



# Trustees' Meeting

## British Library

13.30-17.00, 14<sup>th</sup> June 2016

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## Minutes

### Attending

Nancy Bell (**NB**), Head of Collection Care, The National Archives  
Gill Campbell (**GC**), Head of Environmental Studies, Historic England  
Professor May Cassar (**MC**), Director Institute of Sustainable Heritage, UCL (until 16.30)  
Dr Mary Davis (**MD**), Principal Analytical Services Officer, National Museum Wales  
Dr Christina Duffy (**CD**), Conservation Imaging Scientist, The British Library  
David Howell (**DH**), Head of Heritage Science, Bodleian Library, Oxford University  
Dr Ewan Hyslop (**EH**), Head of Technical Research and Science, Historic Environment Scotland  
John Jackson (**JJ**), Science Policy Adviser, Natural History Museum (14.00-15.15)  
Professor Pip Laurenson (**PL**), Head of Collection Care Research, Tate  
Katy Lithgow (**KL**), Head Conservator, National Trust  
Alastair McCapra (**AM**), Chairman  
Alison Richmond (**AR**), Chief Executive, ICON  
David Thickett (**DT**), Senior Conservation Scientist, English Heritage  
Dr Constantina Vlachou (**CV**), Senior Conservation Scientist, Historic Royal Palaces

### Apologies

Deborah Cane (**DC**), Collections Care Manager, Birmingham Museums Trust  
Dr Edward Impey (**EI**), Director, Royal Armouries  
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.	Draft Minutes of Meeting of 14 June 2016	Action
<b>1.</b>	<b>Welcome and apologies</b>	
	<p>The meeting started at 13.30</p> <p><b>1.1</b> Alastair McCapra, chairing the meeting, welcomed everyone and thanked Christina Duffy and the British Library for hosting the meeting.</p> <p><b>1.2</b> Apologies are recorded above.</p>	
<b>2.</b>	<b>Minutes and matters arising</b>	
	<p><b>2.1 Minutes of 15 March 2016</b> The minutes were agreed as a correct record.</p> <p><b>2.2 Matters arising from minutes of 15 March 2016</b> 14.1 The risk associated with members paying advance fees and NHSF becoming insolvent was not added to the risk register as it is not a risk to NHSF.</p> <p>15.2 It was noted that if an announcement of a Margaret Sharp Award is to be made in September, the process needs to be agreed in the next couple of months.</p> <p><b>2.3 Action log</b> It was agreed that items dating from 2014 should be removed from the action log.</p>	<p><b>CP</b></p> <p><b>CP</b></p>
<b>3.</b>	<b>Declarations of interest and monitoring private benefits to non charitable organisations or individuals</b>	
<b>3.1</b>	<p>AMcC declared that he is a past board member and current volunteer of Wikimedia UK (item 9). NB declared that she is a current board member of Wikimedia UK (item 9). KL and CD declared interests in agenda item 4. GC declared that she is Project Assurance Officer for the Pye Tait project (item 5).</p>	
<b>4.</b>	<b>Minutes of Executive Group</b>	
	<p>Papers circulated in advance: <i>4_ExecutiveGroupReport 2016 06 24</i> <i>4a_NHSF_DraftAnnualAccounts_2015-16</i> <i>4b_NHSF_DraftAnnualReport2015-2016v2</i></p> <p><b>4.1</b> Trustees approved the annual accounts for 2015-16.</p> <p><b>4.2</b> Trustees approved the appointment of Mr John Helps of Skingle Helps &amp; Co as Independent Examiner.</p> <p><b>4.3</b> Trustees agreed to review the draft Trustees Annual Report and send comments to CP by 30 June 2016. The final draft will be used to support the independent examination and brought to the Board in September for approval.</p> <p><b>4.4</b> There were no questions about the progress of income/expenditure to date against budget.</p>	<p><b>Trustees</b></p> <p><b>CP</b></p>

<p><b>4.5</b></p>	<p><i>KL and CD left the room.</i></p> <p>Appointment of Vice Chair and appointment of Treasurer.</p> <p>The length of terms of Officers and Trustees was discussed. It was agreed that the discussion should be picked up under the agenda item reviewing the Executive Group and Working Groups.</p> <p>It was agreed that, when considering future appointments to the Executive Group, NHSF should endeavour to ensure that both academic and heritage organisations are represented.</p> <p>Trustees agreed to appoint Katy Lithgow as Vice Chair for a term of two years. Trustees agreed to appoint Christina Duffy as Treasurer for a term of two years.</p> <p><i>KL and CD returned to the room.</i></p>	
<p><b>4.6</b></p>	<p>Retirement of trustees</p> <p>The following trustees are standing down: David Howell, Amber Xavier-Rowe, Gillian Boal.</p> <p>The Board recorded its thanks to these trustees for their contributions and to David Howell for acting as Treasurer.</p> <p>Potential trustees will be approached for the Wellcome Library and the British Museum. The University of Oxford and English Heritage have suggested trustees. Names of new trustees will be brought forward to the September meeting for appointment.</p> <p>In response to a question, CP clarified that NHSF's Constitution does not define the length of the term of appointment of trustees. One third of trustees currently retire at each AGM in accordance with the Constitution.</p>	<p><b>AMcC, CP</b></p>
<p><b>5.</b></p>	<p><b>PRESENTATION: Adrian Smith, Pye Tait</b></p> <p><b>Heritage Science resources for the National Curriculum in England</b></p>	
<p><b>5.1</b></p> <p><b>5.2</b></p> <p><b>5.3</b></p> <p><b>5.4</b></p>	<p>Adrian Smith, Associate Director, Pye Tait presented a project commissioned by Historic England to review science programmes at Key Stages 3, 4, 5 of the English National Curriculum and identify where heritage science aligns to the requirements of the curriculum at each level.</p> <p>The project identifies existing resources, where there is potential to develop new resources and how such resources might best appeal to teachers.</p> <p>Trustees noted that heritage science is a cross-disciplinary field and elements including mathematics, computing science and the arts and humanities had not been addressed by the mapping exercise.</p> <p>It was clarified that the remit of the project was to focus on mapping to the science curriculum as a means of raising awareness of the role of science in cultural heritage.</p>	

5.5	Trustees discussed the potential to use the findings of the final report (due for publication in June) such as identifying teaching resources that can be accessed through the NHSF membership.	
5.6	Trustees thanked Adrian Smith for his presentation and Historic England for commissioning the work.	
<b>6.</b>	<b>Working group – Policy</b>	
6.1	DW is drafting a statement in response to the BIS White Paper ‘Success as a Knowledge Economy’	
6.2	CP prepared a statement in response to the Spring Budget which is available online.	
6.3	AMcC has drafted a statement on Open Science (circulated previously by email). Trustees discussed the timing of the announcement and agreed that it should be released on 24 June 2016.	<b>AMcC, CP</b>
6.4	MC provided an update on the European Strategic Framework for Research Infrastructure. The UK will submit a proposal to the EU for building infrastructure by the closing date of 22 June 2016. It is also necessary to consider how the UK government would continue to support any infrastructure beyond its initial funded period of three years.	
6.5	It was noted that DCMS has published its response to the consultation on the establishment of the Cultural Protection Fund. DCMS and the British Council have now launched The Cultural Protection Fund. The British Council has issued a call for specialist advisers. This has been publicised in the NHSF e-newsletter.	
<b>7</b>	<b>Working group – Partnerships and networks</b>	
	Paper circulated in advance: <i>7_Partnership Group</i>	
7.1	NB introduced the paper that had been circulated in advance which included a proposal to develop key partnerships in line with the capacity of the group and a proposal to trial an autumn ‘briefing series’ to engage the wider heritage science community around key policy issues.	
7.2	MC reported that outputs from the Impact Fellowship are coming through strongly. AMcC and MC to discuss how these can be brought to the Board.	<b>AMcC, MC</b>
7.3	Trustees discussed methods of maximising engagement with the potential ‘briefing’ events, such as webinars, Periscope or face-to-face events.	
7.4	It was agreed that the ‘briefing series’ should be trialled as three face-to-face events in the autumn. The series to be piloted and ‘lessons learnt’ reviewed before considering a further series; attendees to be asked about development online.	<b>NB, CP</b>
<b>8.</b>	<b>Working group – Resource-sharing</b>	
	Paper circulated in advance:	

	<p><i>8_NHSF_ResourcesWorkingGroup_OpenAccessNotes 2016 05 31 8a_Science 2 0 final report .pdf</i></p>	
8.1	GC and KL reported on the working group's meeting of 31 May, the recommendations from which are summarised in paper 8 (circulated).	
8.2	Trustees agreed in principle that NHSF should provide financial support for Open Access publication of heritage science research.	
8.3	Trustees agreed recommendation 3 under item 2.1 of the paper 'Fund Gold Open Access costs at 100%'.	
8.4	Trustees agreed recommendation 4 under item 2.1 of the paper 'To consider whether the preferred option (funding through NHSF membership) meets the NHSF's charitable purposes). It was agreed that public benefit is delivered through access to the published research.	
8.5	Trustees agreed recommendation 1 under item 1 of the paper 'To budget £2k per Open Access article although as actual costs fluctuate around this figure budget could pay for more than target number of articles.' Trustees agreed to a £12-14k total budget with the aim of supporting the publication of around 6 articles per year. Trustees agreed to review the budget in the light of the number of applications received after 24 months.	
8.6	Trustees agreed recommendation 2 under item 2.1 of the paper 'Fund Gold Open Access publication as there is no need to fund Green Open Access, and it makes the full and final version of the paper with all illustrations immediately available, thus increasing impact.	
8.7	The application process proposed in the paper was discussed. The issue of the quality of the paper will be addressed by the publisher. Of importance to NHSF is the impact of the paper for heritage science. There is a need to consider whether the journal of publication will reach people who do not have subscription access.	
8.8	The in/eligibility of papers for which an NHSF trustee is a co-author was discussed in the context of trustees receiving personal benefit from NHSF. It was agreed that in principle, papers authored or co-authored by trustees should be ineligible but that a case-by-case approach should be adopted. <b>Action: CP to check potential for conflict of interest with the Charity Commission</b>	CP
8.9	Trustees agreed recommendation 5 'the application process as outlined in the paper'. <b>Action: AR to send proposed time frame/decision process to Taylor Francis and report back.</b>	AR
8.10	The working group's plans for finalising the Memorandum of Understanding to facilitate the sharing of equipment were discussed. Trustees agreed to the quote from a lawyer for the development of a checklist (including clauses for use by individual organisations). It was clarified that the	

	<p>checklist itself was not intended to be used in its entirety by individual organisations, but that organisations could draw on the content of the checklist when developing their own contracts.</p> <p><b>Action: GC, KL to commission production of template with support from CP.</b></p>	<p><b>GC, KL, CP</b></p>
<b>8.11</b>	<p>The group proposed that skills and training be a theme to take forward in 2017.</p> <p><b>Action: KL and JJ to discuss.</b></p>	<p><b>KL, JJ</b></p>
<b>9.</b>	<p><b>PRESENTATION: Lucy Crompton-Reid, Wikimedia UK NHSF/Wikimedia UK potential for collaboration</b></p>	
	<p>Paper circulated in advance: <i>9_Wikimedia UK Paper for the NHSF Board Meeting</i></p>	
<b>9.1</b>	<p>Lucy Crompton-Reid, Chief Executive of Wikimedia UK, introduced the organisation's work with cultural/heritage organisations.</p>	
<b>9.2</b>	<p>Trustees discussed examples of how working with the Wikimedia community could benefit heritage science, including:</p> <ul style="list-style-type: none"> <li>- review of Wikipedia articles relating to heritage science</li> <li>- the potential for making heritage science research available and enabling people to work with, and re-use, that research</li> <li>- get people engaged with heritage science through Wikipedia projects (e.g. editing)</li> <li>- including a requirement to open up research through Wikipedia in NHSF's grant for Open Access publication</li> <li>- encouraging teachers to use heritage science resources that are made available through Wikimedia</li> <li>- a heritage science editathon</li> </ul>	
	<p><b>Action: NB, LC-R to develop ideas for potential collaboration for presentation to next NHSF Board meeting.</b></p> <p><b>Action: CD to review heritage science entry on Wikipedia</b></p>	<p><b>NB, LC-R</b></p> <p><b>CD</b></p>
<b>10</b>	<p><b>Working group membership and Terms of Reference</b></p>	
	<p>Paper circulated in advance: <i>10_WorkingGroups_MembersToRs</i></p>	
<b>10.1</b>	<p>Policy group: The need for greater input into consultation responses was raised. Trustees agreed that any trustee could be involved in contributing to responses, that the Policy Group could help to identify who else to refer to, and that individuals are not obliged to contribute.</p>	
<b>10.2</b>	<p>Partnerships group: There is a need for more people to be involved in the work of this group. Trustees agreed that people other than trustees, from member organisations, could be involved in the work of the group. The potential for working groups to work together to address areas of shared interest was agreed.</p> <p>Priority areas around which partnerships could be developed were identified as:</p>	

	<ul style="list-style-type: none"> <li>- Open Access</li> <li>- Wikimedia</li> <li>- Educational resources</li> </ul> <p>It was agreed that Task &amp; Finish groups, made up of individuals from member organisations, could be formed to take forward particular activities.</p>	
<b>10.3</b>	<p>Resources group: It was agreed that the action around identifying a person to curate the website, to support the Development Director would be important in the future. It was agreed that the reference to seeking commercial sponsorship for the website should be removed.</p>	
<b>10.4</b>	<b>Action: CP to clarify roles and rotations for each group and bring to next meeting.</b>	<b>CP</b>
<b>11</b>	<b>Engagement matrix</b>	
	<p>Paper circulated in advance: <i>11_NHSF engagement matrix_2016 06 07</i></p>	
<b>11.1</b>	Trustees were informed that Chi Onwurah MP has agreed to speak at the September event.	
<b>11.2</b>	All to contribute ideas of activities for inclusion in the 2017 engagement matrix to the September board meeting.	<b>All</b>
<b>11.3</b>	It was noted that AR had met with the Head of Policy at the European Commission and that 2018 will be the year of European Cultural Heritage. The invitation for the UK to participate will go to Ed Vaizey (Minister for Culture, Communications and Creative Industries).	
<b>12</b>	<b>Potential members</b>	
	<p>Paper circulated in advance: <i>12_PotentialMembers_Updated 2016 04 12</i></p>	
<b>12.1</b>	NB to follow up on initial conversations with University of London.	<b>NB</b>
<b>12.2</b>	Imperial College London has joined.	
<b>12.3</b>	AR has spoken to the Edward James Foundation about joining. <b>Action: CP to update list.</b>	<b>CP</b>
<b>13</b>	<b>Risk register</b>	
	<p>Paper circulated in advance: <i>13_NHSF Risk Register 2016 04 12</i></p>	
<b>13.1</b>	<p>The risk of the potential for trustees to be in receipt of personal benefit if co-authoring a paper that is supported by an NHSF Open Access publication grant to be added to the Risk Register if appropriate once CP has contacted the Charity Commission. Action: CP contact Charity Commission and add to risk register if necessary.</p>	<b>CP</b>

<b>14</b>	<b>Research round-up</b>	
	Reported separately.	
<b>15</b>	<b>Any Other Business</b>	
<b>15.1</b>	The Open Access position statement was agreed by trustees and will be publicised at the event on 8 September.	<b>CP</b>
<b>15.2</b>	The trustees agreed the following changes to the bank mandate: David Howell to be removed as a signatory. Christina Duffy to be added as a signatory. <b>Action: Update bank mandate</b>	<b>CP</b>
<b>15.3</b>	Baroness Sharp has agreed to become NHSF's Patron.	
<b>15.4</b>	The two approaches to potential Presidents have not been successful. AMcC to approach a third candidate but if this is not successful, the aims and process are to be re-evaluated. <b>Action: AMcC to contact Baroness Andrews</b>	<b>AMcC</b>
<b>16</b>	<b>Dates of next meetings</b>	
	Dates for meetings in 2017 were tabled.  8 September 2016, 13.30-16.30 (Knole) 10 November 2016, 13.30-16.30 (National Conservation Centre, Stirling)  The meeting finished at 16.50	

-End-