

# NATIONAL HERITAGE SCIENCE FORUM

England & Wales · Charity number 1154160

## Details

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**Status** Registered

**Legal form** CIO

**Registered** 2013-10-10

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** c/o Institute of Conservation  
Studio 32  
FBC Clerkenwell  
40 Bowling Green Lane  
London  
EC1R 0NE

**Phone** 02080582854

**Email** [administrator@heritagescienceforum.org.uk](mailto:administrator@heritagescienceforum.org.uk)

**Website** <http://www.heritagescienceforum.org.uk/>

## Activities

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**Objects:** 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.

**Activities:** The National Heritage Science Forum improves partnership within the heritage science 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, investment and profile. Its activities seek to

demonstrate the public benefit of heritage science and increase public engagement and support for it

## Classification

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- **How:** Provides Advocacy/advice/information, Acts As An Umbrella Or Resource Body
- **What:** Education/training, Arts/culture/heritage/science, Environment/conservation/heritage
- **Who:** Other Charities Or Voluntary Bodies, The General Public/mankind

## Geography

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- **Area of benefit:** UNITED KINGDOM
- Scotland
- Throughout England And Wales

## Finances

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Period end	Income	Expenditure	Assets	Employees
2025-03-31	£62,295	£65,827	-	-
2024-03-31	£45,990	£50,259	-	-
2023-03-31	£44,562	£40,026	-	-
2022-03-31	£41,000	£39,769	-	-
2021-03-31	£44,765	£50,069	-	-

## Trustees

Name	Role	Appointed
<b>Prof Christopher Gaffney</b>	Chair	2024-01-24
Dr Adam Gibson		2022-01-28
Dr Alexander Ball		2023-01-25
Dr Freya Horsfield		2022-01-28
Dr Paola Ricciardi		2026-01-22
Kutsi Akcicek		2025-01-22
Nancy Bell		2023-01-25
Prof Josep Grau-Bove		2026-01-22
Sophie Yana		2026-01-22
Virginia Phillips		2026-01-22

**NATIONAL HERITAGE SCIENCE FORUM**

England & Wales - Charity number 1154160

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# Accounts

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## Trustees' Annual Report

For the period 1<sup>st</sup> April 2024 to 31<sup>st</sup> March 2025

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**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  
Studio 32, FBC Clerkenwell  
40, Bowling Green Lane  
London EC1R 0NE

**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:** Oliver Read FCCA ACA  
James Todd & Co  
Furzehall Farm  
110 Wickham Road  
Fareham  
Hampshire PO16 7JH

**Charity trustees:** Kutsi Akcicek (from 22.01.2025)  
Dr Alex Ball  
Nancy Bell  
Sara Crofts  
Prof Gaffney (Chair)  
Prof Adam Gibson  
Dr Jen Heathcote  
Dr Freya Horsfield

Boris Pretzel (until 22.01.2025)

## Objects, mission and strategic priorities

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.*

### 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 **mission** of the National Heritage Science Forum is to improve collaboration in heritage science by connecting communities of practice. The Forum:

- Shapes the future through strategic partnerships to build and share knowledge, data and skills across organisational boundaries.
- Connects people: researchers, conservators, curators, scientists from many disciplinary backgrounds, educators at all levels, and commercial operators.
- Co- creates the strategy for Heritage Science in the UK and coordinates its delivery.

## 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. This reporting period covers 1<sup>st</sup> April 2024 to 31<sup>st</sup> March 2025.

NHSF's Board of Trustees (currently eight trustees) is responsible for managing the affairs of NHSF including compliance, public benefit, strategic direction, development of the organisation, risk management, financial sustainability and application of resources in the pursuit of the Forum's charitable object. The Board of Trustees met (virtually) four times in this reporting period. In addition, trustees held two planning/strategy sessions to review the charity's place in the evolving heritage science landscape and a meeting focused on a review of the risk register.

The NHSF Member Council, on which representatives of NHSF's member organisations sit, is a subcommittee of the Board of Trustees. Its role is to initiate and direct the Forum's subject-specific (heritage science) activities. In the period of this report the Chair of the Member Council reached the end of her term at the 2025 AGM. The NHSF and its members thank Prof May Cassar for her Chairing of the Member Council between 2023 and 2025. Following a process of nomination from members and appointment by trustees, Dr Constantina Vlachou-Mogire took up the role of Chair of the Member Council from the 2025 AGM. A nominated trustee attends meetings of the Member Council to support good communication between the two groups. Thanks is recorded to Boris Pretzel who fulfilled this role between 2023-2025 and Kutsi Akcicek is welcome to the role from April 2025. The Member Council met four times between April 2024 and March 2025.

NHSF's 12<sup>th</sup> Annual General Meeting took place in hybrid format (in-person and online) on 22<sup>nd</sup> January 2025. At the AGM members agreed: the minutes of the 11<sup>th</sup> AGM be signed as a correct record; to receive the annual report for the year ending 31<sup>st</sup> March 2024; to receive the statement of accounts for the year ending 31<sup>st</sup> March 2024 and to appoint Kutsi Akcicek as a trustee and of the Forum and reappoint Freya Horsfield and Adam Gibson for a second term as trustees of NHSF.

NHSF contracts out operational and administrative support to Preservation Matters Ltd. The schedule of services and contract is reviewed annually by the Board of Trustees.

### **Appointment and induction of trustees**

There were three trustee vacancies in 2024-25 due to three trustees reaching the end of their first 3-year term. Two trustees (the Chair and Treasurer) led the recruitment process for new trustees which included considering the findings of the annual Board skills review to assess the strengths and weaknesses of the Board, reviewing the trustee role description and open advertisement of the opportunities. Following applications and interviews, three applicants were proposed to the Board of Trustees for appointment. The Board agreed to the proposal and in turn proposed the applicants for appointment by the members at the AGM on 22<sup>nd</sup> January 2025.

Before appointment potential trustees have access to the role description, the latest annual report and annual accounts and a meeting to discuss current strategic priorities and how the Forum operates. After appointment, trustees are provided with a copy of the Trustees Handbook which covers the governance, management and operations of NHSF. The Trustees Handbook was updated in February 2025.

### **Register of related party interests and transactions**

All trustees are asked to complete the related party interests form on appointment and thereafter, 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 1<sup>st</sup> April 2024 to 31<sup>st</sup> March 2025 no trustees' remuneration was paid and three trustees were paid expense claims totalling £207. Three trustees were connected to organisations which paid membership fees totalling £7,875 to the National Heritage Science Forum. One trustee is connected to an organisation that will make meeting rooms available to NHSF at no cost for its conference in July 2025. 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. The risk register was streamlined and updated to a new format in May 2024, and trustees held a dedicated meeting to review risks, mitigating actions and responsibility in February 2025. In the last year, the key risks that trustees have identified are the potential for disruption to operations if the external consultancy services contract is terminated and the risk of loss of access to data and systems posed by a cyber-attack. A number of mitigating controls have been agreed by trustees amongst which are the clarification of trustee responsibilities, the identification of trustee leads for areas of responsibility, the need for a business continuity plan, the need for training on cyber security and data protection.

## **Activities and achievements**

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.

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. It aims to support the strategic development of heritage science in terms of research, capacity building, application, collaboration and infrastructure.

**The Forum's priorities for 2024-2025 were:**

- A successor to the Strategic Framework for Heritage Science in the UK 2018-2023 is launched.
- The importance, potential, context and wider relevance of heritage science is effectively articulated.
- A vibrant and sustainable NHSF is able to champion heritage science and support its members.

*1. A successor to the Strategic Framework for Heritage Science in the UK, 2018-2023 is launched.*

In the first quarter of 2024, NHSF members worked together to review progress that had been made towards the goals of the 2018-2023 Strategic Framework for Heritage Science in the UK, and consider the challenges and opportunities that lie ahead. A new draft framework for 2024-2027 was produced in July and 49 people attended the two online consultation events in August. The input gathered through consultation was incorporated into the refreshed Strategic Framework for Heritage Science in the UK (2024-2027) which was launched at an online event in November 2024. In January 2025, NHSF organised a one-day hybrid workshop to bring people together from across the heritage science sector to start to build a delivery plan for the framework which draws together activity from many different organisations and individuals to address the framework's three goals of measurable public value, excellent research and an inclusive community.

*2. The importance, potential, context and wider relevance of heritage science is effectively articulated.*

The updated Strategic Framework for Heritage Science in the UK is being used as a tool to support communication of the importance, potential, context and wider relevance of heritage science. A content calendar is being used to focus communications content on different strands of the strategic framework and link to wider events that help NHSF to demonstrate the relevance of heritage science, such as British Science Week.

The NHSF Board of Trustees held a strategy session in November 2024 focused on stakeholder groups and audiences to guide its work on communicating the potential, context and relevance of heritage science. The Board will build on this work in 2025 to understand where and how NHSF can have most influence with key stakeholders. This is complemented by an updated communications strategy which has led to reinvigoration of the NHSF blog and changes to the use of social media channels to engage different audiences with a range of news, stories and activities that demonstrate excellent research, public value or an inclusive community.

In addition, communications content has been provided for a range of external organisations including the Association of Independent Museums, the Institute of Conservation, the Heritage Alliance, and RICHeS (Research Infrastructure for Conservation and Heritage Science). NHSF has contributed to external initiatives including the Skills Investment Plan for Scotland's Historic Environment, the Heritage Alliance's response to the industrial strategy consultation in November

2024, a response to the DCMS inquiry Protecting Built Heritage in February 2025, a lecture to students on the UCL Sustainable Heritage MSc, and the Chairman's participation in a panel discussion as part of the launch of the £80 million RICHeS programme in October 2024.

3. *A vibrant and sustainable NHSF is able to champion heritage science and support its members.*

NHSF facilitates collaboration between its members, and the wider heritage science community. The Member Council remains the primary means of connecting members to each other and sharing views on research interests and wider challenges and opportunities.

In September the Forum surveyed its members to better understand individual and collective member priorities, as well as gain member input to the role the Forum can play in connecting organisations. Together, the Member Council and Board of Trustees shape and deliver the organisation's annual priorities including the way in which the Forum engages with the Strategic Framework for Heritage Science in the UK.

In a new departure which aims to provide benefit to members, encourage collaboration across the heritage science community, build and share knowledge, and champion heritage science, the NHSF is planning the first in an annual series of conferences on the theme Trends in Heritage Science. The first conference will be held in July 2025 and planning is led by a committee of Trustees and representatives of the Member Council.

A second new initiative is NHSF's contribution to the 14-member consortium, (led by the University of York) that is developing the Heritage Science Data Service (HSDS) as part of the AHRC-funded RICHeS programme. NHSF's contribution to the programme is to lead a three-year programme of user needs research to inform the design and development of HSDS so that it meets the need of the heritage science research community. Delivered via a commissioned consultant (appointed in December 2024), this three-year research project represents an exciting development in the role that NHSF is able to play in connecting communities of interest and improving the way in which parts of the sector work together for wider public benefit.

## Planning and development

The updated Strategic Framework for Heritage Science in the UK (2024-2027) provides a framework within which NHSF, and other parts of the heritage science community, can plan future activity. NHSF's commitment to the Strategic Framework is reflected in its annual operational priorities, which for 2025-26 are:

- Encourage sector-wide participation in the delivery of the Strategic Framework for Heritage Science in the UK
- Promote the societal relevance of heritage science
- Develop NHSF as a vibrant and sustainable organisation that is able to champion heritage science and support its members

NHSF's Member Council is using the results of the Strategic Framework delivery workshop held in January 2025 to show how the sector is working together to deliver the strategic framework goals, as well as focus the collaborative activity of the NHSF members. The areas that have been identified by members as priorities for collaboration through a series of task groups are:

- Inclusive community strand – conduct workforce analysis and assess skills gaps

- Inclusive community strand – grow NHSF’s membership
- Excellent research strand – work together to understand shared research priorities
- Excellent research strand – support the translation of research into real-world applications with reference to societal challenges
- Public value – improve the collective understanding of heritage science stakeholders
- Public value – collaborate on KPIs and measurement systems for heritage science to support the demonstration of public value and increase recognition and 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 nine months of operational expenditure to meet these needs. This is calculated as an average of the past 3 years’ operating budgets (excluding designated funds), and estimated for 2025-26 as approximately £35,303. At 31<sup>st</sup> March 2025, NHSF’s unrestricted reserves were £48,067. 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 minimally on free reserves. Additional expenditure from reserves will be brought to the Board of Trustees for decision.

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. Chris Gaffney

Position  
Chair, Board of Trustees

Date 10 / 10 / 2025

Signature



Print full name  
Dr. Jen Heathcote

Position  
Treasurer

Date 13 / 10 / 2025

## Accounts

Accounts for the period 1<sup>st</sup> April 2024 to 31<sup>st</sup> March 2025 are presented using the receipts and payments accounts template provided by the Charity Commission.



**Receipts and payments accounts**

CC16a

For the period  
from

01/04/2024



To

31/03/2025

**Section A Receipts and payments**

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Membership subscriptions	51,450	-	-	51,450	45,875
Other charitable activities	10,543	-	-	10,543	-
Miscellaneous	200	-	-	200	-
Bank interest	102	-	-	102	115
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>62,295</b>	<b>-</b>	<b>-</b>	<b>62,295</b>	<b>45,990</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>62,295</b>	<b>-</b>	<b>-</b>	<b>62,295</b>	<b>45,990</b>
<b>A3 Payments</b>					
Consultancy services	42,121	-	-	42,121	41,477
Board meetings	-	-	-	-	-
Trustee expenses	207	-	-	207	-
Website	1,288	-	-	1,288	1,150
Telephone, print, post, stationery	329	-	-	329	-
Events	1,711	-	-	1,711	2,632
Travel and subsistence	76	-	-	76	156
Subscriptions	946	-	-	946	850
Commissioned research/services	-	-	-	-	1,500
Independent examination	1,056	-	-	1,056	960
Projects	18,036	-	-	18,036	1,474
Bank charges	60	-	-	60	60
<b>Sub total</b>	<b>65,827</b>	<b>-</b>	<b>-</b>	<b>65,827</b>	<b>50,259</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>65,827</b>	<b>-</b>	<b>-</b>	<b>65,827</b>	<b>50,259</b>
<b>Net of receipts/(payments)</b>	<b>- 3,532</b>	<b>-</b>	<b>-</b>	<b>- 3,532</b>	<b>- 4,269</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>51,599</b>	<b>-</b>	<b>-</b>	<b>51,599</b>	<b>55,868</b>
<b>Cash funds this year end</b>	<b>48,067</b>	<b>-</b>	<b>-</b>	<b>48,067</b>	<b>51,599</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 £
<b>B1 Cash funds</b>	Cash at bank	48,067	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>48,067</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
<b>B2 Other monetary assets</b>	<b>Details</b>	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	<b>Details</b>	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B4 Assets retained for the charity's own use</b>	<b>Details</b>	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B5 Liabilities</b>	<b>Details</b>	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
Signed by one or two trustees on behalf of all the trustees	<b>Signature</b>	<b>Print Name</b>	<b>Date of approval</b>	
		Chris Gaffney	10 / 10 / 2025	
		Jen Heathcote	13 / 10 / 2025	

# 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 financial statements of National Heritage Science Forum (the charity) for the year ended 31 March 2025.

#### **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.

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

#### **Independent examiner's statement**

Your attention is drawn to the fact that the charity has prepared the financial statements in accordance with the relevant version of the Statement of Recommended Practice applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn. I understand that this has been done in order for the financial statements to provide a true and fair view in accordance with UK Generally Accepted Accounting Practice.

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 Charities Act 2011.
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the applicable requirements concerning the form and content of financial statements set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the financial statements 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 financial statements to be reached.



**Oliver Read FCCA ACA**

**James Todd and Co Limited**

Drayton House

Drayton Lane

Chichester

West Sussex

PO20 2EW

England 13 / 10 / 2025

Date: .....

**NATIONAL HERITAGE SCIENCE FORUM**

England & Wales - Charity number 1154160

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# Accounts

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## Trustees' Annual Report

For the period 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024

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<b>Registered office:</b>	c/o The Institute of Conservation 106-109 Saffron Hill London EC1N 8QS
<b>Website:</b>	<a href="http://www.heritagescienceforum.org.uk">www.heritagescienceforum.org.uk</a>
<b>Email:</b>	<a href="mailto:administrator@heritagescienceforum.org.uk">administrator@heritagescienceforum.org.uk</a>
<b>Bankers:</b>	CAF Bank Ltd 25 Kings Hill Avenue Kings Hill West Malling Kent ME18 4JQ
<b>Independent Examiner:</b>	Oliver Read FCCA ACA James Todd & Co Drayton House Drayton Lane Chichester West Sussex PO20 2EW
<b>Charity trustees:</b>	Dr Alex Ball Nancy Bell Sara Crofts Prof Gaffney (Chair) (from 24/01/2024) Prof Adam Gibson Dr Jen Heathcote Dr Freya Horsfield Prof Nigel Llewellyn (Chair) (until 24/01/2024)

## Objects, mission and strategic priorities

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.*

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NHSF's 11<sup>th</sup> Annual General Meeting took place in hybrid format (in-person and online) on 24<sup>th</sup> January 2024. At the AGM members agreed: the minutes of the 10<sup>th</sup> AGM be signed as a correct record; to receive the annual report for the year ending 31<sup>st</sup> March 2023; to receive the statement of accounts for the year ending 31<sup>st</sup> March 2023 and to appoint Prof Chris Gaffney as a trustee and Chair of the Forum. At the AGM Prof Nigel Llewellyn concluded his term as a trustee, and Chair of the Forum.

NHSF contracts out operational and administrative support to Preservation Matters Ltd. The schedule of services and contract is reviewed annually by the Board of Trustees.

### **Appointment and induction of trustees**

One trustee (the Chair) retired from the Board in 2023-24. Two trustees led the recruitment process for a new Chair which included a review of the role description and open advertisement of the opportunity. Following applications and interviews, Prof Chris Gaffney was proposed to the Board of Trustees for appointment. The Board agreed to the proposal and in turn proposed him for appointment by the members at the AGM on 24<sup>th</sup> January 2024.

Before appointment potential trustees have access to the role description, the latest annual report and annual accounts and a meeting to discuss current strategic priorities and how the Forum operates. After appointment, trustees are provided with a copy of the Trustees and Members Handbook which covers the governance, management and operations of NHSF.

### **Register of related party interests and transactions**

All trustees are asked to complete the related party interests form on appointment and thereafter, 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 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024 no trustees' remuneration was paid and no trustees were paid expense claims. Four trustees were connected to organisations which paid membership fees totalling £8,000 to the National Heritage Science Forum. 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. In the last year, the key risk was that NHSF would be unable to deliver against key objectives or charitable aims due to a lack of operational/trustee resource, resulting in a loss of confidence in NHSF and a loss of member support. A number of mitigating controls have been agreed by trustees amongst which are the operation of the Member Council and ensuring good communication between the Board and members. In addition, the board planning sessions that took place in October and November 2023 focussed on prioritisation of activities and strengthening NHSF's capacity to deliver its objectives by nominating a trustee lead for each of four agreed priority areas of: stakeholders and impact, facilitating heritage science collaboration, diversifying income and supporting members.

## **Activities and achievements**

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.

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. It aims to support the strategic development of heritage science in terms of research, capacity building, application, collaboration and infrastructure.

**The Forum's strategic priorities for 2023-2024 were:**

- A successor to the Strategic Framework for Heritage Science in the UK 2018-2023 is developed.
- UKRI and AHRC are provided with sector data and insight to support investment in, and successful launch of, RICHeS (Research Infrastructure for Conservation and Heritage Science).
- The broad relevance of heritage science is well articulated, demonstrating how heritage science helps to address the issues that matter to people.
- A vibrant and sustainable NHSF is able to champion heritage science and support its members.

*1. A successor to the Strategic Framework for Heritage Science in the UK, 2018-2023 is developed.*

In 2022, the Member Council agreed to lead the development of a successor strategic framework, to cover the period 2024-2027. Members have contribute to a review and refresh of the current framework by examining the current strategic drivers for heritage science in the UK and proposing adjusted outcomes that reflect current needs. The drafting of the refreshed framework was originally planned for the end of 2023 but was deferred until 2024 because of member engagement with the funding calls for the UKRI Research Infrastructure for Conservation and Heritage Science.

The 2018-2023 framework has continued to guide the activities of NHSF's three working groups during this reporting period. In addition, NHSF's newsletter, blog, social media channels and strategic framework padlets have all been used throughout the year to raise awareness of the current Strategic Framework goals and invite organisations from beyond NHSF's members to show how their work contributes to the goals.

*2. UKRI and AHRC are provided with sector data and insight to support investment in, and successful launch of RICHeS (Research Infrastructure for Conservation and Heritage Science).*

NHSF has continued to work with UKRI and AHRC to support the development and launch of RICHeS. Specifically, the Forum has:

- Held an event in May to support the development of the Digital Research Services (DRS) strand of RICHeS. The event explored the needs of the sector, current and proposed solutions and related initiatives from which the DRS might learn.
- Published a selection of case studies to illustrate the value of heritage science research to society.
- Nominated a trustee to the RICHeS project board which has strengthened the Forum's channels of communication with UKRI as the project goes through its final stages of approval.
- Contributed to the evaluation of AHRC's World Class Labs portfolio which includes awards made through the Capability for Collections (CapCo) and Creative Research Capability (CResCa) programmes.

In addition, NHSF has provided support in communicating the goals of RICHeS to the wider heritage science community through its website, newsletter and social media, including promotion of the three funding calls which ran from July-October 2023.

*3. The broad relevance of heritage science is well articulated, demonstrating how heritage science helps to address the issues that matter to people.*

The Strategic Framework for Heritage Science in the UK, 2018-2023 is a tool to help the heritage science community work together on three strands of:

- Excellent research
- A skilled and diverse heritage science community
- Demonstrable social and economic impact

NHSF facilitates three working groups to support member collaboration on activities that will address these goals.

The **Research working group** focused on the contribution of heritage science to five societal grand challenges of climate emergency, health & wellbeing, digital society, equality and inclusivity, and sustainable development. In the period of this report the group has:

- Held 'deep dive' events on the themes of digital society and climate emergency.
- Engaged the wider community with research gaps relating to the role of heritage science in addressing the climate emergency.
- Continued to publish case studies which provide examples of the role of heritage science in addressing the societal challenges.
- Contributed to a Welsh Government focus group on the Climate and Nature Emergency in Wales.

The **Communities working group** focused on increasing engagement with heritage science at school age, supporting the development of technical skills and knowledge, supporting access to a range of apprenticeships and postgraduate opportunities and improving recognition of heritage science as an attractive career. In the period covered by this report, the group has:

- Facilitated a second year of mentor opportunities by bringing together mentors and mentees.
- Held a facilitated roundtable on Equality, Diversity and Inclusion to explore the state of practice and the challenges and opportunities associated with improving EDI.
- Collated resources available from members to support career progression.
- Engaged with skills initiatives including the Historic Environment Skills Investment Plan, Icn-led discussions on a 'red list' of conservation skills and an English Heritage convened panel on the links between Science & the Humanities and how heritage can support learning across disciplines.
- Explored how to build on the previous year's work to increase engagement with heritage science at school age through a project focussed on the creation of heritage science STEAM education resources.

The **Impact working group** brings members together to demonstrate the positive social and economic impact of heritage science. In the year of this report, NHSF has:

- Surveyed members and the wider community to collect insights on the ways in which organisations collect impact data and the audiences they seek to engage.
- Discussed the value of aligning existing reporting and evaluation methodologies across home nations and major funders.
- Heard a presentation from DCMS in April titled 'Economic valuation and cultural values: the role of heritage science' to explain and support engagement with the Culture & Heritage Capital programme.
- Published a briefing note on the National Lottery Heritage Fund Strategy 'Heritage 2033' in April.
- Contributed to the Council for Science and Technology's roundtable on R&D in the Creative Industries in July.
- Published a briefing note in September to summarise developments in the Culture & Heritage Capital programme.

NHSF's wider communication activities also support the articulation of the relevance of heritage science. In July-August NHSF commissioned simple messaging on the value of heritage science from an external consultant and this is being used to review how NHSF communicates with a broader community of interest than its existing members.

The e-newsletter continues to be published monthly and shares information on NHSF's work, the activities of its members, as well as news, policy developments, events and jobs from across the sector. Subscribers have grown from 320 in March 2023 to 392 at the end of March 2024. During 2023-24 Twitter followers have increased from 2,001 to 2,160. NHSF set up a LinkedIn page in January 2024 which had gained 185 followers by April 2024. The purpose of this page is to build links with a peer community of researchers and heritage professionals.

*4. A vibrant and sustainable NHSF is able to champion heritage science and support its members.*

In the year covered by this report, NHSF has gained three new members (the Science Museum Group, British Library and University of Reading) who are all making an active contribution to the Forum. The Member Council remains the primary means of connecting members to each other and sharing views on research interests and wider challenges and opportunities.

NHSF facilitates collaboration between its members, and the wider heritage science community. The Climate Emergency 'deep dive' event that took place in January 2024 is a good example of collaborative activity. Presentations were given by twelve of the Forum's twenty-one member organisations, whilst nineteen member organisations were amongst the 96 people who attended.

The Forum also plays an active role in raising issues of importance to the sector with policy-makers and other opinion-formers. NHSF's engagement with the development of UKRI's RICHeS programme, representing an investment of £80 million over a period of 10 years, provides an example of the positive contribution that the Forum has made to the wider landscape.

In the year ending 31<sup>st</sup> March 2024, the Forum engaged in a number of other policy, advocacy and partnership activities, including:

- Consultation on future National Centre for Archaeological Archives
- Contribution to Welsh Government focus group on Climate & Nature Emergency
- Council for Science & Technology roundtable on R&D in the Creative Industries
- Refresh of the Historic Environment Scotland Skills Investment Plan
- Briefing note on Scotland's Museums & Galleries Strategy
- Briefing note on National Lottery Heritage Fund Strategy 'Heritage 2033'
- Briefing note on the Culture & Heritage Capital programme
- English Heritage STEAM skills panel event

### **Communication and events**

Over the course of the year the Forum has organised a range of events for members and non-members to deliver its mission of connecting communities of practice and increasing collaboration. Events in 2023-24 included:

19<sup>th</sup> April – Member Council

21<sup>st</sup> April – Working group co-convenors (next steps Strategic Framework refresh)

3<sup>rd</sup> May – Digital Society 'deep dive' – Digital infrastructure needs, provision and gaps

4<sup>th</sup> May – Communities working group (mentoring, strategic framework drivers, plans for EDI-themed summer Member Meeting)

17<sup>th</sup> May – Research working group (de-brief following digital infrastructure event of 3<sup>rd</sup> May, strategic framework drivers, societal challenge case studies)

17<sup>th</sup> May – Mentor/Mentee information event

26<sup>th</sup> May – Capturing impact member meeting

9<sup>th</sup> June – Communities working group (mentoring next steps, planning of EDI event)

16<sup>th</sup> June – Board of Trustees

28<sup>th</sup> June – Member Meeting on Equality, Diversity and Inclusion

6<sup>th</sup> July – Impact working group meeting

12<sup>th</sup> July – Member Council meeting

3<sup>rd</sup> October – Board of Trustees

24<sup>th</sup> October – Board planning meeting

20<sup>th</sup> November – Communities work group (actions following EDI event, member initiatives (HES Skills Investment Plan; TNA curriculum work)

21<sup>st</sup> November – Board planning meeting

4<sup>th</sup> December – Board of Trustees

7<sup>th</sup> December – Research working group (Climate emergency event planning)

24<sup>th</sup> January – Climate Emergency ‘deep dive’ event

24<sup>th</sup> January – AGM

31<sup>st</sup> January – Impact Group (explore role in follow-on to Climate emergency event)

6<sup>th</sup> February – Member Council

9<sup>th</sup> February – Presentation to EM-UKI meeting about NHSF and development of RICHeS.

21<sup>st</sup> February – Board of Trustees

22<sup>nd</sup> February – Communities working group meeting

## Planning and development

The strategic framework for heritage science in the UK has continued to guide NHSF’s activities in 2023-24 and work in that period has contributed to a refresh of the framework for 2024-2027. NHSF will now consult with members and the wider heritage science community on the goals of the emerging framework so that it delivers benefit for the many different organisations and individuals active in the field of heritage science.

Each year the NHSF Board of Trustees agrees priorities for Forum for the year ahead, in consultation with the Member Council. The strategic priorities that have been agreed by the Board of Trustees for 2024-25 are:

- A successor to the *Strategic Framework for Heritage Science in the UK, 2018-2023* is launched.
- The importance, potential, context and wider relevance of heritage science is effectively articulated.
- A vibrant and sustainable NHSF is able to champion heritage science and support its members.

NHSF will now develop an action plan against which progress can be measured.

## 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 nine months of operational expenditure to meet these needs. This is calculated as an average of the past 3 years' operating budgets, and estimated for 2024-25 as approximately £32,513. At 31 March 2024, NHSF's unrestricted reserves were £51,599. 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 minimally 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. Chris Gaffney

Position  
Chair, Board of Trustees

Date 21 / 10 / 2024

Signature



Print full name  
Dr. Jen Heathcote

Position  
Treasurer

Date 22 / 10 / 2024

## Accounts

Accounts for the period 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024 are presented using the receipts and payments accounts template provided by the Charity Commission.



## Receipts and payments accounts

CC16a

For the period  
from

01/04/2023

To

31/03/2024

### 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	45,875	-	-	45,875	42,875
Fee income	-	-	-	-	1,600
Miscellaneous	-	-	-	-	-
Bank interest	115	-	-	115	87
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>45,990</b>	<b>-</b>	<b>-</b>	<b>45,990</b>	<b>44,562</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>45,990</b>	<b>-</b>	<b>-</b>	<b>45,990</b>	<b>44,562</b>
<b>A3 Payments</b>					
Consultancy services	41,477	-	-	41,477	36,446
Board meetings	-	-	-	-	-
Trustee expenses	-	-	-	-	100
Website	1,150	-	-	1,150	952
Telephone, print, post, stationery	-	-	-	-	9
Events	2,632	-	-	2,632	611
Travel and subsistence	156	-	-	156	-
Subscriptions	850	-	-	850	773
Commissioned research/services	1,500	-	-	1,500	200
Independent examination	960	-	-	960	864
Projects	1,474	-	-	1,474	-
Bank charges	60	-	-	60	72
<b>Sub total</b>	<b>50,259</b>	<b>-</b>	<b>-</b>	<b>50,259</b>	<b>40,026</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>50,259</b>	<b>-</b>	<b>-</b>	<b>50,259</b>	<b>40,026</b>
<b>Net of receipts/(payments)</b>	<b>- 4,269</b>	<b>-</b>	<b>-</b>	<b>- 4,269</b>	<b>4,536</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>55,868</b>	<b>-</b>	<b>-</b>	<b>55,868</b>	<b>51,331</b>
<b>Cash funds this year end</b>	<b>51,599</b>	<b>-</b>	<b>-</b>	<b>51,599</b>	<b>55,868</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 £
<b>B1 Cash funds</b>	Cash at bank	51,599	-	-
CCXX R1 accounts (SS)				30/08/2024

	-	-	-
	-	-	-
<b>Total cash funds</b>	<b>51,599</b>	-	-

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

<b>Unrestricted funds to nearest £</b>	<b>Restricted funds to nearest £</b>	<b>Endowment funds to nearest £</b>
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**B2 Other monetary assets**

Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-
		-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

**B3 Investment assets**

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-

**B4 Assets retained for the charity's own use**

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

**B5 Liabilities**

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
Independent examiner fee 2023-24 accounts	Unrestricted	960	
		-	
		-	
		-	

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

Signature	Print Name	Date of approval
	Chris Gaffney	
	Jen Heathcote	

# 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 financial statements of National Heritage Science Forum (the charity) for the year ended 31 March 2024.

#### 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 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 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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.



**Oliver Read FCCA ACA**  
James Todd & Co Limited  
Drayton House  
Drayton Lane  
Chichester  
West Sussex  
PO20 2EW  
England

22 / 10 / 2024  
Dated: .....

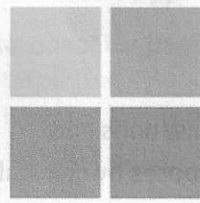
**NATIONAL HERITAGE SCIENCE FORUM**

England & Wales - Charity number 1154160

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# Accounts

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# National Heritage Science Forum

## Trustees' Annual Report

For the period 1 April 2022 to 31 March 2023

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**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

**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:** Alastair Towler BFP, ACA, DChA  
Plummer Parsons (Chartered Accountants)  
18 Hyde Gardens  
Eastbourne  
East Sussex BN21 4PT

**Charity trustees:** Dr Alex Ball (from 25/01/2023)  
Nancy Bell (from 25/01/2023)  
Sara Crofts  
Dr Trevor Emmett (Honorary Secretary, until 25/01/2023)  
Prof Adam Gibson  
Dr Jen Heathcote  
Professor Carl Heron (until 25/01/2023)  
Dr Freya Horsfield  
Professor Nigel Llewellyn (Chair)  
Boris Pretzel

## Objects, mission and strategic priorities

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 **mission** of the National Heritage Science Forum is to improve collaboration in heritage science by connecting communities of practice. The Forum:

- Shapes the future through strategic partnerships to build and share knowledge, data and skills across organisational boundaries.
- Connects people: researchers, conservators, curators, scientists from many disciplinary backgrounds, educators at all levels, and commercial operators.
- Co- creates the strategy for Heritage Science in the UK and coordinates its delivery.

### The Forum's strategic priorities for 2022-2023 were:

- Lead the development of the successor to the Strategic Framework for Heritage Science in the UK 2018-2023 on behalf of the UK heritage science community.
- Work in partnership with AHRC (Arts & Humanities Research Council), E-RIHS.uk (European Research Infrastructure for Heritage Science, UK Node), IROC (Independent Research Organisation Consortium) and others to secure investment in UK heritage science infrastructure.
- Articulate the broad 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.

## 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. This reporting period covers 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023.

NHSF's Board of Trustees (currently eight trustees) is responsible for managing the affairs of NHSF as a Charitable Incorporated Organisation including compliance, public benefit, strategic direction, development of the organisation, risk management, financial sustainability and application of resources in the pursuit of the Forum's charitable objects. The Board of Trustees met (virtually) four times in this reporting period.

The NHSF Member Council, on which representatives of NHSF's member organisations sit, is a subcommittee of the Board of Trustees and its role is to initiate and direct the Forum's subject-specific (heritage science) activities. The Chairing arrangements for the Member Council were reviewed in 2022 and it was agreed to move from a system of rotating Chair to a fixed Chair with a term of two years. The Board of Trustees approved the appointment of the Chair and new Terms of Reference for the Member Council on 7<sup>th</sup> December 2022. The Member Council met three times in this reporting period.

NHSF's 10<sup>th</sup> Annual General Meeting took place in hybrid format (in-person at the Institute of Physics with online attendance option) on 25<sup>th</sup> January 2023. At the AGM members agreed: the minutes of the 9<sup>th</sup> AGM be signed as a correct record; to receive the annual report for the year ending 31<sup>st</sup> March 2022; to receive the statement of accounts for the year ending 31<sup>st</sup> March 2022 and to appoint or reappoint trustees.

NHSF contracts out operational and administrative support to Preservation Matters Ltd. The schedule of services and contract is reviewed annually by the Board of Trustees.

### Appointment and induction of trustees

Following the process adopted in 2021-22, a skills audit of the Board of Trustees was carried out in June 2022 with findings reported to the Board of Trustees at its meeting on 7<sup>th</sup> October 2022. The audit enabled the identification of the Board's strengths and weaknesses and the findings were used to inform an open trustee recruitment exercise which was led by two trustees. Following applications and interviews, five applicants were proposed to the Board of Trustees for appointment as trustees. The Board agreed to the proposal that three existing trustees be proposed for re-appointment (including the Chair for a term of one year and Treasurer for a further term of three years) and two new trustees be proposed for appointment by the members at the AGM on 25<sup>th</sup> January 2023. Two of the existing trustees retired from office at the AGM including the Honorary Secretary.

Before appointment potential trustees have access to the role description, the latest annual report and annual accounts and a meeting to discuss current strategic priorities and how the Forum operates. After appointment, trustees are provided with a copy of the Trustees and Members Handbook which covers the governance, management and operations of NHSF.

### Register of related party interests and transactions

All trustees are asked to review or complete the related party interests form on appointment and thereafter, 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 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023 two trustees were reimbursed expense payments totalling £100. No trustees' remuneration was paid in the year. Six trustees were

connected to organisations who paid membership fees totalling £10,875 to the National Heritage Science Forum. 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. In the last year, the key risk was that NHSF would be unable to deliver against key objectives or charitable aims due to a lack of operational/trustee resource, resulting in a loss of confidence in NHSF and a loss of member support. A number of mitigating controls have been agreed by trustees amongst which are the operation of the Member Council and ensuring good communication between the Board and members.

## **Activities and achievements**

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.

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. It aims to support the strategic development of heritage science in terms of research, capacity building, application, collaboration and infrastructure.

For the period 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023 NHSF's agreed strategic priorities were to:

- Lead the development of the successor to the Strategic Framework for Heritage Science in the UK 2018-2023 on behalf of the UK heritage science community.
- Work in partnership with AHRC (Arts & Humanities Research Council), E-RIHS.uk (European Research Infrastructure for Heritage Science, UK Node), IROC (Independent Research Organisation Consortium) and others to secure investment in UK heritage science infrastructure.
- Articulate the broad 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.

### **1. *Lead the development of the successor to the Strategic Framework for Heritage Science in the UK 2018-2023 on behalf of the UK heritage science community***

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. Input from the wider heritage science community is sought via invited participation at NHSF meetings, through the newsletter and through direct contribution to online platforms.

In 2022, the Member Council agreed to lead the development of a successor strategic framework, to cover the period 2024-2027. It has agreed to review and refresh the current framework, examining the current strategic drivers for heritage science in the UK and proposing adjusted outcomes that reflect current needs. The Member Council has agreed an outline process and timeline which

includes contributions from the three NHSF working groups, a period of external engagement and consultation, and drafting of the refreshed framework towards the end of 2023.

NHSF's newsletter, blog, social media channels and strategic framework padlets have all been used throughout the year to raise awareness of the current Strategic Framework goals and invite organisations from beyond NHSF's members to show how their work contributes to the goals.

*2. Work in partnership with AHRC (Arts & Humanities Research Council), E-RIHS.uk (European Research Infrastructure for Heritage Science, UK Node), IROC (Independent Research Organisation Consortium) and others to secure investment in UK heritage science infrastructure.*

Over the past year, NHSF has supported AHRC's work to make the case for investment in RICHeS (Research Infrastructure for Heritage Science and Conservation).

NHSF has provided support in communicating the goals of RICHeS to the wider heritage science community through its website, newsletter and social media, including promotion of the call for Expressions of Interest in the infrastructure and related communication events held over the summer of 2022. The Member Council and Board of Trustees have actively engaged with AHRC throughout the development of RICHeS to ensure it will serve the research and innovation sector well. The Forum has also promoted the need for good evidence of the wider public value that infrastructure investment will bring. In January 2023 the Forum held a hybrid (in-person and online) event that explored aspects of the practical delivery of a research and innovation infrastructure. The event included presentations about RICHeS and E-RIHS as well as other examples of distributed infrastructures. Presentations and an event summary have been published online.

NHSF has participated in the RICHeS UNNE working group (United Kingdom National Node of E-RIHS (European Research Infrastructure for Heritage Science) which focused on how the UK national node of E-RIHS could be delivered as part of the RICHeS infrastructure. Elsewhere, a presentation was delivered to colleagues at the Heritage Science Sweden Forum (2022) on the evolution of UK heritage science infrastructure as part of an international knowledge-sharing event.

NHSF has engaged with members of the Independent Research Organisation Consortium (IROC) by presenting to IROC on the activities of the Forum in June and by inviting IROC members to NHSF events in January and May.

*3. Articulate the broad 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 continued to build on work initiated in 2020-21 to connect heritage science research to five societal challenges of climate emergency, health & wellbeing, digital society, equality and inclusivity, and sustainable development. Case studies have been collected from the heritage science community to show how heritage science research and practice can address the five challenges. The case studies have been published on the NHSF website.

As a next step, in-depth sessions are planned from 2023 to examine each of the societal challenges in greater detail starting with the 'Digital Society' challenge of 'Integrating technological innovation and data science into heritage science research and practise to transform the way that collections, buildings and archaeology are managed, accessed and understood' in late Spring 2023.

In parallel, the Impact working group has focused on understanding the ways in which evidence of the impact of heritage science is collected so that the Forum can provide the support and tools needed to improve the collection and demonstration of impact.

*4. 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.*

The Communities working group launched a pilot mentoring programme in May 2022 which resulted in 8 mentor-mentee pairings. The programme ran between July 2022 and January 2023. It aimed to provide career development (rather than research) support. Evaluation feedback showed the scheme was well-received by mentors and mentees and as a result, the programme will be offered again in 2023.

Between May-September 2022 NHSF ran four online events in partnership with the Icon Heritage Science Group which gave students and emerging researchers the opportunity to present their research and discuss it with peers. Each event also included a reflection from a more established member of the heritage science community on their own career path, with an open discussion session aimed at supporting emerging professionals to understand the range of opportunities open to them as well as offer tips on overcoming barriers to progress in the field.

At the other end of the educational spectrum, we worked with The National Archives on a project to show how heritage science can support STEM in UK primary curricula. Research was commissioned into how heritage science maps to the different science curricula and a report was produced, accompanied by a matrix which provides a simple tool to map how heritage science can support key areas of the curricula. These outputs were backed-up with a workshop at the Group for Education in Museum's conference in September 2022 and a presentation at the NHSF Member Meeting (led by the Communities working group), also in September 2022.

### **Communication and events**

The Forum continues to use its communication channels to increase engagement within and beyond the heritage science community. As part of an on-going assessment of where its communications have greatest impact, the Forum no longer posts on Facebook and focuses on Twitter and the e-newsletter. The Forum benefited from free Communications Consultancy support in January 2023 and this is being used to re-evaluate how to prioritise audiences, language and messages.

The e-newsletter continues to be published monthly and shares information on NHSF's work, the activities of its members, as well as news, policy developments, events and jobs from across the sector. Subscribers have grown from 280 in March 2022 to 320 at the beginning of March 2023. During 2022-23 Twitter followers have increased from 1,816 to 2,001 (8<sup>th</sup> March).

The Forum's policy and advocacy activity took the form of participation in the Heritage Alliance's 'Funding and Investment Advocacy Group' and the publication of a briefing note on Scotland's Museum and Galleries Strategy 2023-2030 which was launched in February 2023.

Over the course of the year the Forum has organised a range of events for members and non-members to deliver its mission of connecting communities of practice and increasing collaboration. Events in 2022-23 included:

- 25<sup>th</sup> April 2022 – Member Council Meeting
- 5<sup>th</sup> May – NHSF and Icon Heritage Science group ECR and student seminar
- 26<sup>th</sup> May – NHSF Communities working group meeting
- 8<sup>th</sup> June – Research working group meeting
- 9<sup>th</sup> June – NHSF and Icon Heritage Science group ECR and student seminar
- 19<sup>th</sup> June – Meeting of Board of Trustees
- 7<sup>th</sup> July – NHSF and Icon Heritage Science group ECR and student seminar
- 8<sup>th</sup> September – NHSF and Icon Heritage Science group ECR and student seminar
- 22<sup>nd</sup> September – Member Meeting (communities working group) Aligning heritage science to UK science curricula
- 26<sup>th</sup> September – Member Council Meeting
- 7<sup>th</sup> October – Board of Trustees
- 23<sup>rd</sup> November – Communities working group meeting
- 2<sup>nd</sup> December – Impact working group meeting
- 5<sup>th</sup> December – Research working group meeting
- 7<sup>th</sup> December – Meeting of Board of Trustees
- 16<sup>th</sup> January 2023 – Member Council meeting
- 25<sup>th</sup> January – Distributed infrastructure event and AGM
- 17<sup>th</sup> February – Research working group meeting
- 23<sup>rd</sup> February – Communities working group meeting
- 20<sup>th</sup> March – Impact working group meeting

## Planning and development

The strategic framework for heritage science in the UK has continued to guide NHSF's activities. Each of the three working groups carries out regular reviews of how its work aligns to the framework and monitors progress against an agreed action plan. At the Member Council meeting in April 2022, members also discussed how to approach the updating of the strategic framework itself, beyond its current lifespan of 2018-2023. It was agreed that the Member Council will lead this work on behalf of NHSF and the wider heritage science community, working in consultation with that community to establish changes to the strategic and operating landscape, and to prioritise the goals of the framework for the next period.

Each year the NHSF Board of Trustees agrees strategic priorities for the year ahead, in consultation with the Member Council. The strategic priorities that have been agreed by the Board of Trustees for 2023-24 are:

- A successor to the Strategic Framework for Heritage Science in the UK 2018-2023 is developed.
- AHRC is provided with sector data and insight to support investment in, and successful launch of, RICHeS (Research Infrastructure for Conservation and Heritage Science).
- The broad relevance and importance of heritage science is well articulated, demonstrating how heritage science helps to address the issues that matter to people.
- A vibrant and sustainable NHSF is able to champion heritage science and support its members.

The strategic outcomes have been agreed by the Board of Trustees and endorsed by the Member Council. NHSF will now develop an action plan against which progress can be measured.

## 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 nine months of operational expenditure to meet these needs. This is calculated as an average of the past 3 years' operating budgets, and estimated for 2023-24 as approximately £32,560. At 31 March 2023, NHSF's unrestricted reserves were £53,868. 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 minimally on free reserves.

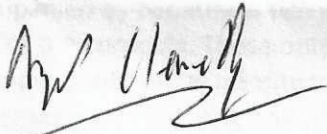
The Trustees confirm that there is no material uncertainty as to whether the charity can continue as a Going Concern.

## 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 3<sup>rd</sup> October 2023

Signature




Print full name  
Dr Jen Heathcote

Position  
Treasurer

Date 3<sup>rd</sup> October 2023

# Accounts

Accounts for the period 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023 are presented using the receipts and payments accounts template provided by the Charity Commission.

 <b>CHARITY COMMISSION</b> FOR ENGLAND AND WALES	National Heritage Science Forum		1154160	<b>CC16a</b>
	<b>Receipts and payments accounts</b>			
For the period from		01/04/2022	To	31/03/2023

## 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	42,875	-	-	42,875	40,500
Fee income	1,600	-	-	1,600	500
Miscellaneous	-	-	-	-	-
Bank interest	87	-	-	87	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>44,562</b>	<b>-</b>	<b>-</b>	<b>44,562</b>	<b>41,000</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>44,562</b>	<b>-</b>	<b>-</b>	<b>44,562</b>	<b>41,000</b>
<b>A3 Payments</b>					
Consultancy services	36,446	-	-	36,446	37,298
Board meetings	-	-	-	-	-
Trustee expenses	100	-	-	100	-
Website	952	-	-	952	915
Telephone, print, post, stationery	9	-	-	9	-
Events	611	-	-	611	-
Travel and subsistence	-	-	-	-	-
Subscriptions	773	-	-	773	650
Commissioned research/services	200	-	-	200	-
Independent examination	864	-	-	864	810
Awards	-	-	-	-	-
Bank charges	72	-	-	72	96
<b>Sub total</b>	<b>40,026</b>	<b>-</b>	<b>-</b>	<b>40,026</b>	<b>39,769</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>40,026</b>	<b>-</b>	<b>-</b>	<b>40,026</b>	<b>39,769</b>
<b>Net of receipts/(payments)</b>	<b>4,536</b>	<b>-</b>	<b>-</b>	<b>4,536</b>	<b>1,231</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>51,332</b>	<b>-</b>	<b>-</b>	<b>51,332</b>	<b>50,101</b>
<b>Cash funds this year end</b>	<b>55,868</b>	<b>-</b>	<b>-</b>	<b>55,868</b>	<b>51,332</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 £
<b>B1 Cash funds</b>	Cash at bank	55,868	-	-
Charity Commission accounts (SS)		1	-	-

	-	-	-
	-	-	-
<b>Total cash funds</b>	<b>55,868</b>	-	-

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


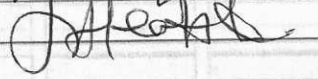
	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>			
Details			

	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			
independent examiner fee 2022-23 accounts	Unrestricted	860	

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

Signature	Print Name	Date of approval
	Nigel Llewellyn	3/10/23
	Jen Heathcote	3/10/23

# 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 31 March 2023.

#### **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).

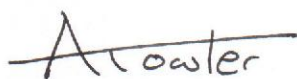
I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### **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.



**Alastair Towler BFP ACA DChA**

18 Hyde Gardens  
Eastbourne  
East Sussex  
BN21 4PT

Dated: 20 November 2023

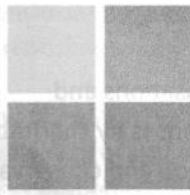
**NATIONAL HERITAGE SCIENCE FORUM**

England & Wales - Charity number 1154160

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# Accounts

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# National Heritage Science Forum

## Trustees' Annual Report

For the period 1 April 2021 to 31 March 2022

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**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

**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:** Alastair Towler BFP, ACA, DChA  
Plummer Parsons (Chartered Accountants)  
18 Hyde Gardens  
Eastbourne  
East Sussex BN21 4PT

**Charity trustees:** Dr Lora Angelova (until 28/01/2022)  
Sara Crofts  
Dr Trevor Emmett (Honorary Secretary)  
Prof Adam Gibson (from 28/01/2022)  
Dr Jen Heathcote  
Professor Carl Heron  
Dr Freya Horsfield (from 28/01/2022)  
Professor Nigel Llewellyn (Chair)  
Dr Bronwyn Ormsby (until 28/01/2022)  
Boris Pretzel (from 28/01/2022)

## **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.

## **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.

This reporting period covers 1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2022. In 2020-21 NHSF started the process of transition to a new governance and operating model comprising a smaller Board of Trustees and the creation of a new Member Council on which representatives of NHSF's member organisations sit.

During the 2021-22 reporting period, as part of the final phase of work to support the transition to the new way of working, trustees agreed a strategic priority of:

- 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.

NHSF's new structure is a small Board of Trustees (currently eight trustees) responsible for managing the affairs of NHSF as a Charitable Incorporated Organisation including compliance, public benefit, strategic direction, development of the organisation, risk management, financial sustainability and application of resources in the pursuit of the Forum's charitable objects. Trustees have met (virtually) four times in this reporting period. New Terms of Reference for the Board of Trustees were agreed at the Trustee meeting of 20<sup>th</sup> July 2021.

The Member Council, on which representatives of NHSF's member organisations sit, is a subcommittee of the Board of Trustees and its role is to initiate and direct the Forum's subject-specific (heritage science) activities. The Member Council has met three times in this reporting period. At the meeting of 23<sup>rd</sup> June 2021 it was proposed that each member organisation takes turns to provide a Chair and Secretary for meetings. This was adopted from the meeting of 11<sup>th</sup> October 2021. Draft Terms of Reference are in place and these, together with Chairing arrangements are due to be reviewed and finalised in 2022.

NHSF's 9<sup>th</sup> Annual General Meeting took place virtually on 28<sup>th</sup> January 2022. At this meeting a special resolution was passed to make changes to the Forum's Constitution. The changes were modifications to clauses to reflect the new structure. The updated Constitution has been filed with the Charity Commission and is available on NHSF's website.

NHSF contracts out operational and administrative support to Preservation Matters Ltd. The schedule of services and contract is reviewed annually by the Board of Trustees.

### **Appointment and induction of trustees**

A new process for recruitment of trustees was used in 2021-22. A skills audit of the Board of Trustees was carried out in September with findings reported to the Board of Trustees at its meeting on 1<sup>st</sup> October 2021. The audit enabled the identification of the Board's strengths and weaknesses and the findings were used to inform an open trustee recruitment exercise which was led by the Chair and Treasurer. Following applications and interviews, three applicants were proposed to the Board of Trustees for appointment as trustees. The Board agreed to the proposal and the three new trustees were appointed by the members at the AGM on 28<sup>th</sup> January 2022, at which two of the existing trustees retired from office.

Before appointment potential trustees have access to the role description, the latest annual report and annual accounts and a meeting to discuss current strategic priorities and how the Forum operates. During 2021-22 the Honorary Secretary reviewed and updated the NHSF Trustee handbook. This new handbook covers the governance, management and operations of NHSF and is available to Trustees and Members.

### **Register of related party interests and transactions**

All trustees are asked to review or complete the related party interests form on appointment and thereafter, 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 1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2022 no trustees were reimbursed expense payments. No trustees' remuneration was paid in the year. Seven trustees were connected to organisations who paid membership fees totalling £14,000 to the National Heritage Science Forum. 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. In the last year, the key risk was that NHSF would be unable to deliver against key objectives or charitable aims due to a lack of operational/trustee resource, resulting in a loss of confidence in NHSF and a loss of member support. A number of mitigating controls have been agreed by trustees amongst which are the establishment of the Member Council and the updated Trustee and Member handbook.

## **Activities and achievements**

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.

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. It aims to support the strategic development of heritage science in terms of research, capacity building, application, collaboration and infrastructure.

For the period 1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2022 NHSF's agreed strategic priorities were to:

- Involve more organisations in the delivery of the Strategic Framework for Heritage Science in the UK 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.

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.

Throughout this period the three working groups each held their group meetings and annual Member Meetings virtually. The Member Meetings are an opportunity for a working group to share and develop its work with the broader membership, and invited external organisations. A summary of each meeting is provided on the NHSF website and in the e-newsletter.

Member meetings in 2021-22

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

The results of the working group's research into methods for assessing the impact of heritage science were presented. The 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.

*A skilled and diverse community: Full STEAM ahead!*

This meeting was themed around the strategic outcome of increasing the engagement of school-age children with heritage science. The meeting sought input from education/learning personnel within NHSF member organisations to strengthen links between heritage science and education/learning departments, and open up opportunities for the use of heritage science in education and learning programmes. Twenty-four people attended including people from non-member organisations the Royal Society of Chemistry (heritage science expert group), the Institute for Research in Schools and the Council for British Archaeology.

*Excellent research: Heritage science infrastructure investment*

The research group meeting was held in January 2022, aligned to NHSF's AGM. The event celebrated the recent enhancement of Heritage Science research infrastructure through the Capability for Collections (CapCo) funding scheme. Speakers from six different NHSF member organisations presented on the benefits of the investment, as well as challenges associated with it. The event was open to organisations beyond NHSF's membership and a summary has been published on the NHSF website.

Other partnership and engagement activities include:

- Exploring running a series of online sessions with the Royal Society of Chemistry to promote the latter's heritage science-related technical briefings.
- Partnering in a project for which The National Archives has secured funding for research into the alignment between heritage science and UK science primary curricula.

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. A new digital engagement strategy has been developed to ensure that communications channels are being used effectively to support the Forum's engagement goals.

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

AHRC continues to lead the development of a bid for investment in a research infrastructure for conservation and heritage science research (RICHeS). NHSF has supported AHRC's work over the past year by mentoring one of the Infrastructure Policy and Engagement Fellows and contributing to an AHRC-convened heritage science scoping group meeting to review a revised infrastructure bid.

Representatives of AHRC have engaged in NHSF Member Council meetings in June and October and have provided updates on the different strands heritage science infrastructure activity including the Capability for Collections (CapCo) fund and the development of RICHeS.

The Research working group held its annual Member Meeting on the theme of opportunities and challenges relating to recent investment in heritage science infrastructure in January 2022 at which AHRC provided a further update on its work.

NHSF has continued to attend meetings of E-RIHS.uk (the UK node of the European Infrastructure for Heritage Science) as an observer and has worked with that group to advocate for UK participation in a future E-RIHS ERIC (European Research Infrastructure Consortium).

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

As reported in last year's annual report, 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 26<sup>th</sup> 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.

Work has been carried out on identifying the different audiences for evidence of the value of heritage science research and the community will be surveyed on its needs to inform the development of the toolkit in 2022.

**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 built on work initiated in 2020-21 which identified five societal challenges to which heritage science could contribute: climate emergency, health & wellbeing, digital society, equality and inclusivity, and sustainable development. Following the publication of the document 'Heritage Science and Societal Challenges: a blueprint for action' the group has produced a template to support the collection of case studies from the wider heritage science community to show how research and practice can address the five challenges. The case studies are being published on the NHSF website.

**5. *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.***

Following the two workshops that the Communities working group ran in March 2021 to scope the networking and career development needs of students and early career researchers, NHSF has established a Slack workspace (online platform) to support the exchange of information and build networks. In Spring 2022 NHSF worked with the Icon Heritage Science Group to plan a series of seminars at which students and emerging researchers can present their research and engage in discussion about it. Four events are planned, to take place between May-September 2022.

The Communities working group has also researched and developed a pilot mentoring programme, to be launched in May 2022.

These activities align to the strategic framework outcomes of 'a range of accessible apprenticeships and postgraduate opportunities' and 'recognition of heritage science as an attractive career' and help to address the findings of our previous research into opportunities and barriers associated with a career in heritage science.

6. *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.*

Activities relating to this strategic priority have been reported on in the section on structure, governance and management.

Trustees have been able to manage risks and the budget for 2021-22 to address the continued uncertain operating environment during the coronavirus pandemic. This has included engagement with member organisations around subscription levels and the timing of membership renewals. Trustees have also carried out a review of income diversification options and have established a fundraising task group to identify activities suitable for external funding together with potential sources of funding.

In 2022-23, focus will turn to promoting the Forum widely to potential new members to grow the organisation and consequently the opportunities for collaboration, knowledge and resource-sharing which are central to NHSF's purpose.

### **Communication**

The Forum continues to take a more strategic approach to communication and has developed a digital engagement strategy and identified a series of actions to assess how the different communication channels of e-newsletter, Twitter, Facebook, blog and website are used.

The e-newsletter continues to be published monthly and shares information on NHSF's work, the activities of its members, as well as news, policy developments, events and jobs from across the sector. Subscribers have grown from 236 in April 2021 to 280 at the end of March 2022.

During 2021-22 Twitter followers have increased from 1,695 to 1,816 (mid-February). A review of Facebook activity has been carried out and the Board has agreed to close this communication channel and instead focus on increasing use of the Blog.

New sections have been added to the NHSF website about the Member Council, the three strategic working groups, and 'what's on' which lists events and meetings organised by the Forum.

The Forum's policy and advocacy activity took the form of participation in the Heritage Alliance's 'Funding and Investment Advocacy Group' and the publication of a briefing note on the UKRI strategy 2022-2027 which was launched in March 2022.

## **Planning and development**

The strategic framework for heritage science in the UK continues to guide NHSF's activities. Each of the three working groups carries out regular reviews of how its work aligns to the framework and agrees an action plan for the year ahead. At the Member Council meeting in April 2022, members also discussed how to approach the updating of the strategic framework itself, beyond its current lifespan of 2018-2023. It was agreed that the Member Council will lead this work on behalf of NHSF

and the wider heritage science community, working in consultation with that community to establish changes to the strategic and operating landscape, and to prioritise the goals of the framework for the next period.

Each year the NHSF Board of Trustees agrees strategic priorities for the year ahead, in consultation with the Member Council. The strategic priorities that have been agreed by the Board of Trustees for 2022-23 are to:

- Lead the development of the successor to the Strategic Framework for Heritage Science in the UK 2018-2023 on behalf of the UK heritage science community.
- Work in partnership with AHRC, E-RIHS.uk, IROC and others to secure investment in UK heritage science infrastructure.
- Articulate the broad 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.

## 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 nine months of operational expenditure to meet these needs. This is calculated as an average of the past 3 years' operating budgets, and estimated for 2022-23 as approximately £37,326. At 31 March 2022, NHSF's unrestricted reserves were £51,331. 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 minimally on free reserves.

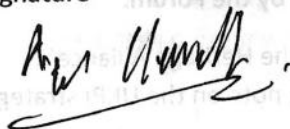
The Trustees confirm that there is no material uncertainty as to whether the charity can continue as a Going Concern.

## Declaration

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

Signed on behalf of the Board of Trustees:

Signature

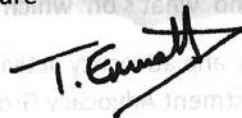


Print full name  
Prof. Nigel Llewellyn

Position  
Chair, Board of Trustees

Date  
10 Nov 2022

Signature



Print full name  
Dr. Trevor Emmett

Position  
Honorary Secretary, Board of Trustees

Date  
31 Oct 2022



**Receipts and payments accounts**

**CC16a**

For the period  
from

01/04/2021

To

31/03/2022

**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	40,500	-	-	40,500	33,750
Fee income	500	-	-	500	10,800
Miscellaneous	-	-	-	-	215
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>41,000</b>	<b>-</b>	<b>-</b>	<b>41,000</b>	<b>44,765</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>41,000</b>	<b>-</b>	<b>-</b>	<b>41,000</b>	<b>44,765</b>
<b>A3 Payments</b>					
Consultancy services	37,298	-	-	37,298	44,097
Board meetings	-	-	-	-	144
Trustee expenses	-	-	-	-	340
Website	915	-	-	915	563
Telephone, print, post, stationery	-	-	-	-	-
Events	-	-	-	-	234
Travel and subsistence	-	-	-	-	-
Subscriptions	650	-	-	650	434
Commissioned research/services	-	-	-	-	-
Independent examination	810	-	-	810	768
Awards	-	-	-	-	3,420
Bank charges	96	-	-	96	69
<b>Sub total</b>	<b>39,769</b>	<b>-</b>	<b>-</b>	<b>39,769</b>	<b>50,069</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>39,769</b>	<b>-</b>	<b>-</b>	<b>39,769</b>	<b>50,069</b>
<b>Net of receipts/(payments)</b>	<b>1,231</b>	<b>-</b>	<b>-</b>	<b>1,231</b>	<b>- 5,304</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>50,101</b>	<b>-</b>	<b>-</b>	<b>50,101</b>	<b>55,405</b>
<b>Cash funds this year end</b>	<b>51,331</b>	<b>-</b>	<b>-</b>	<b>51,331</b>	<b>50,101</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 £
<b>B1 Cash funds</b>	Cash at bank	51,331	-	-
		-	-	-
		-	-	-
		-	-	-

Total cash funds

51,331

-

-

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

**B2 Other monetary assets**

Details

Invoices due to be paid	

Unrestricted funds  
to nearest £

Restricted funds  
to nearest £

Endowment funds  
to nearest £

11,100	-	-
	-	-
	-	-
	-	-
	-	-
	-	-

**B3 Investment assets**

Details


Fund to which asset belongs

Cost (optional)

Current value (optional)

	-	-
	-	-
	-	-
	-	-
	-	-

**B4 Assets retained for the charity's own use**

Details


Fund to which asset belongs

Cost (optional)

Current value (optional)

	-	-
	-	-
	-	-
	-	-
	-	-
	-	-

**B5 Liabilities**

Details

Independent examiner fee 2021-22 accounts	864
Amount owing on unpaid invoices	446.4

Fund to which liability relates

Amount due (optional)

When due (optional)


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

Signature

Print Name

Date of approval

*Nigel Llewellyn*  
*T. Emmett*

Nigel Llewellyn  
Trevor Emmett

7th October 2022  
7th October 2022

**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 31 March 2022.

**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).

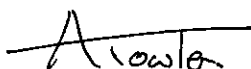
I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

**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.



**Alastair Towler BFP ACA DChA**

18 Hyde Gardens  
Eastbourne  
East Sussex  
BN21 4PT

Dated: 29 November 2022

**NATIONAL HERITAGE SCIENCE FORUM**

England & Wales - Charity number 1154160

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# Accounts

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## Trustees' Annual Report

For the period 31 March 2020 to 31 March 2021

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

<b>Registered office:</b>	c/o The Institute of Conservation 106-109 Saffron Hill London EC1N 8QS
<b>Website:</b>	<a href="http://www.heritagescienceforum.org.uk">www.heritagescienceforum.org.uk</a>
<b>Email:</b>	<a href="mailto:administrator@heritagescienceforum.org.uk">administrator@heritagescienceforum.org.uk</a>
<b>Bankers:</b>	CAF Bank Ltd 25 Kings Hill Avenue Kings Hill West Malling Kent ME18 4JQ
<b>Independent Examiner:</b>	Nick Brown FCA DChA Plummer Parsons (Chartered Accountants) 18 Hyde Gardens Eastbourne East Sussex BN21 4PT
<b>Charity trustees:</b>	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 30<sup>th</sup> March to 31<sup>st</sup> 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 12<sup>th</sup> 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 18<sup>th</sup> 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 18<sup>th</sup> November 2020 five trustees retired from office in accordance with NHSF's Constitutional requirements and as agreed by a vote of trustees on 26<sup>th</sup> 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 31<sup>st</sup> March 2020 to 31<sup>st</sup> 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 31<sup>st</sup> March 2020 to 31<sup>st</sup> 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 26<sup>th</sup> 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, 6<sup>th</sup> July – briefing from AHRC to NHSF members

Part 2: Building a skilled and diverse heritage science community, 8<sup>th</sup> 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 31<sup>st</sup> March 2020 to 31<sup>st</sup> 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 26<sup>th</sup> 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 10<sup>th</sup> 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 18<sup>th</sup> November 2020 and shared with members at the AGM on the same date. The inaugural meeting of the member council took place on 25<sup>th</sup> 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 20<sup>th</sup> April and 23<sup>rd</sup> 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 12<sup>th</sup> May, 6<sup>th</sup> July, 2<sup>nd</sup> October, 18<sup>th</sup> November 2020 and 5<sup>th</sup> 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.

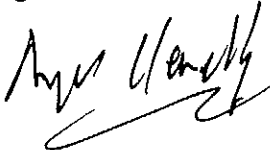
The Trustees confirm that there is no material uncertainty as to whether the charity can continue as a Going Concern.

## Declaration

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

Signed on behalf of the Board of Trustees:

Signature

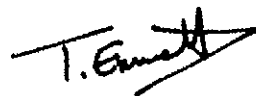


Print full name  
Prof. Nigel Llewellyn

Position  
Chair, Board of Trustees

Date 1 October  
2021

Signature




Print full name  
Dr. Trevor Emmett

Position  
Honorary Secretary, Board of Trustees

Date 1<sup>st</sup> 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
		<b>Receipts and payments accounts</b>		
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 £
<b>A1 Receipts</b>					
Membership subscriptions	33,750	-	-	33,750	36,000
Fee for scoping group participation	10,800	-	-	10,800	-
Miscellaneous (expense reimbursed by trustee)	215	-	-	215	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>44,765</b>	<b>-</b>	<b>-</b>	<b>44,765</b>	<b>36,000</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>44,765</b>	<b>-</b>	<b>-</b>	<b>44,765</b>	<b>36,000</b>
<b>A3 Payments</b>					
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
<b>Sub total</b>	<b>50,069</b>	<b>-</b>	<b>-</b>	<b>50,069</b>	<b>59,466</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>50,069</b>	<b>-</b>	<b>-</b>	<b>50,069</b>	<b>59,466</b>
<b>Net of receipts/(payments)</b>	<b>- 5,304</b>	<b>-</b>	<b>-</b>	<b>- 5,304</b>	<b>- 23,466</b>
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	55,405	-	-	55,405	78,871
<b>Cash funds this year end</b>	<b>50,101</b>	<b>-</b>	<b>-</b>	<b>50,101</b>	<b>55,405</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	50,101	-	-
	CCXX R1 accounts (S6)	-	-	-

	-	-	-
<b>Total cash funds</b>	<b>50,101</b>	-	-

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

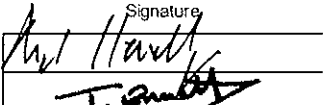
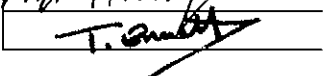
	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>			
Details			
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

	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			
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

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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 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).

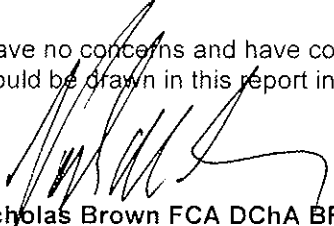
I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### **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

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