



Trustees' Meeting

Argyll's Lodging, Castle Wynd, Stirling FK8 1EG
13.30-15.30, 10th November 2016

Minutes

Attending

Nancy Bell (**NB**), Head of Collection Care, The National Archives
Gill Campbell (**GC**), Head of Environmental Studies, Historic England (from 14.00)
Dr Christina Duffy (**CD**), Conservation Imaging Scientist, The British Library
Professor Carl Heron (**CH**), Director of Scientific Research, The British Museum (observer)
Dr Ewan Hyslop (**EH**), Head of Technical Research and Science, Historic Environment Scotland
Alastair McCapra (**AM**), Chairman
Alison Richmond (**AR**), Chief Executive, ICON
Jacqueline Ridge (**JR**), Keeper of Conservation, National Galleries Scotland
Dr Constantina Vlachou (**CV**), Senior Conservation Scientist, Historic Royal Palaces

Apologies

Daniel Bone (**DB**), Deputy Head of Conservation, Ashmolean Museum, University of Oxford
Professor May Cassar (**MC**), Director Institute of Sustainable Heritage, UCL
John Jackson (**JJ**), Science Policy Adviser, Natural History Museum
Professor Pip Laurenson (**PL**), Head of Collection Care Research, Tate
Katy Lithgow (**KL**), Head Conservator, National Trust
Professor Mary Ryan (**MR**), Imperial College London
David Thickett (**DT**), Senior Conservation Scientist, English Heritage
Jane Thompson-Webb (**JTW**), Birmingham Museums Trust
Professor David Watkinson (**DW**), Professor (Conservation), Cardiff University

In attendance

Caroline Peach (**CP**), Consulting Development Director, National Heritage Science Forum

No.	Minutes of Meeting of 10 November 2016	Action
1.	Welcome and apologies	
1.1	The meeting started at 13.30	
1.1	Alastair McCapra, chairing the meeting, welcomed everyone.	
1.2	Apologies are recorded above.	
2.	Minutes and matters arising	
2.1	Minutes of 8 September 2016 The minutes were agreed as a correct record.	
2.2	Matters arising from minutes of 14 June 2016 5.5 Once the final report on heritage science and the national curriculum in England (Pye Tait) is available it will be circulated to trustees. Action: GC to send to CP for circulation 11.3 Make a direct approach to the JPI on Cultural Heritage in connection with planned activities for the 2018 European Year of Cultural Heritage. Action: AR to contact MC for a contact at the JPI on CH. 15.4 A reply has been received by AMcC to his letter to Justine Greening following her appointment as Secretary of State for Education.	GC AR
2.3	Matters arising from minutes of 8 September 2016 4.1 The Board agreed to the suggestion that an accountant be employed to prepare the 2016-17 annual accounts. Action: CP to obtain quotes (action carried forward). 4.2 EH had followed up with colleagues at the Scottish Government about the proposal in the Higher Education and Research Bill 2016-17 that UKRI form a new committee, Research England with responsibility for research facilities in England. AMcC's action to write to Sir John Kingham , Interim Chair of UKRI to raise awareness of the potential for fragmentation of the research environment will be carried forward until evidence is available from the Filling the Gaps research. In connection with the concern at the September meeting that IROs would be excluded from access to some research funding, CV reported that she had spoken to HRP Head of Research who is following up with other IROs. Current indications are that IROs will be able to apply to all councils for funding. 4.5 It was agreed that the Baroness Sharp Award for Innovation should be put on hold. Action (carried forward): AMcC and AR to develop revised criteria 7.1 AMcC and CP had discussed changes to the Constitution and a special resolution is on the agenda for the AGM. 7.3 Action: CP to check that trustee role description has been uploaded to OneDrive.	CP AMcC AMcC/AR CP
3.	Declarations of interest and monitoring private benefits to non charitable	

	organisations or individuals	
3.1	AMcC declared that he is a past board member and current volunteer of Wikimedia UK (item 8). NB declared that she is a current board member of Wikimedia UK (item 8).	
4.	Minutes of Executive Group (4 October 2016)	
	Papers circulated in advance: <i>4_2016 10 04 ExecutiveGroupDraftMinutes</i> <i>4a_NHSF_Budget2016-17</i>	
4.1	It was confirmed that University of Cambridge Museums had renewed its membership of NHSF.	
4.2	It was reported that there had been no further contact from Royal Armouries in connection with renewal of membership.	
4.3	The reforecast budget for 2016-17 was presented. There were no comments.	
4.4	CP reported that she has yet to draft the termination of membership policy but confirmed that the process was provided for by NHSF's Constitution. Action: CP draft termination of membership policy.	CP
4.5	The Executive Group had discussed membership fee levels for 2017 and agreed that the matter should be decided by the Board. The Board discussed the implications of changes to the fee level. A lower fee is not offset by reduced administration so there would be less funds available for NHSF activities. The issue of membership by universities was discussed. It was agreed that there is low awareness amongst universities of NHSF and that a challenge remains which department pays for/takes responsibility for membership. Action: AMcC to talk to existing university members about how they manage membership and what is important to them to maintain membership.	AMcC
	It was agreed that the membership fees should be held at their current level. GC arrived (14.00)	
5.	Potential members	
	Paper circulated in advance: <i>5_PotentialMembers_Updated 2016 11 03</i>	
5.1	AMcC reported that he intended to write to all people/organisations on the list of potential members about NHSF and its work. Action: AMcC to write to potential members in early 2017 and to inform trustees when he will be doing this and who he is contacting.	AMcC
5.2	NB to send contact details for University of London to AMcC. Action: NB to send contact details for University of London to AMcC	NB
5.3	The 'Heads of...' University groups (e.g. Heads of Archaeology, University Archaeology UK) were identified as valuable channels through which to introduce	

	the work of NHSF; they have regular external speakers.	
5.4	AR reported that she is drawing together/re-forming the Heads of Conservation courses group. This may also be a useful channel through which to communicate the work of NHSF.	
5.5	NB agreed to follow up her previous contact with Durham University. Action: NB to follow up with Durham University.	NB
5.6	Suggestions were made for updating the list of potential members. Action: CP to update list.	CP
6.	Risk register	
	Paper circulated in advance: <i>6_NHSF Risk Register 2016 11 03</i>	
6.1	Brexit and its potential negative impact on member's ability to pay subscriptions is to be added to risk 1.1 Action: CP to update risk register	CP
6.2	A new risk (1.5) is to be added to the 'financial and value for money' category of 'fraud'. Mitigating actions include distributing assets across more than one bank account. Controls include ensuring that the risks of intercepted invoices and instructions to change bank accounts are addressed through the financial checklist (due for review before the next Board meeting). Action: CP to update risk register Action: CP to review financial controls	CP CP
6.3	Risk 2.1 of being unable to deliver against key objectives is likely to increase due to NHSF's reliance on trustees and their ability to do more (voluntarily) with expanding activity. Mitigation could include involving more non-trustees as part of working groups to spread workload.	
6.4	Risk 2.4 – the website brief has been prepared and will shortly go out to tender. Action: CP, update to remove 'action required'.	CP
6.5	An additional reputational risk is to be added to address the risk that applicants may think NHSF will pay a Gold Open Access grant (and have committed to publication) before having received confirmation from NHSF. Action: CP update risk register	CP
7	Working group – Policy	
7.1	The Chair has drafted a comment in advance of the Autumn Statement that re-states some of NHSF's key asks of Government. This will shortly be available on the NHSF website.	
7.2	AMcC has met with the incoming Chief Executive of The Heritage Alliance who notes that minister Matt Hancock is focussed on the digital agenda.	
7.3	AMcC raised with trustees that post-Brexit NHSF may need to be more proactive in its approach to policy work and influencing Government as there may not be as	

7.4	many consultations issued. Trustees noted that the configuration of UKRI is an area to monitor.	
8.	Working group – Partnerships and networks	
8.1	CD has agreed to lead on the Wikimedia partnership work. There is a goal of a first editathon in February/March 2017. CD has spoken to Andrew Grey (previous Wikimedian in Residence at the British Library). Action: CP to work with Lucy Crompton-Reid and CD to set up editathon(s).	CP, CD
8.2	CP is due to meet with the Icon Heritage Science group in November to discuss opportunities for complementary working.	
8.3	JJ has not been able to deliver the first planned briefing session this autumn.	
8.4	NB is exploring the theme of ‘health and well-being’ as the topic for the next briefing session in late Spring. The session is to explore what research exists on the subject and what needs to be done. Action: NB to contact MC due to UCL interest in this topic The Wellcome was suggested as a possible venue for this event. Action: AMcC to approach Imran Khan about becoming a trustee of NHSF.	NB, MC AMcC
8.5	The Royal Society Science + programme which explores how science feeds into policy was highlighted as a possible opportunity for NHSF to raise the profile of heritage science and its areas of impact. Action: NHSF to investigate making an application to this programme. Contact, Polly Williams.	NB
9.	Working group – Resource-sharing	
	Papers circulated in advance: <i>9a_NHSF_GoldOpenAccessProcess_2016 11 02</i> <i>9b_NHSF MoU checklist_Final 2016 11 03</i>	
9.1	The Gold Open Access fund application process has been finalised and is now ready to put on the website. Action: CP to upload to website	CP
9.2	The MoU checklist to support the sharing of equipment has been created and is ready to put on the website. Action: CP to upload to website	CP
9.3	The group will monitor and respond to the progress of the Gold Open Access grants (grant applications will be circulated to all trustees; three trustees need to respond to assess an application).	
9.4	The group’s next area of focus is skills, tying in to NHSS evidence report 3 (Understanding capacity in the heritage sector) and drawing on the final report of the Science & Heritage programme. Areas to address include understanding who applies to CDPs, barriers to application, and career paths post-completion. The group will produce a brief to support the commissioning of this work.	

<p>9.5</p> <p>9.6</p>	<p>A further area for investigation in 2017 is Open Data and its publication. The group intends to plan a meeting with the Archaeology Data Service to explore the issues (which NHSF members would be welcome to join).</p> <p>There is on-going work to promote Icon heritage science group access to Kit-Catalogue by asking what people want to borrow/have access to and establishing whether or not these type of resources are being listed (e.g. fume cupboard).</p>	
<p>10</p>	<p>Creating stronger links with industry to benefit heritage science research and innovation</p>	
<p>10.1</p> <p>10.2</p> <p>10.3</p>	<p>Paper circulated in advance: <i>10_Value of the Impact Fellowship to the NHSF</i></p> <p>The Chair introduced a paper prepared by MC (in her absence) that set out a proposal for creating stronger links with industry to benefit heritage science research and innovation. At the heart of the proposal is running a small number of challenge workshops in 2017 to bring together researchers and industries to explore how to improve the impact of heritage science research with industry with a potential next step being to organise a task force, potentially with the Icon Heritage Science Group to consider ways of taking the Framework’s wider recommendations forward.</p> <p>Trustees agreed the formation of a task and finish group to take forward the organisation of one or two challenge workshops in 2017. The group is to clarify the benefits to NHSF of the workshops as part of its activity, and ensure that objectives and outcomes are well-defined in order that the activity can be evaluated. Trustees are to be invited by CP to join MC and NB on the group, particularly those trustees who not already a member of one of the working groups. Action: CP work with NB and MC to take forward challenge workshop(s).</p> <p>AR confirmed that the Icon Heritage Science group could be involved subject to its involvement being consistent with Icon’s goals.</p>	<p>CP</p>
<p>11</p>	<p>2017 workplan proposal</p>	
<p>11.1</p> <p>11.2</p>	<p>Paper circulated in advance: <i>11_NHSF Workplan_v3</i></p> <p>The Chair introduced a paper that proposed a larger number of working groups addressing more focussed (smaller number of) activities for 2017, than had operated in 2016. He invited trustee discussion around the themes and outputs that had been proposed, to address associated infrastructure requirements and possible chairs for each group.</p> <p>Trustees agreed to take forward the themes and outputs outlined in the paper but to do so through the three existing working groups as follows:</p> <ul style="list-style-type: none"> • Policy (MC, EH) • Resource-sharing (GC, KL, AR, CV) • Partnerships and networks (NB, JJ) <ul style="list-style-type: none"> ○ Heritage challenge workshops (MC, NB) 	

	<ul style="list-style-type: none"> ○ Research councils (NB) ○ Wikimedia UK (CD) ○ Well-being and culture briefing session (NB, MC) <p>Action: CP to update list of working groups and circulate to trustees inviting them to join or change their participation in the groups. Trustees are welcome to take part in more than one group. New trustees are to be encouraged to join a group.</p>	CP
12	Engagement matrix	
	Paper circulated in advance: <i>12_2017 NHSF engagement matrix_2016 11 03</i>	
12.1	The draft engagement matrix for 2017 was noted. Activities to be added to the matrix include an Archaeological Science Conference in March, approaching external speakers at future Board meetings, adding culture and well-being to the topics for the briefing series, and running a blog for British Science Week. Action: CP to update engagement matrix	CP
12.2	The Global Challenges Fund was mentioned as a major cross- culture research fund. Trustees discussed how to ensure heritage science is referenced, how to encourage researchers to include heritage science applications and how to position NHSF/heritage science so that is valued by universities when making applications. It was agreed that there is a need to influence peer review colleges so that they understand what heritage science is. This is a potential area of activity to be discussed with the Heritage Leadership Fellow. Action: CP to follow-up with NB	CP, NB
12.3	Trustees are to send further contributions for inclusion as 2017 engagement activities to CP. Action: Trustees send contributions to CP	Trustees
13	Research round-up	
	This item was carried forward to the next meeting.	
14	AOB	
14.1	NHSF President – it was agreed that AMcC should approach Michael Day about the possibility of becoming NHSF’s next President. Action: AMcC approach Michael Day	AMcC
	Dates of next meetings	
	22 February 2017, 13.30-17.00, Natural History Museum, London 18 May 2017, 13.30-17.00, timings and location tbc 12 September 2017, 13.30-17.00, timings and location tbc 28 November 2017, 13.30-17.00, timings and location tbc The meeting finished at 16.50	

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