



Trustees' Annual Report

For the period 31 March 2020 to 31 March 2021

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 106-109 Saffron Hill London EC1N 8QS
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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 (until 22/01/2021) Professor May Cassar (until 18/11/2020) Sara Crofts Dr Trevor Emmett (Honorary Secretary) Dr Paul Garside (until 17/08/2020) Dr Jen Heathcote Professor Carl Heron John Jackson (until 18/11/2020) Professor Nigel Llewellyn (Chair)

Dr Bronwyn Ormsby
Dr Paola Ricciardi (until 18/11/2020)
Jacqueline Ridge (until 18/11/2020)
David Thickett (until 22/01/2021)
Dr Aurelie Turmel (until 04/12/2020)
Dr Constantina Vlachou (until 18/11/2020)
Professor David Watkinson (until 22/01/2021)

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. In this reporting period, the financial year end was changed from 30th March to 31st March. This change has been recorded on the Charity Commission register of charities.

The UK entered a lockdown in response to the global coronavirus pandemic at the end of March 2020, just before the start of this reporting period. In response to the uncertainty surrounding the Forum's ability to deliver against its charitable objects a 'serious incident report' was submitted to the Charity Commission in April 2020 to note that measures associated with the Covid-19 emergency might hamper the Forum's ability to hold meetings and obstruct progress towards meeting its strategic objectives. The report was formally acknowledged by the Charity Commission but no further action was necessary. Trustees held an emergency meeting on 12th May 2020 to consider the impact of the pandemic on the Forum, its future activities and membership levels. It carried out a thorough review of its risk register and agreed to move forwards with the 2020-21 strategic priority of:

- 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.

Following a period of consultation and engagement with members over the summer of 2020, trustees agreed to establish a new Member Council to lead the Forum's heritage science activities and to focus the remit of the Board of Trustees on governance of the Charity at the same time reducing the number of trustees. These changes were formally approved by trustees at the meeting on 18th November 2020 and were reported to Members at the AGM on the same date. New Terms of Reference are being finalised for both groupings.

Appointment and induction of trustees

At its AGM on 18th November 2020 five trustees retired from office in accordance with NHSF's Constitutional requirements and as agreed by a vote of trustees on 26th October, no new trustees were appointed as part of the transition to a smaller Board of Trustees.

The process for recruitment of trustees is under review linked to the new Terms of Reference for the Board of Trustees. An audit of the Board's strengths and weaknesses will be carried out prior to the recruitment of trustees that will be appointed at the 2021 AGM. Before appointment potential trustees have access to the role description, the latest annual report and annual accounts and a meeting with the consultant development director to discuss current strategic priorities and how the Forum operates. After appointment, new trustees are provided with a trustee handbook and are offered a further induction meeting before their first board meeting.

Operations

The trustees take the lead on strategic issues. The Member Council determines the Forum's programme of heritage science activity which is delivered through three working groups aligned to the three strands of the Strategic Framework for Heritage Science in the UK. Operational support is provided by 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 in 2020. 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. At each trustee meeting trustees are asked if there are any new declarations of interest to be made, or any declarations of interest in relation to the meeting's agenda. For the period 31st March 2020 to 31st March 2021 two trustees were reimbursed expenses for travel relating to meeting attendance; the total aggregate trustee expenses were £340. No trustees' remuneration was paid in the year. Aggregate donations of £215 were received from trustees during the year; there are no other related party transactions.

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 agreeing the activities of the charity.

Activities and achievements

NHSF brings together organisations active in the field of heritage science so that knowledge and innovation can be shared to improve the understanding and preservation of cultural heritage as well as methods of engagement with it, for the benefit of the public.

For the period 31st March 2020 to 31st March 2021 NHSF's agreed strategic 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.

1. *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.*

NHSF supports the delivery of the Strategic Framework for Heritage Science in the UK through the activities of its three working groups and by encouraging contributions to the framework goals from beyond its membership.

Each of the three working groups is aligned to a strand of the strategic framework and their activities are targeted towards the outcomes of the framework. Participation by NHSF member organisations in NHSF working groups grew between April 2020 and March 2021.

Working group	Number of member organisations involved (April 2020)	Number of member organisations involved (March 2021)
Skilled and diverse community	9	9
Excellent research	11	13
Demonstrable impact	7	9

Throughout this period the three working groups each held their group meetings and annual Member Meetings virtually, (the Impact-themed meeting did not take place until 26th April). The Member Meetings are an opportunity for a working group to share and develop its work with the broader membership. This year virtual delivery meant that invitations could be extended to a number of people from outside of NHSF's membership which results in greater engagement with the framework topics either as participants or speakers. In addition to direct participation, a summary of each meeting is provided on the NHSF website and in the e-newsletter.

Member meetings in 2020-21

A skilled and diverse community: Citizen science and diversity in heritage science

Part 1: Opportunities for training and skills development, 6th July – briefing from AHRC to NHSF members

Part 2: Building a skilled and diverse heritage science community, 8th July – open to everyone and delivered as part of the 'Conservation Together at Home' series of webinars organised by Icon. The session continues to be available via the recording on Icon's YouTube channel.

Excellent research: Societal challenges and heritage science research

The meeting linked the work by the Research group on how heritage science can connect to the big issues that matter to society to wider strategic initiatives in the heritage and academic sectors. The meeting was attended by nine organisations outside of NHSF's membership and strengthened NHSF's relationship with organisations including AHRC, EPSRC, ICCROM, and the Heritage Alliance.

Demonstrable social and economic impact: Developing an impact toolkit for heritage science

Presenting the results of the working group's research into methods for assessing the impact of heritage science, this meeting established links to the Culture and Heritage Capital framework and provided a mechanism for communicating the Forum's work on value and impact to the recently appointed AHRC infrastructure policy and engagement Fellows.

NHSF's newsletter, blog, social media channels and strategic framework padlets have all been used throughout the year to raise awareness of the Strategic Framework goals and invite organisations from beyond NHSF's members to show how their work contributes to the goals. For example, a call for examples of how heritage science is used to engage with school age children resulted in a number of examples which have been highlighted in a new section on the NHSF website.

In the period 31st March 2020 to 31st March 2021 two new organisations, National Museums Scotland and West Dean College (Edward James Foundation) joined the Forum, whilst one organisation (British Library) did not renew membership due to the impact of the Coronavirus pandemic on budget.

2. *Work in partnership with AHRC, E-RIHS.uk (UKRIHS), and IROC to secure investment in UK heritage science infrastructure*

The Forum took part in an AHRC-convened 'heritage science scoping group' from March to July 2020 alongside individuals from the E-RIHS.uk and IROC groupings. The scoping group was set up to provide input to the development of a bid for UKRI cross-council investment into a distributed heritage science and conservation research infrastructure. The strategic need for investment was recognised by UKRI in 2020 and the Forum continues to contribute to work by AHRC to strengthen the evidence-base for investment.

In 2020 AHRC was able to secure £25M of funding from the World Class Labs programme which has been distributed through 48 awards for the renewal and upgrade of institutional heritage science and conservation research facilities. NHSF helped to promote this CapCo (Capability for Collections) programme and held a de-brief session between members and AHRC in December 2020 to provide feedback on the first call and inform how it could be developed. This is the first time AHRC has received infrastructure funding from UKRI and NHSF will continue to support their efforts to secure further investment into the CapCo programme in the future.

NHSF has continued to be represented as an observer on the steering group of E-RIHS.uk (the UK node of the European Infrastructure for Heritage Science) and has worked with that group to advocate for UK participation in a future E-RIHS ERIC (European Research Infrastructure Consortium). The Chair of E-RIHS.uk was a trustee of NHSF until November 2020. Although the formal strategic partnership came to an end with the close of the E-RIHS.uk preparatory phase project in September 2020, the two entities continue to support each other and work towards the common goals of the establishment of the E-RIHS ERIC and UK participation in it.

3. *Develop a toolkit to support the community in demonstrating the value of heritage science.*

The Impact working group has carried out extensive research into the different methodologies that are available to measure impact that could be transferable to the heritage science sector. The Member Meeting on 26th April presented an overview of this work, included a presentation on DCMS-led work to develop a Culture & Heritage Capital approach to considering the value of culture and heritage to society, and made initial recommendations for the development of a framework to assess the impact of heritage science. The recommendations were discussed by members, and it was concluded that the development of a toolkit should be scoped as a project for which external funding will be sought.

4. *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.*

The Research working group has identified five societal challenges to which heritage science could contribute: climate emergency, health & wellbeing, digital society, equality and inclusivity, and sustainable development. It ran a Member Meeting on 10th December to explore the role of heritage science in addressing the challenges. Six external speakers gave presentations at the event to provide strategic context to the contributions that heritage science can make. A document 'Heritage Science and Societal Challenges: a blueprint for action' was published after the event. The next step is the collection of case studies from the wider community to show how research and practice can address the five challenges.

5. *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.*

The Communities working group has led the work on this strategic priority. Having engaged with students and Early Career Researchers (ECRs) through the Global Conservation Forum in 2019-20 and reflected on the findings of the research into career opportunities and barriers that was commissioned in 2017, the group ran two workshops in March 2021 to scope the networking and career development needs of this community and investigate platforms for delivery of support. The events were run in partnership with the Icon Heritage Science Group and NHSF published three blogs about the event and its findings after the event.

The Communities working group has also developed a statement on equality, diversity and inclusion which was approved by the Board of Trustees at its March meeting. The statement will be supported by a series of actions and will be communicated to NHSF members and the wider heritage science community. This activity aligns to the strategic framework outcomes of 'a range of accessible apprenticeships and postgraduate opportunities' and 'recognition of heritage science as an attractive career'.

6. *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.*

A process of discussion at trustee meetings and consultation with members took place during 2020 to co-create a new governance and operating structure that would make efficient use of NHSF resources (including volunteer input) whilst delivering maximum benefit for the heritage science community, members and, through them, wider public benefit. A new structure of a smaller trustee board and a new member council was agreed at the trustee meeting of 18th November 2020 and shared with members at the AGM on the same date. The inaugural meeting of the member council took place on 25th February 2021 and focused on the co-creation of terms of reference for the council, methods of participation, and the relationship between the member council, board of trustees and working groups. The council has since met on 20th April and 23rd June and has begun to address its remit of overseeing the programme of heritage science activities of the Forum.

The Board of Trustees met on 12th May, 6th July, 2nd October, 18th November 2020 and 5th March 2021. It has led the transition to the new structure and is now ensuring that it is underpinned by good governance practice. Organisational and financial resilience have been brought into sharp focus by the coronavirus pandemic but the work that had been done in 2019-20 towards a proposed new organisational structure and NHSF's operating model (that draws on external services rather than carrying its own overheads) has meant that the trustees have been able to manage risks and adjust the budget to the uncertainty of the 2020-21 financial year. Trustees have agreed a new focus on income diversification and fundraising. Implementation of this started in 2020-21 with services provided to AHRC and the establishment of a fundraising task group so that NHSF's larger activities can be scoped as discrete projects for which funding is sought.

Communication

The Forum has taken a more strategic approach to communication in 2020-21 and is developing a better understanding of how its communication channels of e-newsletter, Twitter, Facebook, blog and website are used.

The e-newsletter continues to be published monthly. Two new sections have been added to the newsletter: 'News from NHSF' to highlight the work of the Forum, and 'News from Members' to give

member organisations the opportunity to share their work with the newsletter's readership. Subscribers have grown from 159 in April 2020 to 236 at the end of March 2021 – a 48% increase.

During 2020-21 Twitter followers have increased from 1,400 to 1,695 and Facebook followers from 770 to 849. A survey of Facebook users was carried out in December 2020 to find out about the type of content users currently use and what they want in the future. Social media content has been adjusted across both platforms to include topics that relate directly to NHSF's work and to the strategic framework goals – alongside news and information from across the heritage sector.

Blog output was reduced in 2020-21 as a consequence of the reduced operating budget. Activity focused on a series of six posts to coincide with British Science Week in March 2021, (themed on how the sector had adapted to working during lockdown) and two blogs in July and August on two publications which had been funded through the Forum's Gold Open Access publication grant.

Participation in external events was also scaled back. NHSF contributed to two virtual sessions of the 'Fair museums jobs careers summit' in November 2020 to align to the strategic framework objective of 'recognition of heritage science as an attractive career'. NHSF also contributed to the steering group of the UCL sustainable heritage biennial conference which took place in March 2021 on the theme of strategic research questions (aligning to the strategic framework outcome of 'defined research priorities for the sector').

The Forum's policy and advocacy activity took the form of written representation to HM Treasury ahead of the 2020 spending review, contributions to the Heritage Alliance's 2020 fiscal manifesto and participation in the Heritage Alliance 'Funding and Investment Advocacy Group'. These activities align to the strategic framework outcome of 'accessible funding streams' (to support excellent research).

It has been a remarkable year. NHSF is grateful to its trustees and the volunteers who take part in the working groups and member council. Collaboration is central to NHSF's mission and the progress of the last year is testament to what can be achieved by Forum members working together.

Planning and development

The strategic framework for heritage science in the UK continues to guide NHSF's activities. Each of the three working groups has carried out a review of its work in 2020-21 and agreed an action plan for 2021-22. These activities will be developed under the oversight of the new Member Council and will help to deliver NHSF's strategic priorities.

The strategic priorities that have been agreed by the Board of Trustees for 2021-22 build on the work of the previous year. The 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 to support heritage science students and Early Career Researchers with networking and skills development to reduce barriers to a career in heritage science and strengthen the identity of heritage science.

- Embed the newly created Member Council in the Forum’s governance and operational structures so that the Forum continues to serve its members and the heritage science community well and develops as a resilient organisation.

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 level of reserves has traditionally been set at 6 months of operational expenditure. However, the ongoing impact of the coronavirus pandemic led trustees to agree to retain a higher level of reserves in order to safeguard NHSF’s activities in line with its charitable objects and mitigate the effect of uncertain income streams.

The trustees have agreed to retain unrestricted free reserves equivalent to a minimum of nine months of operational expenditure (estimated as approximately £30,000) to meet these needs. At 31 March 2021, NHSF’s unrestricted reserves were £50,101. 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.

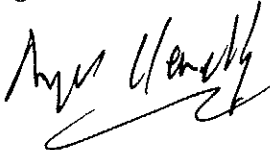
The Trustees confirm that there is no material uncertainty as to whether the charity can continue as a Going Concern.

Declaration

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

Signed on behalf of the Board of Trustees:

Signature



Print full name
Prof. Nigel Llewellyn

Position
Chair, Board of Trustees

Date 1 October
2021

Signature




Print full name
Dr. Trevor Emmett

Position
Honorary Secretary, Board of Trustees

Date 1st October 2021

Accounts

Accounts for the period 31 March 2020 to 31 March 2021 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
		Receipts and payments accounts		
For the period from		31/03/2020	To	31/03/2021

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	33,750	-	-	33,750	36,000
Fee for scoping group participation	10,800	-	-	10,800	-
Miscellaneous (expense reimbursed by trustee)	215	-	-	215	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	44,765	-	-	44,765	36,000
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	44,765	-	-	44,765	36,000
A3 Payments					
Consultancy services	44,097	-	-	44,097	51,931
Board meetings	144	-	-	144	357
Trustee expenses	340	-	-	340	708
Website	563	-	-	563	1,578
Telephone, print, post, stationery	-	-	-	-	964
Events	234	-	-	234	2,777
Travel and subsistence	-	-	-	-	216
Subscriptions	434	-	-	434	257
Commissioned research/services	-	-	-	-	-
Independent examination	768	-	-	768	618
Awards	3,420	-	-	3,420	-
Bank charges	69	-	-	69	60
Sub total	50,069	-	-	50,069	59,466
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	50,069	-	-	50,069	59,466
Net of receipts/(payments)	- 5,304	-	-	- 5,304	- 23,466
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	55,405	-	-	55,405	78,871
Cash funds this year end	50,101	-	-	50,101	55,405

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	50,101	-	-
	CCXX R1 accounts (S5)	-	-	-
				05/11/2021

	-	-	-
Total cash funds	50,101	-	-

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

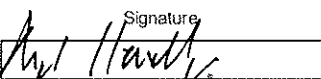

	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets			
Details			
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

	Fund to which asset belongs	Cost (optional)	Current value (optional)
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 liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			
Details			
Overpaid membership subscription for 2019-20 (credit)	500		
Independent examiner fee 2020-21 accounts	1080		
Amount owing on unpaid invoices	3429	-	
		-	
		-	

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

Signature	Print Name	Date of approval
	N. LLEWELLYN	1 OCT 21
	TREVOR EMMETT	1.10.21

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 31 March 2021.

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.

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.
- 3 the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

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: 15/12/2021
