



Trustees' Annual Report

For the period 31 March 2019 to 30 March 2020

The National Heritage Science Forum is a Charitable Incorporated Organisation (CIO), registered charity number (England & Wales) 1154160.

Registered office: c/o The Institute of Conservation
Radisson Court, Unit 2
219 Long Lane
London SE1 4PR

Website: www.heritagescienceforum.org.uk

Email: administrator@heritagescienceforum.org.uk

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

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

Charity trustees: Dr Lora Angelova
Daniel Bone
Gill Campbell (until 03/07/19)
Professor May Cassar
Sara Crofts
Dr Trevor Emmett (Honorary Secretary) (from 18/11/19)
Dr Paul Garside (until 17/08/20)
Dr Jen Heathcote (from 03/07/19)
Professor Carol Heron

John Jackson
Katy Lithgow (until 03/07/19)
Professor Nigel Llewellyn (Chair)
Dr Bronwyn Ormsby
Dr Paola Ricciardi
Jacqueline Ridge
Professor Mary Ryan (until 18/11/19)
David Thickett (until 18/11/19 and from 06/03/20)
Dr Aurelie Turmel
Dr Constantina Vlachou
Professor David Watkinson

Patron: 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 18th November 2019 two trustees retired from office in accordance with NHSF's Constitution (two others having stepped down earlier in the year). The members, in accordance with NHSF's Constitution, reappointed two existing trustees who were willing to stand again and confirmed the appointments of four trustees who had been appointed by the Board of Trustees earlier in the year; this included the Chairman and a new role of Honorary Secretary.

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. As part of a review of all policies and procedures undertaken during 2017, trustees have noted the value of revisiting its method of selecting trustees (appropriate background and skills set). The trustee role description was updated in 2018. A skills audit that was planned for 2019 has not yet been carried out but a small governance working group has been established to focus on governance issues including a transition to a smaller trustee board.

Operations

The trustees take the lead on strategic issues. Operational support is provided through a contract with Preservation Matters Ltd which provides consultancy services covering the 'Development Director' schedule of services and additional administrative support services.

Register of related party interests and transactions

The process for recording related party interests and transactions was updated at the end of 2017. All trustees are asked to review or complete the related party interests form annually. All trustees are asked to complete the form for declarations of related party transactions following the end of the financial year. For the period 31st March 2019 to 30th March 2020 total aggregate trustee expenses were £708. No trustees' remuneration was paid in the year. There were no declared donations from related parties.

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. At the trustee meeting of 18th November trustees approved a new format risk register. This was put into operation for the trustee meeting of 6th March.

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.

Trustees agreed that for the period 31 March 2019 to 30 March 2020, NHSF should focus on the following activities:

1. Engage the heritage sector with the new Strategic Framework for Heritage Science, 2018-2023, and coordinate its delivery.
2. Undertake policy and advocacy work that will generate an environment that is supportive of heritage science research.
3. Work in partnership with E-RIHS.UK on strengthening the research and innovation infrastructure (physical and digital) for cultural heritage.
4. Grow the Forum's membership so that it better represents the range of organisations that produce and use heritage science.

1. Engage the heritage sector with the new Strategic Framework for Heritage Science, 2018-2023, and coordinate its delivery.

After launching the new Strategic Framework for Heritage Science in December 2018, a primary focus for this year was to engage the heritage sector with this work and to coordinate its delivery. A major part of this was the introduction of a new operating structure for NHSF which took effect this year. NHSF has established a working group to align to each strand of the framework and a greater number of individuals from across NHSF's member organisations is now involved in the Forum's work. Three member meetings were held, organised around the three strands of the framework (excellent research (July), a skilled and diverse heritage science community (November), demonstrable social and economic impact (March)). These meetings provided increased opportunities for member organisations to be involved in and benefit from the NHSF's work and invitations were extended to a number of non-member organisations to the November and March meetings to increase the visibility of NHSF's activities. NHSF also experimented with the use of digital padlets to capture work done across the wider heritage science community that contributed to achieving the goals of the strategic framework.

In July, members reviewed the report, *Careers in Heritage Science: Opportunities and Constraint*, (produced with Culture Syndicates CIC). This presents the findings of a survey of students and alumni of heritage science courses, as well as the results of interviews with training providers and employers in heritage science. The report provides valuable evidence for the strategic framework strand, 'a skilled heritage science community', specifically providing steps towards the outcome, accessible training and postgraduate opportunities and highlighting issues for the sector to address around the 'identity' of heritage scientists. The report was published in December 2019.

In November, members focused on the 'Excellent Research' strand of the strategic framework – asking what is needed to ensure excellent interdisciplinary research. The importance of social relevance of research emerged as a major theme and work to explore and articulate this relevance is now being taken forward by the Forum's research working group.

NHSF has continued its work on open access, by gathering data on the management and re-use of heritage science data to better understand the current situation across the sector. The Forum continued to promote its Open Access fund though no awards were made during the year.

Additional work throughout the year to raise the profile of the Forum and of the strategic framework for heritage science has included producing a flier on the Framework and distributing it as a conference delegate insert at the June 2019 Icon triennial conference, a meeting with the Chief Executive of The Heritage Alliance to explore advocacy opportunities, a meeting with Arts & Humanities Research Council (AHRC) staff, a presentation at an AHRC/Courtauld workshop on *Conservation Science and Cultural Heritage*, a presentation to the Icon Heritage Science Group to explore how NHSF and Icon could share information or work together to improve access to published heritage science research in support of the strategic framework strands, 'excellent research' and 'demonstrable social and economic impact', and attendance at the Open & Engaged event at the British Library as part of International Open Access week.

A system has been set up to monitor how the Forum is delivering against the Strategic Framework goals.

2. *Undertake policy and advocacy work that will generate an environment that is supportive of heritage science research.*

NHSF has used its membership of The Heritage Alliance to contribute to advocacy work relating to Brexit (particularly around immigration issues, for example by contributing to the Migration Advisory Committee's call for evidence on the potential impact of salary thresholds and points-based systems. As a consequence, the Forum was invited to take part in a roundtable with Home Office ministers to discuss the implications of restriction on freedom of movement for the heritage sector as a result of Brexit. This event did not take place due to a change of Prime Minister.

In September, NHSF contribute to the Heritage Alliance's second 'International Event'. Forum members contributed case studies of different examples of international partnership, cooperation and collaboration. The presentation linked to NHSF's strategic partnership with E-RIHS.UK and provided a good opportunity to raise the profile of the UK strategic framework for heritage science and its role in strengthening collaboration. NHSF was able to highlight many different ways in which UK heritage science both contributes to the international agenda and benefits from our strong international links. The audience were impressed by the sector's participation in complex international research collaborations, reflecting the strength of this area across the sector.

The Forum has contributed to the Heritage Alliance 'Funding and Investment Advocacy Group'; also on Brexit and Immigration to ensure that the heritage science community is represented in the case being presented by the heritage sector on new visa regimes and areas that are particularly at risk in a no-deal Brexit scenario. NHSF's contributions to work in this area in January, has included input to the Alliance's Fiscal Manifesto *'Backing the Bedrock'* (2019).

In January, NHSF took part in a focus group convened by the AHRC on heritage infrastructures as part of on-going work that UKRI and its research councils were undertaking to develop the UK's research and innovation infrastructure. This followed on from contribution to the UKRI research and infrastructure progress report, 'Opportunities to grow our capability', an area in which NHSF worked alongside other partners from E-RIHS.UK with the goal of achieving support for a UK research and

innovation infrastructure for cultural heritage. Chapter 5 of UKRI's report made direct reference to NHSF and the strategic framework (pp.83-84), as well as to E-RIHS.UK.

The Forum has continued to encourage or coordinate member input to consultations; and to provide briefing notes on publications or policy documents. In the period of this report, this has included:

- A briefing note on the UKRI report on Research and Innovation Infrastructure Roadmap (April 2019)
- Input to DCMS tailored review of Historic England (May 2019)
- Briefing note on Smith Review (July 2019)
- NHSF input to ACE consultation on its draft strategy for 2020-2030 (September 2019)
- Summary of General Election Manifestos of six UK political parties (November 2019)
- Analysis of alignment of Research Council delivery plans (AHRC and EPSRC) and the Strategic Framework for Heritage Science in the UK (November 2019)
- Briefing note on 2019 Conservative Manifesto following results of General Election (December 2019)
- Briefing note on Queen's Speech and State Opening of Parliament (December 2019)
- Briefing note on the findings of the UKRI infrastructure programme documents 'Opportunities to grow our Capability' and 'Landscape analysis'.(December 2019)
- Briefing note on the published Arts Council England's 10 year strategy, *Let's Create* (March 2020)
- Briefing note on Budget 2020 (March 2020)

3. Work in partnership with E-RIHS.UK on strengthening the research and innovation infrastructure (physical and digital) for cultural heritage.

In the previous reporting period, 2018-2019, NHSF formed a strategic partnership with the UK hub of the European Research Infrastructure for Heritage Science (E-RIHS). In September, NHSF took part in a meeting of the E-RIHS.UK steering group. The meeting provided updates on the work that has been done on the different work packages associated with the preparatory phase of developing the European infrastructure documents, including risk management, management policy, and education and training. The UK node is developing in parallel to the European structure so that UK infrastructure can operate as part of an international research infrastructure.

NHSF also joined the steering group in January for its meeting on progress of the Preparatory Phase project to develop the European Research Infrastructure for Heritage Science, and the UK Research Infrastructure for Heritage Science. One of the goals of this work was to link up the facilities that are distributed across the UK and make them more accessible, as well as to understand where there are gaps in current research capacity. This is a key part of the strand 'excellent research' in the strategic framework.

An outcome of the September 2019 AHRC-Courtauld Institute workshop on *Conservation Science and Cultural Heritage* was an NHSF-initiated joint letter to AHRC from NHSF, UKRIHS (UK Research Infrastructure for Heritage Science) and IROC (Independent Research Organisation Consortium) to express support to AHRC in its work to explore future investment in heritage science and conservation research. In January 2020, NHSF took part in an AHRC-convened workshop on Heritage Infrastructures, and in March the Forum joined an AHRC-convened group to scope a potential programme of cross-UKRI investment in heritage science and conservation research.

4. Grow the Forum's membership so that it better represents the range of organisations that produce and use heritage science.

This year, the NHSF introduced a new fee structure to make it easier for smaller organisations to join. The Forum has started to reach out to a range of organisations that are not currently members through invitations to its member meetings, and one-to-one meetings. It is envisaged that a better understanding of the strategic framework and how Forum members are working together to deliver it will encourage more organisations to join the Forum from the start of the next membership year in May 2020.

The Forum has also worked to strengthen its relationship with existing members, meeting with them to explore their research interests, the challenges and opportunities faced by the sector, and how collaborative working and the strategic framework focus will help to demonstrate the wider benefits of heritage science.

Communication

NHSF shares news of its activities and achievements through its website, e-newsletter and social media platforms of Twitter, Facebook and WordPress blog. In September 2019, NHSF reviewed its communication strategy to use it to communicate the goals set out in the strategic framework and progress towards their delivery. Twelve newsletters were published between 31.03.19 and 30.03.20. 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, comprising Twitter, Facebook and the NHSF blog, provide other routes for sharing information and increasing public engagement with, and support for, heritage science. During 2019-20 Twitter followers have increased to over 1400 and Facebook 'likes' increased to over 770. Blog themes for 2019-2020 included 'How to Hack Heritage Science!', following an event at UCL organised by SEAHA-CDT students, and a series of posts for British Science Week 2020, featuring contributions from universities, academics and businesses involved in heritage science. Social media is analysed so that we can target information better and increase engagement rates.

In response to feedback from its survey of members, communicating and engaging with policy issues has continued to be a major area of activity. The range of briefing notes, statements, consultation responses and written evidence that NHSF produces often involve the input of member organisations and allied organisations. They are published on the NHSF website and through its newsletter.

Planning and development

The new strategic framework for heritage science in the UK provides an important opportunity for the whole heritage science sector to come together to define activities that will deliver the strategy goals.

In 2020-21 NHSF's priorities are to:

- Involve more organisations in the delivery of the Strategic Framework for Heritage Science and in doing so raise NHSF's profile, develop its strategic partnerships and grow its membership.
- Work in partnership with AHRC, E-RIHS.uk (UKRIHS), and IROC to secure investment in UK heritage science infrastructure.

- Develop a toolkit to support the community in demonstrating the value of heritage science.
- Articulate the social relevance of heritage science and encourage the heritage science community to show how its research helps to address the issues that matter to people.
- Establish a framework for emerging professionals' networking and skills development to strengthen the identity of heritage science and address anticipated skills shortages now that the UK has left the European Union.
- Effect a transition to a new governance and operating structure so that the Forum continues to serve its members and the heritage science community well and develops as a resilient organisation.

At the end of March 2020 the UK entered lockdown in response to the global Coronavirus pandemic. The Board of Trustees called an emergency trustee meeting for 12th May to consider the impact of the pandemic on the Forum and its future activities and membership levels. It carried out a thorough review of its risk register and agreed to take forward its governance review.

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 £25,000) to meet these needs. At 30 March 2020, NHSF's unrestricted reserves were £55,405. 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 draw on free reserves to reduce current free reserves.

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
Prof. Nigel Llewellyn

Print full name
Dr. Trevor Emmett

Position
Chair, Board of Trustees

Position
Honorary Secretary, Board of Trustees

Date 2nd October 2020

Date 2nd October 2020

Accounts

Accounts for the period 31 March 2019 to 30 March 2020 are presented using the receipts and payments accounts template provided by the Charity Commission.



Receipts and payments accounts

CC16a

For the period
from

31/03/2019

To

30/03/2020

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	36,000	-	-	36,000	55,000
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	36,000	-	-	36,000	55,000
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	36,000	-	-	36,000	55,000
A3 Payments					
Consultancy services	51,931	-	-	51,931	46,338
Board meetings	357	-	-	357	262
Trustee expenses	708	-	-	708	77
Website	1,578	-	-	1,578	541
Telephone, print, post, stationery	964	-	-	964	2,096
Events	2,777	-	-	2,777	2,941
Travel and subsistence	216	-	-	216	125
Subscriptions	257	-	-	257	1,365
Commissioned research/services	-	-	-	-	2,479
Independent examination	618	-	-	618	600
Awards	-	-	-	-	2,160
Bank charges	60	-	-	60	60
Sub total	59,466	-	-	59,466	59,043
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	59,466	-	-	59,466	59,043
Net of receipts/(payments)	- 23,466	-	-	- 23,466	- 4,043
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	78,871	-	-	78,871	82,914
Cash funds this year end	55,405	-	-	55,405	78,871

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	55,405	-	-
		-	-	-
		-	-	-
CCXX R1 accounts (SS)	1	-	-	28/09/2020 -

Total cash funds	55,405	-	-
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(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 £
Invoiced membership subscriptions for 2019-20	2,500	-	-
Invoiced membership subscriptions for 2020-21	5,000	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

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)
Amount owing on unpaid invoices	Unrestricted	6,144	
Independent examiner fee 2019-20 accounts	Unrestricted	768	
		-	
		-	
		-	

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

Signature	Print Name	Date of approval
	Nigel Llewellyn (Chair)	02/10/2020
	Trevor Emmet (Honorary Secretary)	02/10/2020

Please note - accounts have been approved by trustees but circulation

NATIONAL HERITAGE SCIENCE FORUM

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF NATIONAL HERITAGE SCIENCE FORUM

I report to the trustees on my examination of the accounts of National Heritage Science Forum (the charity) for the year ended 30 March 2020.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

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 next statement.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 130 of the 2011 Act;
or
- 2 the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Nicholas Brown FCA DChA BFP

18 Hyde Gardens
Eastbourne
East Sussex
BN21 4PT

Dated: 2 October 2020
