

National Heritage Science Forum

Trustees' Annual Report

For the period 1 April 2021 to 31 March 2022

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

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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 1st April 2021 to 31st 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 20th 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 23rd 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 11th 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 9th Annual General Meeting took place virtually on 28th 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 1st 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 28th 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 1st April 2021 to 31st 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 1st April 2021 to 31st 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 26th April presented an overview of this work, included a presentation on DCMS-led work to develop a Culture & Heritage Capital approach to considering the value of culture and heritage to society, and made initial recommendations for the development of a framework to assess the impact of heritage science. The recommendations were discussed by members, and it was concluded that the development of a toolkit should be scoped as a project for which external funding will be sought.

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 £
A1 Receipts					
Membership subscriptions	40,500	-	-	40,500	33,750
Fee income	500	-	-	500	10,800
Miscellaneous	-	-	-	-	215
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	41,000	-	-	41,000	44,765
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	41,000	-	-	41,000	44,765
A3 Payments					
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
Sub total	39,769	-	-	39,769	50,069
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	39,769	-	-	39,769	50,069
Net of receipts/(payments)	1,231	-	-	1,231	- 5,304
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	50,101	-	-	50,101	55,405
Cash funds this year end	51,331	-	-	51,331	50,101

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	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

Fund to which liability relates

Amount due (optional)

When due (optional)

Independent examiner fee 2021-22 accounts

864

Amount owing on unpaid invoices

446.4

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

NATIONAL HERITAGE SCIENCE FORUM

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF NATIONAL HERITAGE SCIENCE FORUM

I report to the trustees on my examination of the accounts of National Heritage Science Forum (the charity) for the year ended 31 March 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).

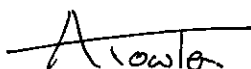
I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

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