

HoDoMS

HEADS OF DEPARTMENTS OF MATHEMATICAL SCIENCES IN THE UK

Combined Committee and
Board of Directors Meeting

Confirmed minutes of the Combined Committee and Board of Directors Meeting held at 11:00 on Friday 11 January 2019 at 32 Lincoln's Inn Fields, London School of Economics and Political Science, London

Present:

Philip Aston (PA)	<i>Chair and Director</i>
Steve Langdon (SL)	<i>Vice-Chair</i>
Mary McAlinden (MM)	<i>Secretary</i>
Jan van den Heuvel (JVH)	<i>Treasurer and Director</i>
Ruth Fairclough (RF)	
Kevin Golden (KG)	
Michael Grove (MG)	IMA
Matthias Maischak (MMai)	
John Parker (JP)	LMS
Lindsay Walsh (LW)	CMS
Anke Wiese (AW)	

Apologies:

Jon Forster (JF)	RSS
Paul Harper (PG)	ORSoc
Cathy Hobbs (CH)	<i>Immediate past Chair and Director</i>
Paul Milewski (PM)	
Nick Monk (NM)	

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	Preliminaries	
	The Chair welcomed everyone to the meeting and introduced John Parker from Durham as the new LMS representative.	
1.	Apologies for absence	
	These are noted above.	
2.	Minutes of the meeting on 7 September 2018	
	The minutes of the September 2018 meetings of the HoDoMS Committee and the HoDoMS Board of Directors were approved subject to one minor addition on the Committee meeting minutes.	
3.	Matters arising not otherwise covered on the agenda	
	<p>Committee Meeting</p> <p>Paul Harper had sent notification of his intention to stand down from the Committee and had approached the ORSoc about a new representative. The Chair extended his thanks to Paul for his time of service to the Committee.</p> <p>It was noted that with the exception of one outstanding response (and PH, who was standing down) all Committee Members had agreed to be co-opted to the Board of Directors. Since the Committee Member who had not responded was not present, the meeting proceeded as a joint meeting of the Committee and the Board.</p> <p>It was noted that SL and PA had taken the decision not to submit a response of the REF consultation.</p> <p>RF still had to send information to the HoDoMS list about the EMS provision for advertising academic positions.</p> <p>All other actions from the last Committee meeting were either completed or were on the agenda.</p> <p>Board of Directors Meeting</p> <p>It was reported that the IMA and RSS had agreed to become Associate Members. The LMS was seeking the approval of Council. To date no response had been received from the ORSoc or CMS. Given that the membership of CMS included the Edinburgh Mathematical Society, it was agreed that it would be appropriate for the Chair to invite them to become Associate Members too.</p> <p>The action of obtaining an accountant remained outstanding. It was agreed that the Chair would consult with the LMS/IMA on their arrangements to identify possible accountants. It was felt that it would be desirable to enlist the services of an accountant soon so that information could be obtained on the nature of what would be required in an annual audit of accounts.</p> <p>All other actions were completed.</p>	<p>Action RF</p> <p>Action PA</p> <p>Action PA</p>

4.	Chair's communications report	
	The Chair discussed his communications with the ICMS regarding the provision of administrative support for HoDoMS, details of which had previously been circulated to the Committee. It was agreed that the ICMS would be contracted for the January – April 2019 period to provide support for the conference and collection of subscriptions, with the possibility of extending the arrangement if it was successful. The Treasurer suggested that it would be useful to receive regular updates from the ICMS on the hours delivered on HoDoMS work so that this could be monitored and effectively managed. The Chair agreed to take this forward.	Action PA
5.	Legal Status of HoDoMS	
	It was reported that since August 2018 HoDoMS was a Company Limited by Guarantee (CLG). The glitches over the initial incorrect naming of the Company had been resolved and the Company now had Directors and a Bank Account. Issues around registering the membership remained outstanding and it was agreed that it would be preferable to take legal advice on this before approaching Departments, possibly after the conference.	Action PA
6.	GDPR	
	It was reported that HoDoMS now has a privacy statement. The Committee/Board discussed what would be required by way of changes to record keeping in the light of the change to a CLG. There were outstanding questions regarding the best place for the storage of Company documents to ensure ease of handover and continued GDPR compliance. The Chair agreed to discuss this further with colleagues at his institution. It was agreed that it would be useful to collate a list of administrative records that HoDoMS currently held.	Action PA Action MM
7.	Conference Planning	
	The preliminary programme, and ideas for the missing slots in the programme were discussed. This year for the first time the conference will be taking place at the University of Birmingham's Edgbaston House hotel rather than Lucas house. Costings and the conference fee were discussed. It was agreed that it would be preferable to keep the cost to delegates to £250 or below.	
8.	Update from the Treasurer	
	The Treasurer reported that he would be liaising with the ICMS regarding the finances for the conference and the collection of subscriptions. The Treasurer did not have additional information to report. It was agreed that it would be preferable to establish as quickly as possible what might be required by way to an annual financial audit to ensure that	Action JVH

	appropriate records were being kept.	Action PA
9.	Succession Planning	
	The Committee/Board discussed the turnover of the Committee. As a transition measure there was agreement that with the move to the CLG, the time period for measurement of terms would be reset to this date. The Chair consulted with those due to finish their terms as to whether or not they wished to be put forward for election again at the next AGM.	
10.	Induction Course for New Lecturers	
	<p>MG reported that about 40 delegates had attended the Induction Course for New Lecturers and that feedback was very positive. MG extended his thanks to David Abrahams for his contribution, and in particular for making the Isaac Newton Institute available as a venue. He also thanked all the presenters who gave their time (unpaid) and contributed to making the event a successful one. He reported that dates had already been agreed for 2019 and the plan was to run the course again.</p> <p>The Committee/Board was in agreement that HoDoMS was highly supportive of the event and was keen to ensure that as it moved forward it would continue to be priced at a level that would keep it financially accessible to all Departments. It was agreed that the Treasurer would discuss this with David Youdan of the IMA and MG. The outcomes of the discussions would inform whether or not HoDoMS would make a financial contribution to the next event.</p> <p>The Chair said that the feedback was positive and that HoDoMS would be happy for the IMA to continue organising this event while HoDoMS would concentrate on a course for Heads.</p> <p>MG extended his thanks to HoDoMS for their ongoing support.</p>	Action JVH
11.	Course for new Heads of Department	
	It was noted that SL had send out an email to HoDoMS list asking if there would be interest in such an event and that some positive responses had been received. LW noted that the LMS was very keen to put together resource information for Heads of Department and suggested that the working group contact Fiona Nixon at the LMS to discuss this as a possible event resource. The Committee discussed possible themes, approaches and arrangements. It was agreed that the working group would continue with the preparations for a course, perhaps in the autumn of 2019. It was also felt that it would be best not to restrict the focus of the course to the needs of new Heads, as Heads throughout their terms could find it useful.	Action SL, RF

12.	REF	
	There was no new information to report.	
13.	TEF	
	It was reported that updated information on the duration of TEF awards had been published and that the names of the main and subject panels had been published. MM was on the Natural Sciences panel, which is where Mathematical Sciences sits. The Department for Education has commissioned a statutory independent review of TEF to be chaired by Dame Shirley Pearce which will report in 2019. (Post meeting note: JF was subsequently appointed to the panel for the review.)	
14.	Watching briefs/items for note	
	<p>Short reports from Committee members were received and discussed.</p> <p>Reports</p> <p>JMC (JVH) The JMC met on 13 Nov 2018. There was not much to report.</p> <p>ACME (MM) Areas that ACME has been discussing include the GCSE resit policy and the evidence base on the use of technology in mathematics education. The Post-16 Contact group has been working on General Mathematical Competencies for the new T-levels.</p> <p>CMS CMS has been focussing its attention on the Bond Review and two committees have been set up to consider its recommendations. These will be chaired by Sir Bernard Silverman and Dr Claire Craig.</p> <p>GPS/Athena SWAN (JVH) There was an LMS Good Practice Scheme Workshop on 5 Oct 2018. The main item of discussion was the LMS Benchmarking Survey of women in mathematics and good practice in UK university departments.</p> <p>EPSRC (SL) (a) EPSRC is currently seeking expressions of interest for attendance at a two day workshop on "Strategy for Mathematical Sciences." The aim of the workshop is to engage with key members of academia and industry, and other stakeholders to inform future strategy for this part of the Mathematical Sciences portfolio. The workshop will take place on Tuesday 26 March 2019 and Wednesday 27 March 2019 (see https://epsrc.ukri.org/funding/calls/strategy-for-mathematical-sciences-workshop/).</p>	

(b) A one-day workshop for early career researchers is also taking place (see <https://epsrc.ukri.org/funding/calls/early-career-research-funding-workshop/>).

(c) Professor Lynn Gladden has succeeded Professor Philip Nelson as Executive Chair of EPSRC. Professor Gladden was previously Shell Professor of Chemical Engineering and Vice-Chancellor of Research at the University of Cambridge.

(d) EPSRC CDT funding has now been allocated, but a formal announcement will not be made until February 4th and outcomes are embargoed until then

IMA (MG)

(a) It was reported that the IMA would be running a series of teaching related workshops on the themes of: (i) programming in the curriculum; (ii) assessment and feedback; and (iii) designing a balanced curriculum.

(b) As reported earlier the IMA planned to run the Induction Course for New Lecturers and also planned some workshops for postgraduate students who teach.

(c) The IMA is setting up two new awards to honour contributions to: (i) teaching and learning; (ii) knowledge transfer.

LMS (KG/JVH)

(a) The LMS has produced a statement about facilities and resources for teaching mathematics that can be found at:

[https://www.lms.ac.uk/sites/lms.ac.uk/files/files/LMS Statement on Teaching Facilities.pdf](https://www.lms.ac.uk/sites/lms.ac.uk/files/files/LMS%20Statement%20on%20Teaching%20Facilities.pdf) .

(b) The LMS Research Policy Committee met on 12 Oct 2018. Work is ongoing on the Census of Postdoctoral Fellowships and Research Assistantships. The Committee is considering developing a document on Care for PhD Students that would serve as a resource for supervisors.

(c) The LMS would be conducting a survey to find out what Departments were doing to encourage teaching as a career.

(d) The LMS will be asking for updates to its Directory of academics.

Going forward JP will be taking over the LMS brief. It was agreed that he would collate the watching brief for the LMS and sent it to the Secretary in advance of future meetings.

RSS (JF)

(a) The RSS submitted a response to the REF 2021 consultation. Areas of concern focussed on the treatment of interdisciplinary research and the process and timescale for appointing sub-panel members.

(b) The Government's response to the TEF consultation has now been published. The Department for Education have asked the RSS to provide feedback and suggest possible members for the panel for the statutory independent review (to be chaired by Dame Shirley Pearce) which will report in 2019.

Action JP

	<p>(c) In discussions with EPSRC, it became clear that the EPSRC College now had relatively low membership with expertise in Statistics. RSS will work with EPSRC to rectify this.</p> <p>ORSoc (PH) (a) Professor Edmund Burke is the OR Society's President-Elect (who will become President in January 2020). He is Deputy Vice Chancellor of the University of Leicester. (b) The new OR Society's website will be live by the start of February 2019. (c) In the Autumn of 2018 the first issue of the new <i>Journal of Business Analytics</i> was published.</p> <p>UUK (PA) UUK are dealing with current big issues such as Brexit, immigration policy and international students, pensions, regulation of higher education, innovation and research policy.</p> <p>EMS (RF) There was nothing to report.</p> <p>EPC (CH) The EPC undertakes an informal annual survey of Departments to see how enrolment is going across Engineering disciplines, and then holds a one day workshop for those involved in engineering admissions at which the data is presented. Further information is available at: http://epc.ac.uk/engineering-enrolments-survey-2/ .</p> <p>REF (NM) There was nothing to report.</p> <p>TEF (KG) This item was covered as a main agenda item. It was agreed that this watching brief would move to MM.</p>	
15.	Any other business	
	There was none.	
16.	Date of next meeting:	
	The next meeting was scheduled for Friday 5 April 2019 following the conference. It was agreed that this meeting would finish by 4pm.	Action PA
	The meeting closed at 14:52	

Signed: Professor Philip Aston
Chair and Director

Date: 5 April 2019