



Trustees' Meeting

Tower of London
13.30-16.00, 15th March 2016

Minutes

Attending

Nancy Bell (**NB**), Head of Collection Care, The National Archives (Co-Chair)
Dr Anna Buelow (**AB**), Acting Head of Conservation and Scientific Research, British Museum
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 (until 16.30)
David Howell (**DH**), Head of Heritage Science, Bodleian Library, Oxford University (by phone until 16.50)
Dr Pip Laurenson (**PL**), Head of Collection Care Research, Tate (until 15.30)
Katy Lithgow (**KL**), Head Conservator, National Trust (until 16.40)
Alastair McCapra (**AM**), Chairman
Dr Constantina Vlachou (**CV**), Senior Conservation Scientist, Historic Royal Palaces

Apologies

Deborah Cane (**DC**), Collections Care Manager, Birmingham Museums Trust
Dr Mary Davis (**MD**), Principal Analytical Services Officer, National Museum Wales
Dr Ewan Hyslop (**EH**), Head of Technical Research and Science, Historic Environment Scotland
Dr Edward Impey (**EI**), Director, Royal Armouries
John Jackson (**JJ**), Science Policy Adviser, Natural History Museum
Alison Richmond (**AR**), Chief Executive, ICON
Jacqueline Ridge (**JR**), Keeper of Conservation, National Galleries Scotland
Professor David Watkinson (**DW**), Professor (Conservation), Cardiff University
Amber Xavier-Rowe (**AXR**), Head of Collections Conservation, English Heritage Trust

In attendance

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

No	Minutes of Meeting of 15 March 2016	Action
1.	Welcome and apologies	
1.1	The meeting started at 13.50 Alastair McCapra, chairing the meeting, welcomed everyone and round table introductions were made.	
1.2	Apologies were recorded as above.	
2.	Minutes and matters arising	
2.1	Minutes of 16 December 2015 The minutes were approved with one correction to 11.4 (Historic Scotland corrected to Historic England).	
2.2	Matters arising from minutes of 16 December 2015 6.3 The communications plan is to be incorporated into the engagement matrix.	CP
2.3	8.1 The letter to BIS about the need for investment in heritage science infrastructure was sent to Jo Johnson, Minister of State for Universities and Science and not to Tim Higginson.	
2.3	Action log It was agreed that items 4.3.3 (skills audit of trustees), 5.2 (Research Council report on funded science and heritage projects) and 4.3 (updating website registration details with Nominet) should be removed from the action log.	CP
3.	Declarations of interest and monitoring private benefits to non charitable organisations or individuals	
3.1	Trustees were not aware of any conflicts of interest or benefits received.	
4.	Minutes of Executive Group	
4.1	Papers circulated in advance: <i>4a_ExecutiveGroup 2016 02 04</i> <i>4b_NHSFDraftBudget2016-17v2</i> Trustees agreed to approve the updated financial policies previously circulated in December 2015.	
4.2	Trustees approved the reserves policy for 2016-17 as below (the sum £xxx to be updated at year end): <i>The trustees of the National Heritage Science Forum (NHSF) have considered the charity's budget and future plans in determining its needs for reserves. The trustees have agreed a reserves policy to safeguard NHSF's activities in line with its charitable objects against uncertain income streams.</i> <i>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 2016, NHSF's unrestricted free reserves were £xxx. The trustees will monitor reserves through the year as part of budget reporting and will</i>	

	<i>review this policy annually.</i>	
4.3	Trustees considered the draft budget for 2016-17 and approved it. The budget is to be reforecast after six months.	CP
4.4	It was agreed that the full membership fee is to remain £3000 per annum.	
4.5	The issue of paying fees for years in advance was discussed. NHSF's Constitution and the Charity Commission are to be consulted to establish the status of fees paid in advance should NHSF be dissolved, and the status of fees paid in advance with respect to NHSF's reserves.	CP
4.6	The Executive Group proposal to reduce the fee for Associate membership to £1500 was discussed. It was agreed that 2016-17 represents a year of greater planned activity. The statement of strategy is to act as a prospectus that shows how members will benefit when they join. It was agreed that fees should be reviewed in one year with any reduction in fees to be linked to specific changes in membership strategy.	AMcC
4.7	The Board supported the Chairs proposal that future Board meetings should feature invited speakers to provoke creative thinking and provide context to inform NHSF views on issues such as how to capitalise on data assets or how to move from research to evidence to policy. It was noted that the project to research heritage science in the curriculum will present to the June meeting. Other suggestions included a report from the National Coordinating Centre for Public Engagement's STEM forum or UCL's new Head of Enterprise. It was agreed that a programme for the forthcoming year should be drafted.	AMcC, NB
4.8	Trustees agreed to delegate the management of the independent examination to the Executive Group.	CP
5.	Member research update	
5.1	Members were invited to provide a brief report on current and forthcoming research, and what they would value input on from others. The reports are summarised as a separate document.	
6.	NHSF President	
6.1	It was agreed that Baroness Sharp should be approached to become Patron of NHSF when she retires from the House of Lords.	AMcC
6.2	It was agreed that it is desirable to have a cross-bench working Peer as President. Suggestions are to be sent to CP in the form of proposed name and two sentences summarising the rationale for the proposal.	All
6.3	It was agreed that AMcC and MC would review current peers and draw up a list of suggested names.	MC, AMcC
6.4	It was agreed that the review and selection of a potential candidate to approach would be delegated to the Executive Group.	

7	Draft strategy for 2016-17	
	Paper circulated in advance: <i>7_2016-17 Strategy</i>	
7.1	AMcC introduced a draft statement of strategy for 2016-17 that outlined NHSF's high profile activity to further its goals of public and policy engagement.	
7.2	It was agreed that the parliamentary calendar should be checked regarding the availability of the Minister of State for Universities and Science in September. Alternative speakers to be investigated relevant to the theme of citizen heritage science.	CP CP, AMcC
7.3	It was agreed that Dr Celia Caulcott, Vice-Provost of Enterprise at UCL be invited to address the Board at a meeting in 2017. Dates for 2017 meetings to be set.	MC CP, AMcC
7.4	It was agreed that the work on an abstracting service should be to scope its potential and cost development at this stage. NB to investigate models in business and law.	NB
7.5	It was agreed that the resource-sharing work to fund Open Access publications be included in the statement.	CP
7.6	Working groups to discuss the draft statement and send modifications to CP so that the document can be finalised at the Executive Group meeting on 7 April.	Working groups
8.	Working group - Policy	
8.1	It was reported that the group had identified the following priority committees/government departments to monitor for engagement as well as a process for responding to consultations and issuing statements. <ul style="list-style-type: none"> • Commons Science & Technology Committee • Lords Science & Technology Committee • Business, Innovation & Skills Committee • Culture, Media & Sport Committee • Energy & Climate Change Committee • Scottish Affairs Committee • Welsh Affairs Committee 	
8.2	It was reported that an annual Parliamentary Calendar would not be produced as activities are not published sufficiently in advance.	
8.3	Since December NHSF has received a reply from the Minister of State for Universities and Science to its letter about investment in heritage science infrastructure, it has contributed priorities for JHEP2 to AHRC, it has responded to the Historic Environment Scotland draft corporate plan, and the DCMS consultation on the Cultural Protection Fund.	
8.4	Forthcoming consultations include DCMS Countries of Culture (22.04.16), Horizon 2020 challenge 5 (08.04.16) and the Culture White Paper which has not yet been published.	

9.	Working group – Partnerships and networks	
	Papers circulated in advance: <i>9_Partnerships group 2016 03 01</i>	
9.1	There is a need for more people to join the partnerships group. Volunteers to CP or NB.	
9.2	The group has met to identify priority partnerships (presented in paper). The Board was asked for comments. It was agreed that UNESCO might be a better international partner than ICCROM. It was agreed that ICCROM should not be a priority partnership for 2016-17 and that a longer view should be taken on potential international partners.	
9.3	NB offered to lead on the AHRC partnership.	NB
9.4	The opportunity for engagement with the archaeological sector was raised, particularly relating to activity surrounding HS2 and apprenticeships. It was agreed that NHSF should maintain a watching brief and report to NB.	GC
10	Working group – Resource sharing	
10.1	The group has set a date for a meeting and drafted a paper on Open Access publishing.	
10.2	It was agreed that Kit-Catalogue should continue to be promoted with a monthly update published in the newsletter and champions prompted monthly. Organisations should be asked what they need help with finding and shown how Kit-Catalogue can help find resources.	CP
11	Website proposal	
	Paper circulated in advance: <i>11_DraftWebOverview_2016 03 02</i>	
11.1	An overview of requirements and outline structure have been produced.	
11.2	A potential funder has been investigated but it is thought that the large scale development possible through the charity is not appropriate to NHSF's needs and the on-going costs may outweigh the benefits of redevelopment.	
11.3	It was agreed that AMcC and CP should progress the redevelopment of the website in line with the outline and agreed budget.	CP, AMcC
12	Engagement matrix	
	Paper circulated in advance: <i>12_NHSF engagement matrix_2016 03 02</i>	
12.1	CV agreed to provide a brief summary of the recent IAQ conference for circulation through the newsletter.	CV
12.2	Activity for the Science Week blog was summarised and members were thanked for their contributions.	

12.3	The TNA contribution to an exhibition at King's College was raised as an activity connected to the 400 th anniversary of Shakespeare's death.	
13	Potential members	
	Paper circulated in advance: <i>13_PotentialMembers_Updated 2016 03 02</i>	
13.1	NB to approach Courtauld trustee about membership.	NB
13.2	AMcC to contact Professor Mary Ryan, Imperial	AMcC, CP
13.4	CP to develop potential members in Scotland with a view to announcing new members at the November event in Stirling.	CP
13.5	Lincoln University is to be added to the list. NB to liaise with EH over approach.	NB, EH
13.6	NB to approach Barry Smith, University of London (Leadership Fellow for the AHRC Science in Culture theme) about membership.	NB
14	Risk register	
	Paper circulated in advance: <i>14_NHSF Risk Register 2016 03 02</i>	
14.1	The risk of NHSF dissolving owing advance fees to members is to be added to the risk register.	CP
15	Any Other Business	
15.1	MC reported on ESFRI (European Strategy Forum on Research Infrastructures). Heritage Science has been included in the roadmap. The March meeting agreed that a proposal will go forward to Horizon 2020. The UK's contribution to the roadmap related to mobile heritage (based on existing UK experience of this and training). UCL is to convene a meeting of UK interested parties over the next few weeks. Members of NHSF are on the UK group. There will be another ESFRI meeting in late April.	CP All
15.2	It was proposed that NHSF offer a Margaret Sharp award in recognition of the contribution of Baroness Sharp of Guildford to heritage science. It was agreed that an award of £1000 would be made for innovation in heritage science with the intention that the award and process for application could be announced in 2016 and the first award made in 2017.	
15.3	The Science & Heritage programme held a series of witness seminars in 2010. Contributions to this seminar could be made available via the NHSF website. CP to investigate and contact Debbie Williams as appropriate.	CP
15.4	The Winchester Science Festival will be held in July. The festival would welcome a contribution from NHSF such as a talk or visit from the SEAHA Mobile Heritage Lab.	AMCC, CP
16	Dates of next meetings	

<p>14 June 2016, 13.30-16.30 (location tbc) 8 September 2016, 13.30-16.30 (Knole) 10 November 2016, 13.30-16.30 (National Conservation Centre, Stirling)</p> <p>The meeting finished at 17.00</p>	
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Appendix – Action Log

Date of minutes	No.	Action	Responsible
09 April 2014	4.7.2	<p>Approach to the RSC about:</p> <ul style="list-style-type: none"> • its intention to compile a list of specialists who can provide services in heritage science • promotion of NHSF at the RSC conference • forthcoming RSC special issues of relevance to an NHSF submission or insert <p>Updated 16.12.15 – Liaise with Icon Heritage Science group on plans to work with this group.</p>	<p>MC</p> <p>Updated to AR at 16.12.15</p>
16 Sept 2014	5.3.6	<p>Trustees to review presentation for use within member organisations and send comments to NB. NB to finalise the presentation with the assistance of a designer.</p> <p>Updated 16.12.15 – NB and AMcC to review and relaunch.</p>	NB, AMcC
11 Nov 2014	2.2	Contact Unity Bank as potential alternative banking provider	CP
9 Dec 2014	4.0.4	JJ to monitor Research Fortnight for mention of NHSF	JJ
23 June 2016	9.7	CP send EI information about NHSF to support him when contacting CADW about becoming a member of NHSF.	CP, EI
23 June 2016	10.5	Develop the draft web structure using screenshots to support the creation of a brief for its renewal.	CP

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