



## Trustees' Annual Report

For the period 10 October 2013 to 30 March 2015

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**The National Heritage Science Forum is a Charitable Incorporated Organisation (CIO), registered charity number (England & Wales) 1154160.**

**Registered office:** Heelis  
Kemble Drive  
Swindon SN2 2NA

**Website:** [www.heritagescienceforum.org.uk](http://www.heritagescienceforum.org.uk)

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**Bankers:** CAF Bank Ltd  
25 Kings Hill Avenue  
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**Independent examiner:** Mr John Helps  
Skingle Helps & Co (Chartered Accountants)  
28 Southway  
Carshalton Beeches  
Surrey SM5 4HW

**Charity trustees:** Sarah Staniforth (Chair), National Trust (until 11.11.14)  
Nancy Bell (Deputy Chair), The National Archives (Co-Chair from 11.11.14)  
Gill Campbell, English Heritage  
Simon Cane, Birmingham Museums Trust (until 11.11.14)  
Professor May Cassar, University College London (Co-Chair from 11.11.14)  
Mary Davis, Amgueddfa Cymru – National Museums Wales (from 11.11.14)  
Dr Christina Duffy, British Library (from 11.11.14)  
Diane Gwilt, Amgueddfa Cymru – National Museums Wales (until 25.07.14)  
David Howell (Treasurer), University of Oxford  
Dr Ewan Hyslop, Historic Scotland  
Dr Edward Impey, Royal Armouries (from 11.11.14)  
John Jackson, Natural History Museum

Dr Phillipa Laurenson, Tate  
Katy Lithgow (from 11.11.14)  
Deborah Novotny, British Library (until 13.03.14)  
Alison Richmond, Icon  
Jacqueline Ridge, National Galleries of Scotland  
Dr David Saunders, The British Museum (until 11.11.14)  
Dr Constantina Vlachou, Historic Royal Palaces  
Professor David Watkinson, Cardiff University (from 11.11.14)

**Honorary president:** Baroness Sharp of Guildford

## Structure, governance and management

The National Heritage Science Forum (NHSF) achieved registration as a charitable incorporated organisation (CIO) on 10 October 2013, registered charity number (England & Wales) 1154160. The operation of NHSF is governed by its Constitution which was agreed on 10 October 2013. A resolution was passed on 23 June 2014 to amend the Constitution to ensure consistency between clauses. The updated Constitution has been submitted to the Charity Commission.

### Appointment and induction of trustees

The first trustees of the National Heritage Science Forum were appointed from its membership at NHSF's first AGM on 24 June 2013. At its AGM on 11 November 2014 all trustees retired from office in accordance with NHSF's Constitution. New trustees were appointed at the AGM and over the course of the year by the members in accordance with NHSF's Constitution.

All trustees are provided with copies of the Charity Commission's guidance on becoming a charity trustee, the Constitution, recent minutes and financial information. New trustees are provided with an introduction to the work of NHSF by an existing trustee and/or by the consultant development director.

The trustees take the lead on both strategic and operational issues. In October 2013 a part-time administrator was appointed to provide administrative services on a one-year consultancy contract to support the work of the trustees and to manage NHSF's communications. In December 2014 trustees agreed a 'Development Director' role in place of the administration role and appointed a consultant to provide the associated services on a consultancy basis for an initial period of three years.

### Objects, strategic aims and purpose

The stated charitable object of the National Heritage Science Forum is:

To promote the efficiency and effectiveness of charities, not-for-profit organisations and voluntary organisations and the effective use of resources for charitable purposes by charitable and non charitable bodies working to promote the understanding, preservation and conservation of the UK's material cultural heritage for the benefit of the public. Material cultural heritage is the things both natural and man-made that are valued for their meaning and significance.

For the purpose of this clause, charities are organisations which are established for exclusively charitable purposes in accordance with the laws of England and Wales. Voluntary and not for profit organisations are independent organisations which are established for purposes that add

value to the community as a whole, or a significant section of the community and which are not permitted by their constitution to make a profit for private distribution. Voluntary organisations do not include local government or other statutory authorities.

### **About the National Heritage Science Forum**

The National Heritage Science Forum (NHSF) has its roots in the recommendations of a House of Lords Select Committee report on Science and Heritage (2006), the Science and Heritage Programme (AHRC/EPSRC 2007/12) and the National Heritage Science Strategy (published 2010).

### **The strategic aims of the National Heritage Science Forum are to:**

- Demonstrate the public benefit of heritage science and increase public engagement and support for it.
- Improve partnership within the sector and with others by increasing collaboration to help practice make better use of research, knowledge and innovation and to enhance resources, funding and skills.

### **Its purpose is:**

- To maximise the impact and public benefit of heritage science by building a diverse interdisciplinary community of researchers, scientists, practitioners and policymakers who work together to share knowledge, ideas, innovation and resources.
- To provide a forum for members to discuss issues of common concern and provide opportunities for advice, support and collaboration and for sharing good practice.
- To act as a voice for the heritage science sector to Government and other strategic bodies in informing policy and practice by providing a strong evidence base for decision-making.
- To network with other digital platforms to make publicly accessible heritage science research, knowledge exchange and collaboration.

The trustees have referred to the Charity Commission's guidance on public benefit when reviewing NHSF's aims and objectives and when planning the activities of the charity.

## **Activities**

NHSF brings together users and doers of heritage science as members of the Forum so that knowledge and innovation can be shared to improve the understanding and preservation of material cultural heritage for the benefit of the public. Following the launch of NHSF in June 2013, trustees identified six priority areas of activity for 2013-2015.

In the period covered by this report the activities undertaken for the public benefit in relation to NHSF's charitable object included:

### **1. Facilitating research partnerships**

NHSF shares information about research priorities, research projects and research funding to increase opportunities for collaboration and the effectiveness and efficiency of partnerships so that better value is achieved for public and private investment in heritage science research.

The information on research priorities, projects and funding is developed by one of the working groups drawn from the members and is published on the NHSF website for wider consumption.

## **2. Facilitating the sharing of equipment and resources**

NHSF has used its resources to operate an online database to facilitate the sharing of equipment used for heritage science research and practice. Member organisations contribute information about equipment at their organisation to the online database which is publicly available through the NHSF website. This resource has been put in place to make more effective use of investment in equipment and for the benefit of the wider heritage science community.

## **3. Communications**

NHSF has established communication platforms and networks to raise the profile of heritage science and to enable public access to information, research and opportunities in the field of heritage science.

The Forum now publishes a monthly e-newsletter, operates a website and a blog, and communicates using Twitter and Facebook. It also publishes articles in third party publications. The NHSF e-newsletter collates and distributes information about the activities of NHSF, heritage science research, funding opportunities, events, research opportunities, training and the work of allied sectors and organisations. The website brings together resources relating to heritage science, including presentations, publications and information about forthcoming events. Alongside this, NHSF uses social media (Twitter and Facebook) to support wider public access to information about heritage science. In March 2015, the Forum launched a blog 'heritage science – fact not fiction' to coincide with British Science Week.

## **4. Mapping and Intelligence**

NHSF acts as a voice for the heritage science sector to Government and other policy bodies to ensure that heritage science and the public benefit of heritage science is taken into account in policies and decisions relating to material cultural heritage.

The working group associated with this activity has identified key organisations, individuals and opportunities to contribute to debates and has coordinated responses to public consultations.

## **5. Education and training**

NHSF seeks to build capacity for the future delivery of heritage science research and hence increase its sustainability and ensure the long-term efficiency and effectiveness of bodies working to promote the understanding, preservation and conservation of the UK's material cultural heritage for the benefit of the public.

In 2013-2015 its work to achieve this has focussed on developing a wider understanding of the work of heritage scientists and the routes to establishing a career within the field of heritage science. This has involved sourcing and publishing profiles of recent entrants to the field of heritage science, providing information through the NHSF website on training courses, organisations that offer work-based placements and funding, and featuring the diversity of heritage science careers as the first topic for NHSF's blog.

## **6. Events**

NHSF runs and provides information about events as a means of bringing together researchers, practitioners and those with an interest in heritage science. These activities support the sharing of information about heritage science research as well as provide valuable opportunities for networking and the potential development of new collaborations and partnerships.

## Achievements

The National Heritage Science Forum achieved successful registration as a Charitable Incorporated Organisation (CIO) on 10 October 2013 and NHSF is now registered as a charity, number 1154160 (in England & Wales). Following registration as a charity, NHSF was able to open a bank account with CAF Bank Ltd in December. Membership income that had been received by University College London (UCL) on behalf of NHSF was transferred in its entirety to NHSF in January 2014. The trustees are grateful to UCL for its support during the establishment of NHSF.

In the period covered by this report there have been achievements in all six of NHSF's identified priority areas of activity. Trustees have worked across multiple working groups, in some cases with external volunteer assistance, to take forward the six identified areas of activity for 2013-2015.

In support of enhanced opportunities for collaborative research, NHSF makes available the National Heritage Science Strategy (published 2010) on its website as well as the three associated reports that form the evidence base for the strategy<sup>1</sup>. NHSF has also provided links on its website to the strategies of five of its members that are able to share their information publicly. The publication of these strategies alongside the National Heritage Science Strategy helps to raise the profile of heritage science research and supports collaboration and networking by facilitating joint applications and projects. Future activity in this area will involve analysing the National Heritage Science Strategy to identify the remaining research gaps five years after its publication so that the opportunities for future research will be clearly visible.

In March 2014, NHSF negotiated access to Kit-Catalogue, a database that has been developed by Loughborough University to facilitate the sharing of information about equipment between organisations. In the course of the following year, NHSF members have contributed information about equipment used for heritage science research by their organisations and where appropriate, have made this information publicly visible. This important resource is available for use by the heritage science community to facilitate the sharing of equipment, and knowledge about equipment. This will make better use of limited resources and enhance technical skills.

In the field of communications, an early achievement was the creation of an e-newsletter that collates and distributes information about the activities of NHSF, heritage science research, funding opportunities, events, research opportunities, training and the work of allied sectors and organisations. Over the course of the reporting period this developed into a monthly publication with archive issues held on the NHSF website. Twelve issues were published and the number of subscribers grew from 17 to 95.

In March 2015, NHSF launched a blog 'heritage science – fact not fiction' to coincide with British Science Week. The blog featured a series of interviews with heritage scientists to highlight the diversity of heritage science research and illustrate the wide range of career paths to becoming a heritage scientist. With parallel promotion through NHSF's Twitter and Facebook channels, the blog brought heritage science to a wide public audience; the 12 blog posts published in March alone received over 900 views.

From September 2013, trustees began to map the policy landscape and identify key policy bodies and individuals with whom to engage to raise the profile of heritage science. As the uniting body for

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<sup>1</sup> (i) The role of science in the management of the UK's heritage  
(ii) The use of science to enhance our understanding of the past  
(iii) Understanding capacity in the heritage sector

heritage science in the UK, NHSF spoke as a single voice for the sector by issuing formal responses during the period of this report in the following key areas:

- Response to the Government's consultation document on the New Model proposed for English Heritage and the management of the National Heritage Collection (Department for Culture, Media & Sport, February 2014).
- Call for written evidence on the Historic Environment Scotland Bill (Scottish Parliament Education and Culture Committee, April 2014)
- Response to inform future priorities for the National Heritage Protection Plan (English Heritage, May 2014)
- Consultation on proposals for long-term capital investment in science and research (Department for Business, Innovation and Skills, July 2014)
- Consultation on the Government's Science and Innovation Strategy (Department for Business, Innovation and Skills, December 2014)
- Response to the Autumn Statement (December 2014)
- Comments on the draft Heritage 2020 Framework (Historic Environment Forum, January 2015)
- Response to Historic England's draft action plan (English Heritage, January 2015)

NHSF has joined the Heritage Alliance to add its voice to those of other independent heritage organisations and as a means of engaging the wider heritage sector with heritage science.

In support of its education and training activities NHSF has focussed on developing a wider understanding of the work of heritage scientists and the routes to establishing a career within the field of heritage science. The Forum's blog, featuring interviews of heritage scientists and their work, has been one method of doing this and, through Twitter and Facebook it has successfully spread the word about heritage science beyond its membership. The complementary activity of commissioning profiles of six recent trainees has resulted in a collection of resources that guide and inspire conservation students and other scientists to become the heritage scientists of the future.

Raising the profile of heritage science, and of the Forum as a means of coordinating activity and achieving impact on behalf of the sector, also takes place through participation in events. In October 2013 a presentation about the Forum was given at the Science & Heritage Programme conference 'Sustaining the impact of heritage science', in January 2014 trustees of the Forum attended a working group and reception to mark the publication of the 'Mind the Gap' research report, and in February 2014 the Forum exhibited at the Historic Scotland / RCAHMS Research Showcase conference. NHSF Co-chair Nancy Bell attended The International Institute of Conservation's dialogue 'The Future of Heritage Science' in January 2015 as a panel member and Katy Lithgow (National Trust) participated on behalf of NHSF in a 'Climate Change and Heritage Environment workshop' coordinated by Oxford University in March 2015.

In October 2014 NHSF hosted its inaugural 'Members & Friends' event. Held at the newly opened British Museum World Conservation and Exhibitions Centre, the event brought together over 40 people to hear NHSF's out-going Chair, Sarah Staniforth CBE, reflect on the evolution of heritage science and its future in her keynote presentation "Glancing back and looking forward: heritage science in 2020". Newly appointed Co-Chair, Nancy Bell spoke about the achievements of NHSF in its first full year of operation and Honorary President Baroness Sharp of Guildford praised the encouraging progress made in response to the 2006 report on heritage science by the Select Committee chaired by her, whilst noting that in a period of economic austerity it was vital to remind decision-makers of the importance of heritage to the tourism industry, which would not survive without the research carried out by heritage scientists and put into practice through conservation and preservation.

In addition to these activities, the Forum promotes other heritage science events through its website, newsletter, Twitter and Facebook to encourage wide participation in them, and hence growth in the translation of research into practice and greater understanding of the public benefit of heritage science. It continues to work internationally, for example by contributing to the work of ICCROM (International Centre for the Study of the Preservation and Restoration of Cultural Property) and its forum on conservation science.

## **Planning and development**

At its meeting on 9 December 2014 the board of trustees agreed to consolidate the activities of the six working groups into three strategic 'grand challenge' areas that would form the focus of activity for 2015 and beyond:

### **1. Policy**

NHSF will seek to deliver impact in the policy arena in recognition of the role that heritage science has in underpinning good curatorial and conservation practice and in improving understanding and preservation of our shared heritage. The Forum will seek to demonstrate how heritage science work aligns with wider national priorities. This will enable the heritage science domain to develop new opportunities in the wider research world in order to address gaps in knowledge and practice. In 2015, NHSF will respond to public policy consultations ensuring that NHSF is widely recognised among policy makers as an influential voice for heritage science in the UK.

### **2. Partnerships and networks**

NHSF will demonstrate its leadership by reaching out to strategic partners with the aim of laying the foundation for a robust national network of public, independent and charitable links that understand the need to build future capacity in heritage science. The Forum will identify platforms that will enable it to work with communities to create public benefit by turning the concept of citizen heritage scientists into a reality, thus creating grass root support for NHSF. By developing professional and public partnerships during 2015, NHSF will be in a position to champion public access, enjoyment, understanding and support for heritage science. By consciously blurring the distinction between the 'doers' and 'users' of heritage science, the public will become more scientifically literate through engagement with heritage science and the protection of cultural heritage will become the responsibility of the many and not the few.

### **3. Resource-sharing**

NHSF will work to share the outcomes of heritage science research across the heritage science community through its website and e-newsletter. The Forum will promote the sharing of knowledge, data and skills among its members underpinned by the NHSF Heritage Science Equipment Catalogue which is set to grow in value and importance. Knowledge, data, skills and equipment sharing will ensure that membership resources are pooled, shared and that better use is made of them all.

NHSF's activities are funded by its members through annual subscriptions. NHSF continues to develop its membership strategy to ensure that the interdisciplinary nature of heritage science is well represented in the breadth of its membership and to ensure a sustainable future for NHSF so that it can continue to deliver public benefit through its support for heritage science. Over 2013-2015 NHSF's membership grew from 15 to 17 members.

The trustees and members of NHSF record their gratitude to Sarah Staniforth CBE for leading NHSF during its formation and its critical first year of operation. Sarah was succeeded as Chair by Co-Chairs Nancy Bell and Professor May Cassar who were appointed by the members at their AGM on 11 November 2014.

## Policy on reserves

The trustees of the National Heritage Science Forum (NHSF) have considered the charity's budget and future plans in determining its need for reserves. The trustees have agreed a reserves policy to safeguard NHSF's activities in line with its charitable objects against uncertain income streams.

The trustees have agreed to retain unrestricted free reserves equivalent to six months of operational expenditure (currently approximately £30,000) to meet these needs. At 30 March 2015, NHSF's unrestricted reserves were £93,427. The trustees will monitor reserves through the year as part of budget reporting and will review this policy annually.

## Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the Board of Trustees:

Signature

Print full name

Position

Date

Signature

Print full name


Position

Date



## Accounts

Accounts for the period 10 October 2013 to 30 March 2015 are presented using the receipts and payments accounts template provided by the Charity Commission.

	Charity Name <b>National Heritage Science Forum</b>		No (if any) 1154160		<b>CC16a</b>
	<b>Receipts and payments accounts</b>				
For the period from	10/10/2013	To	30/03/2015		

Section A Receipts and payments					
	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Membership fees	126,000	-	-	126,000	-
Bank interest	21	-	-	21	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>126,021</b>	<b>-</b>	<b>-</b>	<b>126,021</b>	<b>-</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>126,021</b>	<b>-</b>	<b>-</b>	<b>126,021</b>	<b>-</b>
<b>A3 Payments</b>					
Consultancy	28,516	-	-	28,516	-
Board meetings	356	-	-	356	-
Website	337	-	-	337	-
Design and print	760	-	-	760	-
Events	1,028	-	-	1,028	-
Travel and subsistence claims	258	-	-	258	-
Subscriptions	240	-	-	240	-
Hosted database	1,100	-	-	1,100	-
	-	-	-	-	-
<b>Sub total</b>	<b>32,595</b>	<b>-</b>	<b>-</b>	<b>32,595</b>	<b>-</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>32,595</b>	<b>-</b>	<b>-</b>	<b>32,595</b>	<b>-</b>
<b>Net of receipts/(payments)</b>	<b>93,426</b>	<b>-</b>	<b>-</b>	<b>93,426</b>	<b>-</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>93,426</b>	<b>-</b>	<b>-</b>	<b>93,426</b>	<b>-</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Cash at bank	93,427	-	-
		-	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>93,427</b>	<b>-</b>	<b>-</b>

(agree balances with receipts and payments account(s))

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Publicity material	unrestricted	-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf  
of all the trustees

Signature	Print Name	Date of approval
<i>M. Cassar</i>	MAY CASSAR	23.6.15
<i>D. Howell</i>	DAVID HOWELL	23.6.15