

CONFIDENTIAL

COUNCIL OF PROFESSORS AND HEADS OF COMPUTING

Minutes of the Annual General Meeting of the Council of Professors and Heads of Computing held on Tuesday 16 April 2024 commencing at 15:15 at Coventry University, Engineering and Computing Building, Gulson Road, Coventry, CV1 2JH and online

27 members took part in the meeting.

1. APOLOGIES FOR ABSENCE

Apologies were received from Haris Mouratidis, Committee member.

2. MINUTES OF THE ANNUAL GENERAL MEETING [CPHC/AGM23/08]

The minutes of the CPHC 2023 AGM held on Monday 3 April 2023 at 16:45 at the University of Central Lancashire, were approved and will be signed electronically.

2.1. MATTERS ARISING FROM THE MINUTES

Actions are complete except for co-opting members to the vacant positions for the 2023/24 year, prioritising the devolved nations representation.

3. REPORTS

3.1. CHAIR'S REPORT – R Aspin

RECEIVED & APPROVED – Appendix 1.

3.2. SECRETARY'S REPORT – S Bradley

RECEIVED & APPROVED – Appendix 2. It was noted that CPHC has charitable status in England & Wales and also in Scotland.

3.3. TREASURER'S REPORT INCLUDING 2022/23 ACCOUNTS & NEW FEE STRUCTURE – J H Davenport

RECEIVED & APPROVED – Appendix 3.

3.4. LDG Report including Special Project Grants – S Bradley

Members received a verbal report, referring to the earlier SPG parallel session. Grant award rounds are conducted twice a year and their scope will be broadened in future to include submissions in the area of work for the Industry Development Group (IDG) and Career Development Group (CDG). See [Special Project Grants webpage](#) for further information on criteria and previous awards made.

3.5. CPHC IN THE DEVOLVED NATIONS REPORT – J Wallace/A Rainer (Northern Ireland) (Wales & Scotland currently no representation)

RECEIVED & APPROVED – Appendix 4. The Chair thanked J Wallace and A Rainer for their hard work during the past year, especially given the challenges although it was good to see the Northern Ireland Assembly up and running again.

3.6. UKCRC REPORT – R Aspin

Members received a verbal report. The UKCRC Executive Committee had met three times during the last year and CPHC had been represented at each meeting. One major area of work this year had been the joint collaboration between BCS, CPHC and UKCRC on the review of the BCS Lovelace Medals (for Research and for Education) and the BCS Needham Award, with the first of the new prizes awarded in December 2023 and January 2024. There are further efforts to consider nominating members for [UK Honours](#) to recognise the work of individuals in computer science.

4. TO APPOINT AUDITORS – Haysmacintyre LLP

Members APPROVED the appointment of Haysmacintyre LLP for future independent examination of the CPHC accounts and (in line with best practice) further APPROVED re-tendering every five years, with mandatory rotation every ten (subject to satisfactory performance). It was noted that there may be transitory changes, as it would make sense to do this in step with BCS.

5. ELECTIONS TO COMMITTEE

The following CPHC Officers have been appointed to serve a two-year Term of Office:

Chair: Nicky Danino (Leeds Trinity)
Vice Chair: James Davenport (Bath)
Treasurer: Paul Sant (Law)
Secretary: Kevin Chalmers (Roehampton)

Professor Rob Aspin becomes **Immediate Past Chair**. Of the eight Committee member vacancies, the following four Committee members are re-elected to serve a further two-year Term of Office:

Professor Steven Bradley (Durham)
Professor Haris Mouratidis (Essex)
Professor Rebecca Strachan (Northumbria)
Professor Jonathan Wallace (Ulster)

For the further vacancies, the following three Committee members are elected to serve a two-year Term of Office and were welcomed:

Dr Silvester Czanner (Chester)
Professor Damien Foster (Aston)
Dharam Shadija (Sheffield Hallam)

In addition to thanks to Professor Edmund Robinson following his term as Immediate Past Chair and twelve years of service on the Committee as ordinary member, Treasurer, Vice Chair and Chair, thanks were extended to Professor Atif Waraich who stood down as Vice Chair mid-term, Professor Austen Rainer and Dr John Woodward and additionally Dr Parveen Samra with thanks for her considerable efforts as Conference Chair at the 2024 Computing Summit.

There remains one vacancy on the Committee. There are also opportunities to represent institutions in Scotland and Wales. Post-AGM appointments are one-year co-opted positions, eligible for full membership by election at the 2025 AGM. Members are encouraged to put themselves forward if they have the knowledge, energy and enthusiasm to enable CPHC to play its role in contributing to the community, particularly in helping with forming a strong voice with government, alongside the BCS Academy and UKCRC. Members at the AGM are particularly keen to see an improved gender balance on the Committee.

ACTION: Members

The full Committee membership is appended to these minutes as Appendix 5.

6. ANY OTHER BUSINESS

6.1 PICTFOR – ideas on how CPHC can influence eg to improve HE representation (Nicky Danino). CPHC is a member of the Parliamentary Internet, Communications and Technology Forum (PICTFOR), which has a very active events calendar. Events are very London-centric, mainly being held in Westminster and information on up-coming events are routinely circulated to the Committee. If members, particularly those living in or near to London, wish to attend any PICTFOR events and provide a report for Committee and members, they are invited to contact N Danino (via cphc@bcs.uk).

ACTION: Members

Chair thanked participants for attending and closed the meeting at 15:48.

Actions

#	Item (min)	Action	Who
2024.1	Elections to Committee (5)	Consider seeking nomination (with one supporter) for being co-opted onto the CPHC Committee. Nominations from under-represented groups (especially women) are encouraged, as are nominations from HEIs in Scotland and Wales	All
2024.2	AOB (6.1)	PICTFOR – members interested in attending local events to contact N Danino via the secretariat (cphc@bcs.uk)	All

Appendix 1 – Chair's report

Appendix 2 – Secretary's Report

Appendix 3 – Treasurer's Report (2022/23 Accounts for England & Wales and Scotland are attached)

Appendix 4 – Devolved Nations report (Northern Ireland)

Appendix 5 – Full CPHC Committee Membership



Signed by the Chair (at 2025 AGM):

Nicky Danino

DRAFT (inc 2024 pprs)

Appendix 1

CPHC ANNUAL GENERAL MEETING 2024 CHAIR'S REPORT

Over the last year much of the activity of CPHC has related to the developing relationship between the 3 bodies representing computing in Higher Education (BCS Academy, UKCRC and CPHC), and the ongoing formation of the 'Development Groups' within CPHC.

The relationship between the 3 bodies has an established and regular meeting between the 3 Heads/Chairs to develop relationships, explore common activity and maintain an aligned, but independent voice on matters relating to our subject domain. This unified approach has led to the CPHC annual conference being co-hosted by all 3 bodies, for the first time, and we hope this will become a regular bi-annual event (every 2 years). The approach has enabled CPHC to work with these groups to contribute to the delivery of re-vitalized Lovelace and Needham awards and collaborate in the re-development of the distinguished dissertation award.

Much of the activity, including special projects, of CPHC has been delivered through the Learning Development Group (LDG), led by Professor Steven Bradley. Over the last year we have also been establishing the Career Development Group (CDG) and Industry Development Group (IDG) to provide an organizational structure under which all activity for the CPHC will be aligned to the strategic purpose of one of these groups. This has started to develop with the broadening of terms for the special projects activity to include terms related to the activity of these groups. We have also added an area of responsibility for EDI (Professor Rebecca Strachan and Dr Paul Sant) to oversee our activity and advise on approaches to make the function, operation and composition of CPHC more inclusive and diverse in a coherent and coordinated manner.

Rob Aspin
Chair, CPHC
April 2024

**CPHC ANNUAL GENERAL MEETING 2024
SECRETARY'S REPORT**

1. The current membership of the Council is over 757 members drawn from 108 institutions.
2. Two committee members were co-opted May 2023-April 2024:
 - Dr Parveen Samra (Coventry University)
 - Dr John R Woodward (Loughborough University)
3. The Committee met on 5 occasions since the last AGM. Most of the meetings were held online, with one meeting (joint with UKCRC) held at BCS London.
4. The Council has charitable status for England, Wales and Scotland (*the Charity Commission for England and Wales / the Scottish Charity Regulator (OSCR)*).
5. Administrative support to the Council's affairs continues to be ably supplied by the BCS Secretariat.

Steven Bradley
Secretary, CPHC Committee
April 2024

**CPHC ANNUAL GENERAL MEETING 2023/4
TREASURER'S REPORT**

Purpose: to receive and approve Accounts for 2023 & approve new fee structure

Accounts for the year ending 30 June 2023:

Members are asked to APPROVE the 2022/23 accounts – see attached.

Existing fee structure: currently fees to institutional members are based on FTE, i.e., £12.00 per academic computing staff member with a minimum fee of £120.00 (even when there are less than 10 members of staff) and a maximum fee of £720.00 (even when there are over 60 members of staff) and is VAT exempt. This fee level has been in place for over 14 years. It produces an income which is broadly adequate for CPHC purposes, but the structure doesn't take account of the substantial changes in size of CS departments over this period.

Proposed new fee structure: from 1 July 2024, it is proposed that fees be charged at £10.00 per academic computing staff FTE, with a minimum charge of £50.00 (5 FTE and less) and maximum of £1,000.00 (100 FTE and more).

Members are asked to APPROVE the proposed new fee structure for the 2024/25 financial year (invoices due in November 2024).

Auditors: Last year, exceptionally, I asked you to delegate to the Committee the authority to appoint either the existing auditors or the BCS auditors, as we were in the process of changing but that process had not been completed. I am pleased to report that it is completed, and, as you will see, the accounts have been inspected by Haysmacintyre, the BCS auditors. This process has been satisfactory to me, and more importantly, to our support staff at BCS.

I propose that, in the future and subject to satisfactory performance, we follow best practice and re-tender every five years, with mandatory rotation every ten. There may be transitory changes, as it would make sense to do this in step with BCS.

James Davenport
CPHC Treasurer
April 2024

**CPHC ANNUAL GENERAL MEETING 2024
DEVOLVED NATIONS REPORT**

NORTHERN IRELAND

See attached.

SCOTLAND/WALES

Currently not represented on Committee.

DRAFT (inc 2024 pprs)

TERMS OF OFFICE FOR THE CPHC COMMITTEE – APRIL 2024

CPHC Committee Membership (post AGM):

OFFICERS:	DATE
Chair: Nicky Danino (Leeds Trinity)	2024-26
Vice-Chair: Professor James Davenport (Bath)	2024-26
Treasurer: Dr Paul Sant (Law)	2024-26
Secretary: Dr Kevin Chalmers (Roehampton)	2024-26
 Immediate Past Chair: Professor Rob Aspin (Central Lancashire)	 2024-26
 Full Committee Members:	 2024-26
Professor Steven Bradley (Durham)	
Dr Silvester Czanner (Chester)	2024-26
Professor Damien Foster (Aston)	2024-26
Professor Haris Mouratidis (Essex)	2024-26
Dharam Shadija (Sheffield Hallam)	2024-26
Professor Rebecca Strachan (Northumbria)	2024-26
Professor Jonathan Wallace (Ulster)	2024-26
 Co-opted Member(s): N/A	