



# Trustees' Meeting

## The National Archives

13.30-16.30, 23<sup>rd</sup> June 2015

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### Minutes

#### Attending

Nancy Bell (**NB**), Head of Collection Care, The National Archives (co-Chair)  
Dr Spike Bucklow (**SB**), Senior Research Scientist, Hamilton Kerr Institute – University of Cambridge Museums  
Anna Buelow (**AB**), Acting Head of Conservation and Scientific Research, British Museum (observer) (from 13.40)  
Gill Campbell (**GC**), Head of Environmental Studies, Historic England  
Deborah Cane (**DC**), Manager of Conservation and Collections Management, Birmingham Museums Trust (left at 14.00)  
Professor May Cassar (**MC**), Director Institute of Sustainable Heritage, UCL (co-Chair)  
Dr Christina Duffy (**CD**), Conservation Imaging Scientist, The British Library  
David Howell (**DH**), Head of Conservation Research, Bodleian Library, Oxford University  
Dr Ewan Hyslop (**EH**), Head of Sustainability, Research and Technical Education, Historic Scotland  
Dr Edward Impey (**EI**), Director, Royal Armouries  
Dr Pip Laurenson (**PL**), Head of Collection Care Research, Tate (from 13.40)  
Katy Lithgow (**KL**), Head Conservator, National Trust  
Dr Constantina Vlachou (**CV**), Senior Conservation Scientist, Historic Royal Palaces (from 14.45)  
Professor David Watkinson (**DW**), Professor (Conservation), Cardiff University  
Amber Xavier-Rowe (**AXR**), Head of Collections Conservation, English Heritage Trust

#### Apologies

Mary Davis (**MD**), Principal Analytical Services Officer, National Museum of Wales  
John Jackson (**JJ**), Science Policy Adviser, Natural History Museum  
Alison Richmond (**AR**), Chief Executive, Icon  
Jacqueline Ridge (**JR**), Keeper of Conservation, National Galleries Scotland

#### In attendance

George Gawlinski (**GG**), Planning Together Associates (Facilitation and Chairing)  
Caroline Peach (**CP**), Consulting Development Director, National Heritage Science Forum

No	Minutes of Meeting of 23 June 2015	Action
<b>1.</b>	<b>Welcome and apologies</b>	
1.1	The meeting started at 13.30  Nancy Bell welcomed everyone to the meeting and round table introductions were made. It was agreed that GG would Chair this meeting.	
1.2	Apologies were recorded as above.	
<b>2.</b>	<b>Minutes and matters arising</b>	
2.1	<b>Minutes of 25 February 2015</b> The minutes were approved as a correct record.	
2.2	<b>Matters arising from minutes of 25 February 2015</b> There were no matters arising that were not covered as part of the agenda.	
<b>3.</b>	<b>Declarations of interest and monitoring private benefits to non charitable organisations or individuals</b>	
3.1	Trustees were not aware of any conflicts of interest or benefits received.	
<b>4.</b>	<b>Minutes of Executive Group</b>	
4.1	Papers circulated in advance: <i>4a_2015 06 23 ExecutiveGroupDraftMinutes2015 06 01_v0.1</i> <i>4b_2015 06 23 ExecutiveMeetingProposals</i> <i>4c_NHSF AnnualAccounts 2013-2015</i>  The preparation and circulation of the Trustees' Annual Report was discussed. It was agreed that a draft is to be circulated to the Executive Group in July and to the Trustees in September for comment. The Annual Report is to be agreed by trustees at their meeting preceding the AGM on 18 November.	<b>CP</b>
4.2	Trustees agreed the reserves policy for 2015-16 proposed by the Executive Group: 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 six months of operational expenditure (currently approximately £30,000) to meet these needs. At 30 March 2015, NHSF's unrestricted reserves were £93,427.  The trustees will monitor reserves through the years as part of budget reporting and will review this policy annually.	
4.3	The trustees agreed the Executive Group's proposal to appoint Skingle Helps & Co Chartered Accountants as Independent Examiner subject to assurances on their independence.	<b>CP</b>

<b>4.4</b>	Trustees approved the Annual Accounts for 2013-2015. DH and MC to sign on behalf of the Board of Trustees.	<b>CP, DH, MC</b>
<b>5.</b>	<b>Appointment of new trustees</b>	
<b>5.1</b>	Trustees agreed to appoint Dr Spike Bucklow, Deborah Cane and Amber Xavier-Rowe as trustees of the National Heritage Science Forum. Declaration of eligibility forms have been completed and the Charity Commission will be notified of the appointments.	<b>CP</b>
<b>6</b>	<b>Recruitment of Chair</b>	
	Paper circulated in advance: <i>6_2015 06 23 ChairRecruitment</i>  DC left the meeting (at 14.00).	
<b>6.1</b>	Trustees reviewed the paper to create a shortlist of possible candidates. It was suggested that JJ might have further contacts. CP to update the list.	<b>CP</b>
<b>6.2</b>	It was agreed that the Executive Group would approach individuals from the shortlist to ascertain their interest in the role or, where appropriate, suggestions for contacts who may be interested in the role.	<b>MC</b>
<b>6.3</b>	The Executive Group is to report back to the Board of Trustees .	<b>Executive Group</b>
<b>7</b>	<b>AGM and associated event</b>	
<b>7.1</b>	It was agreed that the AGM would take place on November 18 <sup>th</sup> 2015 as formal business for Trustees and Members, and be followed by an open evening event.	
<b>7.2</b>	The theme of the evening event was discussed and agreed as a debate on research funding and the implications of the comprehensive spending review.	
<b>7.3</b>	It was agreed that Historic Royal Palaces should be approached about the possibility of using the Tower of London as the venue.	<b>NB, CV</b>
<b>7.4</b>	It was agreed that MC should enquire about the availability of the SEAHA mobile laboratory on 18 <sup>th</sup> November.	<b>MC</b>
<b>7.5</b>	Trustees agreed to delegate the organisation of the event to the Executive Group.	
<b>7.6</b>	KL is to enquire about the 'in principle' use of the conservation studio at Knole for the 2016 AGM and associated event.	<b>KL</b>
<b>7.7</b>	EH is to investigate the 'in principle' use of Edinburgh Castle for the 2017 AGM and associated event.	<b>EH</b>
<b>8.</b>	<b>Risk Register</b>	
	Paper circulated in advance: <i>8_2015 06 23 National Heritage Science Forum Risk Register 2015</i>	

<b>8.1</b>	The framework for the risk register was agreed as circulated. The Executive Group is to monitor the risk register at each meeting. The Board of Trustees will review the risk register at least annually.  CV joined the meeting (14.45)	
<b>9.</b>	<b>Potential members</b>	
	Paper circulated in advance: <i>9_PotentialMembers_Updated 2015 06 12</i>	
<b>9.1</b>	It was reported that the Wellcome Library intend to join NHSF.	
<b>9.2</b>	It was reported that Imperial College intend to join NHSF.	
<b>9.3</b>	MC wrote to the Vice Chancellor of Durham University. CP to forward correspondence to DH.	<b>CP, DH</b>
<b>9.4</b>	The University of Bradford is to be added to the list of potential members. MC agreed to approach Professor Chris Gaffney.	<b>MC</b>
<b>9.5</b>	NB is to follow up a previous conversation with the University of Manchester.	<b>NB</b>
<b>9.6</b>	The absence of commercial members was discussed. MC to contact Wessex Archaeology. GC to contact MOLA. The discussion about commercial organisations' membership of NHSF is to be carried forward.	<b>MC GC</b>
<b>9.7</b>	EI agreed to contact CADW. CP to send supporting information.	<b>CP, EI</b>
	<b>Working groups</b> The order of the agenda was changed so that the Resource-sharing group reported first, followed by the Policy group and then the Partnerships and networks group	
<b>10</b>	<b>Working group – Resource-sharing</b>	
	Paper circulated in advance: <i>12_2015 06 03 NHSF Resources WG meeting notes</i>	
<b>10.1</b>	The draft Memorandum of Understanding has been circulated to the group.	
<b>10.2</b>	GC is due to give a presentation on the use of Kit-Catalogue (including demonstration) at the Icon Science Group AGM on 26 June.	<b>GC</b>
<b>10.3</b>	A Kit-Catalogue case study is to be developed to include a summary of the research question and how an organisation has used Kit-Catalogue to support or facilitate the research carried out e.g. microfading research by the National Trust and Tate and digital scanning work by Historic Scotland and Historic Royal Palaces. It was agreed that a journalist could be commissioned to write the case study.	<b>PL, KL EH, CV</b>
<b>10.4</b>	A project template has already been developed. This is to be circulated to all.	<b>GC</b>
<b>10.5</b>	An outline web structure has been drafted. CP to develop into screenshots.	<b>CP</b>

<b>10.6</b>	The possibility of NHSF providing a publication grant to enable people to publish as Gold Open Access, hence increasing access to heritage science research, was discussed. It was agreed that this should be investigated further.	<b>Resource WG</b>
<b>10.7</b>	Spike Bucklow (SB) agreed to join the Resource-sharing working group.	
<b>11</b>	<b>Working group – Policy</b>	
<b>11.1</b>	It was agreed that NHSF should write to Ministers to provide supporting evidence of the value of heritage science in advance of the comprehensive spending review.	<b>EH, MC</b>  <b>Policy WG</b>
<b>11.2</b>	It was agreed that a version of the same briefing paper should be sent to CEOs of heritage organisations such as those that are members of NHSF or NMDC (National Museum Directors’ Conference) to inform them of the points that NHSF has raised with Government and to provide evidence to support science and research within their organisations.	
<b>12</b>	<b>Working group – Partnerships and networks</b>	
<b>12.1</b>	A translation service for research has been discussed.	<b>Partnership WG</b>
<b>12.2</b>	It was agreed that there is a need for mapping of networks to establish which organisations NHSF should seek to form partnerships with.	
<b>12.3</b>	It was agreed that an individual could be commissioned to identify how the gaps in the National Heritage Science Strategy (NHSS) had been addressed and what gaps remained in the five years since its publication. The Research Gateway could be used to identify projects although it was acknowledged that this approach does not capture grey literature. The resulting review of remaining gaps could be published in time for the comprehensive spending review and used to communicate opportunities for strengthening the field of heritage science and areas of development.	
<b>12.4</b>	It was agreed that NHSF should develop a framework for the delivery of the National Heritage Science Strategy. The framework would identify what is being done and where and could be used alongside the identified gaps to inform the partners needed to deliver the strategy.	
<b>12.5</b>	It was agreed that Edward Impey and Constantina Vlachou would join the Partnerships and Networks working group.	
<b>13</b>	<b>Events and Science Week</b>	
	Paper circulated in advance: <i>13_NHSF engagement matrix</i>	<b>CP</b>
<b>13.1</b>	CP to contact NHSF members for events to populate the matrix for 2016 so that NHSF’s engagement activities for 2016 can be agreed at the November board meeting.  EI left the meeting at 16.30	
<b>14</b>	<b>Research strategy</b>	
	This item is to be carried forward to a future meeting.	

<b>15</b>	<b>AOB</b>	
<b>15.1</b>	The resolution proposed by the Heritage Alliance (to amend their Articles of Association) was agreed by trustees.	<b>CP</b>
<b>15.2</b>	Sarah Staniforth and Nancy Bell were congratulated on being the recipients of this year's Plowden Award.	
<b>15.3</b>	KL will be presenting at an English Heritage/National Trust/Historic Royal Palaces research seminar next week and will talk about NHSF.	<b>KL</b>
<b>15.4</b>	BSI (British Standards Institute) Committee B/560 Conservation of tangible cultural heritage have discussed how best to link with NHSF. It was agreed that NHSF should be included as an organisation that is routinely consulted on draft standards.	<b>CV</b>
<b>16</b>	<b>Dates of next meetings</b>	
	18 <sup>th</sup> November 2015 (full Board meeting and AGM)	
	It was agreed that the Spring 2016 meeting should be held in Scotland	
	The meeting finished at 16.35	

#### Appendix – Action Log

Date of minutes	No.	Action	Responsible
10 February 2014	4.3.3	Skills audit of current trustees. AR to identify skills areas. CP to find template.	AR, CP
10 February 2014	5.1	MC to approach DCMS to investigate re-use of DCMS information on use of grey literature.	MC
10 February 2014	5.1	MC to investigate timescale for Research Council's publication of report on funded science and heritage projects, and whether the report will be available to share.	MC
09 April 2014	4.3	Update website registration details with the Nominet registry	CP
09 April 2014	4.7.2	MC to approach the past president of the RSC about: <ul style="list-style-type: none"> <li>its intention to compile a list of specialists who can provide services in heritage science</li> <li>promotion of NHSF at the RSC conference</li> <li>forthcoming RSC special issues of relevance to an NHSF submission or insert</li> </ul>	MC
09 April 2014	7.3	ACE report 'The value of arts and culture to people and society'. The report cited a lack of research into science and technology, and environment and sustainability. SS to write to Sir Peter Bazalgette and Hedley Swain to highlight the NHSS evidence base and to build links between ACE and NHSF.	SS
23 June 2014	6.2.3	Events group: Investigate the London event being planned by BSA/RSC.	JJ
16 Sept 2014	5.2.2	CP to contact Nick Poole about establishing a social media network to support awareness-raising campaigns.	CP

16 Sept 2014	5.3.6	Trustees to review presentation for use within member organisations and send comments to NB. NB to finalise the presentation with the assistance of a designer.	All NB
11 Nov 2014	2.2	Contact Unity Bank as potential alternative banking provider	CP
11 Nov 2014	7.1.4	The first three paragraphs of the MoU around sharing equipment are to be drafted.	GC
9 Dec 2014	4.0.4	JJ to monitor Research Fortnight for mention of NHSF	JJ
9 Dec 2014	5.3	A sum of £1000 to contract an external provider (e.g. person with science journalism background) to see what value they could deliver in gaining profile, particularly at Science Festival was agreed in principle, subject to the preparation of a brief and timetable. JJ and EH to draft brief and identify action plan of who needs to do what by when.	JJ, EH
25 February 2015	4.2	It was agreed that the NHSF's potential contribution to Heritage 2020 should be followed up by contacting Mike Heyworth.	CP

-End-