



# Trustees' Meeting

## University College London

13.30-16.00, 16<sup>th</sup> December 2015

---

### Minutes

#### Attending

Nancy Bell (**NB**), Head of Collection Care, The National Archives (Co-Chair)  
Gillian Boal (**GB**), Conservation and Collections Care Manager, The Wellcome Library (from 15.10)  
Dr Spike Bucklow (**SB**), Senior Research Scientist, University of Cambridge Museums  
Dr Anna Buelow (**AB**), Acting Head of Conservation and Scientific Research, British Museum  
Deborah Cane (**DC**), Collections Care Manager, Birmingham Museums Trust  
Gill Campbell (**GC**), Head of Environmental Studies, Historic England  
Professor May Cassar (**MC**), Director Institute of Sustainable Heritage, UCL  
Dr Mary Davis (**MD**), Principal Analytical Services Officer, National Museum Wales  
David Howell (**DH**), Head of Heritage Science, Bodleian Library, Oxford University  
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  
Dr Pip Laurenson (**PL**), Head of Collection Care Research, Tate  
Katy Lithgow (**KL**), Head Conservator, National Trust  
Alastair McCapra (**AM**), Chair designate  
Alison Richmond (**AR**), Chief Executive, ICON  
Dr Constantina Vlachou (**CV**), Senior Conservation Scientist, Historic Royal Palaces  
Amber Xavier-Rowe (**AXR**), Head of Collections Conservation, English Heritage Trust

#### Apologies

Dr Christina Duffy (**CD**), Conservation Imaging Scientist, The British Library  
Jacqueline Ridge (**JR**), Keeper of Conservation, National Galleries Scotland  
Professor David Watkinson (**DW**), Professor (Conservation), Cardiff University

#### In attendance

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

No	Minutes of Meeting of 16 December 2015	Action
<b>1.</b>	<b>Welcome and apologies</b>	
1.1	The meeting started at 13.35  Nancy Bell, chairing the meeting, welcomed everyone and round table introductions were made.	
1.2	Apologies were recorded as above.	
<b>2.</b>	<b>Minutes and matters arising</b>	
2.1	<b>Minutes of 23 June 2015</b> The minutes were approved as a correct record.	
2.2	<b>Matters arising from minutes of 23 June 2015</b> 7.6 The use of the conservation studio at Knole for an event in the second half of 2016 was agreed in principle. KL and CP to liaise later in 2016.  7.7 The National Conservation Centre at Stirling is due to open in September 2016. Trustees agreed to investigate holding the trustee meeting and AGM of 10 November 2016 at the Centre. Trustees agreed to investigate the running of a wider interest event on the same date with assistance from Historic Environment Scotland.	KL, CP  EH, CP
2.3	<b>Action log</b> The action log was reviewed. Completed actions and those no longer relevant have been removed. The updated log is included as an appendix to these minutes.	CP
<b>3.</b>	<b>Declarations of interest and monitoring private benefits to non charitable organisations or individuals</b>	
3.1	Trustees were not aware of any conflicts of interest or benefits received.	
<b>4.</b>	<b>Minutes of Executive Group</b>	
4.1	Papers circulated in advance: <i>4_ExecutiveGroupDraftMinutes_AugOct</i>  Trustees agreed that the use of an Executive Group was working well. It was explained that the group met approximately every two months as a one hour conference call. Membership of the group currently comprises MC, NB, DH and AR. MC and NB are due to step down from the group as the new Chair AMcC takes up his role.	
4.2	It was confirmed that draft minutes from the Executive Group meeting of 10 December 2015 would be circulated in January.	CP
4.3	Trustees agreed the Executive Group's proposal to adopt the reforecast budget.	
4.4	Trustees considered the location of the registered office and it was agreed that this would continue to be Heelis, Kemble Drive, Swindon SN2 2NA with Katy Lithgow as a named contact at that location.	

4.5	Trustees agreed the Executive Group's proposal to adopt the Conflicts of Interest policy.	
5.	<b>Resolution to approve the Trustees' Annual Report</b>	
5.1	The resolution to approve the Trustees' Annual Report was proposed by AR, seconded by GC and trustees voted unanimously in favour of it.	
5.2	The Trustees Annual Report will be signed by May Cassar and Nancy Bell.	CP
6.	<b>Risk register</b>	
	Paper circulated in advance: <i>6_National Heritage Science Forum Risk Register 2015 12 10</i>	
6.1	The risks associated with failure of the website were discussed. It was agreed that the website should be updated using budgeted funds. Any request for further funds is to be referred to the trustees. CP to complete brief and obtain quotes.	CP
6.2	The issue of on-going support for maintaining content of the website was discussed. It was agreed that there may be a need to contract a webmaster in the future.	
6.3	The risk associated with a failure to communicate NHSF progress was discussed. It was agreed that there is a need for a communications plan.	CP, AMcC
6.4	The risk of reduced trustee engagement with NHSF was discussed. It was agreed that trustee engagement not only related to attendance at meetings but more importantly, to actions taken to disseminate information about NHSF within member organisations. It was agreed that the website should be a tool to support trustee communication. The appointment of AMcC as the next Chair was seen as an opportunity for NHSF to re-engage at CEO (or similar) level with member organisations as part of work to embed NHSF within member organisations. Each trustee to send CP details of a senior contact(s) (budget holders/decision makers) that it would be appropriate for AMcC to meet.	All
6.5	There was a discussion about fee levels and the pros/cons of a larger body of involved organisations. It was agreed that a 'benefits' register would be useful. It was agreed that information from the Trustees' Annual Report should be added to the website as benefit statements.	CP CP
7	<b>Potential members</b>	
	Paper circulated in advance: <i>7_PotentialMembers_Updated 2015 12 09</i>	
7.1	The paper was reviewed and changes were identified. CP to update.	CP
7.2	It was agreed that CP should prompt people regularly for further updates.	CP
7.3	It was agreed that NMDC could provide a valuable route to engaging further	EI

	nationals with membership. EI to suggest inviting AMcC to speak at an NMDC meeting.	
<b>8.</b>	<b>Letter to BIS (item not on agenda)</b>	
<b>8.1</b>	<p>Paper circulated in advance: <i>Tim Higginson_Confirmed</i></p> <p>Following discussions about the need to build on the shared resources that are available, a letter has been drafted to BIS to highlight the need for investment in infrastructure. Trustees agreed that the letter should be signed by AMcC and sent.</p> <p>GB joined the meeting (15.10)</p>	<b>AMcC, CP</b>
<b>9.</b>	<b>Policy Working Group</b>	
<b>9.1</b>	It was agreed that the group should produce a calendar of issues to monitor/engage with that covers England and the devolved governments with EH helping to cover Northern Ireland.	<b>EH, MC, DW, MD</b>
<b>10</b>	<b>Working group – Partnerships and networks</b>	
<b>10.1</b>	<p>Papers circulated in advance:  <i>9a_PartnershipsNetworks_Overview</i>  <i>9b_Filling the Gaps_withAppendices</i>  <i>9c_QuickViewGaps_PrintVersion</i></p> <p>A matrix identifying the partnerships required to achieve NHSF goals, their nature and potential partner organisations is under development. NB and AMcC to take this forward.</p>	<b>NB, AMcC</b>
<b>10.2</b>	<p>A gap analysis of the National Heritage Science Strategy (NHSS) has been completed by Sandy Ryan (circulated). Trustees discussed how to use the document and next steps, including:</p> <ul style="list-style-type: none"> <li>• To publicise the document on the NHSF website and invite the wider community to contribute their knowledge of active and published research, not limited to that funded by the Research Councils.</li> <li>• To send the NHSS and gaps report to the Chairs of the Research Councils to evidence of gaps in the research landscape requiring funding.</li> <li>• To communicate the NHSS and gaps report to researchers so that they can refer to both and demonstrate how projects address the gaps identified in the strategy when making funding applications.</li> <li>• To use the NHSS and gaps report as a research framework that acts as a prompt for organisations to work in collaboration.</li> <li>• To link the identified gaps to the Historic England and Historic Environment Scotland action plans.</li> </ul>	
<b>10.3</b>	<p>The work was discussed in the context of the European Strategic Research Agenda for the JPI Cultural Heritage and Global Change (SRA). A quote for mapping research carried out against the SRA had been requested and received but it has not been pursued due to the complexity of the work given the breadth of the research priorities and associated research areas identified in the SRA.</p> <p>Trustees felt that the European agenda (and funding) was of importance and that there could be value in mapping against the gaps identified at UK level. There may</p>	

	also be the possibility of obtaining funding through the Science & Technology Options Assessment unit (STOA) to carry out this work.	
<b>10.4</b>	It was agreed that the next steps for the gap mapping work should be reviewed and prioritised in advance of the next meeting.	<b>Pships Gp, CP</b>
<b>10.5</b>	It was agreed that trustees should send information about gaps addressed through current or completed research projects to CP for addition to the mapping work.	<b>All, CP</b>
<b>11</b>	<b>Working group – Resource-sharing</b>	
<b>11.1</b>	The Kit-Catalogue user guide has been produced by CP, including project highlight template, and has been circulated to trustees.	
<b>11.2</b>	Trustees have been asked to nominate ‘Kit-Catalogue champions’ and further information has been added to the catalogue as a result. It was agreed that Champions, and in their absence, trustees should be contacted every two months to ask whether further equipment has been added.	<b>CP</b>
<b>11.3</b>	Example ‘project highlights’ have been added to the Kit-Catalogue and the database has been customised so that these are publicly visible.	
<b>11.4</b>	The Memorandum of Understanding has been drafted and the working group consulted on it. Legal advice is being sought on the template from Historic England.	<b>GC, KL</b>
<b>11.5</b>	Work to align the structure of the website to the three grand challenges continues. CP has sought indicative costs and will work with AMcC to develop further.	<b>AMcC, CP</b>
<b>11.6</b>	A discussion paper on options for providing grants for open access publication has been drafted for the resources working group which plans to meet once the trustee meeting dates have been agreed.	<b>GC, KL</b>
<b>11.7</b>	Historic England is commissioning a review of heritage science resources for the National curriculum in England. It would like the people awarded the tender to present results to NHSF. A report will be produced that will be available online.	
<b>12</b>	<b>Review of strategy 2016-17</b>	
<b>12.1</b>	It was agreed that the review of the NHSF strategy be deferred to the next meeting.	<b>AMcC, CP</b>
<b>13</b>	<b>Engagement matrix</b>	
	Paper circulated in advance: <i>12_2015 12 16 NHSF engagement matrix_v2</i>	
<b>13.1</b>	The matrix was introduced by CP. The breadth of activities and forms of engagement were noted.	
<b>13.2</b>	Plans by the Heritage Alliance to propose 2016 as a year of heritage are to be monitored and engaged with. CP to add to matrix.	<b>CP</b>
<b>13.3</b>	Trustees to identify research being done by their organisations in association with	<b>All, CP</b>

	the 400 <sup>th</sup> anniversary of Shakespeare's death so that NHSF can highlight through its website.	
<b>13.3</b>	Trustees to identify, or initiate, activities run by their organisations to coincide with British Science Week and send information, including contacts, to CP. CP to organise associated blog and social media activity.	<b>All, CP</b>
<b>13.4</b>	There will be a SEAHA conference in Oxford in June. CP to add to matrix and liaise.	<b>CP</b>
<b>14</b>	<b>Annual return</b>	
<b>14.1</b>	Trustees were aware of the deadline for the submission of NHSF's annual return (end of January 2016) and updated their personal information so that this could be submitted as part of the return.	<b>CP</b>
<b>15</b>	<b>Any Other Business</b>	
<b>15.1</b>	Trustees were informed that CP had drafted a trustee handbook. It will be uploaded to the shared folder for comments by the end of January.	<b>CP</b>
<b>15.2</b>	A new draft standard on measuring moisture content is available for consultation. Any one interested in commenting on the standard should contact CV.	<b>All</b>
<b>15.3</b>	Nancy Bell and May Cassar were thanked for their huge contribution as co-Chairs over the last year.	
<b>16</b>	<b>Dates of next meetings</b>	
	<p>15 March 2016, 13.30-16.30 (location tbc)  14 June 2016, 13.30-16.30 (location tbc)  8 September 2016, 13.30-16.30 (location tbc)  10 November 2016, 13.30-16.30 (possibly National Conservation Centre, Stirling)</p> <p>CP to contact CV about the possibility of using the Tower for a meeting.  CP to contact GB about the possibility of using the Wellcome for a meeting.</p> <p>The meeting finished at 16.00</p>	

#### Appendix – Action Log

Date of minutes	No.	Action	Responsible
10 February 2014	4.3.3	Skills audit of current trustees. AR to identify skills areas. CP to find template. Updated 16.12.15 – CP to carry out an informal identification of trustees' skills.	CP
10 February 2014	5.1	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.	MC
09 April 2014	4.3	Update website registration details with the Nominet registry	CP
09 April 2014	4.7.2	Approach to the RSC about: <ul style="list-style-type: none"> <li>its intention to compile a list of specialists who can provide services in heritage science</li> <li>promotion of NHSF at the RSC conference</li> </ul>	MC

		<ul style="list-style-type: none"> <li>forthcoming RSC special issues of relevance to an NHSF submission or insert</li> </ul> <p>Updated 16.12.15 – Liaise with Icon Heritage Science group on plans to work with this group.</p>	Updated to AR at 16.12.15
16 Sept 2014	5.3.6	<p>Trustees to review presentation for use within member organisations and send comments to NB.</p> <p>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
25 February 2015	4.2	<p>It was agreed that the NHSF's potential contribution to Heritage 2020 should be followed up by contacting Mike Heyworth.</p> <p>CP to circulate progress referred to by Mike Heyworth.</p>	Done  CP
23 June 2016	9.4	Add University of Bradford to list of potential members.	CP
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

-End-