ALGAO-UK HER Committee - Minutes

29th January 2014

English Heritage West Midlands Regional Office, Birmingham

Present:

Committee:

Committee Chair (Outgoing)	Paul Gilman (PG)	Essex County Council
Committee Chair (Incoming)	Ben Wallace (BW)	Warwickshire County Council
Committee Secretary (Incoming), South West HER Forum & FISH	Graham Tait (GT)	Devon County Council
	Alison Bennett (AB)	Essex County Council
FISH & West Midlands HER Forum	Suzy Blake (SB)	Staffordshire County Council
BHUG	Nick Boldrini (NB)	Durham County Council
	Stuart Cakebread (SCa)	Greater London
	Sally Croft (SCr)	Cambridgeshire County Council
	Paul Cuming (PC)	Kent County Council
HBSMR Users Group & North West HER Forum	Robert Edwards (RE)	Cheshire Archaeology Planning Advisory Service
ALGAO Cymru	Chris Martin (CM)	Clwyd-Powys Archaeological Trust
HER Forum	Chris Webster (CW)	Somerset County Council

Other attendees:

Dave Batchelor (DB)	Head of Historic Environment Intelligence, English Heritage
Jane Golding (JG)	Heritage Information Partnerships Manager, English Heritage
Sarah MacLean (SMc)	Heritage Information Partnerships Supervisor, English Heritage
Crispin Flower (CF)	exeGesIS
Joe Elders (JE)	Major Projects Officer, Cathedral & Church Buildings Division, Church of England

1. Apologies for Absence

Apologies were received from:

Dave Barrett
Mark Bennet
Stephen Coleman
Lucie Dingwall
Susan Hamilton (*Susan Hamilton of RCAHMS is about to go off on maternity leave; her temporary replacement is Mike Middleton who sent his apologies.*)
Peter Iles
Stephanie Leith
Susan Lisk
Fiona MacDonald
Melissa Seddon
Ken Smith

2. Minutes of the meeting of 3rd October 2013

Item 2: Powgs should read Powys

Higher Level Stewardship: BW noted that the new online Higher Level Stewardship system has started. At the moment there is a lack of applications, and the next deadline is looming. However this deadline has been extended and ALGAO has been in-touch with Natural England to avoid 'bunching-up'. However, numbers should hold-up and applications should come through.

3. Matters Arising

i. Impact of budget cuts on HERs

Staffordshire County Council. SB stated that their service may be put out to contract along with Highways Maintenance. Amey has been named as the preferred bidder. However it is unknown whether the Historic Environment Service will transfer.

RE reported that *Cumbria* have not been able to appoint a suitable HER Officer internally. *Liverpool* – Ben Croxford (from Kent) has been appointed to do HER Officer and other tasks. *Cheshire* –the archaeological planning advisory service has been separated from the non-planning archaeology team. The latter will form a new team with the Cheshire Archives and Local Studies shared service. Sizable staffing cuts are expected in both teams.

BW reported that *Worcestershire* has had a 60% cut to its services. *Warwickshire* has had a proposal to go towards a trust status. *Walsall* and *Sandwell* both have no Historic Environment provision.

CW reported that the *Somerset* Trust idea has now been extended to include Devon Heritage Service (this is the Devon Record Office and archives – but does not include the Devon Historic Environment Service or HER).

NB reported that *Durham* County Council Historic Environment Service was 'safe' until 2016, but then expected budget cuts.

ii. OASIS

The minutes of the last OASIS Management Board Meeting (10th October 2013) were circulated prior to the meeting.

SCa had attended and reported back. A Project Proposal "HERALD: Historic Environment Research Archives, Links and Data – Considering the redevelopment of the OASIS form (Stage 1: User needs requirements and potential design specification.)" had been written and approved by English Heritage. The first stage of this project will start in February 2014. Catherine Hardman (ADS) stated that they would be looking at making the form easier to use and give more consistent data by using more tick-boxes. SCa had raised concerns about the scope of the project (for example, monument creation), and Catherine Hardman stated that there was flexibility about the scope of the project at the moment. Gail Falkingham (North Yorkshire) had stated that the new OASIS website was due next week.

DB stated that the first stage of this project was to look at audience needs, and will consist of a comprehensive consultation.

Action: SCa to raise concerns over scope at OASIS Management Board Meetings, and to circulate minutes of meeting (next meeting, 7th May 2014 at King's Manor, York).

iii. Advice note on using HER data

PG confirmed that submitted changes have been made to this.

All agreed that this should be circulated to the committee for approval, and then put on ALGAO website.

Action: PG to send latest copy of Advice Note to GT, for circulation to committee for comment.

Action: GT to ensure this is put on ALGAO website when approved by committee, and shared with English Heritage (including Commissions), and other academic sources.

iv. Chairmanship of HER Committee

PG had confirmed the new chair of the committee (BW) with the ALGAO Exec.

All thanked PG for his many years as chair of the ALGAO-UK HER Committee.

BW (as new chairman) then chaired the meeting from this point onwards.

Mark Bennett was thanked for all the work he has put into the role of secretary of the ALGAO-UK HER Committee for the last few years.

GT took over as secretary of the committee.

4. Benchmarks and HER Audits

JG stated that DB gave a presentation at the last committee meeting. A discussion was held on the HER Forum mailing list. This had 50 posts, and an archive can be found here: https://www.jiscmail.ac.uk/cgi-bin/filearea.cgi?LMGT1=HERFORUM&f=/Benchmark_and_Audit_Discussion.

Interested parties from the IHBC, Wales and Scotland have also been consulted. The discussion stated that benchmarks were a 'good thing' and that external verification was essential. The benchmarks needed to be strengthened to improve them. Performance of HERs needed to be made in comparison with other similar HERs. JG stated that we need to better define HERs and audiences. In tandem with the benchmark review, the HER audit process is to be updated, to include an online Audit. A pilot project is underway.

SMc appreciated the help given by ALGAO-UK HER Committee members to the discussion held on the HER Forum mailing list.

DB stated that the question 'do we want benchmarks?' has been emphatically answered 'yes'. DB confirmed the English Heritage were to run a workshop to brainstorm these issues with audiences that do (and don't) use HERs and HER Officers. They were looking for 20 to 24 attendees from a variety of different types of HER (single tier / two tier, shared services, etc.). This one-day workshop would probably be held in Birmingham, probably before the end-of-March 2014.

DB confirmed that English Heritage wanted to develop a 'light-touch' benchmark and audit process that was not labour or time intensive.

BW suggested they go ahead with the workshop and get a good representation from the ALGAO-UK HER Committee.

DB confirmed that English Heritage will draft an invite and this will be sent via HER Forum and ALGAO Executive next week.

5. Data supply and reconciliation between NRHE and HERs

DB outlined the background to this project. DB stated that English Heritage had internal discussions about their systems and responsibilities, and that they needed to map information flows between national and local data providers and users. The Information Access Strategy produced by English Heritage stated that data providers needed to be linked together better.

Principle 1 of the "Improving information access – first principles" document produced by English Heritage (June 2013) stated that:

> 'Local Authority HERs should be the first point of call for and primary trusted source of investigative research data and knowledge.'

The next stage of this is to look for buy-in from the sector, and to look at systems. This will build on a project proposal written by GT in early 2013 about data interoperability between the English Heritage 'National Record of the Historic Environment' (NRHE) (also known as the NMR 'AMIE' database) and HERs.

GT has written a new Project Proposal that will look at issues and methodologies in Local Authority HERs holding and managing the non-designated (terrestrial) heritage data that is currently contained within the NRHE (NMR 'AMIE' database). This was circulated to the committee and received the support and endorsement of the ALGAO-UK HER Committee.

Action: GT to submit the Project Proposal.

SB asked DB about National Mapping Programme Projects going forward, particularly those that were still being accessioned straight into the NHRE. DB stated that at some point in the future English Heritage will look at wider issues.

PC mentioned that copyright may be an issue. DB stated that it was English Heritage's intention to give data as freely as possible.

6. HERMES

CF gave an overview of HERMES (a proposal for a data exchange Portal for Historic Environment Professionals). He shared a presentation with the committee about the consultation they had undertaken. The summary stated:

> *'There is strong (but not unanimous) support for HERMES in the HER sector. We believe the concerns expressed can all be met with careful design.*
>
> *In the contracting sector, there is unanimous support in principal, subject to details of what data is available and the pricing.*
>
> *On the basis of this consultation, we believe this project is technically and practically viable, and there are sufficient interested partners to proceed with a pilot, perhaps with 5 HERs and a similar number of contractors.*
>
> *Aside from building the functionality, the biggest challenge appears to be in devising a suitable charging and licensing mechanism, given the current variability.'*

CF went on to say that charging, repayment and licencing issues had to be solvable, and that this would be a big investment from exeGesIS.

CF stated that they have already had discussions with English Heritage about this. CF stated that they want to have discussions with ALGAO about this proposed project to contribute to discussions of requirements and design, to possibly lead negotiations of standard licences and charging regimes where possible, and to help promote and communicate the existence and purpose of HERMES to ALGAO members and colleagues.

BW said that the ALGAO Executive wanted to be consulted and had two main concerns:

- That this may result in divorcing data from the expert advice
- That any future project may break the cycle of data flow (getting data back to HERs)

CF addressed these issues:

- *May result in divorcing data from the expert advice*: This proposed project will not change existing procedures, the contractors will see the data (but not have the licence / approval to use it until approved by the HER). Furthermore, the HERs will have instant notification of an enquiry and exeGesIS are looking at including a flag on the enquiry to ask if curatorial advice is required, potentially with a direct payment mechanism for this service.
  CW stated that the contractor having the data at the beginning of the

procedure would allow them to have a better conversation with the HER.

- *Break the cycle of data flow (getting data back to HERs)*: This doesn't change the existing model.

CF also confirmed that:

- The intention for this project is to provide Monument and Event data, as well as any other data an HER wants via a side-channel. There would be no blocks to any other data sets that are to be shared.
- Once data has been downloaded, the same area of data will be free to download for three months.

NB asked about making PaMela data (from The Colonisation of Britain by Modern Humans project by Wessex Archaeology) available. BW asked about the licencing of NMP datasets, and making this data available. CF stated that he hoped that both of these datasets would become part of the HER data.

RE suggested the importance of maintaining the link between early HER consultation and follow-up HER Enquiries (for grey-literature, for example).

PC suggested some data could go out without approval. CW suggested that a 2-stage licence (one to allow users to view the data internally only – the other to allow the user to publish the data) could be used.

NB stated that HER enquirers often moan about the costs and accessibility of data. He suggested that this project may help with this.

CF suggested that the overall size of the 'HER market' could double if this mechanism was in-place. BW questioned if revenue will rise.

Charging mechanisms

CF examined some different charging mechanisms:
Options were:

- Standard charging tariff for all
- Standard charging framework with variables per HER

CF suggested that it would be better for users if there could be a single tariff for all, but the existing landscape is highly variable.

Discussion by the committee seemed to suggest that a standard tariff probably wasn't achievable due to differing Local Authority legal issues. SB suggested that any charging needs to match Local Authority advice. Therefore, a better approach might be where each data provider can vary the figures for the following variables:

- Flat rate per consultation
- Unit cost per km^2 (with optional minimum and maximum charge)
- Unit cost per record (with optional minimum and maximum charge)

Licensing the data to the end user

CF outlined two options:

- Standard commercial use licence for all
- Bespoke licence for each HER (perhaps with a default)

CF said that it would be better for end users is there could be a single licence template for all, with standardised terms. (Each data request would be granted a specific instance of this licence, issued on the approval of the HER). However in our consultation about 30% of HERs said they would need HERMES to use a bespoke licence agreement for their particular data.

SCa suggested that this could be an opportunity to get some clarification on whether or not to charge VAT (different local authorities have different VAT and charging regimes).

NB asked whether this system would use 'live' data. CF confirmed that it would use the same web services that provide data to the Heritage Gateway, and will be as up-to-date as they are.

BW highlighted the general support from the committee, and that there was no opposition to these proposals.

CF said he'd like to formally consult ALGAO, and BW confirmed that a formal response would be made to the ALGAO Executive.

Action: BW to make formal response to ALGAO Executive, outlining the HER Committee's thoughts and seeking their feedback and support.

7. Consultation Animal Bones and Archaeology: Guidelines for Best Practice

It was decided that this was more relevant to the ALGAO Executive.

SB confirmed that it was good guidance.

GT stated it was very comprehensive and welcome, and had just two comments:

Q: 16. Part II Contents: Is there anything significant that is missing?

> A: 2.3.1 Desk-based assessment (DBA) – This needs to say something along the lines of "The archaeologist must also contact the relevant HER before undertaking the assessment"
> and
> 2.5 Depositing the archive – Stronger wording is needed here to say that "the project must be publicly documented through HERs – see section 3.6) and the project must be signposted through OASIS.

Q:19. Part III Length: Is there too much detail or too little detail? If so, what could be cut or what should be added or expanded on?

> A: 3.6 Inclusion of zooarchaeological data in HERs – This information is very important, and we are pleased to see this in here.

Action: BW to make these comments to the ALGAO Executive to feed into consultation response

8. INSPIRE

BW confirmed that there was still some confusion over whether HER data (Monuments, Events, etc.) fall under the INSPIRE Annex. III themes. While it is clear that some datasets (e.g. Listed Buildings, Scheduled Monuments, Conservation Areas, etc.) fall under INSPIRE themes, it is less clear about HER data.

GT stated that we need some clarity on this matter, and was supportive of ensuring that HER data did fall under the INSPIRE Annex. III.

BW confirmed that Scotland had included HER data under Annex. I, however, this was done at a national level. Warwickshire County Council is putting all their own corporate GIS data onto INSPIRE. HERs can still license and charge for HER data if it is made available through INSPIRE.

BW stated that this is only the GIS data and metadata created and owned by local authorities, and does not cover data that is already within INSPIRE.

BW stated that money is being made available from Defra to Local Authorities to support this.

SCr stated that Cambridgeshire County Council had made some data not available via INSPIRE (e.g. contaminated land).

Action: BW to recommend to ALGAO Executive that HER data falls under Annex. III of INSPIRE, and that this should be taken further with Defra / Local Government Association.

9. Church of England HER

The committee discussed this proposal, and then spoke to Joe Elders (Church of England) about this. Comments about this proposal were:

CW: An online portal for dealing with faculty applications (with more information on the churches) was welcome.

SC: Records that are held in the HER may influence a faculty application – how will these be considered?

BW: The Project Design that has been circulated doesn't mention below-ground archaeology very much.

SB: Who will be interpreting that data held on this proposed system? Where is the expert advice?

CW: The Parochial church council (PCC) often doesn't have a great deal of knowledge of heritage assets.

PC: The project team behind this, needs advice from HER Officers.

DB then stated that he had been involved with this project. This had designed to be an electronic faculty system, which had been agreed by the synod. Underpinning this process will be datasets (historic environment, financial, etc.), and it should stop PCCs removing or damaging unknown historic assets. The project will not be transferring data, but looking at linking to HERs / National Heritage List for England / etc.

The committee then spoke to JE via teleconference, with BW asking a series of questions:

BW: The committee has seen the Project Design and the documentation. What is it looking to achieve?

JE: A redesign of the faculty system. Currently the system suffers from a lack of information, or information is not shared with and between PCCs, HERs, etc. There has been a lack of contact with HERs. The project is built on the back of the Church Heritage Record project in 2001 – which looked at links

with HERs but did not progress very far. It also built on the National Fabric Survey – part of Heritage at Risk. It is the right time to bring heritage together in a centralised web-based system that is available to all churches. The system will also have more comprehensive information (about bells, stained glass, etc.) that wouldn't traditionally be held on an HER.

BW: How do you see interaction with HERs?

JE: A two-way interaction. Periodic reviews and exchange of data.

BW: There are concerns about exchange of data and over accessibility. Can you tell us more?

JE: All data will be available to all (on the internet, and accessible to the public). There is nothing that we don't want to hold. Public access will be via the Church of England website or via Heritage Gateway. The project will start with a standard database that is fairly accessible, and from that information will build-up.

BW: There is not much information in the project design about archaeology and the wider character area.

JE: The system will have sections on fabric and settings. The system will only deal with everything within the curtilage.

BW: There is a concern that in some areas, archaeological advice is either not available, or not appropriate.

JE: The Church of England is strengthening the Diocesan Advisory Committee archaeological advisors. It is also Church of England policy that all historic environment reports go to HERs.

BW: How will this be managed in the future?

JE: It is proposed that this system will have one officer in-post for three years ("pump-primed" post), and money will be available from Church House. This will also cover the management of the system. The system should become sustainable, and eventually will be delegated to the 40-odd dioceses for day-to-day management by them.

GT: The name of the system was very problematic for HERs. As this is essentially an inventory and management system, could the name be changed?

JE: The project will look at the name. (It should be noted that 'Inventory' is a legal item within the Church of England.)

GT: There is concern about attempting to take data from HERs, and supply back to HERs. Looking to link to HER data (via the existing Heritage Gateway), would be much more sustainable. Similarly, it seems more appropriate to link to NHLE, as well as ensuring that systems such as HERs and NHLE link back to this proposed system. Have there been any thought about this?

JE: The project will look at links with HERs and NHLE. The project is looking for expert advice from the ALGAO-UK HER Committee.

JE then stated how the project will go-out to tender very soon, and they will be approaching exeGesIS, as well as other options.

The teleconference then ended and discussion continued with those present.

BW suggested getting a response to the ALGAO Exec as soon as possible.

Action: BW to get a response to the ALGAO Exec as soon as possible

NB stated that it wasn't clear whether this project would include event logging. DB highlighted that 'planning history file' and 'events' are different things within the system, as well as 'maintenance and management events'.

GT commented that use of OASIS (and suitable archiving of historic environment grey literature) would be very welcome.

GT asked why this hasn't been raised with the ALGAO-UK HER Committee earlier (even though the Project Design is dated June 2013)? There is lots of HER advice that the committee could have given the project which is now only being given at a very late stage.

Action: BW to ask ALGAO Executive why the ALGAO-UK HER Committee wasn't consulted about this earlier, and to find out what can be done to ensure that similar situations don't occur in the future.

DB stated that English Heritage are aware of patchy advice and discussion between Diocesan Advisory Committees and HERs, and that often DACs don't get HER data, and HERs don't get reports.

It was suggested getting someone on this project board (Quinton Carroll) to sit on the ALGAO-UK HER Committee. BW suggested that they probably can't be part of the ALGAO-UK HER Committee (as they are not part of the Association of Local Government Archaeological Officers), but they should be invited to engage with the committee.

NB suggested that links between HERs and other historic environment 'inventory and management systems' (such as National Trust Historic Buildings, Sites & Monuments Record and Ministry of Defence Historic Environment Record) should also be examined.

10.   Membership of ALGAO-UK HER Committee

GT made a number of suggestions about the role and membership of the ALGAO-UK HER Committee:

Look at who attends the committee meetings. It would be more accountable (and others would know who to liaise with), if there was a representative from each region as well as specialist groups.

Action: GT to draw-up list of regions / groups and the attendees representing them. Committee to review and discuss this at next meeting.

More timely minutes with clearer action-points and agendas circulated to all, on ALGAO website (for all) and circulated to HERForum mailing list. All agreed that this was appropriate and sensible.

Action: GT to circulate notes soon after meeting, and to share on HER Forum Mailing List and get on ALGAO website.

Create ALGAO-UK HER Committee mailing list for attending members (everyone else can read minutes and agendas online).

Action: GT to create ALGAO-UK HER Committee mailing list for attending members.

Better communication to and from the ALGAO executive would be useful.

Action: Hold ALGAO-UK HER Committee meetings soon before ALGAO Executive meetings.

11.   Regular updates from other meetings:

i. HER Local Engagement Group

JG and BW highlighted updates from this group:

The next meeting will be held in Chester, soon.

A presentation was given at the last HER Forum meeting in York on 'quick wins' which was well-received. BW to send this presentation to all.

Action: BW to circulate 'quick wins' presentation.

Summaries of the presentations at HER Forum will be shared on the HER Forum JISCMail files area (https://www.jiscmail.ac.uk/cgi-bin/filearea.cgi?LMGT1=herforum)

ii. Report from EH HDM/ALGAO HER Liaison Meeting

The last meeting was held on 4th November 2013, and was attended by PG, who reported back. The minutes were shared with the ALGAO-UK HER Committee before the meeting.

The ALGAO 'traffic light' list of HER services will be updated. The ALGAO-UK HER Committee would like to be involved in this and see the list.

Terms of reference for the EH HDM/ALGAO HER Liaison group have been drawn-up. A document (*The role of the EH Designation/ALGAO HER Liaison Group*) defining the role of the group has been written. This has not been shared with the ALGAO-UK HER Committee yet.

Action: BW to get hold of the terms of reference document, and share with the committee.

National Importance: English Heritage has a National Importance Board that is being set-up. This will include some pilot studies.

National Planning Policy Framework Guidance: This guidance is close to being published. This will include sector guidance.

HER Strategy: The subject of mapping out the direction of HERs in the longer term was discussed. The ALGAO-UK HER Committee would like to be heavily involved in this, and the topic "HER Strategy for the Future" will be further discussed at the next ALGAO-UK HER Committee meeting.

Action: BW to contact Stewart Bryant to see if the old HER strategy can be shared.

BW and SCa to attend the next EH HDM/ALGAO HER Liaison Meeting (March 6th 2014: English Heritage offices, Waterhouse Square).

iii. FISH

GT attended the last FISH (strategic) meeting in Edinburgh (26th November 2013) and reported back. There was a discussion on Interoperability (SENSCHAL, ADS projects, INSPIRE, SHED). Then discussion on the Arches project, EH's Information Access strategy and TACOS.

GT stated that TACOS was "Towards a Collaborative Strategy (TACOS) for Heritage information". The description of TACOS is:

Following the event 'New Approaches to Cultural Heritage Online seminar' (NACHOS) held at the British Museum in November 2012, English Heritage recognised the need for further collaborative work to promote an integrated approach to historic environment information resources in support of National Heritage Protection Plan (NHPP) objectives. The follow-on project 'Towards A Collaborative Strategy for Sector Information Management' (TACOS) aims to promote better integration of effort and resources in the research, organisation, strategic planning, project appraisal, standards development and adoption across the sector in the fields of historic environment information capture and recording. The Council for British Archaeology (CBA) will host a one-day workshop/seminar on ~~21st March 2014~~ now 14th May 2014 held at The Ron Cooke Hub, University of York, and produce a report reviewing current trends and future directions in the development and dissemination of information used to promote understanding and management of the historic environment. The purpose of the event is to consult a wide range of stakeholders to develop a collaborative research agenda and strategy for UK historic environment information management, and to provide on-going support and development opportunities for those seeking to improve their understanding of historic environment information systems and associated technologies. The event will be organised in collaboration with English Heritage, the Forum on Information Standards in Heritage (FISH) and the Historic Environment Information Resource Network (HEIRNET) with support from the IfA Information Management Special Interest Group (IMSIG).The TACOS event will be limited to 45 delegates but there will be a 'virtual' event run in tandem for remote participation.

GT has been asked to attend (because he is a FISH attending member and sits on the ALGAO-UK HER Committee). However, GT cannot make this new date, so SB agreed to attend, along with BW. GT suggested that an appropriate outcome from this event might be something similar to the SHED from Scotland (see below).

Action: GT to share contact details on TACOS with SB and BW.

At the FISH meeting GT raised the issue of HBSMR and MIDAS Heritage compliance (the need to feedback HBSMR experience to the MIDAS Heritage standard) and getting exeGesIS (and other commercial software developers) to liaise with FISH-HEIRNET (at technical meetings as attending members?).

iv. HBSMR User Group Meeting Report

RE reported that the last meeting was held on 13th November 2013 at the Create Centre, Bristol. A number of issues were discussed including HBSMR Thesauri and SENESCHAL, as well as a future HBSMR / MapLink development to move the geometry into the HBSMR database.

The next meeting will be on 1st May 2014, at County Hall, Northallerton, North Yorkshire.

v. BHUG Meeting Report

NB has been on leave, so a meeting hasn't been held recently. NB to organise the next meeting. CF suggested a short BHUG get-together after the next HER Forum meeting. BHUG has been invited to the SENECHAL final project event in York.

vi. HER Forum

The last HER Forum Meeting was held on 10th December 2013 at King's Manor, York. In all sixty people participated (maybe slightly less attendees than a meeting held in Birmingham, but much better representation from the North).

Topics discussed included INSPIRE, Churchyard recording, HER Local Engagement and SENECHAL.

The next meeting will be in London in the summer.

12. Country updates, items not already covered in the meeting.
Welsh Trusts

CM gave an update from Wales on behalf of the ALGAO Cymru:

A merger between RCAHMW and Cadw has been called off by the Welsh Assembly. They will continue as separate organisations, although there will be consideration as to how RCAHMW will be funded.

The Welsh Heritage Bill is due next year, and due to come into force in 2016.

There will be a revision of the planning system.

There has been a merger of the Countryside Council for Wales, Environment Agency Wales and Forestry Commission Wales into a new organisation called Natural Resources Wales. There is concern that this new body has little heritage advice.

Agri-environment schemes in Wales have had funding confirmed for 2015/2016.

HER software: The Archwilio app for Android phones has had over 3000 downloads. The Welsh Trusts are testing a SENECHAL widget for incorporation into the HER software.

13. Any Other Business

i. ALGAO Survey of Member Local Authority Service Provision

This has been circulated to HER Forum mailing list, as well as to ALGAO members.

Action: All to look at this, and feed comments back by the deadline of Friday 7th February 2014.

This will be used to inform the ALGAO submission of evidence to the Parliamentary Investigation into the future of local government archaeological services. ALGAO and CBA have been called to give evidence. English Heritage has made a written response.

ii. English Heritage New Model: Consultation
This consultation is due to close on 7th February 2014.

iii. 2014 HER Content and Computing Survey
SMc stated that she will be consulting on questions for the English Heritage HER Content and Computing Survey on week-beginning 10th March.

iv. SHED
GT highlighted SHED. SHED is "Scotland's Historic Environment Data Strategy" There is a link to the draft SHED strategy on the ALGAO Scotland webpage (http://www.algao.org.uk/scotland) and at: http://www.algao.org.uk/sites/default/files/SHED_Strategy_Stage_2_Consultation-v2a.PDF. GT understands that the final document is about to be released, has been tidied up somewhat, and the section on benefits has been revised, but this consultation draft might give us a good sense of what the Strategy is all about. GT suggested whether this will be the sort of strategy we'd like to see emerge from the TACOS event for England?

v. Local Government Services List
PC highlighted that Sarah Orr had been consulted over the Local Government Services List. The Heritage Section needs updating, and HERs need to be included.

Action: BW to take this forward to the ALGAO Executive.

14.   Date of Next Meeting
11:30am to 4pm. Wednesday 4th June 2014. English Heritage West Midlands Regional Office, Birmingham.

Appendix 1: The following table describes the OPEN ACTIONS.

Action	Remit	Comment	Status
Raise concerns over scope at OASIS Management Board Meetings, and circulate minutes of meeting	SCa	Next board meeting, 7th May 2014 at King's Manor, York	Open
Send latest copy of Advice Note on HERs to GT	PG	For circulation to committee for comment	Open
Ensure Advice Note is put on ALGAO website , and shared with English Heritage (including Commissions), and other academic sources.	GT	When approved by committee	Open
Submit "Data supply and reconciliation between NRHE and HERs" project proposal	GT		Open
Feed comments on "Consultation Animal Bones and Archaeology" to ALGAO Executive	BW	For ALGAO Executive to feed into consultation response	Open
Make formal response to ALGAO Executive re: HERMES	BW	To outline the HER Committees thoughts and seeking ALGAO Executive feedback and support	Open
Recommend to ALGAO Executive that HER data falls under Annex. III of INSPIRE	BW	ALGAO Executive to take this further with Defra / Local Government Association	Open
Church HER: get a response to the ALGAO Executive about this	BW	Do as soon as possible	Open
Ask ALGAO Executive why the ALGAO-UK HER Committee wasn't consulted about Church HER project earlier?	BW	And to find out what can be done to ensure that similar situations don't occur in the future.	Open
Draw-up list of attendees and regions / groups they represent.	GT	Committee to review and discuss this at next meeting.	Open
Minutes and agendas posted on ALGAO website (for all) and circulated to HERForum mailing list.	GT	Discuss ALGAO website with ALGAO administrative assistant	Open
Create ALGAO-UK HER Committee mailing list for attending members.	GT	Discuss with ALGAO administrative assistant	Open
Hold ALGAO-UK HER Committee meetings soon	BW & GT		Open

before ALGAO Executive meetings			
Circulate 'quick wins' presentation.	BW	Via committee or via HER Forum.	Open
Share the "Role of the EH Designation/ALGAO HER Liaison Group" document with the committee	BW		Open
Contact Stewart Bryant to see if the old HER strategy can be shared.	BW		Open
Share contact details on TACOS with SB and BW.	GT		Open
Feed comments back on 'ALGAO Survey of Member Local Authority Service Provision, 2014'	All	By the deadline of Friday 7th February 2014.	
Raise with ALGAO Executive over Local Government Services List	BW	Heritage Section needs updating, and HERs need adding	Open

Abbreviations and links

ADS	Archaeology Data Service
ALGAO	Association of Local Government Archaeological Officers
Arches	Open Source Heritage Inventory & Management System
BHUG	Bespoke HER Users Group
DAC	Diocesan Advisory Committee
FISH	Forum on Information Standards in Heritage
HER	Historic Environment Record
IHBC	Institute of Historic Building Conservation
INSPIRE	Infrastructure for Spatial Information in the European Community
NRHE	National Record of the Historic Environment
OASIS	Online AccesS to the Index of archaeological investigationS
RCAHMW	Royal Commission on the Ancient and Historical Monuments of Wales
SENSCHAL	Semantic ENrichment Enabling Sustainability of arCHAeological Links
SHED	Scotland's Historic Environment Data Strategy
TACOS	Towards a Collaborative Strategy for Heritage information