



Trustees' Meeting

CIPR

14.00-17.00, 8th September 2016

Minutes

Attending

Nancy Bell (**NB**), Head of Collection Care, The National Archives
Daniel Bone (**DB**), Deputy Head of Conservation, Ashmolean Museum, University of Oxford
Gill Campbell (**GC**), Head of Environmental Studies, Historic England
Professor May Cassar (**MC**), Director Institute of Sustainable Heritage, UCL
Professor Pip Laurenson (**PL**), Head of Collection Care Research, Tate
Katy Lithgow (**KL**), Head Conservator, National Trust (from 14.30)
Alastair McCapra (**AM**), Chairman
Alison Richmond (**AR**), Chief Executive, ICON
Dr Constantina Vlachou (**CV**), Senior Conservation Scientist, Historic Royal Palaces

Apologies

Dr Mary Davis (**MD**), Principal Analytical Services Officer, National Museum Wales
Dr Christina Duffy (**CD**), Conservation Imaging Scientist, The British Library
Professor Carl Heron (**CH**), Director of Scientific Research, The British Museum
Dr Ewan Hyslop (**EH**), Head of Technical Research and Science, Historic Environment Scotland
John Jackson (**JJ**), Science Policy Adviser, Natural History Museum
Jacqueline Ridge (**JR**), Keeper of Conservation, National Galleries Scotland
Professor Mary Ryan (**MR**), Imperial College London
David Thickett (**DT**), Senior Conservation Scientist, English Heritage
Jane Thompson-Webb (**JTW**), Birmingham Museums Trust
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 8 September 2016	Action
1.	Welcome and apologies	
1.1	The meeting started at 14.00	
1.1	Alastair McCapra, chairing the meeting, welcomed everyone.	
1.2	Apologies are recorded above.	
2.	Minutes and matters arising	
2.1	<p>Minutes of 14 June 2016 The minutes were agreed as a correct record with a correction to a typo in 8.7.</p>	
2.2	<p>Matters arising from minutes of 14 June 2016 5.5 The draft Pye Tait report was received by the end of June. Once the final report is available it will be circulated to trustees. Action: GC to send to CP for circulation</p> <p>11.3 With reference to 2018 as the Year of European Cultural Heritage, it was suggested that a direct approach be made to the JPI on Cultural Heritage. Action: MC to provide AR with a contact at the JPI on CH. Action: AR to investigate plans for Year of European Cultural Heritage.</p> <p>15.4 AMcC reported that he had written to the incoming ministers in the follow-up to the changes that followed the EU referendum vote result but had not taken forward a further approach for a President for NHSF.</p>	<p>GC</p> <p>MC AR</p>
3.	Declarations of interest and monitoring private benefits to non charitable organisations or individuals	
3.1	<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).</p>	
4.	Minutes of Executive Group	
4.1	<p>Papers circulated in advance: <i>4_2016 08 04 ExecutiveGroupDraftMinutes</i> <i>4_InnovationAwardCriteria</i> <i>4_NHSF_Budget2016-17</i></p> <p>The Board agreed to the suggestion that an accountant be employed to prepare the 2016-17 annual accounts. Action: CP to obtain quotes.</p>	<p>CP</p>
4.2	<p>The event planned for 10 November 2016 in Stirling was discussed. The timing of the event and the current passage of the Higher Education and Research Bill 2016-17 was discussed. The context of the Bill's arrangements for the restructuring of the research councils, the establishment of the new body UK Research and Innovation (UKRI), the research councils becoming committees (known as Councils) and the proposal to form a new committee, Research England with responsibility for research facilities in England only was discussed.</p>	

	<p>It was agreed that there is an urgent need to establish what arrangements are being made under the devolved governments in advance of the first reading of the Higher Education and Research Bill in the House of Lords.</p> <p>The impact of the responsibilities of Research England on Independent Research Organisations (IROs) were discussed in the context of financial support being available only to eligible HE providers.</p> <p>Action: Raise awareness of the potential implications for research facilities in Scotland.</p> <p>Action: Write to Sir John Kingham, Interim Chair of UKRI to raise awareness of the potential for fragmentation of the research environment.</p> <p>Action: MC send link to the Higher Education and Research Bill 2016-17 to CP for circulation to trustees.</p> <p>Action: Trustees in IROs to raise awareness of the proposed functions of Research England in their organisations.</p> <p>[KL joined the meeting]</p>	<p>EH, MC</p> <p>AMcC</p> <p>MC, CP</p> <p>Trustees in IROs</p>
4.3	<p>It was reported that CP has been in discussion with CH about his becoming a trustee.</p> <p>It was reported that Deborah Cane and Edward Impey have stepped down as trustees.</p>	
4.4	<p>It was agreed that the 2016-17 budget should be reforecast to include £7000 for Open Access publication support. It was agreed that this amount could be increased, subject to trustees' agreement, to the annual sum of £14000 if there is sufficient demand.</p> <p>Action: CP to reforecast 2016-17 budget</p>	CP
4.5	<p>Baroness Sharp Award for Innovation</p> <p>AMcC introduced the criteria that had been drafted on the basis of the trustee brief at the last meeting.</p> <p>Trustees discussed the current emphasis on innovation in research and the possibility of refocusing the award, for example towards emerging heritage scientists. There was not widespread support for an award restricted to emerging heritage scientists.</p> <p>Trustees agreed that the award should align with the goals of the National Heritage Science Strategy, for example, for research that advances the National Heritage Science Strategy.</p> <p>It was agreed that there would be no announcement about the award in the evening.</p> <p>It was agreed that there is a need for greater clarity over what NHSF wants to support although the criteria as drafted did have support.</p> <p>Action: AMcC and AR to develop revised criteria and circulate to trustees between meetings.</p>	AMcC, AR
5.	Trustees Annual Report	
5.1	<p>Papers circulated in advance: <i>5_NHSF_AnnualReportAccounts2015-2016vForApproval</i></p> <p>Resolution to approve the Trustees Annual Report Proposer: Alastair McCapra</p>	

	<p>Seconder: Constantina Vlachou The trustees voted unanimously for the resolution.</p>	
6.	Appointment of new trustees	
6.1	<p>Subject to the completion of the trustee declaration of eligibility form, the following individuals were proposed as trustees of NHSF: Daniel Bone Mary Ryan David Thickett</p>	
6.2	<p>Resolution to appoint the individuals named above as trustees (subject to completion of the eligibility form). Proposer: Alastair McCapra Seconder: Alison Richmond The trustees voted unanimously in favour of the resolution.</p>	
7	Trustee role description, including terms	
	<p>Papers circulated in advance: <i>7a_NHSF Trustee_v0.3</i> <i>7b_NHSF Constitution_Trustee</i></p>	
7.1	<p>Trustees discussed the current requirement for a third of trustees to retire at AGM and the difficulties that this presented in defining trustee terms, ensuring a continuity of representation, and succession planning. Action: CP to investigate amending the Constitution to introduce fixed terms of three years with the Charity Commission</p>	CP
7.2	Trustees agreed the provision in the trustee role description that each trustee should take part in at least one working group.	
7.3	<p>Trustees agreed to approve the trustee role description with one amendment, the addition of 'or the executive group' to the groups that trustees take part in. Action: CP to update trustee role description and to upload to OneDrive trustee folder as final version.</p>	CP
7.4	It was agreed that trustees should give thought to their involvement in working groups and to succession of their role of trustee within their organisation.	
8.	Working group – Policy	
8.1	Written evidence was submitted to the House of Lords inquiry into EU membership and UK science and has been published on the inquiry's webpage.	
8.2	A statement was drafted in response to the UK vote to leave the EU. This is available on the NHSF website.	
8.3	The Chairman wrote to the new Secretary of State for Education and the new Secretary of State for Culture Media and Sport congratulating them on their appointments and raising awareness of heritage science.	
8.4	The NHSF statement drafted in response to the BIS white paper on Higher	

<p>8.5</p> <p>8.6</p>	<p>Education “Success as a Knowledge Economy” has been published on the NHSF website and link circulated in the newsletter.</p> <p>There was discussion about the potential reduced profile of heritage with DCMS as it is no longer the responsibility of a Secretary of State.</p> <p>There was discussion on the future of the Culture White Paper and how it is to be taken forward by DCMS. Action: NB to follow up.</p> <p>There was discussion on culture, heritage and well-being and whether the role of culture in delivering health and well-being benefits would be a good theme for a briefing session in 2017. Action: NB, MC, JJ to discuss</p>	<p>NB</p> <p>NB, JJ, MC</p>
<p>9.</p>	<p>Working group – Partnerships</p>	
<p>9.1</p> <p>9.2</p> <p>9.3</p> <p>9.4</p>	<p><i>9_ National Heritage Science Forum and Wikimedia UK</i></p> <p>NB introduced a paper that had been developed following the June Board meeting to advance the relationship between NHSF and Wikimedia UK.</p> <p>The Board discussed the proposals of:</p> <ol style="list-style-type: none"> 1. Year 1 – a training event at a neutral venue in which all member organisations can benefit to learn the basics of wiki-training. 2. Year 2 – individual organisations can host wiki edithons. 3. Year 3 – the possibility of a Wikimedian in residence at a member organisation. <p>It was clarified that training is provided by a Wikimedia volunteer but NHSF would be responsible for advertising and the training venue (with full IT infrastructure).</p> <p>It was agreed that NHSF could plan towards the year 1 proposal but that years 2 and 3 are likely to be beyond its resources. Action: NB to investigate costs further</p>	<p>NB</p>
<p>10</p>	<p>Working group – Resource sharing</p>	
<p>10.1</p> <p>10.2</p> <p>10.3</p>	<p>The draft process for applying to NHSF for a grant for Gold Open Access publication has been tested with Taylor & Francis who are confident it would work.</p> <p>The Board discussed the draft process and highlighted additions that should be made. CP to make additions in advance of the working group’s meeting on 12 October. Actions: CP to clarify that there is no obligation for the author to pay for publication. CP to add question asking cost of publication (Article Processing Charge only). CP to investigate a form of words to protect against applicants committing NHSF to funding publication without a grant having been agreed.</p> <p>GC reported that the draft MoU checklist to facilitate the sharing of equipment has been prepared and is with the working group for comment by 16 September.</p>	<p>CP</p> <p>CP</p> <p>CP</p>

11	BRIEFING: Professor May Cassar Public Benefit, Cultural and Economic Impact and Growth Prospects of Heritage Science Research: Creating a Heritage Science Innovation Systems Framework	
	This item was delivered after items 12, 13, 14. Baroness Sharp of Guildford was present for this item.	
11.1	Paper circulated in advance: <i>11_AHRC BIS Fellowship - HS Innovation System Framework -Draft 240816</i> Professor May Cassar delivered a presentation on her AHRC Impact Fellowship which was supported by the confidential paper that had been circulated in advance.	
11.2	The Board discussed the proposed Framework for Assessing Delivery and Impact of Heritage Science. The proposal includes the suggestion that the National Heritage Science Forum act as a Special Interest Group (SIG) for Heritage Science. Action: Trustees to review the paper and decide whether NHSF should become a SIG for Heritage Science.	AMcC/ trustees
12	Engagement matrix	
	Paper circulated in advance: <i>12_NHSF engagement matrix_2016 08 30</i>	
12.1	CP outlined plans for the event in Stirling on 10 November 2016. Professor Ian Simpson, Dean of Natural Sciences at University of Stirling was suggested as a keynote speaker. Action: AMcC/CP to invite Professor Simpson to speak	AMcC/CP
12.2	It was noted that the Engagement Matrix is due to be updated for 2017. Trustees to send contributions to CP for review at November meeting. Action: Trustees to send 2017 engagement activities to CP	Trustees
12.3	NB reported that she had completed an initial exercise to map international Heritage Science activity. GC reported that Historic England is engaged in a project to identify research resources. Action: NB, GC to send reports to CP when they are available, for circulation to trustees	NB, GC
13	Potential members	
	Paper circulated in advance: <i>13_PotentialMembers_Updated 2016 08 31</i>	
13.1	The list of potential members was reviewed by trustees. It was reported that Cifa does not intend to join. Actions: AR to follow up interest expressed by Edward James Foundation AR to follow up interest expressed by Leather Conservation Centre (CP to send background information to AR) AR to follow up her conversation with Sue Ridley (V&A) with Bill Sherman.	AR AR/CP AR

	<p>NB to pass name of Dean of Humanities at University of London to AMcC for AMcC to contact as follow up to conversations with Geoffrey Crossick.</p> <p>CP to add Northumbria to the list.</p> <p>CP to add Cranfield University to the list. DB to approach Andrew Shortland.</p> <p>AMcC to contact CILIP.</p>	<p>NB/AMcC</p> <p>CP</p> <p>CP/DB</p> <p>AMcC</p>
14	Review of Risk Register	
	<p>Paper circulated in advance: <i>14_NHSF Risk Register 2016 08 31</i></p>	
14.1	<p>Trustees queried whether there was a policy on reviewing 'medium' risks (those scored 6-12). It was confirmed that there is no policy on reviewing 'medium' risks but at each review of the register trustees are asked to consider the highest scoring risks and any risks that are missing from the register.</p> <p>Risk 1.1 Trustees discussed the cost of membership and its potential to affect membership retention and growth of members. It was agreed that NHSF can demonstrate that it is spending the income appropriately. It was agreed that the cost of membership should be kept under review to ensure breadth of membership.</p> <p>Action: CP to add 'review membership fees annually' as a control action.</p> <p>Action: Membership fee levels to be discussed at November Board meeting (prior to approving the budget for 2017-18)</p>	<p>CP</p> <p>CP</p>
14.2	<p>Risk 2.1 The risk of being unable to deliver against key objectives/charitable aims and resulting loss of confidence in NHSF was discussed. It was agreed that the Executive Group should discuss where there is need for additional resource (staffing or trustee input) to reduce this risk. It was agreed that the Consultant Development Director should cost specific pieces of work for approval by the Executive Group and delivery through Preservation Matters Ltd.</p> <p>Action: CP to add 'Executive Group to approve additional resource for specific pieces of work, within agreed budget' to the risk register as a mitigating action.</p>	<p>CP</p>
14.3	<p>Risk 2.4 It was agreed that there is an outstanding need for action to address the risk of failure of the NHSF website.</p> <p>Action: CP to issue brief for website redevelopment.</p>	<p>CP</p>
14.4	<p>Risk 4.3 Actions to address the risk of reduced trustee engagement with NHSF were discussed. It was agreed that trustees should be asked to complete an evaluation form when stepping down as a trustee so that NHSF can understand why they are leaving the role. It was agreed that there is a need for greater involvement from membership organisations in the working groups to support succession of trustees. It was agreed that trustees should be contacted on appointment to find out about their interests and motivations.</p> <p>Action: NB to send CP form on board review process</p> <p>Action: CP to add 'Role of Trustee' document to trustee materials in OneDrive and when contacting potential trustees.</p>	<p>NB</p> <p>CP</p>
15	Research round-up	
	This item was not covered at the meeting.	

16	Any Other Business	
16.1	<p>Baroness Sharp of Guildford was thanked for her support of heritage science and the role that she has played as NHSF's Honorary President since its launch in 2013. NHSF thanked Baroness Sharp for agreeing to continue to act as its Patron.</p> <p>The meeting closed at 17.00</p>	
	Dates of next meetings	
	<p>Dates for meetings in 2017 were tabled.</p> <p>8 September 2016, 13.30-16.30 (Knole)</p> <p>10 November 2016, 13.30-16.30 (National Conservation Centre, Stirling)</p> <p>The meeting finished at 16.50</p>	

-End-