



## Trustees Meeting

Castlerosse Room, National Trust, 20 Grosvenor  
Gardens, London SW1 (Victoria station/tube)  
11.30-16.00, 9<sup>th</sup> April 2014

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### Action points

#### Attending

Sarah Staniforth (**SS**), Museums and Collections Director, National Trust (Chair)  
Nancy Bell (**NB**), Head of Collection Care, The National Archives (Deputy Chair)  
Gill Campbell (**GC**), Head of Environmental Studies, English Heritage  
Professor May Cassar (**MC**), Director Centre for Sustainable Heritage, UCL  
David Howell (**DH**), Head of Conservation Research, Bodleian Library, Oxford University  
Dr Ewan Hyslop (**EH**), Head of Sustainability, Research and Technical Education, Historic Scotland  
Alison Richmond (**AR**), Chief Executive, ICON  
Dr Constantina Vlachou (**CV**), Senior Conservation Scientist, Historic Royal Palaces

#### Apologies

Simon Cane (**SC**), Interim Director, Birmingham Museums Trust  
Diane Gwilt (**DG**), Keeper of Collections Services, Amgueddfa Cymru-National Museum Wales  
John Jackson (**JJ**), Science Policy Co-ordinator, Natural History Museum  
Dr Pip Laurenson (**PL**), Head of Collection Care Research, Tate  
Jacqueline Ridge (**JR**), Keeper of Conservation, National Galleries Scotland  
Dr David Saunders (**DS**), Keeper of Conservation and Scientific Research, The British Museum

#### In attendance

Caroline Peach (**CP**), Administrator, National Heritage Science Forum  
George Gawlinski (**GG**), Consultant, Planning Together Associates (until 13.30)

#### Observers

Katy Lithgow (**KL**), Head Conservator, National Trust  
Cordelia Rogerson (**CR**), Head of Conservation, British Library

No	Minutes of Meeting of 9 April 2014	Action
<b>1.</b>	<b>Welcome</b>	
1.1	SS welcomed KL, CR and GG to the fifth meeting of NHSF Trustees and introductions were made. KL is the nominated representative for the National Trust after SS stands down from the Board of Trustees and role of Chair. CR is to be appointed a Trustee at the next meeting, subject to her agreement, as representative of the British Library.	<b>CP, CR</b>
1.2	Apologies were recorded.	
<b>2.</b>	<b>Facilitated discussion session on governance and membership structure</b>	
2.1	GG facilitated discussion of the options presented at the meeting of 10 February 2014 in the paper <i>NHSF Constitutional/Organisational Recommendations</i> .  In addition to the four recommendations in GG's paper, it was agreed that a fifth recommendation 'a need to establish different membership categories' was required.  The trustees agreed:	
2.2	<ul style="list-style-type: none"> <li>• To draw up a job description for a part-time Executive Director and to draw up a job description for use in recruiting the next Chair.</li> </ul>	<b>SS, NB, AR, GC</b>
2.3	<ul style="list-style-type: none"> <li>• To consider co-option of a Treasurer in the future.</li> </ul>	
2.4	<ul style="list-style-type: none"> <li>• To consider future management of operational and governance issues by an Executive Committee, with strategic activity determined by the full board.</li> </ul>	
2.5	<ul style="list-style-type: none"> <li>• To produce guidelines for trustees to use when engaging individuals in their organisations with NHSF.</li> </ul>	<b>CP</b>
2.6	<ul style="list-style-type: none"> <li>• To consider practical suggestions for different categories of membership for discussion at the next trustee meeting.</li> </ul>	<b>SS, NB, CP</b>
<b>3.</b>	<b>Minutes and matters arising</b>	
3.1	<b>Minutes of 10 February 2014</b>	<b>CP</b>
	The minutes were agreed with one amendment to item 2.3 (5.2). The minutes are to be re-circulated to trustees and made available online.	
3.2	<b>Matters arising carried forward from previous meetings</b>	<b>CP</b>
	Matters arising, which are carried forward, are to be recorded in an Action Log as an appendix to the minutes. The action log will make reference to the minutes in which the action(s) first appeared.	
3.3	<b>Matters arising from minutes of 10 February 2014</b>	
	4.3.3 The skills audit of the current trustees is to be carried out alongside the work to prepare job descriptions for the Chair and Executive Director.	<b>SS, NB, AR, GC</b>
	4.3.5 The clause in the Constitution on attendance at trustee meetings is to be highlighted and circulated to trustees so that trustees can decide whether changes are necessary to ensure regular attendance at meetings.	<b>CP</b>
	4.3.6 Member organisations are to be contacted to supply names of wider internal stakeholders.	<b>CP</b>

	<p>5.1 Investigation into the timescale for publication of the Research Council report on funded science and heritage projects is on-going.</p> <p>6.1 A letter was received from DCMS in response to NHSF's response to the consultation on a future model for English Heritage.</p>	<b>MC</b>
<b>4.</b>	<b>Administrator's report</b>	
	<p>The following papers were circulated in advance:  <i>2014 04 09 AdministratorReport</i>  <i>SummaryAccounts_270314</i>  <i>NHSF_KeyDates_2014_vTrusteeMeeting</i></p>	
<b>4.1</b>	<p><b>Publicity leaflet</b>  Copies of the NHSF publicity leaflet are available from the Administrator on request.  An electronic copy of the leaflet is to be published on the NHSF website.</p>	<b>CP</b>
<b>4.2</b>	<p><b>Potential members</b></p>	
<b>4.2.1</b>	<ul style="list-style-type: none"> <li>• MC to contact Professor David Watkinson at Cardiff University about joining NHSF.</li> <li>• EH to contact Jane Carmichael at National Museums of Scotland about joining NHSF.</li> <li>• NB to continue contact with Newcastle University and Imperial College London about joining NHSF.</li> <li>• SS to contact Edward Impey at the Royal Armouries.</li> <li>• DH to continue contact with Durham University, in collaboration with EH.</li> </ul>	<b>MC</b> <b>EH</b> <b>NB</b> <b>SS</b> <b>DH, EH</b>
<b>4.2.2</b>	Strategies for incentivising new members are to be investigated in advance of the AGM.	<b>CP</b>
<b>4.3</b>	<p><b>Website</b>  Payment of the fee to update registration details with the Nominet registry was agreed if necessary.</p>	<b>CP</b>
<b>4.4</b>	<p><b>Review of internal financial controls</b></p>	
<b>4.4.1</b>	The trustees considered the need to appoint an internal auditor or set up an audit committee and agreed that a separate auditor or audit committee is not required.	
<b>4.4.2</b>	Written policies on the authorisation of expenditure and on expenses are to be drafted for approval by the trustees.	<b>CP</b>
<b>4.4.3</b>	Trustees confirmed that they are satisfied with the description of the accounting records that are being kept; and that accounting records are kept electronically.	
<b>4.5</b>	<p><b>Preparation of accounts and annual report</b></p>	
<b>4.5.1</b>	The annual report is to be drafted following the Charity Commission template. The annual accounts will be presented to the trustees with the annual report for approval at the June meeting.	<b>CP, SS, NB</b>
<b>4.5.2</b>	Quotes for an independent examination of the 2013-14 annual accounts are to be	<b>CP</b>

	obtained from JS2 and Jacob Cavenagh & Skeet. Trustees will appoint the independent examiner at the June meeting.	
<b>4.6</b>	<b>Finance</b>	
<b>4.6.1</b>	The summary of income and expenditure to 27.03.14 was presented. Accounts are to be presented in this format at each trustee meeting.	<b>CP</b>
<b>4.6.2</b>	Member organisations that had requested invoices in April for the 2014-15 membership year are to be contacted in the next two weeks.	<b>CP</b>
<b>4.6.3</b>	It was confirmed that the dates in the document <i>NHSF_KeyDates_2014_vTrusteeMeeting</i> are deadlines. The accounts and annual report are to be finalised in advance of the AGM.	
<b>4.7</b>	<b>Promotion of NHSF</b>	
<b>4.7.1</b>	Icon is attending the Museum + Heritage Show in May. NHSF leaflets to be supplied to AR for use at the event. Investigate promotion at the Open Culture conference, 25-26 June 2014. Investigate promotion via the Historic Environment Records Forum in June. Investigate promotion at the Royal Society of Chemistry (RSC) conference.	<b>CP</b> <b>CP</b> <b>GC</b> <b>GC</b>
<b>4.7.2</b>	Review the topics of forthcoming RSC special issues and contact the publisher for leaflet insert rates.	<b>CP</b>
<b>5.</b>	<b>Governance</b>	
<b>5.1</b>	<b>Monitoring private benefits to non charitable organisations or individuals</b> Trustees were not aware of any conflicts of interest or benefits received.	
<b>5.2</b>	<b>Risk register</b> Initial work has been carried out. Discussion by trustees is to be carried forward to the June meeting.	
<b>5.3</b>	<b>AGM</b>	
<b>5.3.1</b>	SS to enquire about Baroness Sharp's availability to attend the NHSF AGM if it were to be moved from 23 October to a date between 10-12 November.	<b>SS</b>
<b>5.3.2</b>	SS to ask DS whether the AGM could be held at the British Museum's new conservation laboratories.	<b>SS</b>
<b>5.3.3</b>	The AGM is to be open, but only members are eligible to vote.	
<b>5.4</b>	<b>Budget</b> The paper <i>NHSF_DraftBudget_2014-15_vTrusteeMeeting</i> was circulated in advance. The draft budget was approved by trustees. It was agreed that the budget should be re-visited at every trustee meeting and should be re-forecast in September (after six months).	
<b>5.5</b>	<b>Reserves policy</b> The trustees agreed that six months of operating expenditure should be held in reserve. A reserves policy is to be drafted for approval by trustees in June. The	<b>DH, CP</b>

<p><b>5.6</b></p> <p><b>Constitution</b></p> <p>Minor amendments are required to NHSF's Constitution to ensure consistency between clauses. The Constitution is to be circulated to trustees in which the clauses to be reviewed for amendment are highlighted. The clause on attendance at trustee meetings is also to be highlighted so that trustees can consider whether changes are necessary.</p> <p>Trustees are to send any comments to CP by email by the end of April.</p> <p>A resolution to amend the Constitution will be drafted, for proposal at the June meeting.</p> <p><b>5.7</b></p> <p>Deborah Novotny resigned as a trustee, effective 13 March 2014. Records were updated with the Charity Commission on 27 March 2014.</p>		<p><b>CP</b></p> <p><b>All</b></p> <p><b>SS, NB, CP, AR, GC</b></p>
<p><b>6.</b></p>	<p><b>Business plan activities</b></p>	
<p><b>6.1</b></p> <p><b>National Heritage Science Delivery Plan, 2014-15</b></p> <p>The purpose of the plan is to identify the key activities for the remainder of the year and to inform the development of the communications plan. Written comments on the delivery plan to be sent to CP, copied to NB by the end of April.</p> <p><b>6.2</b></p> <p><b>Working group reports</b></p> <p><b>6.2.1</b></p> <p><b>Research</b></p> <p>Papers circulated in advance:</p> <p><i>Funders</i></p> <p><i>NHSF_calendar v2</i></p> <p><i>Member's strategies</i></p> <ul style="list-style-type: none"> <li>• Research group to authorise expenditure on website, within limits of budget, to enable addition of resources on funding.</li> <li>• Trustees to think about how to access grey literature on on-going basis and the need for NHSF to have a policy to address this area.</li> <li>• Trustee contact with research councils necessary to develop communication channels with funders.</li> <li>• Additions to the list of funders and to the list of research strategies to be sent to PL.</li> </ul> <p><b>6.2.2</b></p> <p><b>Training</b></p> <ul style="list-style-type: none"> <li>• Kenneth Aitchison (Icon) has been co-opted onto the group.</li> <li>• The group is to be re-named Education and Training.</li> <li>• The group is working to refine actions and prioritise them.</li> </ul> <p><b>6.2.3</b></p> <p><b>Events</b></p> <p>Paper: <i>NHSFAGMproposalMar14</i> circulated in advance</p> <ul style="list-style-type: none"> <li>• It was agreed that the AGM event would start at around 5pm and that SS would provide a keynote address. SS to provide title of talk.</li> </ul>	<p>Paper: <i>DeliveryPlan_270314</i> circulated in advance</p>	<p><b>All</b></p> <p><b>PL</b></p> <p><b>All</b></p> <p><b>All</b></p> <p><b>AR</b></p> <p><b>SS</b></p>

	<ul style="list-style-type: none"> <li>The format of the event proposed in the paper was popular and it was agreed that it could be proposed to IIC for use as part of the 'Dialogue for the 21<sup>st</sup> century' series, in January 2015.</li> <li>It was agreed that NHSF should investigate holding a half-day event as part of Science Week next year.</li> </ul>	SS EH
<b>6.2.4</b>	<b>Database of equipment, skills and resources</b> <ul style="list-style-type: none"> <li>Kit-Catalogue is available for population with equipment by members. Usernames, passwords and the operating manual are to be sent to all member organisations.</li> <li>MC to investigate linking the UCL kit-catalogue.</li> </ul>	CP MC
<b>6.2.5</b>	<b>Mapping and intelligence</b> <ul style="list-style-type: none"> <li>A list of organisations to monitor for future engagement opportunities is to be proposed to trustees to short-list in June.</li> <li>Once the key organisations have been identified by trustees, a forward diary of their activities will be created.</li> </ul>	CP
<b>6.2.6</b>	<b>Communications</b> <ul style="list-style-type: none"> <li>The communication plan is to be developed following agreement of the delivery plan.</li> </ul>	
<b>7.</b>	<b>AOB</b>	
<b>7.1</b>	<b>Call for written evidence on the Historic Environment Scotland Bill</b> The draft response is to be firmed up and submitted via the Chair.	CP, JR, SS
<b>7.2</b>	<b>Consultation on the National Heritage Protection Plan</b> A draft response is to be prepared by the end of April for circulation to the Trustees prior to submission.	GC
<b>7.3</b>	<b>ACE report 'The value of arts and culture to people and society'</b> The report cited a lack of research into science and technology, and environment and sustainability. SS to write to Sir Peter Bazalgette and Hedley Swain to highlight the NHSS evidence base and to build links between ACE and NHSF.	SS
<b>7.4</b>	<b>Request for feature article on heritage science for Icon News</b> Agreed to prepare an article in advance of the AGM (August submission for September publication), also making reference to the work of the Icon Science Group.	CP, NB, MC
<b>7.5</b>	<b>Letter of support - AHRC Impact Fellowship application</b> Trustees agreed that NHSF should provide a letter of support, signed by the Chair.	MC, SS
<b>7.6</b>	<b>Dates of next meetings</b> 23 <sup>rd</sup> June 2014 16 <sup>th</sup> September 2014 9 <sup>th</sup> December 2014	

## Appendix – Action Log

Date of minutes	No.	Action	Responsible
10 December 2013	3.5	Options for secure online storage to be summarised and circulated.	CP
10 December 2013	4.2	NHSF to support the development by the ICCROM Forum of a mission statement for heritage science. MC to report back to the ICCROM Forum. The ICCROM mission statement for heritage science to be included on the agenda for 23 June 2014.	MC CP
10 December 2013	5.4	A note describing NHSF and its work is to be drafted for inclusion in the NMDC newsletter.	CP, JJ
10 December 2013		6.2 Three day's work on stakeholder identification has been outlined, to report at the June trustee meeting.	
10 December 2013	7.6	The Royal Society of Chemistry would like to put together a list of specialists who can provide services in heritage science. GC to investigate, including NHSF branding.	GC
10 December 2013	7.7	It was agreed NHSF should respond to the ADS consultation on user requirements for OASIS. The consultation has yet to be issued.	GC
10 December 2013	7.9	Public engagement work 'what do we mean by public engagement?' to continue as part of communications work.	NB, CP

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