



Trustees' Annual Report

For the period 31 March 2017 to 30 March 2018

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
Email:	administrator@heritagescienceforum.org.uk
Bankers:	CAF Bank Ltd 25 Kings Hill Avenue Kings Hill West Malling Kent ME18 4JQ
Independent Examiner:	Nick Brown Plummer Parsons (Chartered Accountants) 18 Hyde Gardens Eastbourne East Sussex BN21 4PT
Charity trustees:	Nancy Bell, The National Archives (to 12.09.17) Daniel Bone, University of Oxford Spike Bucklow, University of Cambridge Museums (to 07.04.17) Gill Campbell, Historic England Professor May Cassar, University College London Dr Christina Duffy, British Library (Treasurer) Professor Carl Heron, British Museum Dr Ewan Hyslop, Historic Environment Scotland John Jackson, Natural History Museum Professor Phillipa Laurenson, Tate Katy Lithgow, National Trust (Vice Chair) Alastair McCapra (Chairman)

Kostas Ntanos, The National Archives (from 12.09.17 to 27.02.18)
Paola Ricciardi, University of Cambridge Museums (from 18.05.17)
Alison Richmond, Icon
Jacqueline Ridge, National Galleries of Scotland
Professor Mary Ryan, Imperial College London
David Thickett, English Heritage Trust
Dr Constantina Vlachou, Historic Royal Palaces
Professor David Watkinson, Cardiff University

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 28 November 2017 one third of trustees retired from office in accordance with NHSF's Constitution. The members, in accordance with NHSF's Constitution, reappointed five existing trustees who were willing to stand again and confirmed the appointments of two 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) and it is intended that this will be addressed when the trustee role description is updated in 2018.

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. In 2017 NHSF commissioned a review of its policies and procedures from its Independent Examiner. The recommendations arising from the review are being addressed with oversight from the Executive Group.

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. For the period 31 March 2017 to 30 March 2018, trustees had identified three priority areas, to be taken forward by the three working groups that focus on 'resources', 'policy' and 'partnerships'.

1. Strengthening the infrastructure to support future research
2. Widening the scope of partnerships with other fields of research
3. Opening up heritage science research so that more people engage with and contribute to the research agenda.

1. Strengthening the infrastructure to support future research

In 2017 NHSF started work to update the 2010 National Heritage Science Strategy on behalf of the sector. Using the 'Filling the Gaps' research carried out in the previous year, the Forum developed a framework for a new strategy to support new objectives and action areas in the light of achievements since the 2010 strategy, and to incorporate new areas that are important to the country and to the heritage industry such as the Government's Industrial Strategy and the UK's withdrawal from the European Union.

The Forum held an event in November 2017 that brought together members of the heritage science community and industry to discuss the proposed strategic framework, and in March 2018 opened up an online consultation to seek the input of the wider sector to the proposals. A summary of responses to the consultation will be reviewed by trustees in May 2018 and NHSF will identify how it can work with partners to deliver the strategy from 2018 onwards.

Towards the end of 2017, NHSF scoped a project to explore the barriers to becoming a heritage science researcher and better understand the career paths of heritage scientists. In January 2018 the Forum commissioned Culture Syndicates CIC to undertake the research, the outcomes of which will be used to inform actions or strategies that NHSF and others could employ to help grow and sustain the heritage science workforce to meet the future needs of our cultural heritage, particularly with regard to major national infrastructure projects and in the light of Brexit.

In terms of physical infrastructure and access to knowledge and expertise, NHSF continues to provide the Kit-Catalogue for the benefit of anyone seeking access to equipment for heritage science research.

2. Widening the scope of partnerships with other fields of research

The industry and innovation event of November 2017 was also a means for NHSF to achieve its objective of widening the scope of partnerships with other fields of research. Under the four proposed strategy themes of research and innovation, economic benefit, skills and knowledge development, and wellbeing, industry, heritage and academic partners explored where collaboration has enhanced the impact of heritage science research, how greater value can be achieved by working together, and what mechanisms are needed to facilitate a growth in collaborative working.

In September, trustees invited Professor Rodney Harrison (AHRC Heritage Fellow) to present the work of the AHRC Heritage Priority Area to the Board. Trustees discussed the opportunities to contribute to AHRC's work and to build on its previous investment in the 2008-2013 AHRC/EPSRC Science and Heritage Programme.

Also in September, NHSF held a free seminar in partnership with Tate Collection Care to explore the role of evidence in the connections between culture, health and wellbeing. The event attracted over 130 registrants from a much wider audience than normally participates in NHSF events. It demonstrated how heritage science can contribute to arts, humanities and social science research and the opportunities for new partnerships in this increasingly prominent area.

3. Opening up heritage science research so that more people engage with and contribute to the research agenda

Building on the success of the pilot event, (March 2017) to equip people with Wikipedia editing skills, NHSF and Wikimedia UK ran two further sessions in September (Cambridge) and November

(Edinburgh). A total of 23 people took part in these events and, alongside this, NHSF and Wikimedia UK worked together to create an NHSF project page on Wikipedia that provides resources to support new editors and ideas for content to be enhanced or added. This page is accessible to everyone.

In November NHSF made a second award from its fund to support Gold Open Access publication of heritage science research (that aligns to the National Heritage Science Strategy). This 'opens up' research by making it immediately and freely available online (rather than behind a pay-wall). The Forum has continued to work with the sector, (notably through Icon), and through its own social media channels to raise awareness of the fund. It has also carried out desk research to gain a clearer picture of the impact of publishing heritage science articles Gold Open Access and how many recently published articles from a small number of journals would have been eligible for NHSF support. The fund will be reviewed in May 2018.

In early 2018, NHSF commissioned a scoping study of the benefits of a translational research hub for heritage science research. The report examined how heritage science research is currently disseminated and gave examples from other sectors of how this might be improved. It made a number of recommendations, including that further should work be carried out on proof of concept. The recommendations were discussed by trustees who will consider, in 2018, how the topic could be addressed through partnership working.

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 has published 12 newsletters between 31.03.17 and 30.03.18. 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, 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 2017-18 the Forum invested more resources into communication, in particular, increasing the level of social media activity and ensuring time to keep content on the new website (launched February 2017) up to date. As a result, Twitter followers have increased to over 1,100 and Facebook 'likes' increased to over 500. Social media is being analysed so that we can target information better and increase engagement rates. Blog themes for 2017-18 included a 'spotlight on SEAHA' in the run-up to the 3rd International SEAHA conference, as well as blogs from the three Early Career Researchers that NHSF provided with bursaries to attend the conference. Towards the end of the year NHSF members once again provided an insight into their delightfully varied heritage science activities with a series of posts as part of British Science Week 2018.

Communicating policy changes and opportunities has been a major area of activity for NHSF's policy working group in 2017-18. 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.

- Industrial Strategy Green Paper, consultation response – April 2017
- Why Heritage Science Matters, briefing note – April 2017
- The Heritage Alliance 'Heritage Manifesto' – April 2017
- Heritage Lottery Fund tailored review, written evidence – April 2017
- Summary of points of relevance to Heritage Science in the General Election Manifestos – May 2017
- Summary of Cultural Heritage Parliamentary questions asked in June/July 2017

- Science & Technology Committee (Commons) inquiry into the Science Budget and Industrial Strategy, summary of key points – October 2017
- UK Digital Strategy, briefing note – October 2017
- Autumn Budget summary – November 2017
- Industrial Strategy White Paper, briefing note – November 2017
- DCMS Heritage Statement, briefing note – December 2017
- Heritage Science & the Mendoza Review, briefing note – January 2018
- Science & Technology Committee (Commons) summit on Brexit and Science, written evidence – February 2018

From November 2017 onwards, NHSF has been working with members of the Heritage 2020 'Helping Things to Happen' group to define a science and infrastructure strand of a proposed 'heritage' industrial strategy sector deal.

Planning and development

The new National Heritage Science Strategy provides an important opportunity for the whole heritage science sector to come together to define activities that will deliver the strategy goals.

In 2018-19 NHSF will:

- Launch the new National Heritage Science Strategy and facilitate strong partnerships that will enable its delivery.
- 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.
- Seek the best deal for heritage science in the light of Brexit and the Industrial Strategy.
- Build on activities in previous years to continue to improve access to heritage science research, including a new focus on heritage science data.

NHSF's activities are funded by its members through annual subscription. NHSF continues to develop its membership strategy to ensure that the interdisciplinary nature of heritage science is well represented in the breadth of its membership and to ensure a sustainable future for NHSF so that it can continue to deliver public benefit through its support for heritage science. The Forum will also seek a new Chairman as the current Chair will complete his three-year term at the 2018 AGM.

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 £41,885 for 2018-19) to meet these needs. At 30 March 2018, NHSF's unrestricted reserves were £82,914. The trustees will monitor reserves through the year as part of budget reporting and will review this policy annually. Planned expenditure in 2018-19 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 PAOLA
RICCIARDI

Position Trustee

Date 3/10/2018

Signature 

Print full name MAY CASSAR

Position TRUSTEE

Date 03/10/2018



Charity Name National Heritage Science Forum		No (if any) 1154160		CC16a
Receipts and payments accounts				
For the period from	Period start date 31.03.2017	To	Period end date 30.03.2018	

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	54,000	-	-	54,000	57,000
Bank interest	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	54,000	-	-	54,000	57,000
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	54,000	-	-	54,000	57,000
A3 Payments					
Consultancy (operations)	44,845	-	-	44,845	39,973
Board meetings	109	-	-	109	279
Trustee expenses	283	-	-	283	-
Website	110	-	-	110	7,942
Telephone, print, post, stationary	576	-	-	576	935
Events	12,779	-	-	12,779	2,592
Travel & subsistence	662	-	-	662	1,883
Subscriptions	145	-	-	145	132
Hosted database	-	-	-	-	500
Consultancy (research)	7,279	-	-	7,279	-
Independent examination	600	-	-	600	480
Resources (Filling the Gaps; MoU)	-	-	-	-	3,592
Awards	4,431	-	-	4,431	-
Bank charges	140	-	-	140	25
Sub total	71,958	-	-	71,958	58,333
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	71,958	-	-	71,958	58,333
of receipts/(payments)	- 17,958	-	-	- 17,958	- 1,333
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year	100,872	-	-	100,872	102,204
Cash funds this year end	82,914	-	-	82,914	100,871

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	82,914	-	-
		-	-	-
		-	-	-
	Total cash funds	82,914	-	-
	(agree balances with receipts and payments account(s))			

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Invoiced membership subscriptions for 2017-18	3,000	-	-
	Invoiced membership subscriptions for 2018-19	3,000	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	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			-	
			-	
			-	
			-	

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

Signature

Print Name

Date of approval

Maguelm Ridge
Lora Angela

MAGUELM RIDGE
LORA ANGELOVA

3/10/18
3/10/18
01/10/18

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 financial statements of National Heritage Science Forum (the charity) for the year ended 30 March 2018.

Responsibilities and basis of report

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

I report in respect of my examination of the charity's financial statements 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.

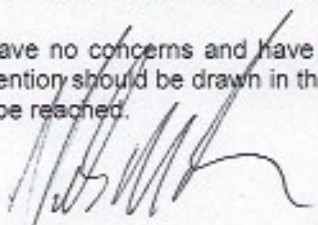
My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, 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 financial statements 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 financial statements 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 financial statements to be reached.



Nicholas Brown FCA DChA

18 Hyde Gardens
Eastbourne
East Sussex
BN21 4PT

Dated: 3 October 2018
