



Trustees' Meeting

Castleross Room, National Trust, 20 Grosvenor
Gardens, London SW1 (Victoria station/tube)
13.00-16.30, 10th February 2014

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
Diane Gwilt (**DG**), Keeper of Collections Services, Amgueddfa Cymru-National Museum Wales
David Howell (**DH**), Head of Conservation Research, Bodleian Library, Oxford University (from

13.45)

John Jackson (**JJ**), Science Policy Co-ordinator, Natural History Museum
Dr Pip Laurenson (**PL**), Head of Collection Care Research, Tate
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
Dr David Saunders (**DS**), Keeper of Conservation and Scientific Research, The British Museum

Apologies

Simon Cane (**SC**), Interim Director, Birmingham Museums Trust
Dr Ewan Hyslop (**EH**), Head of Sustainability, Research and Technical Education, Historic Scotland
Deborah Novotny (**DN**), Head of Collection Care, British Library

In attendance

Caroline Peach (**CP**), Administrator, National Heritage Science Forum

No	Minutes of Meeting of 10 February 2014	Action
1.	Welcome	
	SS welcomed all to the fourth meeting of NHSF Trustees and recorded apologies.	
2.	Minutes of 10 December 2013 and matters arising	
2.1	The minutes were agreed with one amendment to item 7.5 and re-numbering from item 7.9 onwards.	CP
2.2	The format of the minutes was approved. It was agreed that once work on a topic is complete, associated papers could be made available online.	
2.3	3.1 Updates to members to become periodic rather than weekly.	
	3.2 Items for press releases to be sourced by all and passed to CP.	
	3.4 It was reported that the Constitution is not online yet.	CP
	3.5 Initial investigations into secure online storage have been made. CP to summarise options and circulate.	CP
	4.2 MC to attend ICCROM meeting 7/8 April representing NHSF alongside Science & Heritage programme, and to report back to trustees.	MC
	5.2 Funds have successfully been transferred from UCL to the NHSF bank account. The trustees recorded a formal note of thanks to UCL for support during NHSF's incubation.	
	It was confirmed that the start of the membership subscription year remain 1 st May, as circulated to Trustees for agreement by email in advance. (Not move to 1 st June as recorded in minutes of 10 December 2013).	
	Given income levels, an independent examination is sufficient rather than full audit. Icon's accountant JS2 was recommended. IIC's auditor is Jacob, Cavenagh & Skeet.	
	5.4 A note describing NHSF and its work is to be drafted for inclusion in the NMDC newsletter.	JJ
	5.6 Discussions on Governance will inform further work on the Risk Register. Trustees agreed the need for a background discussion on appetite for risk. Risk to be added to future agendas as a standing item.	NB, CP
	6.2 Further work on stakeholder identification to be carried out following work on the delivery plan.	NB, CP
	It was agreed that the promotional leaflet be reviewed, minor changes to contact details made, and 500 copies reprinted.	CP
	7.6 No response has been received from the Royal Society of Chemistry.	GC
	7.7 It was agreed NHSF should respond to the ADS consultation on user	GC

	<p>requirements for OASIS.</p> <p>Trustees agreed a process for responding to consultations as follows: a lead be identified from within the Trustee group to prepare the response. The response itself be issued from the Chair on behalf of the Trustees.</p> <p>7.9 Public engagement work to continue as part of communications work; to come to the Trustees in April or June depending on progress with Governance discussions.</p>	NB, CP
3.	Administrator's report	
	<p>Paper: <i>2014 02 10 AdministratorReport</i> circulated in advance.</p>	
3.1	<p>Science week NHSF and NHSF member activity during Science Week (14-23 March) was discussed. The following possibilities were identified:</p> <ul style="list-style-type: none"> • A Twitter campaign 'what is Heritage Science/what is a Heritage Scientist' • Blog posts over the week featuring the work of NHSF member organisations, e.g. picture-based story of British Museum move. <p>DS to follow up with BM colleagues, CP to coordinate NHSF activity.</p>	DS, CP
3.2	<p>Members The Trustees agreed that the renewal of current NHSF members which had committed for only one year is a priority. It was agreed that clarity on NHSF's purpose would inform future decisions about broadening NHSF membership. It was agreed that, as an interim measure, a holding response should be sent to organisations interested in joining NHSF. Applications for membership should be discussed by the Trustees. SS is to follow up conversations with AHRC.</p>	CP SS
3.3	<p>Website CP to contact Rowena Banerjea to resolve website issues and to investigate hosting alternatives if issues are not resolved promptly.</p>	CP
3.4	<p>Coordination of working group papers Standing date for receipt of working group papers was agreed as two weeks before the date of the next Trustee meeting. CP to contact convenors with these dates.</p>	CP
3.5	<p>Research showcase, Edinburgh Trustees agreed that CP should attend the research showcase, 18-19 February 2014 to raise profile of NHSF, supported by JR.</p>	CP, JR
4.	Governance	
4.1	<p>CAF bank account status The account is open and funds have been transferred from UCL. Online access for authorised signatories is in progress, to be followed up. The Trustees agreed two further signatories to the account as NB and DH. The Trustees agreed that 'primary user' status transfer from CP to DH and that CP remain correspondence contact, retain view access to account and retain facility</p>	CP CP, NB, DH CP, DH

	to set up (but not authorise) payments.	
4.2	Monitoring private benefits to non charitable organisations or individuals No conflicts of interest were declared. Declarations of benefit and conflicts of interest are to be reviewed annually as part of Charity Commission reporting requirements. AR to send Icon declaration form to CP.	AR
4.3	Governance options paper Paper: <i>NHSF Constitutional/Organisational Recommendations</i> circulated in advance.	
4.3.1	It was agreed that George Gawlinkski (GG) be asked to attend the April Trustees meeting to give context to the options presented in the paper and facilitate further discussions; attendance to be supported by MC.	CP
4.3.2	It was agreed that all trustees should consider the issues raised by the paper and should identify key questions for the facilitated discussion in advance of the next meeting and sent to NB. NB to brief GG.	All, NB
4.3.3	It was agreed that a skills audit of the current Trustees would be useful to identify strengths and weaknesses. Timescale not identified.	NB
4.3.4	It was agreed that the principal of each member being able to nominate a Trustee is important for engagement.	
4.3.5	The issue of attendance at Trustee meetings was discussed. It was agreed that a smaller working group, (consisting of Chair, Vice Chair, Treasurer and a small number of Trustees) progress key issues such as the delivery plan.	NB
4.3.6	It was agreed that the wider stakeholders of each member organisation should be identified, and names sent (with their permission) to CP to create a database of individuals with interest in receiving information from NHSF.	All, CP
4.3.7	The Trustees identified their broad satisfaction with recommendations 3 and 4, and identified the need for facilitated discussion of recommendations 1 and 2.	
4.4	Role of Chair and date of AGM It was agreed that the AGM be held in October 2014 and that SS continue as Chair until October, with support from NB as vice chair. A doodle poll is to be circulated for the week commencing 20 October to identify AGM date.	CP
5.	Business plan	
	Working group activity Paper: <i>2014 02 10 WorkingGroupReports</i> circulated in advance.	
5.1	Research <ul style="list-style-type: none"> • Information on funders and eligibility criteria to be made available online. PL, CV, CP to discuss where to include on the website. • MC to approach DCMS to investigate re-use of DCMS information on use of grey literature. • MC to investigate timescale for Research Council's publication of report on funded science and heritage projects, and whether the report will be available to share. • It was agreed that DropBox could be used to share information, for example Oxford University timeline for Horizon 2020 calls. 	PL, CV, CP MC MC

<p>5.2</p> <p>Training Paper: <i>NHSF Training WG Report 28 Jan 2014v2</i> circulated in advance.</p> <ul style="list-style-type: none"> The paper was discussed. It was agreed that an action plan with names against actions should be drafted and reported back at the next meeting. <p>5.3</p> <p>Conference</p> <ul style="list-style-type: none"> A small event (e.g. talk) linked to the AGM was agreed as the preferred option. The group is to meet / video conference to take forward. <p>5.4</p> <p>Database of equipment, skills and resources</p> <ul style="list-style-type: none"> The Kit-Catalogue terms and conditions: <i>kc_tandcs</i> were circulated in advance. NHSF use of Kit-Catalogue has been negotiated at £550 p.a. for two years. The Trustees congratulated GC on this achievement. It was agreed that the Chair should sign the contract on these terms, commencing 1st March 2014. Each member is to act as an administrator to contribute its content. This good news story is to be promoted through the Icon Science Group and other interested parties. <p>5.5</p> <p>Mapping and intelligence</p> <ul style="list-style-type: none"> MC and JJ are due to meet as a follow-up to December's discussion session on the policy cycle. <p>5.6</p> <p>Communications</p> <ul style="list-style-type: none"> Identification of secondary stakeholders within member organisations would be valuable to establish direct links to NHSF from a wider constituency for the NHSF news update. Names and email addresses to be passed (with permission) to CP. CP to contact AR about mailing systems. Twitter details to be included in news update. It was suggested that additional Administrative support be purchased for the stakeholder identification work. An estimate of time, together with the proposed outcome of the work is to be prepared. 	<p>AR</p> <p>DG</p> <p>SS, GC</p> <p>CP</p> <p>MC, JJ</p> <p>All</p> <p>CP</p> <p>CP</p> <p>NB, CP</p>	
<p>6.</p>	<p>AOB</p>	
<p>6.1</p> <p>Consultation on the future of English Heritage The draft circulated previously by email was discussed. SS to update draft and submit on behalf of NHSF. The Trustees recorded their thanks to SS for preparing the consultation response.</p> <p>6.2</p> <p>Dates of next meetings 9th April 2014 23rd June 2014 16th September 2014 9th December 2014</p> <p>Dates to be circulated as calendar invitations</p>	<p>SS</p> <p>CP</p>	

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