



# Trustees' Meeting

McAulay Seminar Room, Tate Modern, London  
13.30-16.30, 12 September 2017

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## Minutes

### Attending

Nancy Bell (**NB**), Head of Collection Care, The National Archives (observer)  
Gill Campbell (**GC**), Head of Environmental Studies, Historic England  
Professor May Cassar (**MC**), Director Institute of Sustainable Heritage, UCL  
Dr Christina Duffy (**CD**), Conservation Imaging Scientist, The British Library  
Professor Carl Heron (**CH**), Director of Scientific Research, The British Museum  
Dr Ewan Hyslop (**EH**), Head of Technical Research and Science, Historic Environment Scotland  
Professor Pip Laurenson (**PL**), Head of Collection Care Research, Tate  
Katy Lithgow (**KL**), Head Conservator, National Trust  
Alastair McCapra (**AM**), Chairman  
Kostas Ntanos (**KN**), Head of Conservation Research and Development, The National Archives  
Dr Paola Ricciardi (**PR**), Research Scientist, University of Cambridge Museums  
Alison Richmond (**AR**), Chief Executive, ICON  
Jacqueline Ridge (**JR**), Keeper of Conservation, National Galleries Scotland  
David Thickett (**DT**), Senior Conservation Scientist, English Heritage  
Constantina Vlachou (**CV**), Historic Royal Palaces

### Apologies

Daniel Bone (**DB**), Deputy Head of Conservation, Ashmolean Museum, University of Oxford  
John Jackson (**JJ**), Science Policy Adviser, Natural History Museum  
Professor Mary Ryan (**MR**), Imperial College London  
Professor David Watkinson (**DW**), Professor (Conservation), Cardiff University

### In attendance

Caroline Peach (**CP**), Preservation Matters Ltd

No.	Minutes of Meeting of 12 September 2017	Action
<b>1.</b>	<b>Welcome and apologies</b>	
	<p>The meeting started at 13.35</p> <p><b>1.1</b> Alastair McCapra, chairing the meeting, welcomed everyone. Round table introductions were made.</p> <p><b>1.2</b> Apologies were recorded as above.</p> <p><b>1.3</b> Particular welcome was extended to Professor Rodney Harrison and Hana Morel who had been invited to give a presentation to trustees on the AHRC Heritage Priority Area.</p>	
	<b>INVITED SPEAKER: Professor Rodney Harrison, AHRC Heritage Leadership Fellow</b>	
<p><b>a)</b></p> <p><b>b)</b></p> <p><b>c)</b></p>	<p>Professor Harrison gave an overview of the portfolio of activities under the AHRC Heritage Priority Area, and highlighted his role as a point of communication with AHRC.</p> <p>Trustees discussed how they might be able to contribute to the activities that had been outlined as well as the over-arching goal of fostering excellent research.</p> <p>Trustees discussed the contribution NHSF could make to research into the gap analysis of what AHRC has funded (for heritage) in recent years. Trustees supported an analysis of data from the Science and Heritage Programme. It was agreed that, should this data be contributed, it would be made clear that NHSF is not advocating that such projects are relevant, or suitable for funding, now – but rather that it is contributing to the overall picture of research.</p> <p><b>Action: MC to review data held on applications to the Science and Heritage Programme and to ask AHRC if the data could be used to contribute to the Heritage Priority Area gap analysis. Pending their reply, MC to provide a cost for Debbie to review the data for agreement by trustees.</b></p> <p><b>Action: CP to request presentation slides for circulation to trustees.</b></p>	<p><b>MC</b></p> <p><b>CP</b></p>
<b>2.</b>	<b>Minutes and matters arising</b>	
<p><b>2.1</b></p> <p><b>2.2</b></p> <p><b>2.2.1</b></p> <p><b>2.2.2</b></p>	<p><b>Minutes of 18 May 2017</b></p> <p>The minutes were approved with one amendment. Item 6.3 amend 'he' to 'EH'</p> <p><b>Action: CP to make amendments and recirculate final version</b></p> <p><b>Matters arising from minutes of 18 May, not covered by the agenda</b></p> <p><b>2.2.1</b> 2.2.1 European Year of Cultural Heritage, 2018 AR reported that there is no new funding for the initiative and no national coordinator. The approach will be to badge things that are already planned and promote through the newsletter and Twitter #.</p> <p><b>2.2.2</b> 2.2.4 One member has confirmed that it will not renew in 2017-18; CP will follow up with exit interview. <b>Action c/f: CP to carry out exit interview with non-renewing member.</b> <b>Action c/f: MC to contact non-renewing member from 2016-17 to understand</b></p>	<p><b>CP</b></p> <p><b>CP</b></p> <p><b>MC</b></p>

<p><b>2.2.3</b></p>	<p><b>reasons for non-renewal.</b></p> <p>2.2.15 Circulation of information on the ‘Raising horizons project’ to inform trustees consideration of making a financial contribution to the project.  <b>Action c/f: GC to circulate background information</b></p>	<p><b>GC</b></p>
<p><b>3.</b></p>	<p><b>Declarations of interest and monitoring private benefits to non charitable organisations or individuals</b></p>	
<p><b>3.1</b></p> <p><b>3.2</b></p>	<p>AMcC declared that he is a past board member and current volunteer with Wikimedia UK.</p> <p>NB declared that she is a current board member of Wikimedia UK.</p>	
<p><b>4.</b></p>	<p><b>Resolution to appoint Kostas Ntanos as trustee</b></p>	
<p><b>4.1</b></p> <p><b>4.2</b></p> <p><b>4.3</b></p>	<p>The Chair informed trustees that Nancy Bell is stepping down as a trustee and Kostas Ntanos has agreed to become a trustee, subject to agreement by trustees.</p> <p>A resolution was proposed by May Cassar, seconded by Constantina Vlachou and unanimously agreed that Kostas Ntanos be appointed as a trustee of NHSF.</p> <p>Trustees recorded a vote of thanks to Nancy Bell for her significant contribution to the Forum.</p>	
<p><b>5.</b></p>	<p><b>Translational research: proposal</b></p>	
<p><b>5.1</b></p> <p><b>5.2</b></p> <p><b>5.3</b></p> <p><b>5.4</b></p> <p><b>5.5.</b></p> <p><b>5.6</b></p> <p><b>5.7</b></p>	<p>Paper circulated in advance:  <i>5_NHSF Translational Research Hub_Bell</i></p> <p>A proposal to fund a scoping study to set out how an NHSF translational research hub can be taken forward was introduced by NB.</p> <p>A translational research hub would support the translation of research into practice and vice versa. It was noted that some of this work is a traditional role of museum conservation scientists.</p> <p>It was observed that heritage science research is largely communicated through articles and a few individuals at present. The field would benefit from an analysis of the other channels and opportunities.</p> <p>Trustees agreed that it would be useful to look at the methods used by scientists in museums to communicate as part of the study.</p> <p>It was noted that the need for a translation mechanism is likely to be greater following a loss of EU funding for research, which has traditionally supported research into practice.</p> <p>It was suggested that professional bodies may have a role to play in future translation of research to practice; and that it may be an area for skills development by emerging heritage scientists.</p> <p>It is envisaged that the scoping study would be complete by 1 January 2018.</p>	

<p><b>5.8</b></p>	<p>Trustees voted to adopt the proposal to fund a scoping study to set out how an NHSF translational research hub can be taken forward, as set out in the paper circulated to trustees.  Proposer: Pip Laurenson  Secunder: David Thickett  All trustees voted in favour of the proposal.</p>	
<p><b>6.</b></p>	<p><b>Executive Group report and matters for decision</b></p>	
	<p>Papers circulated in advance:  <i>6a_ExecutiveGroup</i>  <i>6b_NHSF_DraftAnnualReport2016-7_v2</i>  <i>6c_Updated_cc16a_NHSF_2016-17</i>  <i>6d_NHSF_Budget2017-18_ReforecastJuly</i></p> <p><b>6.1</b> Trustees noted the large number of actions from Executive Group meetings assigned to CP.</p> <p><b>6.2</b> Trustees reviewed the Trustees' Annual Report which had been updated since the draft circulated at the May meeting to include a change to the text relating to the charity's reserves to clarify that planned expenditure in 2017-18 will reduce the current free reserves to a figure closer to that identified in the charity's reserves policy.</p> <p><b>6.3</b> Trustees voted on a resolution to agree the Trustees' Annual Report.  Proposer: Alison Richmond  Secunder: Ewan Hyslop  All trustees voted in favour of the resolution.</p> <p><b>6.4</b> Trustees reviewed the revised Annual Accounts for the period ending 30 March 107 which, following advice from the Independent Examiner, now includes information on membership income that has been invoiced but not received as part of the statement of assets.</p> <p><b>6.5</b> Trustees voted on a resolution to approve the updated Annual Accounts for the period ending 30 March 2017.  Proposer: Constantina Vlachou  Secunder: David Thickett  All trustees voted in favour of the resolution.</p> <p><b>6.6</b> The NHSF budget for 2017-18 had been reforecast at the end of the first quarter as was agreed by trustees at their meeting of 22 February 2017. The Executive Group agreed at its meeting of 14<sup>th</sup> July that the reforecast budget should be presented to trustees for their approval.</p> <p><b>6.7</b> Trustees were asked if they had any questions in relation to the reforecast budget. There were none.  Trustees voted on a resolution to approve the reforecast budget for 2017-18.  Proposer: May Cassar  Secunder: Katy Lithgow  All trustees voted in favour of the resolution.</p>	

<p><b>6.8</b></p> <p><b>6.9</b></p> <p><b>6.10</b></p>	<p>Trustees were presented with the Independent Examiner’s letter of comment, letter of representation and Independent Examiner’s Report.</p> <p>Trustees noted points 10 (relating to VAT registration) and 12 (relating to Payment of grants) in the Letter of comment. Trustees agreed that the issues raised in the Letter of comment should be addressed through the Executive Group. <b>Action: CP to add to Executive Group agenda</b></p> <p>Trustees agreed that the Chairman, Alastair McCapra, should sign the Letter of Representation on behalf of the Board of Trustees.</p>	<p><b>CP</b></p>
<p><b>7</b></p>	<p><b>Policy group report</b></p>	
<p><b>7.1</b></p> <p><b>7.2</b></p> <p><b>7.3</b></p> <p><b>7.4</b></p>	<p>Papers circulated in advance: <i>7_PolicyWorkingGroup</i></p> <p>EH reported on the group’s most recent meeting and activity. Trustees supported the three priority areas for engagement identified in the paper: Industrial Strategy, Digital and Brexit.</p> <p>In response to Industrial Strategy work, trustees discussed the need to identify the challenges to the sector and questioned whether ‘sector deals’ had already been agreed by Government.</p> <p>In terms of establishing what the heritage science community and NHSF wants from Brexit, it was agreed that the primary challenge lies around future funding for sector research. There is also the need to maintain lines of communication with Europe outside of Government channels.</p> <p>In the third area of ‘Digital’, there is a need to establish what the Board feels are the priorities to be addressed. Issues might include: the balance between digitised and born digital material; making digital data accessible. It was agreed that PL and KL would join the group to help define focus for this area of policy engagement.</p>	
<p><b>8.</b></p>	<p><b>Partnerships and networks group report</b></p>	
<p><b>8.1</b></p> <p><b>8.2</b></p> <p><b>8.3</b></p>	<p>Paper circulated in advance: <i>8_PartnershipsSummary</i></p> <p>Nancy Bell presented the paper that had been circulated previously. The paper focused on the group’s four current areas of activity: Relationship with Research Councils, Health and Wellbeing workshop, Industry and innovation workshop, Wikimedia UK partnership.</p> <p><b>Relationship with Research Councils</b> As reported earlier in these minutes, Professor Rodney Harrison, AHRC Heritage Leadership Fellow had been invited to speak to trustees about the AHRC Future Heritage Strategy at this meeting (12 September). Trustees need to identify who will take forward this strand of work now that NB has retired as a trustee.</p> <p><b>Health and wellbeing seminar</b> The seminar is due to take place after the current meeting (12 September). A large number of people have registered for the event (133) demonstrating the high level</p>	

<p><b>8.4</b></p> <p><b>8.5</b></p>	<p>of interest in identifying research gaps and required evidence on this topic.</p> <p>Industry and innovation workshop Trustees were asked to consider alternative room suggestions and to authorise expenditure on room hire given difficulties in obtaining timely confirmation of previous suggestions. It was agreed that CP should investigate a wider set of options and is authorised to spend a reasonable sum on the event. PL offered to investigate the availability of rooms at Tate. <b>Action: PL to investigate availability of a room at Tate on 8 November 2017</b> <b>Action: CP finalise a room for the event on 8 November 2017</b></p> <p>Wikimedia UK partnership The first of the three planned partnership training events for 2017-18 is due to take place on 28 September at the Fitzwilliam Museum, Cambridge. Trustees were asked to help promote the event. It was suggested that the SEAHA manager be approached and that the Wikipedia ‘suggest-a-bot’ function be used. <b>Action: CP to follow up suggestions for promotion.</b></p> <p>It was reported that a NHSF project page has been created to which anyone can add suggestions for topics to be edited.</p>	<p>PL CP</p> <p>CP</p>
<p><b>9.</b></p>	<p><b>Resource sharing group report</b></p>	
<p><b>9.1</b></p> <p><b>9.1.1</b></p> <p><b>9.1.2</b></p> <p><b>9.1.3</b></p> <p><b>9.1.4</b></p> <p><b>9.2</b></p> <p><b>9.2.1</b></p>	<p>Paper circulated in advance: <i>9_NHSF_Careers__Brief_07Sep2017</i></p> <p>Project brief – careers in heritage science KL reported on the group’s work to draft a brief for externally commissioned research into opportunities and constraints in Heritage Science careers. The purpose of the research is to address observations that it is difficult to recruit to postgraduate research opportunities, and to inform how the sector can best capitalise on the investment in training in the UK. Trustees were asked to agree to the project going ahead.</p> <p>Trustees discussed aspects of the brief, questioning whether the brief addressed freelance and self-employed heritage scientists and whether it looks at what the opportunities for future employment are. They discussed the value of the research generating an insight into what would make heritage science careers and opportunities more attractive and how the sector can work to improve the future of graduates entering the market place.</p> <p>It was agreed that the ‘methods and scope’ section of the brief should be updated so that the Resource Group is consulted on the draft questionnaire/questions that will be used. <b>Action: Resources group to update brief in line with trustee comments</b></p> <p>Trustees agreed that the project should proceed.</p> <p>Survey of heritage science data, curation and re-use KL reported that a number of contributions had been received to the Group’s survey of NHSF members on heritage science data, curation and re-use. The group’s recent meeting agreed that it would be useful to have further input to</p>	<p>Resources group</p>

	<p>the survey and CP will recirculate the questions and ask NHSF members to continue to contribute.</p> <p><b>Action: CP to recirculate questions on heritage science data, curation and re-use to NHSF members.</b></p>	CP
<b>9.3</b>	Kit-Catalogue	
<b>9.3.1</b>	The group continues to seek ways to better promote Kit-Catalogue and its use. All trustees are asked to provide examples of how kit is shared and Kit-Catalogue is used to be added to the NHSF website as an incentive to others to engage with the Kit-Catalogue.	
<b>9.3.2</b>	Trustees discussed other options for increasing engagement with the Kit-Catalogue. It was suggested that a member organisations could act as a ‘champion’ and generate a narrative around the value of using it.	
<b>9.3.3</b>	It was agreed that there is a need to better understand the issues that stop people engaging with the Kit-Catalogue. It was noted that this information should be available from recent results of the Icon Heritage Science Group survey of members.	
<b>9.3.4</b>	It was suggested that provision of technicians to resource the use of equipment on the catalogue, or training of people on equipment would be valuable areas to explore.	
<b>9.4</b>	Open Access	
<b>9.4.1</b>	<p>KL reported on the steps that have been taken to encourage more people to apply to the Open Access fund and the challenge that still remains in receiving applications. It was suggested that people don’t understand what they are able to publish and do not know what Gold Open Access is.</p> <p><b>Action: CP to contact Springer about the Journal of Heritage Science to discuss mechanism for provision of NHSF Gold Open Access grants and whether authors are potentially exposed to publication cost if their NHSF grant application is unsuccessful.</b></p> <p><b>Action: CP to follow up with Taylor &amp; Francis contact to send the list of all of their publications that may receive articles eligible for NHSF support.</b></p>	CP
		CP
<b>10</b>	<b>National Heritage Science Strategy</b>	
	<p>Papers circulated in advance:</p> <p><i>NHSS_refresh_discussion paper 2017 09 12</i></p> <p><i>NHSS development stages</i></p> <p><i>FtG infographic 2017 09 11</i></p>	
<b>10.1</b>	Trustees commented on a discussion paper that built on a proposed structure of four strands for a refreshed National Heritage Science Strategy. The discussion paper sought to address the need to link the four proposed strands to the 2010 version of the strategy. The paper sought agreement to retain the 2010 strategy vision; to agree the four ‘impact areas’ (strands) and framing of the refreshed strategy around outcomes; and trustees’ opinion on whether the outcomes should be described through a succinct statement of direction.	
<b>10.2</b>	Trustees agreed that the 2010 vision should be retained but that it should be updated to include social and economic benefit.	

<p><b>10.3</b></p> <p><b>10.4</b></p> <p><b>10.5</b></p> <p><b>10.6</b></p>	<p>Trustees agreed that there is a need to be explicit about what is covered by ‘heritage science’ in the strategy, and the areas in which heritage science delivers impact need to be developed through the addition of supporting evidence. Trustees agreed that there is the need to ensure that the role of the NHSS in influencing and contributing to policy development is clear, and that there is the need to develop better understanding of the public benefit of heritage science. <b>Action: CP to add as part of next draft</b></p> <p>Trustees agreed that the Strategy working group should further develop the table setting out what exists, what is needed and what difference that would make for each of the action areas. <b>Action: All trustees to contribute further thoughts on action areas by 22 September</b> <b>Action: Strategy working group to develop the suggested action areas</b></p> <p>Trustees agreed that the outcomes should be described in a succinct statement along the lines of that used by the Life Science Industrial Strategy.</p> <p>Trustees discussed the proposed co-development/engagement process and noted a potential roundtable for key stakeholders on 1 November 2017. This activity may need a Facilitator. <b>Action: CP to investigate potential to hold event</b></p>	<p><b>CP</b></p> <p><b>All</b></p> <p><b>Strategy WG</b></p> <p><b>CP</b></p>
<p><b>11</b></p>	<p><b>AOB</b></p>	
<p><b>11.1</b></p> <p><b>11.2</b></p> <p><b>11.3</b></p>	<p>Preliminary work to develop a European, and hence British Standard, on the environmental monitoring and investigation of archaeological deposits in urban areas was reported to the group by GC (absent from this meeting, but circulated for reporting to the group by email). GC reported that the UK is likely to vote in favour of the preliminary work on the standard and that Historic England would like to propose someone to present the UK on the working group. Other NHSF trustees involved in Standards work were not aware of the proposal for this Standard.</p> <p>It was reported that Icon had received an approach from the REF manager to become involved in REF 2021 as a nominating body, and as part of this request had been asked to suggest other organisations for the list of nominating bodies. Icon has suggested that NHSF be included in the list of nominating bodies.</p> <p>It was noted that the NHSF Risk Register had not been reviewed at the current meeting although trustees have previously agreed that it should be reviewed at each meeting. It was reported that the Chair had advised that the agenda was too full for it to be included at the current meeting, but that it would be addressed at the next meeting. <b>Action: CP to ensure that review of risk register is included on the November agenda.</b></p>	<p><b>CP</b></p>
<p><b>12</b></p>	<p><b>Dates of next meetings</b></p>	
	<p>28 November 2017, 13.30-17.00, timings and location tbc</p>	

-End-