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 **Wednesday 6 December 2023** as an online meeting

PRESENT

Rob Aspin (Chair)	Austen Rainer	Nicky Danino
*James Davenport	*Steven Bradley	Rebecca Strachan
Paul Sant	Jonathan Wallace	Laura McDonnell (EPSRC)
Ben Scott (EPSRC)		

IN ATTENDANCE (Secretariat)
 Maxine Leslie (BCS)
joined for part of meeting

APOLOGIES

Parveen Samra	Edmund Robinson	John Woodward
Haris Mouratidis	Amir Hussain (UKCRC)	

1. **WELCOME AND APOLOGIES FOR ABSENCE**

   The Chair welcomed members and apologies for absence were received as above.

2. **EPSRC/UKRI UPDATE [L McDonnell/B Scott]**

   The second round of the standard mode is now open with an extended time period – applicants to submit when ready. The internal batching and despatch to panels is as before, however the new system requires a deadline. Grants from previous rounds are being worked through and EPSRC makes another appeal to those that are unable to complete reviews, to let them know as soon as possible. EPSRC colleagues undertook to let R Aspin know if there is anything that CPHC can do to help with messaging on this. The SAT refresh is now closed and L McDonnell thanked those applying for their support. An issue with a possible boycott of UKRI activities was raised and it was noted that any action would have a knock-on effect on HEI funding applications.

3. **SUBSCRIPTION UPDATE, OUTSTANDING SUBS & FEE REVIEW FOR 2024/25 (CPHC/2023/30-1 to 30-3)**

   J Davenport presented a list of subscription debtors and members discussed which ones should be chased and which written off. Members agreed to writing off six debts from 2019/20, one from 2020/21 and three from 2021/22. The rationale for this is the confusion and legacy of the pandemic. It will be important to keep a record of institutional CPHC members that have fees written off to ensure there are no repeat offenders, issuing warnings to those in significant default that they will be suspended from membership and removed from the CPHC JISCMail groups. It is also crucial to highlight the benefits of CPHC membership through a more joined up marketing approach, starting with the launch of the new website. R Aspin undertook to work with Officers to articulate the value piece including the different CPHC groups, the annual conference and CPHC as a voice for the community of academics. **ACTION: R Aspin**

Members discussed the revised fee structure agreed at the previous meeting, commencing for the CPHC financial year 2024/25. J Davenport had produced a forecasted income analysis resulting from the changes. Following consideration by CPHC members at the April 2024 AGM, it will be important to provide early messaging to the full membership on the revised fee structure including the rationale for changes (the fees have not been revised for over 10 years, the new structure is designed to encourage small departments to join, etc). The new fees can then be reflected in the invoicing in November 2024.

M Leslie undertook to remind J Davenport to include the fee review within his Treasurer's report for the AGM in April 2024. **ACTION: M Leslie/J Davenport**

4. 2024 CONFERENCE

The planning spreadsheet was shared with Committee members who were keen to ensure that CPHC is fully represented. The Committee discussed the sessions and the importance of having enough time for networking. Suggestions on possible alternative/additional sessions and contributors were invited. A couple of suggestions were sustainability (QUB is doing work in this area) and climate change.

The issue of fees and pricing for the Joint Summit was raised and N Danino, P Samra and M Leslie undertook to discuss this with the summit planning committee the following day. **ACTION: N Danino/P Samra/M Leslie**

[main items of business]

5. PROGRAMME of WORK

5.1 Learning and Development Group (LDG) and Special projects – S Bradley reported that two of the eight applications received had been successful with three further applications needing to provide further information prior to approval. The MMU report produced from the SPG approved in the March 2023 round was published on 1 December, circulated to members and uploaded to the CPHC website and Annabel Latham and Matthew Shardlow have been invited to present on this at the 2024 joint summit. It will be important to include sessions on the output from approved SPGs at the summit and at future conferences. S Bradley undertook to follow up on reports for previous SPGs. **ACTION: S Bradley**

In addition, M Leslie undertook to ensure that a list of approved SPGs is provided to J Davenport (Treasurer) following completion of each funding round. **ACTION: M Leslie**

5.2 Industry Development Group (IDG) – H Mouratidis had sent his apologies but R Aspin reported that discussions about this group are underway and draft terms of reference are being drawn up. Members discussed setting up a grant scheme for this and the career development areas which mirror the LDG special project grants scheme. This could be implemented via a separate SPG stream or in groupings within the existing scheme. More thinking is needed about funding levels, the resourcing of review panels and output required (eg, reports). R Aspin undertook to liaise with S Bradley, P Sant and H Mouratidis with a view to prototyping for the next meeting in February 2024. **ACTION: R Aspin/S Bradley/P Sant/H Mouratidis**

R Aspin reported that he had visited a cyber gateway in Cheltenham where innovation zones/incubation hubs under cyber clusters had been created. This could be a topic to raise with the BCS Academy/UKCRC Chairs in terms of whether SME incubators and their tie-ins to HEI departments could be considered eg, in North East England and in Northern Ireland. J Wallace flagged that there is a Centre for Secure IT (CSIT) in

Queen's University Belfast which is leading on the Cybersecurity cluster in NI and also an AI cluster via newly funded Artificial Intelligence Collaboration Centre (AICC).

5.3 Career Development Group (CDG) – P Sant reported that he was just about to put the plan together which will be similar to the EDI work, sharing and encouraging views via online workshops. It would be helpful to involve CPHC members with 50/50 roles in academia/industry, perhaps using LinkedIn to make contacts.

5.4 Special Activities (Northern Ireland, Recruitment and Retention workshop, ..) – the actions on NI, recruitment and retention are now closed and M Leslie undertook to remove them from future agendas. It was noted that workshop topics such as recruitment and retention now fall within the remit of the Career Development Group.

5.5 Workshop Programme (Pipeline; Coffee table meetings; Chair in 10 Years; Outreach Network) – R Aspin reported that he is talking to Ian Allison about materials for the Chair in 10 Years workshop and asked members if there is appetite to reinstate the coffee tables. N Danino noted that CPHC is currently attending events in an ad hoc manner rather than according to a planned schedule. It would be good to do more collaborative work in future eg, providing speakers or feeding in some other way to events organised by others. The PICTFOR activities have been really worthwhile and it would be good to continue to attend these.

6. MINUTES OF LAST MEETING (CPHC/2022/28)/ UPDATE ON ACTIONS

The minutes of the last meeting held on Wednesday 4 October 2023 were accepted as a true record and approved for transfer to the website. *[Post meeting note: action complete]*

6.1 UK Honours nominations process proposal – the Chair asked members for their views on a timeline for proposals and on any suggestions for possible nominees. The nomination process was discussed and the guidance issued on the Cabinet Office webpages was noted [Nominate someone for an honour or award: Nominate someone who lives and contributes in the UK - GOV.UK (www.gov.uk)](). It was agreed that this would be further discussed by the CPHC Officers *[post meeting note: action complete – to be further discussed at the next Committee meeting in February]*

6.2 CPHC Constitution – the Chair undertook to contact Iain Phillips to discuss the process and proposed changes in this area. **ACTION: R Aspin**

6.3 CPHC branding and website review [see [test site]()] – N Danino reported that a meeting had been held the day before with Laura Ridings. The next step is to compile a document containing the existing website content and decide on what should be kept, archived and deleted. Also, a site map is being exported into a shared [spreadsheet]() to help with deciding which sections to keep, archive or delete. A decision on whether to keep the protected area will also be needed. M Leslie has connected Laura Ridings to the IT team member at BCS about web hosting. Ideas for new content were discussed including the addition of Committee member profiles (not just links to existing HEI websites). The current target is end of January 2024 for the new website launch. N Danino and R Aspin undertook to meet offline to discuss the new website content.
ACTION: N Danino/R Aspin

7. UPDATES

7.1 Chair's Communications – R Aspin reported that following work with Alastair Irons (BCS Academy) and Kevin Jones (UKCRC), the Venn diagram document was ready to announce/present at the joint summit. It was noted that the recent email from Informatics Europe about revising the IE report on Informatics Research Evaluation may not have been seen by UKCRC as they are not an IE member and M Leslie undertook to circulate it with permission of the UKCRC Chair *[post meeting note: action complete]*

7.2 Treasurer's Update – J Davenport reported that the transition to the new independent accounts examiners (Haysmacintyre) is now complete.

7.3 Secretary's Update – see item 5.1 above.

7.4 EDI Lead update (CPHC/2023/31) – R Strachan and P Sant talked through the draft EDI values. Members provided feedback on the draft values and it was suggested that the document be uploaded to the website and treated as a living document, subject to on-going review. The values may then be translated into what CPHC does as a body, potentially pushing them into HEI departments and, in turn, into their communications to students. R Strachan and P Sant undertook to update the draft EDI values for uploading to the website *[post meeting note: action complete, uploaded to the current website at https://cphc.ac.uk/who-we-are/equality-diversity-and-inclusion-edi-values/]*

7.5 UKCRC Update – see item 7.1 above.

7.6 NI HoS [J Wallace/A Rainer] – members RECEIVED and NOTED the written notes for verbal update.

7.7 Welsh HoS [representative TBA] – nothing to report.

7.8 Scottish HoS [representative TBA] – nothing to report.

7.9 Updates from Other Organisations & Activities (IE/PICTFOR; Distinguished dissertations; IoC) – see relevant items above.

8. MEMBER COMMUNICATIONS

December 2023 – Happy Xmas message (R Aspin)
January 2024 – Joint summit and new website (N Danino/P Samra)

9. AOB

There were no items of AOB. The Chair thanked members and closed the meeting at 13:25.

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

COMMITTEE MEETINGS 2024	CONFERENCE DATES 2024
Monday 5 February 2024 – Online Wednesday 15 May 2024 – BCS London Monday 1 July 2024 – Online *Tuesday 8 October 2024 (13:30-16:30) – BCS London Tuesday 3 December 2024 – Online	Tuesday 16 – Wednesday 17 April 2024 (Coventry University)

*to be co-located with UKCRC Executive Committee meeting

Outstanding Actions from Committee Meetings – 6 December 2023, 4 October 2023, 26 June 2023, 11 May 2023, 6 February 2023 & 7 December 2022 (see also Trello Board)

OUTSTANDING ACTIONS FROM COMMITTEE MEETING – 6 DECEMBER 2023				
FEE REVIEW 24/25	3	Work with Officers to articulate the CPHC value piece including CPHC groups, the conference and its role as a voice for the community	R Aspin	On-going
		Add fee review item to Treasurer's report at AGM (April 2024)	M Leslie/ J Davenport	On-going
2024 CONFERENCE	4	Liaise Joint Summit planning committee on fees and pricing	N Danino/ P Samra/ M Leslie	On-going
PROGRAMME OF WORK LDG/Special Projects	5.1	Follow up with awardees of previous SPG rounds for outputs/reports	S Bradley	On-going
		Ensure list of approved SPGs provided to J Davenport following completion of each funding round	M Leslie	On-going
Industry & Career Development Groups	5.2/ 5.3	Liaise on a prototype for IDG and CDG special project grants scheme inc funding levels, review panel resourcing and output required	R Aspin/ S Bradley/ P Sant/H Mouratidis	On-going
UPDATE ON ACTIONS 4 Oct Constitution	6.2	Contact Iain Phillips to discuss the process and proposed Constitution changes	R Aspin	On-going
CPHC branding and website review	6.3	Meet offline to discuss new website content	R Aspin/ N Danino	On-going
OUTSTANDING ACTIONS FROM COMMITTEE MEETING – 4 OCTOBER 2023				
EPSRC update	2	Provide information to CPHC via the Secretariat for supporting EPSRC to potentially help with briefing CPHC members on application changes	L McDonnell	On-going
		Liaise with L McDonnell on EPSRC's EDI data for gender and emerging talent	N Danino/ R Strachan	On-going
PROGRAMME OF WORK Recruitment & retention wkshp	5.4	Contact Atif Waraich and Ian Allison to help in framing a proposed way forward for a recruitment and retention workshop	R Aspin	On-going
Workshop programme	5.5	Put together a plan for CPHC workshop activities that can be aligned with regional events and Conference	P Sant/ N Danino	On-going
MINS OF LAST MTG/UPDATE ON ACTIONS CPHC Constitution	6.2	Further develop the Constitution review paper for discussion at the next meeting *[see update above]*	R Aspin	On-going
OUTSTANDING ACTIONS FROM COMMITTEE MEETING – 26 JUNE 2023				
UPDATE ON ACTIONS AOB 29 June 2021	2	Discuss setting up a system to regularly nominate members of the community for UK Honours at a future Officers' meeting and bring back a proposal to the October meeting *[Oct mtg note: deferred to Nov Officers' mtg]*	Officers	On-going
Digital Divide comms to members	2.1	Provide comments on Digital Divide document	Members	On-going
		Liaise on branding of Digital Divide document	J Davenport/ N Danino	On-going
		Check terminology to ensure inclusive	J Davenport	On-going
EPSRC UPDATE	4	Provide a short note for the membership on EPSRC/UKRI activities for this and future meetings	B Scott	On-going

CAREER DEVELOPMENT GROUP (CDG)	9.3	Catch up offline to discuss establishing the CDG	R Aspin/ P Sant	On-going
OUTSTANDING ACTIONS FROM COMMITTEE MEETING – 11 MAY 2023				
NEW MEMBER	4	Work on providing further guidance for applying institutions such as an application form template	Officers	On-going
CONFERENCE Feedback Q results	6.1	Use positive quotes from feedback in publicising future conferences	Conference Committee	On-going
PROGRAMME OF WORK LDG inc Special Projects	7.1	Review Special Project Grant output to assess impact at Oct meeting and consider change in policy to increase the grant amount in certain cases	S Bradley	On-going
IDG	7.2	Liaise on drafting proposal for Industry Development Group to include industrial representation for next meeting	R Aspin/ H Mouratidis	On-going
Special Activities	7.4	Liaise with BCS (Julia Adamson) on tie into schools as feeder to HE	R Aspin	On-going
Workshop Programme	7.5	Issue call to Committee members for ideas on workshop topics with calendar	R Aspin	On-going
COMMITTEE MEMBERSHIP & CO-OPTED POSITIONS	8	Discuss co-opting further Committee members especially to represent institutions in Scotland and Wales	CPHC Officers	On-going
OUTSTANDING ACTIONS FROM COMMITTEE MEETING – 6 FEBRUARY 2023				
EDI Lead	4.4	Contact 'Decolonising the curriculum' project lead at LJMU about leading a workshop for this workstream *[Jun 2023 mtg: R Aspin to liaise with A Waraich and follow up with R Strachan]*	R Aspin (A Waraich)	On-going
OUTSTANDING ACTIONS FROM COMMITTEE MEETING – 7 DECEMBER 2022				
UPDATE ON ACTIONS Strategic Plan Document (6)	2	Revise document in line with comments received earlier and re-circulate	R Aspin	On-going