



## Trustees' Annual Report

For the period 31 March 2016 to 30 March 2017

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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)

**Email:** [administrator@heritagescienceforum.org.uk](mailto:administrator@heritagescienceforum.org.uk)

**Bankers:** CAF Bank Ltd  
25 Kings Hill Avenue  
Kings Hill  
West Malling  
Kent ME18 4JQ

**Independent Examiner:** Nick Brown  
Plummer Parsons (Chartered Accountants)  
18 Hyde Gardens  
Eastbourne  
East Sussex BN21 4PT

**Charity trustees:** Nancy Bell, The National Archives  
Gillian Boal, The Wellcome Library (to 01.06.16)  
Daniel Bone, University of Oxford (from 08.09.16)  
Dr Spike Bucklow, University of Cambridge Museums & Botanic Garden  
Gill Campbell, Historic England  
Deborah Cane, Birmingham Museums Trust (until 04.08.16)  
Professor May Cassar, University College London  
Dr Mary Davis, Amgueddfa Cymru – National Museum Wales (until 08.09.16)  
Dr Christina Duffy, British Library (Treasurer from 14.06.16)  
Professor Carl Heron, British Museum (from 10.11.16)  
David Howell (Treasurer), University of Oxford (until 14.06.16)



Dr Ewan Hyslop, Historic Environment Scotland  
Dr Edward Impey, Royal Armouries (until 02.08.16)  
John Jackson, Natural History Museum  
Dr Phillipa Laurenson, Tate  
Katy Lithgow, National Trust (Vice Chair from 14.06.16)  
Alastair McCapra (Chairman)  
Alison Richmond, Icon  
Jacqueline Ridge, National Galleries of Scotland  
Professor Mary Ryan, Imperial College London (from 08.09.16)  
David Thickett, English Heritage Trust (from 08.09.16)  
Dr Constantina Vlachou, Historic Royal Palaces  
Professor David Watkinson, Cardiff University  
Amber Xavier Rowe, English Heritage Trust (until 14.06.16)

**Honorary president:** Baroness Sharp of Guildford (until 08.09.16)  
**Patron:** Baroness Sharp of Guildford (from 08.09.16)

## Structure, governance and management

The National Heritage Science Forum (NHSF) is a charitable incorporated organisation (CIO), registered charity number (England & Wales) 1154160. The operation of NHSF is governed by its Constitution.

### Appointment and induction of trustees

At its AGM on 10 November 2016 one third of trustees retired from office in accordance with NHSF's Constitution. The members, in accordance with NHSF's Constitution, reappointed those existing trustees who were willing to stand again and confirmed the appointments of new trustees at the AGM. A resolution was passed at the AGM to amend the clause of the Constitution that sets out the term of service of trustees.

In advance of agreeing to become a trustee, trustees are provided with copies of the Charity Commission's guidance on becoming a charity trustee, the Constitution, recent minutes and financial information, a trustee handbook, and a telephone briefing session.

### Operations

The trustees take the lead on strategic issues and a smaller Executive Group (made up of trustees) takes the lead on operational issues, reporting to the full Board of Trustees at each trustee meeting. Operational support is provided through a contract with Preservation Matters Ltd which provides consultancy services according to the 'Development Director' schedule of services.

### Risk management

NHSF maintains a risk register for the purpose of identifying and managing risks to the organisation. The risk register is reviewed by trustees at each trustee meeting.

### 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 and achievements**

NHSF brings together the creators and users 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. For the period 31 March 2016 to 30 March 2017, trustees had identified four priority areas, to be taken forward by the three working groups that operated throughout 2015-16.

1. Launching the 'Filling the Gaps' report as a framework to take forward the National Heritage Science Strategy and as a basis for identifying new partnerships and collaborations with scientists and researchers in other domains;
2. Supporting Open Access to heritage science research to maximise its impact and increase engagement with it;



3. Strengthening sustainable networks within the heritage science community by promoting collaborative approaches to projects, to the use of equipment, and to the development of research proposals;
4. Ensuring the sector speaks up with a coherent voice; developing stronger links with the bodies determining the research agenda and shaping the funding environment.

Trustees take part in at least one working group, in some cases working with external volunteer assistance to develop the remit of each group and implement associated activities. The activities undertaken for the public benefit in relation to NHSF's charitable object are reported below.

### *1. Filling the Gaps*

Building on a piece of work that was commissioned in 2015, the Forum led a 'crowd-sourcing' exercise through its blog platform for people to contribute their knowledge of heritage science research undertaken since the identification of the 'research gaps' that underpin the National Heritage Science Strategy in 2009.

The aim of the work was two-fold:

- to identify remaining gaps in knowledge and practice, and promote them to researchers and funders as opportunities to be addressed in the future
- to share information on where to find research that has been carried out.

Preliminary results were shared online and at a major 'research strategy summit' which was held in partnership with Historic Environment Scotland in Stirling on 10 November 2016. The work continues to be used in plans to refresh the National Heritage Science Strategy during 2017.

### *2. Supporting Open Access to heritage science research*

The Forum has led a number of activities aimed at opening up access to heritage science research during 2016-17. In the first half of the year the 'resource-sharing' working group investigated the benefits of providing grants to enable the Gold Open Access publication of heritage science research articles. In September, trustees agreed a statement in support of Open Access to heritage science research which was launched at an event 'Opening up access to heritage science research' at which Chi Onwurah MP (Shadow Minister for Culture and the Digital Economy) and Martin Poulter (Wikimedia UK volunteer) were the invited speakers.

This was followed in November by the launch of a fund to support Gold Open Access publication of heritage science research (that aligns to the National Heritage Science Strategy). This means that research that was previously behind a pay-wall (either payment to access the article, or payment by the author to enable free access to the article) is now immediately and freely available online. The first award was made in March 2017.

In another initiative to improve access to heritage science research, NHSF has developed a partnership with Wikimedia UK to equip people with Wikipedia editing skills. The Forum has worked through one of its member organisations, the Heritage Science Group of Icon, to identify Wikipedia content that could be reviewed or added. A pilot workshop was run with Wikimedia UK in March 2017 to teach people how to work with Wikimedia platforms. It is intended that further workshops will be held across the UK in 2017.

### *3. Strengthening sustainable networks*

Collaborative working is at the heart of the Forum. NHSF has continued to work through its members to enhance content on 'Kit-Catalogue', the online database that it provides to facilitate the sharing of equipment and expertise. The number of items of equipment/facilities has grown, case studies have



been added to show how equipment is being used, and a 'checklist' has been commissioned that will help organisations and individuals to identify the issues they need to think about when borrowing or lending equipment.

In a new departure, trustees have invited external speakers to present on a range of topics at Board meetings. These presentations have been an opportunity to build new relationships as well as provide new insights that can be shared with member organisations. The topics covered during 2016-17 were:

- An overview of Wikimedia UK and the potential for collaboration (Lucy Crompton-Reid, Wikimedia UK)
- Heritage Science resources for the national curriculum in England (Pye Tait, commissioned by Historic England)
- Public Benefit, Cultural & Economic Impact & Growth Prospects of Heritage Science Research: Heritage Science Innovation Adoption Framework (Professor May Cassar, AHRC Impact Fellowship)
- From research to policy: making it work (Dr Celia Caulcott, UCL)
- Health and wellbeing interventions in cultural heritage (Professor Helen Chatterjee, UCL)

Alongside this the Chair and Trustees have sought to establish good links with key organisations such as the Arts and Humanities Research Council (AHRC) and the emerging organisation, UK Research and Innovation (UKRI).

#### *4. Speaking with a coherent voice for the heritage science sector*

In a rapidly changing political and funding environment, NHSF has acted as a single voice for the sector by issuing responses or statements in the following key areas:

- Consultation on potential priorities for research and innovation in the 2018-2020 work programme of Horizon 2020 societal challenge 5: climate action, environment, resource efficiency and raw materials (April 2016)
- Statement on commitment to Open Science by EU Science Ministers (June 2016)
- Statement in response to UK vote to leave the EU (June 2016)
- House of Lords inquiry into EU membership and UK science (July 2016)
- Response to BIS White Paper 'Success as a Knowledge Economy' (August 2016)
- Statement in advance of the Autumn Statement 2016 (November 2016)
- Spring budget summary of key points for heritage science (March 2017)
- Tailored review of the Heritage Lottery Fund (March 2017)

In addition, the Forum has collected evidence on funding for heritage science research (sources and amounts) and has collated this and shared it with members and other organisations. Trustees have contributed to events that seek to identify the challenges and opportunities presented by the UK's exit from the European Union.

#### **Communication**

NHSF shares news of its activities and achievements through its website, e-newsletter and social media platforms of Twitter, Facebook and Blog. The Forum has published 10 newsletters between 31.03.16 and 30.03.17. The newsletters not only circulate information about the activities that the Forum carries out in support of the sector, but they also collate news from across and beyond the sector as a means of coordinating information and bringing it to a wider readership.

Between December 2016 and February 2017, the Forum undertook the major task of commissioning a new website. The resulting site places a much stronger emphasis on the work that NHSF is doing in



support of its charitable objective and communicating the role of heritage science in promoting the understanding, preservation and conservation of the UK's material cultural heritage for the benefit of the public.

Social media, including Twitter, Facebook and the NHSF blog, provide other routes for sharing information and for increasing public engagement with, and support for, heritage science. We ran blogs on several themes during 2016-17, including posts linking to the 400<sup>th</sup> anniversary of Shakespeare's death, student research in advance of the 2<sup>nd</sup> international SEAHA conference, the 2016 Festival of Archaeology, NHSF's crowd-sourcing 'Filling the Gaps' project and eight varied and wonderful posts from NHSF members as part of British Science Week 2017. Twitter and Facebook followers continue to grow and we will be looking, in 2017, to see how we can improve our communication through these channels.

## Planning and development

In 2017, the Forum will build on the strategic areas identified in 2016. These are:

- Strengthening the infrastructure to support future research
- Widening the scope of partnerships with other fields of research
- Opening up heritage science research so that more people engage with and contribute to the research agenda

Over the forthcoming year, the Forum will:

- Lead a refresh of the National Heritage Science Strategy on behalf of the sector. NHSF will use the 'Filling the Gaps' research and will work with the sector to both identify future gaps in research and to align the Strategy to wider national initiatives so that we can demonstrate more clearly the impact that heritage science has on society.
- Strengthen relationships with key sector bodies such as the Research Councils and emerging UK Research and Innovation, and work in partnership with other organisations in the sector towards a positive outcome for heritage science post-Brexit.
- Build stronger links with industry to benefit heritage science research and innovation. NHSF will bring together industry, heritage and academic partners to identify where collaboration has enhanced the impact of heritage science research, how greater value can be achieved by working together, and what mechanisms are needed to facilitate a growth in collaborative working.
- Continue to support open access to heritage science research by promoting the Forum's Gold Open Access publication fund more widely and by developing the partnership with Wikimedia UK so that more people have the skills and knowledge to play an active role in improving access to heritage science via Wikimedia platforms. It will investigate the challenges surrounding opening up access to heritage science data, and the role that NHSF could play in improving access to, and re-use of, heritage science data.
- Scope the research needed to explore the barriers to becoming a heritage science researcher and better understand the career paths of heritage scientists as a first step towards strengthening future infrastructure for heritage science research.

NHSF's activities are funded by its members through annual subscription. 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 2016-2017 NHSF welcomed one new member and one member ceased to belong to the organisation.



## Policy on reserves

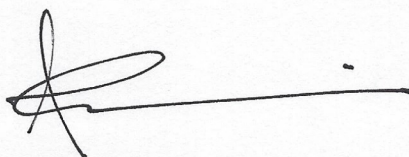
The trustees of the National Heritage Science Forum (NHSF) have considered the charity's budget and future plans in determining its need for reserves. The trustees have agreed a reserves policy to safeguard NHSF's activities in line with its charitable objects against uncertain income streams.

The trustees have agreed to retain unrestricted free reserves equivalent to a minimum of six months of operational expenditure (estimated as approximately £38,000 for 2017-18) to meet these needs. At 30 March 2017, NHSF's unrestricted reserves were £100,872. The trustees will monitor reserves through the year as part of budget reporting and will review this policy annually. Planned expenditure in the forthcoming year is expected to reduce reserves closer to the target figure.

## Declaration

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

Signed on behalf of the Board of Trustees:



Signature

Alison Richmond

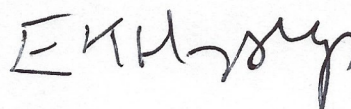
Print full name

Position

Trustee

Date

12 Sept 2017



Signature

EWAN HYSLOP

Print full name

Position

Trustee

Date

12 Sept 2017





## Receipts and payments accounts

<b>For the period from</b>	<b>Period start date</b>	<b>To</b>	<b>Period end date</b>
	31.03.2016		30.03.2017

### 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 subscriptions	57,000	-	-	57,000	39,000
Bank interest	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>57,000</b>	<b>-</b>	<b>-</b>	<b>57,000</b>	<b>39,000</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>57,000</b>	<b>-</b>	<b>-</b>	<b>57,000</b>	<b>39,000</b>
<b>A3 Payments</b>					
Consultancy (operations)	39,973	-	-	39,973	26,975
Board meetings	279	-	-	279	230
Website	7,942	-	-	7,942	313
Telephone, print, post, stationary	935	-	-	935	78
Events	2,592	-	-	2,592	-
Travel & subsistence	1,883	-	-	1,883	54
Subscriptions	132	-	-	132	132
Hosted database	500	-	-	500	-
Consultancy (research)	-	-	-	-	1,960
Independent examination	480	-	-	480	480
Resources (Filling the Gaps; MoU)	3,592	-	-	3,592	-
Bank charges	25	-	-	25	-
<b>Sub total</b>	<b>58,332</b>	<b>-</b>	<b>-</b>	<b>58,332</b>	<b>30,222</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>58,332</b>	<b>-</b>	<b>-</b>	<b>58,332</b>	<b>30,222</b>
<b>Net of receipts/(payments)</b>	<b>- 1,332</b>	<b>-</b>	<b>-</b>	<b>- 1,332</b>	<b>8,778</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>102,204</b>	<b>-</b>	<b>-</b>	<b>102,204</b>	<b>93,426</b>
<b>Cash funds this year end</b>	<b>100,872</b>	<b>-</b>	<b>-</b>	<b>100,872</b>	<b>102,204</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 £
<b>B1 Cash funds</b>				
	Cash at bank	100,872	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>100,872</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK



## B2 Other monetary assets

Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
Membership invoices raised	6,000	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

## B3 Investment assets

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


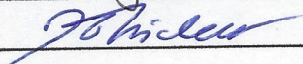
## B4 Assets retained for the charity's own use

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

## B5 Liabilities

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
Payment due for article processing charge (Elsevier)	unrestricted	1,652	26.04.17
		-	
		-	
		-	
		-	

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

Signature	Print Name	Date of approval
	C. VLACHOU	12/09/2017
	DAVID THICKER	12/9/2017



# NATIONAL HERITAGE SCIENCE FORUM

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF NATIONAL HERITAGE SCIENCE FORUM

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I report on the accounts of the charity for the year ended 30 March 2017, which are set out on pages 8 and 9.

### **Respective responsibilities of the Trustees and Examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- (i) examine the accounts under section 145 of the 2011 Act;
- (ii) to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- (iii) to state whether particular matters have come to my attention.

### **Basis of independent examiner's Report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

### **Independent examiner's statement**

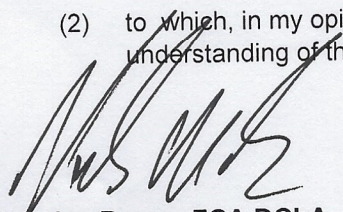
In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with Section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act;

have not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



**Nicholas Brown FCA DChA**

Chartered Accountant  
18 Hyde Gardens  
Eastbourne  
East Sussex  
BN21 4PT

Dated : 12 September 2017

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