



Trustees' Annual Report

For the period 31 March 2015 to 30 March 2016

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

Email: heritagescienceforum@outlook.com

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

Independent examiner: Mr John Helps
Skingle Helps & Co (Chartered Accountants)
28 Southway
Carshalton Beeches
Surrey SM5 4HW

Charity trustees: Nancy Bell, The National Archives (Co-Chair until 16.12.15)
Gillian Boal, The Wellcome Library (from 16.12.15)
Dr Spike Bucklow, University of Cambridge Museums & Botanic Garden (from 23.06.15)
Gill Campbell, Historic England
Deborah Cane, Birmingham Museums Trust (from 23.06.15)
Professor May Cassar, University College London (Co-Chair until 16.12.15)
Dr Mary Davis, Amgueddfa Cymru – National Museum Wales
Dr Christina Duffy, British Library
David Howell (Treasurer), University of Oxford
Dr Ewan Hyslop, Historic Environment Scotland
Dr Edward Impey, Royal Armouries

John Jackson, Natural History Museum
Dr Phillipa Laurenson, Tate
Katy Lithgow, National Trust
Alastair McCapra (Chair from 16.12.15)
Alison Richmond, Icon
Jacqueline Ridge, National Galleries of Scotland
Dr Constantina Vlachou, Historic Royal Palaces
Professor David Watkinson, Cardiff University
Amber Xavier Rowe, English Heritage Trust (from 23.06.15)

Honorary president: Baroness Sharp of Guildford

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 16 December 2015 one third of trustees retired from office in accordance with NHSF's Constitution. New trustees were appointed, and existing trustees were reappointed, at the AGM 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. During 2015-16 a trustee handbook has been prepared which is made available to new trustees prior to their appointment.

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' description. Over the course of the year the trustees carried out an external recruitment exercise for a Chairman of the Board of Trustees. Alastair McCapra was selected and was appointed trustee and Chairman at the Forum's AGM on 16 December 2015.

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. The trustees identified three priority areas of activity for 2015-2016 of policy, partnerships & networks, and resource-sharing.

In the period 31 March 2015 to 30 March 2016 there have been achievements in all three of NHSF's identified priority areas of activity. Working groups have been established to take forward the work associated with each of the three areas. Trustees have worked across multiple working groups, in some cases 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.

In support of its work to engage with policy makers and opinion formers NHSF identified seven government committees to monitor for relevant activity. As a consequence of this, and the pooling of Forum members' knowledge of wider initiatives, NHSF has acted as a single voice for the sector by issuing formal responses in the following key areas:

- Written evidence to the Historic Environment (Wales) Bill (June 2015)
- Statement following Autumn Budget and Spending Review (November 2015)
- Historic Environment Scotland first draft corporate plan (February 2016)
- Department for Culture, Media and Sport consultation on the Cultural Protection Fund (February 2016)
- JHEP2 (Joint Heritage European Programme) "Support to the implementation of the Strategic Research Agenda (SRA) of the Joint Programming Initiative on Cultural Heritage and Global Change" (contribution on research priorities to the UK partner, AHRC) (February 2016)
- Statement on Spring Budget (March 2016)

In addition, the Forum wrote to the Minister of State for Universities and Science to highlight the importance of investment in heritage science infrastructure to build on the availability of shared resources.

NHSF shares news of these activities through its e-newsletter and website. The Forum has published 11 newsletters between 31.03.15 and 30.03.16. 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.

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. Twitter followers increased by 232 over the year and Facebook 'likes' grew from 148 to 219. Interaction with social media is improving, helped by the second of NHSF's blogs to coincide with British Science Week in March 2016. NHSF's blog has the specific purpose of communicating heritage science to non-specialists. For British Science Week 2016, NHSF featured 10 posts on the theme 'this is heritage science' with topics ranging from research that listens to furniture, to investigations into the use of nanomaterials for restoration. The posts received over 1,100 visitors.

NHSF's virtual activities are complemented by face-to-face engagement. In 2015-16 the Forum's work to develop its public and professional partnerships has resulted in:

- Keynote speech by Nancy Bell, NHSF's Co-Chair, at the first international conference of Science and Engineering in Arts, Heritage and Archaeology (SEAHA) (June 2015)
- Presentation at an English Heritage/National Trust/Historic Royal Palaces research seminar (July 2015)
- Presentation to the Icon Heritage Science Group (July 2015)
- Participation in a 'Climate Change and the Historic Environment workshop' coordinated by Oxford University (September 2015)
- NHSF Members & Friends event (December 2015)
- Attendance at the National Forum for Public Engagement in STEM's British Science Week reception (March 2016)

In addition, NHSF has formed a link with the BSI Committee B/560 Conservation of tangible cultural heritage so that the Forum will be routinely consulted on draft standards. NHSF has contributed to

consultations on *Guidelines for improving energy performance of historic buildings* and *New sites and buildings intended for the storage of collections*.

In August 2015 NHSF commissioned a project to map completed research published on the Research Gateway to the National Heritage Science Strategy. The subsequent report, "Filling the Gaps" is being assessed for the potential to 'crowd source' the activity, opening up the project to the heritage science community so that a wide range of published and unpublished research can be included. It is intended that the project will inform the partnerships and networks that NHSF seeks to develop in the future and help the heritage science community to identify opportunities for future research.

A key component of NHSF's activities to support and extend collaboration is its online, publicly available, tool to facilitate the sharing of equipment (and knowledge about equipment) between organisations. This resource continues to grow, with an increasing number of member organisations contributing information about the equipment they use for heritage science research. The resource now includes a 'project highlight' facility through which organisations can add information about projects they have undertaken that demonstrate the use of equipment or facilities they have listed in the catalogue.

NHSF recruited a new Chairman, Alastair McCapra, who took up the role at the trustee meeting on 16 December, succeeding Co-Chairs Nancy Bell and Professor May Cassar whose significant contribution over 2015-2016 is greatly appreciated. Alastair gave the keynote address at NHSF's 'Members & Friends' event on 16 December 2015 on the theme 'Cash for data?' The address explored potential tensions between the academic drive for open data, the institutional need for income generation from its assets and the ethics of the sale of data generated from public funding. The text of his talk is available at: <http://www.heritagescienceforum.org.uk/publications-page.php>. The theme of access to research publications and data, and the impact that NHSF can make for the heritage science community, is one of the areas that is being taken forward in 2016-2017.

Planning and development

At its meeting on 15 March 2016 the board of trustees agreed The Forum's strategic priorities for 2016-2017. The priorities build on the work undertaken in 2015-2016.

In 2016 and 2017 the Forum will focus on the following key areas:

- 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

It will do this by:

- 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;
- Supporting Open Access to heritage science research to maximise its impact and increase engagement with it;
- 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;
- Developing its public partnerships so that NHSF is in a stronger position to champion public access, enjoyment, understanding and support for heritage science.

- Ensuring the sector speaks up with a coherent voice; developing stronger links with the bodies determining the research agenda and shaping the funding environment.

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 2015-2016 NHSF's membership grew from 17 to 20 members.

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.

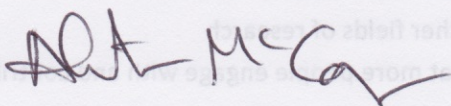
The trustees have agreed to retain unrestricted free reserves equivalent to six months of operational expenditure (currently approximately £30,000) to meet these needs. At 30 March 2016, NHSF's unrestricted reserves were £102,204. The trustees will monitor reserves through the year as part of budget reporting and will review this policy annually.

Declaration

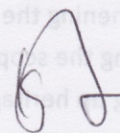
The trustees declare that they have approved the trustees' report above.

Signed on behalf of the Board of Trustees:

Signature



Signature



Print full name

Anasair McCarron

Print full name

Constantin Vlacheanu

Position

Chair

Position

Trustee

Date

8/7/2016

Date

8/7/2016



| | | |
|--|---------------------------------|------------------|
| Charity Name National Heritage Science Forum | No (if any) 1154160 | |
| Receipts and payments accounts | | |
| For the period from | Period start date 31.03.2015 | To 30.03.2016 |

CC16a

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 £ |
|---|--|--------------------------------------|-------------------------------------|---------------------------------|-------------------------------|
| A1 Receipts | | | | | |
| Membership subscriptions | 39,000 | - | - | 39,000 | 126,000 |
| Bank interest | - | - | - | - | 21 |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total (Gross income for AR) | 39,000 | - | - | 39,000 | 126,021 |
| A2 Asset and investment sales, (see table). | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total receipts | 39,000 | - | - | 39,000 | 126,021 |
| A3 Payments | | | | | |
| Consultancy (operations) | 26,975 | - | - | 26,975 | 28,516 |
| Board meetings / Chair interview | 230 | - | - | 230 | 356 |
| Website | 313 | - | - | 313 | 337 |
| Telephone, print, post, stationary | 78 | - | - | 78 | 760 |
| Events | - | - | - | - | 1,028 |
| Travel & subsistence | 54 | - | - | 54 | 258 |
| Subscriptions | 132 | - | - | 132 | 240 |
| Hosted database | - | - | - | - | 1,100 |
| Consultancy (research) | 1,960 | - | - | 1,960 | - |
| Independent examination | 480 | - | - | 480 | - |
| Sub total | 30,223 | - | - | 30,223 | 32,595 |
| A4 Asset and investment purchases, (see table) | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total payments | 30,223 | - | - | 30,223 | 32,595 |
| Net of receipts/(payments) | 8,777 | - | - | 8,777 | 93,426 |
| A5 Transfers between funds | - | - | - | - | - |
| A6 Cash funds last year end | 93,427 | - | - | 93,427 | - |
| Cash funds this year end | 102,204 | - | - | 102,204 | 93,426 |

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 | 102,204 | - | - |
| | | - | - | - |
| | | - | - | - |
| | Total cash funds | 102,204 | - | - |

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

| | | | | |
|-----------------------|---------|------------------------------------|----------------------------------|---------------------------------|
| | | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Endowment funds to nearest £ |
| CCXX R1 accounts (SS) | Details | | | 07/06/2016 |

B2 Other monetary assets

| | | | |
|--|---|---|---|
| | - | - | - |
| | - | - | - |
| | - | - | - |
| | - | - | - |
| | - | - | - |
| | - | - | - |

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) |
|--|---------------------------------|-----------------------|---------------------|
| Consultancy services 20.02.16-21.03.16 | unrestricted | 3,084 | 01.04.16 |
| | | - | |
| | | - | |
| | | - | |
| | | - | |

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

Signature

Print Name

Date of approval

ALM
D Howell

ALASTAIR MCCAPRA
DAVID HOWELL

14.6.16
14.6.16



Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

National Heritage Science Forum

On accounts for the year
ended

30.03.16

Charity no
(if any)

1154160

Set out on pages

7 to 8

Respective
responsibilities of
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 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent
examiner's statement

My examination was carried out in accordance with 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 the 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 ~~(other than that disclosed below *)~~

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 Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Acthave 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.

** Please delete the words in the brackets if they do not apply.*

Signed:

John Helps

Date:

7-10-2016

Name:

JOHN HELPS

Relevant professional
qualification(s) or body
(if any):

ACA (ICAEW)

| | |
|----------|--------------------|
| Address: | 28 SOUTHWAY |
| | CARSHALTON BEECHES |
| | SURREY SMS 41W |

Section B**Disclosure**

Only complete if the examiner needs to highlight material problems.

Give here brief details of
any items that the
examiner wishes to
disclose.