

# National Heritage Science Forum

## Trustees' Annual Report

For the period 31 March 2018 to 30 March 2019

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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 FCA DChA  
Plummer Parsons (Chartered Accountants)  
18 Hyde Gardens  
Eastbourne  
East Sussex BN21 4PT

**Charity trustees:** Dr Lora Angelova (from 03/10/18)  
Daniel Bone  
Gill Campbell (until 03/07/19)  
Professor May Cassar  
Sara Crofts (from 22/03/19)  
Dr Christina Duffy (until 05/12/18)  
Dr Paul Garside (from 05/12/18)  
Dr Jen Heathcote (from 03/07/19)  
Professor Carl Heron  
Dr Ewan Hyslop (until 13/07/18)  
John Jackson  
Professor Phillipa Laurenson (until 05/12/18)

Katy Lithgow (Vice Chair) (until 03/07/19)  
Professor Nigel Llewellyn (from 01/03/19)  
Alastair McCapra (Chairman) (until 22/03/19)  
Dr Bronwyn Ormsby (from 05/12/18)  
Dr Paola Ricciardi  
Alison Richmond (until 05/12/18)  
Jacqueline Ridge  
Professor Mary Ryan  
David Thickett  
Dr Aurelie Turmel (from 03/10/18)  
Dr Constantina Vlachou-Mogire  
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 5<sup>th</sup> December 2018 one third of trustees retired from office in accordance with NHSF's Constitution. The members, in accordance with NHSF's Constitution, reappointed four existing trustees who were willing to stand again and confirmed the appointments of four new 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. 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 and a skills audit of trustees is planned for 2019.

In the latter half of 2018, NHSF began recruitment of a new Chair to succeed Alastair McCapra who had been in the role since 2015. In March 2019, Professor Nigel Llewellyn was appointed as a trustee and took up the position of Chair at the end of the trustee meeting of 22 March 2019.

### **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 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 31<sup>st</sup> March 2018 to 30<sup>th</sup> March 2019 the total aggregate trustee remuneration and expenses was zero. 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.

### **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 2018 to 30 March 2019, NHSF should focus on the following activities:

1. Launch the new National Heritage Science Strategy and facilitate strong partnerships that will enable its delivery.
2. Review how trustees, members and allied organisations work together to deliver NHSF's charitable objectives and explore a more inclusive approach to membership of the Forum.
3. Seek the best deal for heritage science in the light of Brexit and the Industrial Strategy.
4. Build on activities in previous years to continue to improve access to heritage science research, including a new focus on heritage science data.

### *1. Launch the new National Heritage Science Strategy and facilitate strong partnerships to support its delivery*

Over the course of 2018, NHSF led the development of a new strategic framework for heritage science in the UK. Having carried out a significant amount of background work in 2017, the structure of the framework was drafted early in 2018 and was consulted on in March-April 2018. Following analysis of the consultation responses by NHSF trustees, the framework was refined and then launched at an event at the Tower of London on 5<sup>th</sup> December 2018. The framework's three themes of 'Excellent research', 'A skilled and diverse heritage science community' and 'Demonstrable social and economic impact' provide a structure for NHSF's work going forwards.

In October 2018 NHSF formed a strategic partnership with the UK hub of the European Research Infrastructure for Heritage Science (E-RIHS.UK). The partnership will help develop a distributed heritage science research infrastructure hub in the UK and will open new avenues for engagement between British and international heritage science communities.

At the end of March 2019, NHSF members reviewed the framework to identify the areas in which NHSF is well-placed to provide leadership. They also identified where partnerships could be formed to deliver the goals of the framework. Initial delivery plans were drafted and working groups will be formed to support each strand of activity. NHSF will use its new Member Meetings as a mechanism for achieving engagement with the strategic framework.

### *2. Review how trustees, members and allied organisations work together to deliver NHSF's charitable objectives and explore a more inclusive approach to membership of the Forum*

Early in the 2018-19 year, members were consulted on NHSF's emerging priorities for the year ahead and how the Forum could best deliver its purpose. There was strong support from members for a new structure that would enable greater collaborative working by members on the priorities of the new strategic framework, alongside maintenance of NHSF's valued work on policy and communications. Over the past year, trustees have developed and agreed a new operational and member structure that sees the establishment of Member Meetings (three per year to precede trustee meetings) with each meeting themed on a different strand of the strategic framework.

Trustee meetings will focus on strategy, compliance, developing NHSF's capacity and ensuring its continued financial good health.

In order to achieve a more inclusive membership, that better represents the range of organisations that produce and use heritage science, trustees have agreed a change to membership and fee structures. There is now a single membership category so that all organisations have the same opportunities for participation. A tiered membership fee level has been introduced that is linked to annual turnover to make membership more financially accessible to smaller organisations.

### *3. Seek the best deal for heritage science in the light of Brexit and the Industrial Strategy*

The Forum has provided regular updates on the many Brexit-related initiatives of the last year. The monthly e-newsletter has kept the community up to date on the position papers, inquiries, reports and surveys that have been issued by Government and others (such as the Royal Society, Prospect and the European Union) and briefing notes have been provided on key issues such as the Brexit White Paper published in July 2018.

The strategic framework that was developed over the course of the year aligns to the Industrial Strategy. Each of the three strands has goals that will help the heritage science community to contribute to the aims of the Industrial Strategy, such as improving innovation and commercial application of research, developing strategic relationships between businesses and research organisations, and improving the discoverability of research and data.

The Forum made an approach to join the governing board of the Joint Programming Initiative for Cultural Heritage. Whilst this will not be taken forward, NHSF has been monitoring the evolution of UKRI and the Research Councils and will seek to work more closely with them, particularly the Arts & Humanities Research Council over the next year. The Forum and its members have contributed to work by UKRI on the mapping of research infrastructure and capability development for cultural heritage.

### *4. Build on activities in previous years to continue to improve access to heritage science research, including a new focus on heritage science data*

The Forum has supported the Gold Open Access publication of one article this year (awaiting publication). It has continued to promote the Fund and has explored other ways in which it could be used to improve access to heritage science research.

In February, NHSF held a one-day symposium (in partnership with E-RIHS.UK and the Icon Heritage Science Group) on the theme 'Making Heritage Science Data FAIR and Impactful'. The well-attended event gave an oversight of the different challenges of, and approaches to, the management of heritage science data with case studies from Fishbourne Roman Palace, ISIS Neutron and Muon Source, Rutherford Appleton Laboratory and Historic England. An afternoon workshop on data management ran in parallel with papers that looked at some of the opportunities to be explored including an Open Access Repository Pilot Project and the role of heritage science data in making the economic case for cultural heritage.

In March, NHSF worked in partnership with University of Cambridge Museums to run a pilot training day, 'What can heritage science do for you?'. This session was pitched at people who have custodial responsibility for collections and explored the benefits of heritage science research in the context of

collections-based research and outreach activities. Some of the attendees subsequently contributed posts on what they gained from the day to NHSF's blog.

### **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 undertook a major piece of work towards the end of 2017-18 and start of 2018-19 to review all the personal data it held, update its privacy policy, and re-subscribe individuals to its communication channels. NHSF published 12 newsletters between 31.03.18 and 30.03.19. 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. In addition to the launch of the new strategic framework for heritage science in December 2018, we have also given presentations on it at the Science of Art symposium (University of Cambridge Museums) (December 2018) and to SEAHA students (Centre for Doctoral Training in Science and Engineering in Arts, Heritage and Archaeology) (January 2019).

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. During 2018-19 Twitter followers have increased to over 1,300 and Facebook 'likes' increased to over 660. Social media is being analysed so that we can target information better and increase engagement rates. Blog themes for 2018-19 included a post on Tate's 'Cleaning Modern Oil Paints' project (linked to NHSF's support of Gold Open Access publication of a paper from the same project); a review of the 2018 SEAHA conference and a series during British Science Week 2019 focusing on 'citizen heritage science'.

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

- HLF strategic priorities – April 2018
- HLF policy directions – July 2018
- Brexit White Paper – July 2018
- Civil Society Strategy – August 2018
- Development of UK Research and Innovation – September 2018
- Spring Statement – March 2019

NHSF also uses its membership of The Heritage Alliance to contribute to wider sector policy and advocacy work. Over this reporting period it has contributed to:

- DCMS policy mapping (informs Heritage Council priorities)
- Heritage and Immigration briefing
- Advocacy group on 'Digital, Skills and Learning'
- 2019 Fiscal Manifesto for heritage and work of the Funding & Investment advocacy group

### **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 2019-20 NHSF will:

- Engage the heritage sector with the new strategic framework for heritage science and coordinate its delivery.
- Focus on policy and advocacy work to generate an environment that is supportive of heritage science research.
- Work in partnership with E-RIHS.UK on the development of research and innovation infrastructure (physical and digital) for cultural heritage.
- Develop the Forum's membership to be more representative of the heritage science community.

NHSF's activities are funded by its members through annual subscription. Alongside work to develop its membership strategy to ensure that the interdisciplinary nature of heritage science is well represented in the breadth of its membership, NHSF will start to monitor opportunities for income diversification so that it can continue to deliver public benefit through its support for heritage science.

## 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.

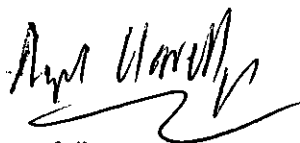
The trustees have agreed to retain unrestricted free reserves equivalent to a minimum of six months of operational expenditure (estimated as approximately £35,500 for 2019-20) to meet these needs. At 30 March 2019, NHSF's unrestricted reserves were £78,871. The trustees will monitor reserves through the year as part of budget reporting and will review this policy annually. Planned expenditure in 2019-20 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



Print full name  
**Professor Nigel Llewellyn**

Position

**Chair of Board of Trustees**

Date 24.10.19

Signature



Print full name  
**Professor Carl Heron**


Position

**Trustee**

Date 31.10.19

# Accounts

Accounts for the period 31 March 2018 to 30 March 2019 are presented using the receipts and payments accounts template provided by the Charity Commission.

	CHARITY COMMISSION FOR ENGLAND AND WALES	National Heritage Science Forum	1154160	CC16a
		<b>Receipts and payments accounts</b>		
For the period from	31/03/2018	To	30/03/2019	

## 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	55,000	-	-	55,000	54,000
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>55,000</b>	<b>-</b>	<b>-</b>	<b>55,000</b>	<b>54,000</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>55,000</b>	<b>-</b>	<b>-</b>	<b>55,000</b>	<b>54,000</b>
<b>A3 Payments</b>					
Consultancy services	46,338	-	-	46,338	44,845
Board meetings	262	-	-	262	109
Trustee expenses	77	-	-	77	283
Website	541	-	-	541	110
Telephone, print, post, stationery	2,096	-	-	2,096	576
Events	2,941	-	-	2,941	12,779
Travel and subsistence	125	-	-	125	662
Subscriptions (including hosted database)	1,365	-	-	1,365	145
Commissioned research/services	2,479	-	-	2,479	7,278
Independent examination	600	-	-	600	600
Awards	2,160	-	-	2,160	4,431
Bank charges	60	-	-	60	140
<b>Sub total</b>	<b>59,043</b>	<b>-</b>	<b>-</b>	<b>59,043</b>	<b>71,959</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>59,043</b>	<b>-</b>	<b>-</b>	<b>59,043</b>	<b>71,959</b>
<b>Net of receipts/payments</b>	<b>- 4,043</b>	<b>-</b>	<b>-</b>	<b>- 4,043</b>	<b>- 17,959</b>
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	82,914	-	-	82,914	100,873
<b>Cash funds this year end</b>	<b>78,871</b>	<b>-</b>	<b>-</b>	<b>78,871</b>	<b>82,914</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 £
B1 Cash funds	Cash at bank	78,871	-	-
		-	-	-
CCXX R1 accounts (SS)	1	-	-	15/09/2019 -



<b>Total cash funds</b>	<b>78,871</b>	-	-
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(agree balances with receipts and payments account(s))


	OK Unrestricted funds to nearest £	OK Restricted funds to nearest £	OK Endowment funds to nearest £
<b>B2 Other monetary assets</b>			
Details			
Invoiced membership subscriptions for 2018-19	3,000	-	-
Invoiced membership subscriptions for 2019-20	5,000	-	-
	-	-	-
	-	-	-
	-	-	-

	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			
Details			
		-	-
		-	-
		-	-
		-	-

	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			
Details			
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			
Details			
Amount owing on invoice	Unrestricted	0.03	
Independent examiner fee 2018-19 accounts	Unrestricted	618	
		-	
		-	

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

Signature	Print Name	Date of approval
	Nigel Llewellyn	24-10-19
	Carl Heron	31-10-19

# NATIONAL HERITAGE SCIENCE FORUM

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF NATIONAL HERITAGE SCIENCE FORUM

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I report to the trustees on my examination of the accounts of National Heritage Science Forum (the charity) for the year ended 30 March 2019.

#### **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.

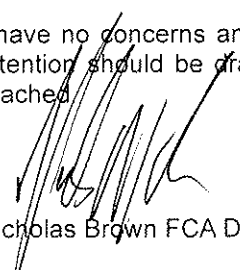
My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or 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: 26 November 2019

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