

Administration by BCS

c/o 3 Newbridge Square, Swindon SN1 1BY

COUNCIL OF PROFESSORS AND HEADS OF COMPUTING

Minutes of the Committee meeting of the Council of Professors and Heads of Computing held on **Monday 4 July** as an online meeting

PRESENT

Rob Aspin (Chair)

Glenn Goodall (EPSRC)

Austen Rainer

Jonathan Wallace

Steven Bradley

Mark Griffiths

Paul Sant

James Davenport

Amir Hussain (UKCRC)

Rebecca Strachan

IN ATTENDANCE (Secretariat)

Maxine Leslie (BCS)

APOLOGIES

Haris Mouratidis

Atif Waraich

Nicky Danino

Rachel Lamb (EPSRC)

Edmund Robinson

1. WELCOME AND APOLOGIES FOR ABSENCE

The Chair had been held up in traffic, so J Davenport took the chair for the start of the meeting. Apologies for absence were received as above.

2. MINUTES OF LAST MEETING (CPHC/2022/08)

The minutes of the last meeting held on Thursday 12 May 2022 were accepted as a true record.

3. MATTERS ARISING FROM PREVIOUS MINUTES

12 May 2022

Treasurer's report (5.2): J Davenport reported that a meeting has been set up with the BCS Finance team to discuss potential replacement independent examiners for the accounts.

4. EPSRC Update (CPHC/2022/10)

Members RECEIVED and NOTED the report containing information (page 3) on a number of calls. G Goodall confirmed that budgets had now been allocated but decisions were to be made on spending for individual Councils. Queries were raised on Fellowships and whether there is a limit on the number of applications. G Goodall provided further details following the meeting: to answer the question on FLFs and demand management – they are demand-managed on a per Research Office (RO) basis, so there might be a different cap depending on what organisation you are in. See Annex A: <https://www.ukri.org/wp-content/uploads/2022/06/UKRI-140622-Funding-Opp-FutureLeadersFellowshipsRound7-GuidanceAcademicHostedApplicants.pdf> .

R Aspin joined the meeting and J Davenport handed over the chairing of the meeting

5. REGULAR REPORTS

5.1 Chair's Communications – R Aspin reported that he has met with Alastair Irons (BCS) and also with Kevin Jones (UKCRC). A couple of areas of activity are being discussed:

- A) BCS has put together a paper for the BCS Trustee Board about how research is being addressed and CPHC and UKCRC are also participating from different perspectives: UKCRC on the research side, BCS on the research domain and the environment to do with industry and CPHC from the perspective of the management of departments for research/research environments and how these can be supported. Each organisation provides independent voices, but is moving forward together.
- B) There are plans to hold a workshop, possibly at Abertay, to look at recruitment and retention, especially of early career staff to include providing a counter to the attraction of industry.

Contact with the newly nominated co-opted members was discussed and the Chair undertook to check they are still interested before the Secretary makes a formal approach.

ACTION: R Aspin

5.2 Treasurer's Report – J Davenport indicated that he had chased those institutions with outstanding subscriptions from which we have had no contact and little response so far. There are three Trustee vacancies, of which one will be taken up by J Davenport, but we are looking for two others. S Bradley volunteered for one and M Leslie undertook to action this.

ACTION: M Leslie

Members are asked to consider volunteering to be a Trustee.

ACTION: Members

The Chair indicated that he had been approached by Leeds Trinity University which has recently set up a new Computer Science department, to become a member of CPHC. Currently the lowest fee for a department is capped at £120 (12 FTE or fewer). A query was raised as to whether this could be reduced for new members with small but growing departments and it was AGREED that this would be included in the wider discussions about fees.

ACTION: Cashflow/fees WG

In relation to the fees, the Secretariat flagged that the 2022/23 fees will need to be set before the data collection notice is issued to member institutions in September, so that this information can be provided. J Davenport undertook to produce an interim fee structure. S Bradley pointed out that we should not rush into a fee review for the coming year as CPHC's financial position is good and it would be important to complete the Strategic Plan work first so that value for money can be demonstrated. Furthermore, we will need to ensure we are still meeting Charity Commission rules by reducing the currently high level of reserves (£101,332). The Chair noted that this should be weighed with the need to ensure sustainability of activities such as the Special Project Grants and ensure that resources are not dwindling.

5.3 Learning Development Group Report – S Bradley reported that he had met with N Danino, R Strachan and R Aspin on 24 June to discuss plans for the LDG. Draft plans were shared comprising 7 potential topics and members of the LDG were invited to discuss these and vote on their priorities. The results of the vote were (in order of priority):

- (1) plagiarism and assessment
- (2) graduates and professional accreditation
- (3) pedagogy

In addition, it had been agreed that diversity (including gender, widening participation and neurodiversity) should be addressed throughout all topics. Members discussed the proposed topics and noted that this is a strategic rather than a tactical document. J Davenport pointed out SICSE had identified instances of AI systems writing programs, therefore the issue is wider than just plagiarism. It would be useful to know what exercises universities should be

setting as this is fundamental for the subject. A query was also raised on whether CS education research should also be addressed across all topics.

A Waraich is active in the area of diversity and the Chair undertook to liaise with him to draw up a draft before the next meeting.

ACTION: Chair/A Waraich

Potential activities were reports, workshops/round tables, grants, conference talks, celebration, website publicity, communications and dissemination. The preferred activity types were workshops, grants and then celebrations/website. Reports were not favoured unless they were produced following a workshop activity, especially as production of a high quality report takes time as well as money. Any report arising from another activity should focus on outcomes and measuring impact.

It may be helpful to connect with similar organisations in other countries that may be having comparable conversations: Informatics Europe (IE), IT Professionals NZ, the Australian Computer Society (ACS), India (via UKCRC Chair, Kevin Jones) and International Federation of Information Processing (IFIP). It was noted that BCS (via Alastair Irons) was getting more involved in IFIP business including TC3 Education (Chair: Don Passey). One way could be to add the international focus to reports.

The issue of workshop funding/pricing was raised and it was noted that these had been provided free of charge in the past and open to members of staff in the CPHC member HEI. A fee was usually paid to speakers/facilitators and their travel/subsistence (if applicable) reimbursed.

Special Project Grants

S Bradley informed members that Northumbria University had requested that a grant agreement be signed by both parties prior to issuing an invoice to CPHC. Legal support was not available from BCS as this is currently not part of the contract; however the agreement with Northumbria has now been signed and we also have a template to use in future if needed.

J Davenport asked what evidence is needed for invoices to be paid to grant awardees. There was some discussion as to the logistics for using grant money. As it was not a large amount of money (maximum £5k), it was AGREED that grant money could be paid at the point of invoicing and not necessarily subsequent to completion of the work. An amendment to the process was also AGREED that an expenditure statement be provided by the grant awardees in future.

ACTION: M Leslie

R Aspin and the Secretariat undertook to liaise on whether this legal dimension should be included into future CPHC/BCS contracts (next one from 1 January 2023).

ACTION: R Aspin/M Leslie

S Bradley noted that the LDG Special Projects Review Panel for the September 2021 and March 2022 rounds had comprised himself, E Robinson and Sally Fincher. Members AGREED that a re-constituted Review Panel will comprise S Bradley (LDG Chair), R Aspin, N Danino and R Strachan.

Future plans for the Special Project Grant awards will be discussed as part of the Strategy WG and cashflow/fees WG. S Bradley confirmed that the agreed process is that the outcome of the Review Panel's deliberations will be reported to the subsequent Committee meeting for information, rather than for action. The Secretariat undertook to provide the latest draft of the process to S Bradley. *[Action complete]*

5.4 Secretary's Report – see item 5.1 above.

5.5 UKCRC Report – R Aspin reported that at the Executive Committee meeting in June , members had discussed mentoring and A Rainer noted that Andy Gordon had organised a cross-university briefing on this. As referenced in item 5.1 above, BCS, CPHC and UKCRC are all involved in mentoring workstreams in the context of the IT profession, teaching and research respectively. It will be important to ensure there is a coherent and consistent offering, avoiding any duplication.

5.6 EPC Report – J Davenport reported that there has been accreditation assessor training recently with the introduction of AHEP4 by the Engineering Council and the effect this has had on CITP accreditation. It was thought that group projects are vital although they are unpopular with students, but the emphasis should be on the process rather than the product.

5.7 Welsh HoS – M Griffiths reported that at the end of May the Welsh government announced a £3 million investment in a new Cyber Innovation Hub over 2 years, with £3 million of co-funding from Cardiff Capital Region and £3.5 million of in-kind match funding from consortium partners. The Hub is being led by Cardiff University with partners including Airbus, Alacrity Cyber, CGI, Thales NDEC, Tramshed Tech and the University of South Wales and it is hoped will train more than 1,000 cyber-skilled individuals and grow the cyber security sector in Wales by more than 50% by 2030. Decisions on how to badge are still pending. The Chair flagged a similar initiative in Manchester over the last 5-6 years and for M Griffiths to let him know if he can help with any connections.

5.8 NI HoS – J Wallace introduced the set of papers that had been circulated for the NI report, apologising for their delayed circulation. The papers included the discussion on the strategy focus for CPHC and supporting related reports on the 10X Strategy for the NI Economy and the Supporting Skills Strategies. The report also includes a potential alternative strategy for support that of a Chief Data Officer for NI, for which CPHC Committee support may be more straightforward and finally the report shares the initial outcome of one of the working groups from [BCS NI Computing Education Committee \(NICEC\)](#) a video [to be shared their respective through social media channels by interested parties](#) to encourage uptake of Computing Science at GCSE, A-Level and FE / HE and as a career.

The Chair noted that this is a really useful analytical response to the situation and that CPHC would be willing to lend what weight it can to work through the situation.

R Aspin thanked J Wallace for the work done on this and reiterated that support for the Chief Data Officer for NI should be an achievable ask for CPHC as the other areas were vast. Some members reported that their institutions and some charities were making use of market supplements to help with pay and staff retention.

The Chair flagged that it may be helpful to support activities by joint branding, noting that BCS is also keen to support activities in this way.

5.9 Scottish HoS – no representative, therefore no report.

5.10 Reports from Other Organisations & Activities (IE/PICTFOR; Distinguished dissertations; IoC; DisDis) – nothing to report.

6. COMMITTEE ROLES (CPHC/2022/11)

It was noted that some roles are still vacant. The assistants will be carried over to next meeting, when hopefully more members will be present. Members agreed the importance of appointing a representative of Scottish Heads of Schools of Computing (including SICSA). The Chair undertook to liaise with Alastair Irons (now based at Abertay) for possible nominees.

ACTION: Chair

S Bradley volunteered for the data protection role. Members asked whether there were any role descriptors for the vacant positions and the Chair undertook to liaise with the Secretariat to draft and circulate these.

ACTION: Chair/M Leslie

7. SUBSCRIPTIONS UPDATE (CPHC/2022/12)

See item 5.2 above.

8. STRATEGIC PLAN WG

This has not yet been actioned, but members AGREED that this should be tied into the fee review.

9. PROGRAMME of WORK

9.1 Planning for the year – the work in the LDG and NI is crucial and is moving forward. As above, the Chair is also involved in career development group activity for which the plan is to hold a joint workshop with BCS on recruitment and retention. Members discussed the timings for workshops, most imminently the career development and LDG workshops. It would be good to maximise the impact of these activities, whether it be at physical or online events. It was noted that the non-availability of an online event option can adversely effect the diversity of attendants, in particular the gender balance.

S Bradley suggested staging the LDG workshop at the [Computing Education Practice conference](#) in January 2023. This will be a hybrid event and CPHC workshop attendees will not need to register for the whole conference. Members AGREED this would be a good way forward and S Bradley undertook to organise this.

ACTION: S Bradley

The Chair proposed a monthly stand up meeting for Committee members, designed to be less structured than a formal Committee meeting with the purpose of updating and co-ordination of various workstreams.

ACTION: Chair/M Leslie

9.2 2022 Conference Debrief (CPHC/2022/13) – members RECEIVED and NOTED the summary feedback report, noting that the number of respondents was small. In spite of the small attendance, particularly online, it was noted that the Conference had been well received and there were areas to develop. It would be useful to include more dynamic activities for a bigger conference.

The Chair confirmed that an offer of providing a venue for the 2023 conference had been received from UCLan in Preston, and possible dates will be circulated to members once received from N Danino. Perhaps in the week before Easter, as is traditional (w/c Tuesday 11 April 2023?)

ACTION: Chair/N Danino

9.3 Workshop Programme (Pipeline; Coffee table meetings; Chair in 10 Years; Outreach Network) – members discussed possible areas of future activity including continuation of the Chair in 10 Years and Outreach Network workshops. In addition, plans for career development and mentoring/matching opportunities may fall within LDG activities. The Chair emphasised the importance of ensuring alignment with BCS work in this area and undertook to compile a list of activities undertaken previously in advance of a Strategic WG meeting to be held during the summer.

ACTION: Chair

The Secretariat undertook to set up this meeting, to include the CPHC Officers.

10. MEMBER COMMUNICATIONS – July, Aug, Sep

July/August – LDG activities including Special Project Grants (S Bradley), which may get pushed to August due to annual leave.

September – A level statistics/trends* (J Davenport) in liaison with CAS and maybe in tandem with another item of news, in August.

*J Davenport pointed out that A level Computer Science had outstripped A level Further Maths this year for the first time and it was possible that we might get to a place where some HEIs can insist on A level Computer Science as a pre-requisite to CS degrees. The Chair noted that less than 10% of HEIs ask for this and it was currently the subject of discussion with BCS. (In the chat) P Sant noted that there is a skills shortage of 57,000 in data science alone and S Bradley added that fewer than 50% of schools offer A level CS.

11. 2023 MEETING DATES (CPHC/2022/14)

The meeting dates were NOTED. It was also noted that the next meeting on Tuesday 25 October will be a joint meeting with UKCRC. This is being planned as a physical meeting at BCS London without an online option, although it was acknowledged that this was more problematic for NI members. The Chair will liaise with the other CPHC Officers on arrangements for this.

12. AOB

12.1 Researchers at Risk scheme eg Ukrainian academics – A Rainer was interested to hear whether any members were involved in the British Academy's researchers at risk initiative. This is not being widely publicised and it is an evolving with some success. Members had not heard of this initiative and the Chair asked if CPHC should be trying to promote it for example discussing it in member communications. A Rainer undertook to check the date of the third and final round with the British Academy, although this was likely to be imminent. Further information is available at <https://www.thebritishacademy.ac.uk/funding/researchers-at-risk-fellowships/> (Note: The call will remain open on a rolling basis until all funding has been utilised. The Academy will announce on its website when the funding has been fully utilised. **Guidance** notes: <https://www.thebritishacademy.ac.uk/funding/researchers-at-risk-fellowships/researchers-at-risk-fellowships-guidance-notes/>). In addition, A Rainer indicated that he would be happy to share his experiences with colleagues who want to consider applying on behalf of a Ukrainian.

12.2 Application for CPHC membership: Leeds Trinity University – see item 5.2 Treasurers report above. In addition, there is a key action for the Chair and J Davenport to reply to Leeds Trinity with the process for institutional members to join. M Leslie undertook to send the template used previously for this. **ACTION: M Leslie**

12.3 Northern Ireland professors mailing list – J Wallace asked if a Northern Ireland HODs and professors list could be established under the CPHC JISCMail groups and the Secretariat undertook to set this up. *[Action complete]*

The Chair emphasised the need for a stronger social media/website presence as discussed at the last meeting. Work is needed on a professional digital profile with engaging content, perhaps via consultants. Other regional mail groups (in addition to the NI group) could help here too, as could a Wikipedia entry.

The Chair extended thanks, on behalf of the Committee, to Ruth Lehane for her support during her secondment to the BCS Secretariat, having returned to HR.

The Chair thanked members and closed the meeting at 13:42.

FUTURE MEETINGS

All commencing at 11.00am, unless otherwise stated

COMMITTEE MEETINGS 2022	
*Tuesday 25 October 2022 (1.30-4.30pm) – BCS London	
Wednesday 7 December 2022 – Online	

COMMITTEE MEETINGS 2023	CONFERENCE DATES 2023
Monday 6 February 2023 – Online Thursday 11 May 2023 – BCS London *Tuesday 27 June 2023 (1.30-4.30pm) – BCS London Wednesday 4 October 2023 – Online Wednesday 6 December 2023 - Online	April TBC (UCLan, Preston)

**to be co-located with UKCRC Executive Committee meeting*

Outstanding Actions from Committee Meetings – 4 July, 12 May, 29 June & 1 February 2021

OUTSTANDING ACTIONS FROM COMMITTEE MEETING – 4 JULY 2022				
REGULAR REPORTS Chair's communications	5.1	Check whether the two potential co-opted members are still interested in getting involved	R Aspin	Complete
Treasurer's report	5.2	Add J Davenport and S Bradley as CPHC Trustees <i>[deferred to October meeting]</i>	M Leslie	On-going
		Consider volunteering to be a CPHC Trustee to make the numbers up to six	Members	Complete
		Cashflow/fee WG to consider removing or reducing the lower fee cap <i>[NB: deferred until outcome of Strategic Plan WG]</i>	J Davenport/ A Waraich/ S Bradley/ R Aspin	On-going
LDG report	5.3	Liaise on drawing up a draft on diversity before the October meeting	R Aspin/ A Waraich	On-going
		Update Special Project Grant process to ensure that an expenditure statement, showing a breakdown of costs is submitted with the invoice	M Leslie	Complete
		Include the provision of legal services in next CPHC/BCS contract negotiation	R Aspin/ M Leslie	On-going
COMMITTEE ROLES	6	Liaise with Alastair Irons (Abertay) for possible nominees to represent Scottish HoS on CPHC Committee	R Aspin	On-going
		Liaise on drafting role descriptors for the vacant roles on Committee for circulation	M Leslie/ R Aspin	Complete
PROGRAMME of WORK Planning for the year	9.1	Include LDG workshop in CEP conference at Durham University in Jan 2023	S Bradley	On-going
		Arrange regular monthly stand up meetings for Committee members	R Aspin/ M Leslie	On-going
2022 Conference Debrief	9.2	Agree dates for 2023 conference at UCLan	R Aspin/ N Danino	On-going
Workshop programme	9.3	Compile a list of activities undertaken previously in advance of the Strategic Plan WG meeting	R Aspin	On-going
		Set up Strategic Plan WG meeting	M Leslie	On-going

OUTSTANDING ACTIONS FROM COMMITTEE MEETING – 12 MAY 2022				
MATTERS ARISING 7 Feb 2022 Other organisations report (6.10) 8 Dec 2021 AOB (10.4)	3	Discuss the possibility of BCS providing admin support for the DisDis process with a small amount of CPHC funding	R Aspin/ M Leslie	On-going
		Volunteer for CPHC Strategic Plan working group to be led by the Chair	Members	On-going
REGULAR REPORTS Chair's communications Treasurer's report	5.1	Add helping new departmental leaders to areas of CPHC activity	R Aspin/ M Leslie	On-going
	5.2	Liaise with BCS Finance team on appointment of alternative independent examiners Set up a meeting to include J Davenport, A Waraich, S Bradley & R Aspin to discuss cashflow and fees <i>[NB: after Strategic Plan WG above]</i>	J Davenport M Leslie	On-going On-going
ANY OTHER BUSINESS	10	Send Outlook invitations for remaining 2022 meetings	M Leslie	On-going
OUTSTANDING ACTIONS FROM COMMITTEE MEETING – 29 JUNE 2021				
ANY OTHER BUSINESS	11	Investigate how the Committee might set up a system to regularly nominate members of the community for UK Honours	R Aspin	On-going
OUTSTANDING ACTIONS FROM COMMITTEE MEETING – 1 FEBRUARY 2021				
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