

**Administration by BCS**  
c/o 3 Newbridge Square, Swindon SN1 1BY

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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 1 February 2021** as an online meeting

**PRESENT**

Edmund Robinson (Chair)	Rob Aspin	James Davenport
Ray Farmer	Keith Miller (Vice Chair)	Nick Savage
Paul Sant	m.c. schraefel	Atif Waraich
Rhys Perry (EPSRC)	Iain Phillips (BCS Academy Board)	

**IN ATTENDANCE (Secretariat)**

Maxine Leslie (BCS)

**APOLOGIES**

Carron Shankland	Sally Fincher	Mark Griffiths
Siobhan Devlin	James Dracott (EPSRC)	Liam Maguire

**1. WELCOME AND APOLOGIES FOR ABSENCE**

Apologies for absence were received as above.

**2. MINUTES OF LAST MEETING (CPHC/2020/26)**

The minutes of the last meeting held on Wednesday 9 December 2020 were accepted as a true record.

**3. MATTERS ARISING FROM PREVIOUS MINUTES**

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

**9 December 2020**

Subscription update & 21/22 fee review (Item 6): This action relates to raising the issue of the 2021/22 CPHC fees with Committee Members and it was noted that the 2021/22 invoices will be sent out in November 2021 (following the notification of fees during the data collection exercise in September 2021).

**3 February 2021**

Regular reports: Chair's Communications (Item 5.1): this action relates to liaising with the BCS Academy Board Chair and UKCRC Chair about ways of working together. The Chair noted that CPHC is engaging more with UKCRC, but not necessarily formally working together. It is seen as important by all parties that there is a strong and coherent voice and it was agreed that a meeting would be organised between E Robinson, Jane Hillston and Alastair Irons to formalise arrangements for working together. J Davenport noted that all parties may not always agree, but if there is agreement then this should be deliberate and not accidental. There should be an exchange of draft letters for submissions, as a minimum.

**ACTION: Chair/M Leslie**

#### 4. EPSRC Update

R Perry gave a verbal update and subsequently provided a written report which has been distributed to all CPHC Members and is [appended](#) to these minutes.

There was interest amongst Members in a possible EU deal giving access to research programmes but the fine details were yet to be worked out. J Davenport indicated that the UKRO had published some initial information. There may be further details available from Informatics Europe. J Davenport posted the following source of information in the chat: *Brexit deal explained – EuroScience The UK decided to continue to participate in Horizon Europe, however, it has withdrawn from the Erasmus exchange programme:* <https://www.euroscience.org/news/brexit-deal-explained/>.

K Miller suggested that it might be useful for UKRI's AI Review to feed into the CPHC Conference and R Perry indicated that he would be happy to discuss this further.

**ACTION: R Aspin/R Perry**

*I Phillips joined the meeting at this point*

#### 5. REGULAR REPORTS

**5.1 Chair's Communications** – The Chair reported that he had attended meetings of the EPC and UKCRC. The EPC is putting effort into re-launching its website and creating a greater online presence.

m.c. schraefel had run a follow up meeting to last year's diversity seminar series on 13 January (*UK diversity in CS network*) and this had been very well attended. The main idea to emerge was the US model where they undertake site visits, advising on what to do to improve diversity (but not in an adversarial way). The UKCRC Chair had been in attendance and had flagged that resource implications may make this difficult at the moment; however, there was a lot of enthusiasm, particularly in the aspects of curriculum and recruitment. It would be important to have a team that does this, which acquires expertise which is disseminated with a view to shifting the needle for recruitment and retention. The next step will be to define a list of measures to support such activities and m.c. schraefel undertook to draw up a specification for this in liaison with the Chair.

**ACTION: m.c. schraefel/Chair**

The advocacy meeting on 15 January was attended by about 70 people. A stronger, more coherent view is crucial from the wider community, whilst still recognising different views. It would be good to have more structure (eg, rebut "mutant algorithm" in favour of "algorithm implementing mutant policy"). The Chair indicated that there were two areas involved in this: communication with policy makers and responding to government initiatives/consultations and it would help to have a team doing this. A major theme to emerge was that the way to get to talk to people with influence is by making sensible responses to consultations. As a result of this, invitations to give an opinion may follow, which may take the form of giving evidence to parliamentary committee hearings. This may not be a quick process, but is worth the investment in time and effort to build it up.

Finally, the Chair indicated that the initial response to Augar report broadly says that there is a real need to look at how Higher level education is being supported. This mainly refers to FE, but a response is being prepared for HE. The general line taken is that it is:

1. centred around jobs and preparation for employment, in the short term the skills that industry wants;
2. a discussion on the new lifetime learning account, that everyone should have access to 4 years of post-18 education, supported by government funds and repaid

on basis of a loan. This would allow people to take out 4 years of supporters' credit and is flexible, to be used over their entire life;

3. more modular, stackable learning is being discussed. Need to be careful about how understand these terms as it looks for smaller pieces of learning spread across people's careers, which could put current HE models into question.

For the current tranche of money, the IoC is bidding for skills boot camps and FE Level 3,4 and 5 outcomes are being looked at over the next few months. There was some concern amongst HE colleagues that resources will be reduced. Also, how success and employability is measured will be interesting. KPIs include average salary x years out. This may vary for Russell Group institutions, as this may not be as discipline-related.

*P Sant left the meeting at this point.*

Members discussed the use of salaries as a metric and noted that adjustments made to 'raw' salary are interesting (eg, <https://www.ifs.org.uk/publications/13731> where CS does much better if you adjust for prior attainment '*The impact of undergraduate degrees on early-career earnings*'.

**5.2 Treasurer's Report** – R Farmer reported that there is too much money in the bank account and measures need to be taken to either reduce income or increase expenditure, preferably before the end of the current CPHC financial year at the end of June 2021.

m.c schraefel suggested some spending on striking the ENGAGE medal for the award and having an associated scholarship with that award for recipients school.

K Miller pointed out that the only times that it has been possible to spend significant amounts of money is when projects have been initiated ie, employing someone to do a substantial piece of work. Activities such as scholarships are good but these are harder to do as someone needs to run the programme. There was some concern that there is not enough to make anything meaningful in terms of scholarships.

A Waraich outlined an internal project at LJMU which has been successful, to set up mini bios to allow lecturers to drop materials into lecturer material. Two interns had been employed over the summer to do this and this could be useful for CS, if it has not already been done. The de-colonising of the curriculum (BAME) has been particularly helpful. It was noted that where content provision has gone online, it has been useful for academics to have contextualising information around history and the development of the subject to use within materials. A Waraich undertook to contact the LJMU project manager for permission to share the specification/link and forward this to the

**ACTION: A Waraich**

There is also a great deal of experience in the community with online/blended teaching and a project to consolidate this and make it available via the CPHC website would be valuable. This had been started in Ian Allison's LDG project, which would have been continued during the cancelled April 2020 conference.

There are IoC projects that will be wound up in March 2021, which may be valuable to continue, such as employability. Members with IoC links undertook to make enquiries internally to explore which areas would be good to focus on.

**ACTION: Members**

It will be important to emphasise that any former IoC projects that are taken up are CPHC projects and not supporting the IoC. However, there is a good opportunity to utilise resources that will be freed up following the conclusion of IoC projects. The Chair undertook to liaise with R Farmer to work up this proposal in the next couple of weeks.

**ACTION: Chair/R Farmer**

In addition, the budget for the site visits discussed in [item 5.1](#) above could be around £1-2K. One other way to help bring down the bank balance would be to move a number of possible grants into separate accounts.

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

**5.4 Secretary's Report (CPHC/2021/05)** – RECEIVED and NOTED the report. A Waraich reported that the following Committee Members are eligible for re-election to a further two-year term: S Devlin, N Savage and C Shankland. There are a further two co-opted Members: M Griffiths and L Maguire. In addition, the Vice Chair position will be vacant as K Miller is stepping down. R Farmer also indicated that he would be stepping down as Treasurer due to his retirement from Coventry University in April 2021.

It will be important to ensure that the AGM is held in April, potentially 22 April. This was further discussed under [item 8.2 Conference](#).

A Waraich undertook to circulate a document about the AGM to Committee Members for approval.

**ACTION: A Waraich**

**5.5 UKCRC Report** – See item 5.1 [Chair's report](#) above.

**5.6 EPC Report** – See item 5.1 [Chair's report](#) above.

**5.7 Welsh HoS** – No report.

**5.8 NI HoS** – No report.

**5.9 Scottish HoS** – No report.

*N Savage joined the meeting at this point*

**5.10 Reports from Other Organisations & Activities (IE/PICTFOR; Distinguished dissertations; IoC)**

DisDis – I Phillips reported that the call for nominations for the 2020 competition was made in March/April 2020, then Covid hit and therefore only now can reviewers be properly chased. The 2021 competition will be for submissions in March/April 2021, so this puts more of an urgency on the 2020 reviews that will need completing in February 2021. I Phillips confirmed that he had spoken to the CPHC and BCS Academy Chairs about better ways of obtaining reviews and on appointing a new DisDis Committee Chair, following completion of his 3 year term of office.

The Chair added that he, I Phillips and A Irons had written to a number of HODs, particularly those that have previously engaged with the competition. There is an initial list of interested parties, but these need to be checked and followed up on. I Phillips undertook to arrange a follow up meeting with the CPHC/BCS Academy Chairs.

**ACTION: I Phillips**

**6. SUBSCRIPTIONS (CPHC/2021/02)**

For Birmingham City University, at the December 2020 meeting the Committee agreed to write off the outstanding £288. However, it has now come to light that the debt is £360 (not £288). Members AGREED that this slightly higher outstanding amount can be written off. *[Post meeting note: action complete]*

For the University of Bristol, it was agreed at the last meeting that the overdue subscriptions should not be pursued further to the institution's resignation from CPHC. Members AGREED that the Bristol members should be removed from JISCMAIL following notification of the HOD,

along with an invitation to re-join at any time in the future. The secretariat undertook to write to the HOD (cc Chair, Secretary, Treasurer). *[Post meeting note: action complete]*

## 7. CONSULTATIONS & RESPONSES

- 7.1 **Establishing a joint consultation panel** – nothing to report yet.
- 7.2 **Advocacy and training for responses & government enquiries** – See item 5.1 [Chair's report](#) above.

[main items of business]

## 8. PROGRAMME of WORK

- 8.1 **Planning for the year/**
- 8.2 **2021 Conference event(s)** (CPHC/2021/03) – RECEIVED and NOTED the report. R Aspin reported that the proposal was to have both formal and informal events to engage with the community this year, with workshops and activities earlier in the year and provisional plans for a conference later in the year. There had been conversations with J Davenport and A Waraich about using Bath or LJMU respectively as a venue and also Salford's conference team had been in touch to offer help (in spite of the Department at Salford being unable to get involved). Conference teams were likely to start taking bookings again at the beginning of the summer.

The CPHC AGM would be needed in the spring and a series of 2 hour sessions were being planned for each activity. The first would start with a 15 minute (approx) AGM. The provisional autumn F2F event would be of one and three quarter days' duration with an evening speaker. The idea of a string of meetings after the AGM was thought to be good, particularly several shorter meeting over a few weeks, rather than over consecutive days, but there was still hesitancy about an autumn F2F event.

m.c. schraefel suggested setting up a Google doc/poll to invite Members to suggest topics for activities. R Aspin noted that the 2021 conference running into the 2022 conference is an issue and undertook to work with m.c. schraefel to set up a poll for the spring activities. K Miller made two suggestions:

1. it is worth collecting feedback on the proposals formally through a poll and,
2. we will still need to announce the date of the AGM so we can transact required business including elections.

**ACTION: R Aspin/m.c. schraefel**

In terms of flagging this to the membership, the Chair undertook to draft an email about the series of events being planned, without committing to timescale for the next full F2F CPHC conference.

**ACTION: Chair**

### 8.3 Workshop Programme:

- **LDG [S Devlin]/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

Members AGREED that the Zoom video conferencing subscription be continued (Pro plan with 2 licences) to retain it as an option for online events. *[post meeting note: action complete]*

## 9. MEMBER COMMUNICATIONS – February, March, April 2021

To be agreed offline.

**ACTION: M Leslie**

## 10. ANY OTHER BUSINESS

- 10.1 **Roles on External Committees** – S Fincher had sent her apologies and the Chair indicated that they would meet offline to discuss this further.

**10.2 Privacy notice volunteer** – the secretariat reported that there was a need for a privacy notice for the CPHC website and asked for support in developing this based on the BCS privacy notice. The Chair undertook to help, alongside A Waraich and J Davenport.

**ACTION: M Leslie**

**10.3 New CPHC member application – University of Roehampton (CPHC/2021/04)** – following a short discussion, Members AGREED unanimously to approve Roehampton's application for CPHC Membership. *[post meeting note: action complete]*

K Miller indicated that this was his last formal meeting as a CPHC Committee Member as he is stepping down, also as Vice Chair, having enjoyed the time spent on the Committee. On behalf of Members, the Chair was sorry to see K Miller step down, but thanked him for his considerable contributions to the work of CPHC and wished him luck in his new role.

**Outstanding Actions from Committee Meetings – 1 February 2021, 9 December 2020, 8 October 2020, 30 June 2020 & 11 May 2020**

<b>OUTSTANDING ACTIONS FROM COMMITTEE MEETING – 1 FEBRUARY 2021</b>				
<b>MATTERS ARISING</b> <b>REGULAR REPORTS</b> <b>Chair's communications</b>	3	Arrange a meeting with UKCRC and BCS Academy Chairs to discuss working together and community advocacy	Chair/ M Leslie	On-going
<b>EPSRC Update</b>	4	Discuss how UKRI's AI Review can be fed into the CPHC Conference	R Aspin/ R Perry	On-going
<b>REGULAR REPORTS</b> <b>Chair's communications</b>	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
<b>Treasurer's report</b>	5.2	Seek permission from the LJMU project manager for sharing the project spec/website link and forward to the Committee  Members with IoC links to make enquiries internally to explore possible focus areas for CPHC projects  Liaise to work up proposal for projects arising from IoC workstreams	A Waraich  Members  Chair/ R Farmer	On-going  On-going  On-going
<b>Secretary's report</b>	5.4	Circulate a document about the AGM to Committee Members for approval	A Waraich	On-going
<b>Reports from Other Organisations &amp; Activities</b>	5.10	Distinguished Dissertations – arrange a follow up meeting with CPHC and BCS Academy Chairs	I Phillips	On-going
<b>2021 Conference events</b>	8.2	Liaise to poll CPHC Members on event activities they would like to see  Draft an email about the series of events being planned, without committing to timescale for the next full F2F CPHC conference	R Aspin/ m.c. schraefel  Chair	On-going  On-going
<b>MEMBER COMMUNICATIONS</b>	9	Prompt Committee to agree February/March/April comms offline	M Leslie	On-going
<b>ANY OTHER BUSINESS</b>	10.2	Work on a privacy notice for the website with the Chair, A Waraich and J Davenport	M Leslie	On-going

<b>OUTSTANDING ACTIONS FROM COMMITTEE MEETING – 9 DECEMBER 2020</b>				
<b>REGULAR REPORTS</b> <b>Chair's communications</b>	5.1	Discuss possible research into role modelling initiatives to complement activities in Scotland, involving employers	Chair/C Shankland	On-going
<b>LDG report</b>	5.3	Meet to brainstorm possible LDG work for investing subscription funds	S Devlin/ R Farmer/ Members	On-going (Carried over from 30/6)
<b>BCS Academy report</b>	5.10	Circulate notes of interest to CPHC from the last Academy Board meeting	R Farmer	On-going
<b>SUBSCRIPTION UPDATE &amp; 21/22 FEE REVIEW</b>	6	Raise issue of 2021/22 CPHC fees with Committee Members	R Farmer/ M Leslie	On-going
<b>MEMBER COMMUNICATIONS</b>	10	Contact Anne Nortcliffe (Canterbury Christchurch) about interesting data about whether secondary school students are able to learn CS in particular areas	Chair/ R Aspin	On-going
<b>AOB Roles on External Committees</b>	11.1	Develop concrete proposals on external committee roles for consideration at the next meeting	Chair/ S Fincher	On-going
<b>OUTSTANDING ACTIONS FROM COMMITTEE MEETING – 8 OCTOBER 2020</b>				
<b>PROGRAMME OF WORK</b> Planning for the year	8.1	Liaise on further HoD/DoT/DoR round table sessions	Members	On-going
		Add J Dracott to the DoR distribution list	Chair	On-going
<b>CPHC-UKCRC COLLABORATIVE WORKING – 30 JUNE 2020</b>				
<b>Collaborative activities</b>	A	Consider role of BCS Academy Board in supporting UK research in liaison with UKCRC	(A Irons)	On-going
<b>OUTSTANDING ACTIONS FROM COMMITTEE MEETING – 11 MAY 2020</b>				
<b>REGULAR REPORTS</b> <b>Treasurer's report</b>	5.2	Let R Farmer know of any suggestions for activities that require budget to be allocated	Members	On-going
<b>ANY OTHER BUSINESS</b>	11.2	Check whether the award of an annual commemorative prize is permissible under the CC and OSCR rules  Explore how the proposed prize would be administered and liaise with the DisDis Committee Chair, Iain Phillips	R Farmer  Chair	On-going  On-going

## FUTURE MEETINGS

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

<b>COMMITTEE MEETINGS 2021</b>	<b>CONFERENCE DATES</b>
Thursday 13 May 2021 *Tuesday 29 June 2021 Tuesday 5 October 2021 Wednesday 8 December 2021	To be confirmed

*Physical meetings to be located at BCS Offices, London and commencing at 11am unless otherwise stated*

## **EPSRC/UKRI Update for CPHC February 2021**

### **Update from UK Research and Innovation Chief Executive Ottoline Leyser**

UKRI Chief Executive Professor Dame Ottoline Leyser provides an [update](#) on the research and innovation community's extraordinary response to the pandemic and the year ahead.

### **UK R&D Roadmap survey**

BEIS has published details on the responses to its survey on the [UK R&D Roadmap](#), which sets out the government's vision and ambition for science, research, and innovation. The Roadmap asked a series of questions, and a public survey was undertaken to provide an opportunity for interested parties to respond to these questions. This was part of a series of activities to understand and discuss views on the Roadmap as well as contribute to the next steps. Nearly 400 responses were received from individuals and organisations across the UK and internationally. Responses were overwhelmingly supportive of the ambitions set out in the Roadmap and welcomed the opportunity to contribute.

### **AI review: Transforming our world with AI**

UKRI has published its AI review 'Transforming our world with AI', which sets out UKRI's view of the opportunities for research and innovation in AI – artificial intelligence – in the UK. In it we set out our aspirations for supporting transformational activities, and for working with our partners to place the UK in a strong position to realise the vast potential benefits of AI. The [UKRI AI review](#) outlines how we can support world-leading AI research & innovation, and ensure that the UK has the right environment for those researchers and innovators to thrive.

### **UKRI publishes ethnicity analysis of funding applicants and awardees**

Detailed ethnicity data for UK Research and Innovation (UKRI) funding applicants and awardees, published for the first time, highlights disparities between different ethnic groups. The [data analyses published today](#) form part of ongoing work at UKRI to increase equality diversity and inclusion in the research and innovation system through effective, evidenced interventions. The publication of the data is an important part of our commitment to identify and address issues within the funding system and alongside the report we have published an [updated policy statement on our actions](#).

[Back to Item 4](#)