members informed.

Outstanding Actions from Committee Meetings – 3 July 2017, 15 May 2017 & 6 February 2017

OUTSTANDING ACTIONS FROM COMMITTEE MEETING – 3 JULY 2017				
MATTERS ARISING **15 May 2017 Matters Arising**	3	Send contact details for CPHC Members in Northern Ireland for the Chair to check on engagement	Secretariat	Complete
2017 CPHC Conference Feedback		Contact Keith Miller to ask if he is willing to join the Working Group	Secretariat	Complete
		Consider a possible agenda, engage with the Membership about possible items/themes and investigate possible venues	Conference WG	On-going
		Include save the date for 2018 Conference on the website	Secretariat	On-going
		Explore the cost of service providers other than BCS in similar relationships and how direct employment works	Contract Task Group	On-going
CHAIR'S REPORT **On day events**	4	Email Committee Members to seek volunteers for forming Working Group for organising the three events	Secretariat	Complete
		Communicate by email to propose to the Executive Officers the budget required for each	Members	On-going
UKCRC		Email Chair/Secretariat if identify a common agenda item to discuss with UKCRC EC	Members	On-going
Accrediting employability, BCS Workshop		Report back on outputs from meeting on 19 May	S Fincher	On-going
SUBSCRIPTIONS	7	Prepare the standard letter and email addresses for outstanding debtors for the Chair to send out	Secretariat/ Chair	On-going
REGULAR REPORTS **Secretary's Report**	8.2	Check with Secretary on details on Brexit consultation paper and survey	Secretariat/ Secretary	On-going
		Distribute a list of all CPHC Members institutions with phone numbers/emails for Committee Members to contact with the survey	Secretariat	On-going
LDG Report		Follow up minor query on GECCO report with Sally Fincher before arranging for it to be posted on the CPHC website	Secretariat	On-going
Reports from Other Organisations and Activities	8.7	Speak to Tom Crick to see if there are any further updates on the school's curriculum development in Wales	I Wells	On-going
OUTSTANDING ACTIONS FROM COMMITTEE MEETING – 15 MAY 2017				
MATTERS ARISING	3	Let Keith Miller know of any comments on the Brexit draft prior to circulation to the CPHC Membership	Members	Complete
		Circulate notes of discussion about Brexit proposal to Committee including use of Survey Monkey	Secretary	Complete
		Follow up on Vic Grout's email about a section for the website on the purpose of CPHC to include the purpose of the mailing list, membership, support networks and mentoring	Secretariat	Complete
		Discuss Shadbolt WG activity/Degree Apprenticeships in context of Scotland and Wales	S Smith/I Wells	On-going

		Contact colleagues in Northern Ireland to check if they feel sufficiently connected with CPHC activities and if not, to consider how to pro-actively engage them in the future	Chair	On-going
CHAIR'S REPORT **Mentoring** **BCS Workshop**	4	Email CPHC Members for volunteer mentors	Chair	On-going
INSTITUTE OF CODING	6	Write to HEFCE (Nicola Turner) about the agreed CPHC bid support procedure	Chair	On-going
REGULAR REPORTS **EPC Report**	9.4	Speak to EPC contacts to explore possibility of co-location of the 2018 CPHC/EPC annual conferences	Chair	On-going
OUTSTANDING ACTIONS FROM COMMITTEE MEETING – 6 FEBRUARY 2017				
REGULAR REPORTS **Secretary's Report**	8.2	Update constitution for AGM to include clarification on job titles	Secretary/ Secretariat	On-going

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

COMMITTEE MEETINGS 2017
*Tuesday 31 October 2017 – at 1.00pm (TBC)
Monday 4 December 2017

*NOTE CHANGE OF DATE/TIME FOR CO-LOCATION WITH UKCRC

COMMITTEE MEETINGS 2018
Monday 5 February 2018
*Tuesday 5 June 2018 – at 1.00pm (TBC)
Monday 2 July 2018
Monday 1 October 2018
Monday 3 December 2018

CPHC CONFERENCE 2018
Monday 23 and Tuesday 24 April 2018 (venue and exact dates TBC)

*To be co-located with UKCRC Executive Committee