



ALGAO-UK HER Committee - Minutes

4th June 2014

English Heritage West Midlands Regional Office, Birmingham

Present:

Committee:

Committee / Organisation / Region	Represented by:	
Committee Chair. EH Designation/ALGAO HER Liaison. HER Local Engagement Group.	Ben Wallace (BW)	Warwickshire County Council
Committee Secretary. South West HER Forum.	Graham Tait (GT)	Devon County Council
HER Forum	Chris Webster (CW)	Somerset County Council
FISH. West Midlands HER Forum.	Suzy Blake (SB)	Staffordshire County Council
HBSMR Users Group. North West HER Forum.	Moya Watson (MW) (in place of Robert Edwards)	Cheshire Archaeology Planning Advisory Service
OASIS management board. London HER.	Stuart Cakebread (SCa)	Greater London Archaeology Advisory Service (English Heritage)
Informing the Future of the Past steering group	Alison Bennett (ABn)	Essex County Council
RCAHMS	Allan Kilpatrick (AK) (in place of Mike Middleton - replacement for Susan Hamilton – on maternity leave)	Royal Commission on the Ancient and Historical Monuments of Scotland
Scotland SMRs/HERs	Stephanie Leith (SL)	East Lothian Council
ALGAO Cymru	Chris Martin (CM)	Clwyd-Powys Archaeological Trust

East Midlands HER Forum	Mark Bennet (MB)	Lincolnshire County Council
East of England HER Forum	Sally Croft (SCr)	Cambridgeshire County Council
South East HER Forum	Alex Bellisario (ABI)	Hampshire County Council

Observing members (invited to attend, but not formally part of the committee):

Dave Batchelor (DBa)	Head of Historic Environment Intelligence, English Heritage
Jane Golding (JGo)	Heritage Information Partnerships Manager, English Heritage

Other attendees:

Jo Gilham (JGi)	Archaeology Data Service
David Bowsher (DBo)	Director, Research & Education, MoLA (Museum of London Archaeology)
Courtney Nimura (CN)	Community Archaeologist, MoLA (Museum of London Archaeology)

1. Apologies for Absence

Apologies were received from:

Committee / Organisation / Region	Action	Represented by:	
North East HER Forum. BHUG.	Received updates by email	Nick Boldrini (NB)	Durham County Council
ALGAO Maritime Committee		Rebecca Loader	Isle of Wight Council
RCAHMS	Represented by Allan Kilpatrick	Mike Middleton (replacement for Susan Hamilton – on maternity leave)	Royal Commission on the Ancient and Historical Monuments of Scotland
North West HER Forum. HBSMR Users Group.	Represented by Moya Watson	Robert Edwards	Cheshire Archaeology Planning Advisory Service
ALGAO Countryside Committee		Ken Smith	Peak District National Park Authority

2. Minutes of the meeting of 29th January 2014

No matters arising.

3. Actions from last meeting

Action	Remit	Comment	Status
Raise concerns over scope at OASIS Management Board Meetings, and circulate minutes of meeting	SCa	SCa raised these concerns and explained position on recording at the last board meeting (7 th May 2014 at King's Manor, York). The minutes of this meeting have also been circulated.	Closed
Send latest copy of Advice Note on HERs to GT	PG	Not done. Replaced by revised action. See agenda item 10 (below).	Closed
Ensure Advice Note is put on ALGAO website, and shared with English Heritage (including Commissions), and other academic sources.	GT	Advice note (Historic Environment Record Services and Research Projects in England) has been put on ALGAO website. Needs to be made available for all to see.	Open
Submit "Data supply and reconciliation between NRHE and HERs" project proposal	GT	Done	Closed
Feed comments on "Consultation Animal Bones and Archaeology" to ALGAO Executive	BW	Reported to ALGAO Executive that the HER Committee had reviewed this and our comments were included in our minutes. Enquired if this was something that ALGAO Executive were feeding back on, however it was agreed that the HER Committee should send feedback directly. This has been done.	Closed
Make formal response to ALGAO Executive re:	BW	Reported to the ALGAO England Executive on discussions regarding the HERMES proposal and some further discussions at the HDM	Closed

HERMES		<p>Liaison group meeting on 6th March. BW outlined the responses to the Exec's two main concerns (divorcing data from expert advice and the breaking of data flow) and that there appeared to be flexibility and scope in the proposal to deal effectively with these. BW also conveyed the discussions about charging and licencing that took place and that exeGesIS were looking for formal support from ALGAO for the project. BW noted to the Exec that there was no opposition to the proposal from the HER Committee and that there was in principle general support. The Exec took the decision that ALGAO could unfortunately not become a strategic partner in the HERMES proposal but that the HER Committee should continue to be involved where appropriate, ultimately it would be down to individual ALGAO members whether they wanted to participate in the HERMES proposal and it would be inappropriate for ALGAO to support the proposal at a strategic level.</p> <p>BW has fed this back to exeGesIS</p>	
Recommend to ALGAO Executive that HER data falls under Annex. III of INSPIRE	BW	<p>BW reported to the Exec our discussions about INSPIRE and that the HER Committee felt that HERs should be included under Annexe III and for this to be conveyed to the LGA and DEFRA. Exec agreed and suggested that the HER Committee contacted the LGA and DEFRA directly regarding this. Replaced by revised action. See agenda item 12 (below)</p>	Closed
Church HER: get a response to the ALGAO Executive about this	BW	<p>Now called "Church Heritage Record". BW reported the teleconference with Joe Elders from Church of England and our subsequent discussions in the Committee, particularly the misunderstandings there were about</p>	Closed

		this project. BW noted that we had some issues with the Church of England proposal but that we were keen to be involved as the project moved forward.	
Ask ALGAO Executive why the ALGAO-UK HER Committee wasn't consulted about Church HER project earlier?	BW	BW asked how our involvement came in somewhat late. Fiona MacDonald clarified that ALGAO England only knew about this project through the Historic Environment Forum minutes in November. English Heritage have been involved with this issue. BW and the executive have confirmed a reporting mechanism where BW will produce a Chair's report for the HER Committee following executive meetings and vice versa a report for the executive following HER Committee meetings. This will hopefully help with communication issues.	Closed
Draw-up list of attendees and regions / groups they represent.	GT	Done. Discussed within agenda item 7 (below).	Closed
Minutes and agendas posted on ALGAO website (for all) and circulated to HERForum mailing list.	GT	This has been done. However, waiting on ALGAO admin to allow access to all.	Open
Create ALGAO-UK HER Committee mailing list for attending members.	GT	Discussed with ALGAO administrative assistant. Waiting on ALGAO admin for this to be done.	Open
Hold ALGAO-UK HER Committee meetings soon before ALGAO Executive meetings	BW & GT	Confirmed with the Exec that the HER Committee will attempt (where possible) to hold meetings a few weeks before the Exec meetings to feed directly back to the Exec in a timely and efficient manner.	Closed
Circulate 'quick wins' presentation.	BW	Via committee or via HER Forum. To be done.	Open

Share the “Role of the EH Designation/ALG AO HER Liaison Group” document with the committee	BW	This has been shared by Nick Davis on the HER Forum filestore .	Closed
Contact Stewart Bryant to see if the old HER strategy can be shared.	BW	Done. To be discussed under agenda item 6 (below).	Closed
Share contact details on TACOS with SB and BW.	GT	Done.	Closed
Feed comments back on ‘ALG AO Survey of Member Local Authority Service Provision, 2014’	All	Done.	Closed
Raise with ALG AO Executive over Local Government Services List	BW	Heritage Section needs updating, and HERs need adding. BW reported to the executive that the HER Committee had reviewed this list and noted that HERs were not represented. The executive noted that Sarah Orr appeared to be down as the ALG AO member assigned to look into this, and requested that Sarah Orr look into this further.	Closed

4. OASIS/HERALD (including representative from OASIS/HERALD project)

Jo Gilham from the Archaeology Data Service gave a presentation on this.

Discussion then took place. Comments about the current system and workflow included:

- SB – Some HERs don’t validate OASIS records as the events created are not suitable for import to the HER.
- SCr – There is often a workflow issue, in that some HERs create event records before the OASIS record is created (often at the start of the fieldwork).

- ABI - Noted that many HERs didn't realise that OASIS records can be validated by OASIS using a proxy service without having to be validated by HERs; so that these reports go straight onto the ADS Grey Literature Library.
- GT – Noted that some historic environment services have their development-management archaeologists validating OASIS records and others have their HER Officers validating records.
- CW – Noted that the Archaeological Investigations Project had the benefit of going to contractors to locate reports that hadn't been seen by the HERs or otherwise made available.
- SL – Noted that in Scotland they have an issue with the archive section and workflow – as contractors can't put a museum accession number in the OASIS record, as this happens right at the very end of the project. JGi confirmed that it was possible to leave the archive section to the very end of the project.
- SB raised the issue of museums that don't take archives.
- NB (via email) stated that if English Heritage weren't validating grey literature, how many reports would be in the ADS Grey Literature Library? Unless this issue is recognised and addressed, those structural issues will just be perpetuated.

GT asked what is the scope of OASIS? Should it be to create source information? Should it be to ensure that reports are archived onto the ADS Grey Literature Library? Should it create Events?

CM discussed use of OASIS in Wales. CM asked if the ADS could come and talk to ALGAO Cymru about OASIS. BW suggested that a Welsh HER and/or someone from ALGAO Cymru should be on the OASIS management board.

JGi asked if HERs would want the ability to create OASIS records. There was a view that this may possibly be appropriate, depending on the scope of the HERALD project.

JGi then stated that their plan is to get the results of the consultation together, and to then come up with a draft specification. This would then be taken to further consultation from focus groups. GT stated that the ALGAO-UK HER Committee would like to be involved in this process.

5. CITiZAN (Coastal and Intertidal Zone Archaeological Network) project

Courtney Nimura (with David Bowsher) from Museum of London Archaeology gave a presentation on this.

Discussion then took place. Comments included:

NB (via email) – Highlighted that this is yet another project that has the potential to create another source of information that Historic Environment researchers/curators have to consult and which will (probably) duplicate HER records but not concord with them (as no records will have been created or edited since the RCZA's), and it is unsure how data will be provided to the HERs so that features can be protected.

This project does nothing to grasp the nettle of dealing with the thorny issue of trying to link to live HER data so that the aim of “HERs being the main source of information” is actually realised. NB also asked if this project provides data to HERs – who is going to pay the HER for the staff time needed to concord it with existing records, and the import routines associated with it? And why was that not costed into the project? Also why are they having these discussions about how to do this AFTER they have secured funding?

CN stated that they only have funding for this development stage of the project, and that they are willing to liaise with HERs and the HER community, over these issues for the future stages. This may include issues of funding and developing a mechanism of getting data back to HERs.

NB (via email) – I think the community element and dealing with the coastal issue is a great idea. The issue here – as with so many of these projects – is the data management side. Data management SHOULD NOT be an afterthought in EH supported projects, but it still appears to be. EH really needs to grasp that nettle more effectively, and stop dumping the problem on HERs without providing any resources for them to do it.

All agreed that further work needs to take place with the HLF and with English Heritage, to ensure projects don't happen in this way in the future.
Action: to liaise with the Heritage Lottery Fund over this issue, and to discuss this further with Ian Morrison (Head of the Historic Environment at the HLF) and Gill Andrews (the HLF project assurance officer for this project). Invite Ian to a future ALGAO-UK HER Committee meeting.

BW reiterated NB's concerns over the costs and impact on HERs.

BW also highlighted serious concerns over the fact that only the NHRE (English Heritage's 'National Record of the Historic Environment' (NRHE) – also known as the NMR 'AMIE' database) is proposed to be used as a source of data. DBo highlighted the amount of time and effort it would take to approach all 46 coastal HERs in the study area.

BW suggested that the project should look at data from a couple of different HERs – and GT and ABI suggested that they look at Devon and Hampshire data respectively (especially as one is an HBSMR system and the other a bespoke system). DBo stated that the project would do this.

CW raised the issue of safety (fieldwork on the coast) with a project of this type. DBo stated that this had been factored into the project.

It was also suggested that CN and DBo speak to the EngLaID project as well as the CBA (about their Home Front Legacy project) – as these are similar projects that have dealt with some of the issues raised here.

6. HER Strategy for the Future

BW stated that a number of years ago, an 'HER Strategy' was formulated – but little more is known about this! However, Stewart Bryant had suggested that a strategy was re-introduced; and there was agreement that a strategy would be a good thing.

SB suggested that we look to the results of the Towards a Collaborative Strategy for sector information management (TACOS) Workshop (and any strategy that emerges from that).

BW stated that a broad-level HER ALGAO-type strategy would be investigated (and this could fit into any emerging TACOS-derived strategy).

Action: BW to go back to ALGAO executive and seek support for an HER Strategy for the Future.

DBa stated that within NHPP, there is scope for a strategy for HERs. DBa stated that we should liaise with the emerging action plan for NHPP2 – which is starting in autumn 2014 and will start in April 2015 for a period of 5 years.

Action: BW to liaise with English Heritage over the action plan for NHPP2, and fitting an HER strategy within that.

7. Membership of ALGAO-UK HER Committee

All agreed that the representatives as set out in Appendix 2 looks appropriate.

All agreed to the idea of having regional representatives on the ALGAO-UK HER Committee.

Action: BW to get approval of this idea from the ALGAO Executive.

Action: BW to draft an update to the ALGAO-UK HER committee terms-of-reference, for comment and approval.

Action: All members of the committee representing a region, to agree the appointment of a regional representative from each region (suggest that it is as set out in Appendix 2, but this needs confirmation from each region).

CW noted that regional HER groups are not regional parts of HER Forum (there is no mechanism for this to take place); and that many regional HER groups view themselves as associated with ALGAO.

8. ALGAO to set up a mailing list for HEROs

It has been suggested that ALGAO set up a mailing list for ALGAO HEROs – for discussion of confidential HER matters. This was discussed at length, and while some benefit could be seen in doing this, it was felt that this was outweighed by a number of issues. These issues were: the effort in setting-up and maintaining a list; the possible dilution of the HER Forum mailing list, the possible confusion of having similar mailing lists and the exclusion of certain third-parties (who often have useful comments on mailing list discussions). It was felt the number of times that a discussion was required to be limited to ALGAO HEROs was relatively small. It was agreed that regional representatives from the ALGAO-UK HER Committee could feed confidential discussions to the HER committee for further action. It was therefore decided to ‘park’ this idea; but to re-visit it if the demand for a ‘closed’ list was required.

9. <http://www.algao.org.uk/subject/her> website

GT raised the issue of the content of the <http://www.algao.org.uk/subject/her> website.

CM asked what the purpose of the website was – for the public or for ALGAO representatives?

BW stated that we should make sure this page is up-to-date.

GT suggested that we need to allow members of the public to see all this page and any documents on the page – but if there was a need for a confidential area, this could be explored further later.

Action: GT to liaise with ALGAO Admin over being able to edit this page, and to ensure that members of the public can see it all.

BW stated that we need to ensure that this page doesn't duplicate other resources (such as Informing the Future of the Past, Heritage Gateway, HELM, etc.).

Action: all to look at the content of this page, and to ensure that content was appropriate. If there are any issues, inform GT and he will amend these, or take to next meeting.

10. Historic Environment Record Services and Research Projects in England

Action: GT to liaise with ALGAO Admin to ensure that members of the public can access this document on the ALGAO website.

Whilst a version of this document has been circulated to the HER Forum mailing list, and a version put on the ALGAO website (inaccessible to members of the public though), there are still more changes required.

Changes are needed to add a date and a version number, provide a link to exeGesIS, and to ensure this is a living document that can be readily updated.

Action: BW to update this document and take to ALGAO executive for approval.

DbA confirmed that the research councils (AHRC, ESRC, NERC) have a copy of this document within information that English Heritage has provided. However, it was noted that the HLF need to have this document circulated.

Action: GT to speak to Ian Morrison and ensure this document is circulated.

11. Informing the Future of the Past

ABn confirmed that IfP2 is now online as a wiki (<http://archaeologydataservice.ac.uk/ifp/>).

English Heritage have agreed a project proposal for updating the website, for getting it more widely used and to make it sustainable.

Action: ABn to write a project design for this project, and to liaise with English Heritage over the end of the project and to secure funding.

Dave Barrett and ABn will take this forward.

BW confirmed that it has been proposed that the ALGAO-UK HER Committee will maintain IfP in the future. We will therefore keep IfP on the agenda of the ALGAO-UK HER Committee; and when sections need changing, this will be taken forward by an allocated member.

12. INSPIRE

At the previous ALGAO-UK HER Committee it was felt that HERs should be included under Annex III and for this to be conveyed to the Local Government Association and Defra (who are leading on INSPIRE). The ALGAO executive agreed and suggested that the ALGAO-UK HER Committee contacted the LGA and DEFRA directly regarding this.

However, BW noted concerns made by some HERs about the impact of this, and the scope of the work involved.

AK gave a Scottish perspective. AK stated that RCAHMS saw the need to include HER data as part of Annex I of INSPIRE (as monuments within HERs are protected as part of the planning system). This is part of the One Scotland - One Geography Strategy.

SL confirmed that Canmore (the national record) was part of INSPIRE, and HERs agreed that they should be part of Annex I.

BW noted that a case could be taken to the LGA (and Defra) that HER data falls under the INSPIRE directive. BW noted that some authorities (e.g. Warwickshire County Council) are proactively treating all spatial data as though it was part of the INSPIRE directive.

SB asked whether this could be left to a local level?

BW stated that reference to INSPIRE could form part of IfP, and if it was decided that HER data doesn't formally fall under INSPIRE, then it could be down to each local authority to decide.

SB suggested utilizing Heritage Gateway (or Heritage Gateway technology) to deliver INSPIRE-compliant data.

GT stated that HERs need better guidance on INSPIRE, and to understand the implications of INSPIRE.

Action: BW to speak to the Warwickshire GIS team and to the LGA/Defra about what work would be required to go under Annex III of INSPIRE. A decision could be made at the next ALGAO-UK HER Committee meeting over whether this would be pursued further, and the LGA would be advised.

13. HER Benchmarks and Audits

DBa mentioned the HER Benchmarks and Audits workshop held at the end of March. This looked at collating information and ideas to begin effective development of the new HER Outcomes Framework.

DBa highlighted the next steps. There are two interdependent aspects to the next steps, firstly the development of a toolkit as a guide to developing outcomes frameworks and secondly establishing working groups to apply the toolkit.

DBa suggested that English Heritage's HDM/HIPs team will take the lead in developing the toolkit. The toolkit will detail the methodology that has to be used in order to work through the processes needed to populate an outcomes framework.

DBa suggested that English Heritage provides funding for the ALGAO-UK HER committee to take the lead in organising and running the working groups who will apply the toolkit to develop outcomes frameworks for the audiences and build these into an overall framework. The working groups should pick up on the audiences identified (Local Government; Education; Contractors/Consultants and General public/societies) at the March workshop in order to provide continuity

SB asked how much capacity would be needed?

JGo suggested that to develop an outcomes framework that was appropriate, this would require approx. an online discussion, a one-day workshop and further online discussion. Each working group could be managed independently by 4 separate people; or managed by one project manager.

Action: DBa to draft a project design that can be used for these. DBa to then circulate an overview of what is proposed for the toolkit and working groups, the workshop notes and a draft project design to all participants at the HER Benchmarks and Audits workshop; and ask for people to take a lead in organising and running the working groups.

GT asked about how the audit process fits with the Outcomes framework.

JG confirmed that English Heritage HIPs team will be revising the audit specification, and developing an online audit process. (JGo suggested that the HIPs team are considering tying this up with the Content & Computing survey. All agreed this was a good idea.) It is planned to take the draft audit specification for consultation alongside the Outcomes framework in December.

BW suggested a presentation and discussion at the next meeting in October.

14. Regular updates from other meetings:

i. ALGAO England Executive

BW circulated his Chair's report. This can be found as "*Appendix 3: Chair's Report from ALGAO England Exec Meeting*".

ii. Report from EH HDM/ALGAO HER Liaison Meeting

SCa and BW attended this meeting on 6th March. The minutes of that meeting will be circulated to the ALGAO-UK HER Committee with these minutes.

'Traffic light list' of HERs. The updating of ALGAO 'traffic light list' of HERs was discussed. This highlighted HERs and historic environment services where service provision was lacking. This hasn't been updated for a while, due to changes in ALGAO staff. All present at the liaison meeting stated that they should collaborate in maintaining the currency of data regarding the 'health' of HERs.

DBa stated that if HER service provision was known to be lacking; this needs to be raised with regional English Heritage offices.

Action: BW to go back to ALGAO executive to discuss the idea of regional representatives of the ALGAO-UK HER Committee helping to create a 'Traffic light list' of HERs.

Communications: Nick Davis has placed the terms of reference from the “EH HDM/ALGAO HER Liaison Meeting” and the “ALGAO-UK HER Committee” on the HER Forum filestore.

The *National Importance Programme* Board’s terms of reference was circulated to those present. This is progressing.

Heritage Gateway was mentioned. This is to be discussed at the next ALGAO-UK HER Committee meeting.

A *national Historic Landscape Characterisation*. DBa provided a short note from Jeremy Lake (English Heritage) on national HLC:

TOWARDS A NATIONAL HLC: A SUMMARY OF KEY ISSUES English Heritage (EH) in the early 1990s initiated the development of historic landscape character assessment and mapping. The first county-wide Historic Landscape Characterisation (HLC), for Cornwall, was completed in 1994, the start of a national programme of HLC which is now substantially complete (wholly so by 2016). To this end, and mindful of the differences between HLCs and the development of GIS-based methodologies over the last 20 years, English Heritage has with Natural England discussed the potential for creating a National HLC, funded through both organisations and/or through Defra. Defra is designing new ways of delivering support to farmers, landowners and land managers, which include the proposed NELMs that will be designed to maintain and enhance aspects of the natural and historic environment of places. Datasets that provide historic information are currently only partial in their coverage, while a national HLC can provide land owners and their agents with complete coverage of historical understanding at a level equivalent to the broad habitat mapping created and used when managing the natural environment.

This would provide an opportunity to bring the different county and area-based HLCs into a common framework and vocabulary, utilising a thesaurus of HLC terms developed by EH. A GIS-based map of England’s historic landscape types, with an explanatory commentary that sets out the historic character, significance and issues for change, could then:

- inform prioritisation and delivery of the NELMs schemes and other rural land management initiatives
- provide a framework for considering broader change agendas, including engaging with the natural environment sector’s current emphasis on Ecosystem Services
- inform all forms of protection of the historic environment, including determination of forms of significance or value of heritage features and areas when considering large-scale planning and land management issues
- support historic environment research in several ways, including development of predictive models for below-ground archaeological remains

GT suggested that the current archiving of HLC projects with the ADS be investigated as a method of bringing data together, and ensuring that any national HLC is appropriately archived.

iii. HER Forum

There has been no HER Forum meeting since the last ALGAO-UK HER meeting. The next meeting is on 9th July at the Directory of Social Change, London.

iv. HER Local Engagement Group

The next HER Local Engagement Group meeting will be held on 26th June in Chester.

v. FISH

The next FISH-HEIRNET Spring meeting is to be held on 10th June in London.

vi. HBSMR User Group Meeting Report

The last HBSMR User Group meeting was held on 1st May in Northallerton, North Yorkshire. Louise Ennis from the CBA gave a presentation on the Home Front Legacy project (a decision was made to not progress with an HBSMR data-importer, until the scale of the data import is known). Discussion also took place about HERMES and version 5 of HBSMR (which will see spatial data becoming part of the database - which will allow open source GIS platforms such as QGIS to be used with HBSMR). The next meeting will probably be in Staffordshire.

vii. BHUG Meeting Report

The next meeting will be held after the HER Forum meeting in London on 9th July.

viii. OASIS Management Board

See item 4 (above).

ix. Report from regional HER Forums

a. South-West (GT)

The group noted that the ALGAO Executive 'Report to AGM , April 2014' stated that "*K Smith is also involved in continuing discussions with Natural England to see if SHINE could assist with the scoping of EIAs and catchment sensitive farming.*" The group noted that the SHINE process was broadly appropriate for use in the Entry Level Scheme. Also, the new online system is generally a good system to efficiently share management areas and management advice. However, SHINE data is not fit-for-purpose for use with Higher Level Stewardship or for use in EIAs and Catchment Sensitive Farming. Concerns raised by the group included duplication of effort (creating monument polygons, SHINE polygons and possible management polygons), and in ensuring data was up-to-date. The group also shared their strong concern over a lack of consultation over the above. No consultation has taken place with the ALGAO-UK HER Committee, the regional HER Groups or HER Forum on these issues.

b. South East (ABI)

Kent HER now just has Paul Cuming and one other (3 days per week).

c. East Midlands (MB)

Lincolnshire is undergoing restructuring.

Northamptonshire County Council is undertaking a restructuring / transformation programme. There has been a reduction in staffing within the heritage team that is part of the archives service and which includes the HER. While the HER and FLO posts are safe, the post of heritage assets officer has been deleted.

d. West Midlands (SB)

There are issues with HER service provision with some of the unitary authorities around Birmingham (for example Sandwell and Walsall).

Mike Shaw is retiring from Wolverhampton City Council, leaving one part time person to deal with HER, archaeological development management and conservation officer tasks (currently two part time posts).

Mike Hodder is also retiring from Birmingham with no information as yet on his replacement

e. North West (MW)

Merseyside are recruiting a Historic Environment Record Project Officer.

Cumbria have no HER officer and are hoping to recruit.

Cheshire West and Chester council are undergoing restructuring. Cheshire Archaeology Planning Advisory service is currently being reviewed

A joint North West ALGAO and HER meeting discussed possible regional approaches to service provision.

f. North East

It was reported that Redcar and Cleveland Borough Council haven't been able to secure an HER post.

g. East of England

Essex County Council services are under review.

Colchester and Southend UAD services have HER service provision issues.

The sad news was reported that Colin Pendleton (ex-Suffolk HER Officer) had died last week.

15. Country updates.

i. Scotland

SL updated from Scotland SMRs/HERs:

The [SHED \(Scotland's Historic Environment Data\) strategy](#) was launched in April at the IfA conference. This is now in the implementation phase and the board has been widened to include partners such as the IHBC, FAME, Archives, IfA, etc.). The board is taking the aims and objectives and making an action plan.

Inverclyde has no HER provision.

AK updated from RCAHMS:

RCAHMS has undertaken a desk-based assessment of World War I sites, and this information is now online.

The Historic Landuse Assessment has been reviewed.

RCAHMS now have over 30,000 sites polygonised, and these are available on PastMap.

ii. Wales

CM reported that the funding is secure (but inadequate) for this financial year and next financial year.

The Heritage Bill is due to go to government next year; and this will include statutory provision for HERs.

16. Any Other Business

i. TACOS

Towards a Collaborative Strategy for sector information management (TACOS) workshop was held at the University of York on 14th May. More detail can be seen on the IfA website:

<http://www.archaeologists.net/groups/imsig/tacos>. This link has been shared to the HER Forum. SB and BW attended.

BW noted that the CBA will write-up the information from this workshop and then move forward to suggesting a sector-wide strategy. BW noted that it was encouraging that this was a sector-wide initiative.

SB suggested that we look taking forward a strategy that emerges from this alongside an HER strategy.

ii. Content & Computing survey

Sarah MacLean asked to remind all the committee (and other HERs) that the deadline for completing the Content and Computing Survey is 13th June.

Sarah suggested that perhaps the committee wants to think about how they might use the results? They're due out in the autumn.

GT suggested that the Content & Computing Survey is on the agenda for the next meeting.

iii. Ordnance Survey derived data.

Following discussion on HER Forum mailing list about this issue, Suzy Blake (Staffordshire HER) agreed to submit an exemption for Staffordshire HER to Ordnance Survey; which, once approved, could be used as a template for other HERs across the country. **Action: SB to inform ALGAO-UK HER Committee and HER Forum when this is successfully done.**

17. Date of Next Meeting

Wednesday 8th October 2014. English Heritage West Midlands Regional Office, Birmingham.

Appendix 1: The following table describes the OPEN ACTIONS.

Action	Remit	Comment	Status
Ensure advice note (Historic Environment Record Services and Research Projects in England) on ALGAO website can be viewed by all.	GT		Open
Ensure that minutes and agendas posted on ALGAO website can be viewed by all.	GT		Open
Create ALGAO-UK HER Committee mailing list for attending members.	GT	Discussed with ALGAO administrative assistant; waiting on ALGAO admin for this to be done.	Open
Circulate 'quick wins' presentation.	BW	Via committee or via HER Forum. To be done.	Open
Liaise with the Heritage Lottery Fund over funding heritage data projects	GT	Discuss the CITIZEN project with Ian Morrison (Head of the Historic Environment at the HLF) and Gill Andrews (the HLF project assurance officer for this project). Invite Ian to a future ALGAO-UK HER Committee meeting.	Open
Seek support for an HER Strategy for the Future from the ALGAO executive	BW		Open
Liaise with English Heritage over the action plan for NHPP2, and fitting an HER Strategy for the Future within NHPP2.	BW		Open
Regional representatives on the ALGAO-UK HER Committee: request approval of this idea from the ALGAO Executive	BW		Open
Draft an update to the ALGAO-UK HER committee terms-of-reference, for comment and approval.	BW		Open
All members of the committee representing a region, to agree the appointment of a regional	All		Open

representative from each region (suggest that it is as set out in Appendix 2, but this needs confirmation from each region).			
Liaise with ALGAO Admin over being able to edit ALGAO website, and to ensure that members of the public can see it all.	GT		Open
Look at the content of the ALGAO HER pages, and to ensure that content was appropriate.	All	If there are any issues, inform GT and he will amend these, or take to next meeting.	Open
Update advice note (Historic Environment Record Services and Research Projects in England) and take to ALGAO executive for approval.	BW		Open
Ensure advice note (Historic Environment Record Services and Research Projects in England) is circulated to the HLF.	GT	Liaise with Ian Morrison	Open
Write a project design for Informing the Future of the Past project, and liaise with English Heritage over the end of the project and to secure funding.	ABn		Open
Speak to the Warwickshire GIS team and to the LGA/Defra about what work would be required to go under Annex III of INSPIRE.	BW		Open
Draft a project design for the HER Outcomes Framework working groups. Then circulate an overview of what is proposed for the toolkit and working groups, the workshop notes and a draft project design to all participants at the HER Benchmarks and Audits workshop; and ask for people to take a lead in organising and running the working groups.	DBa		Open

Go back to ALGAO executive to discuss the idea of regional representatives of the ALGAO-UK HER Committee helping to create a 'Traffic light list' of HERs.	BW		Open
Suzy Blake (Staffordshire HER) to submit an exemption for Staffordshire HER to Ordnance Survey; which, once approved, could be used as a template for other HERs across the country. Then to inform ALGAO-UK HER Committee and HER Forum when this is successfully done.	SB		Open

ALGAO-UK HER Committee – Members

v.0.6 4th June 2014. Draft for discussion by regional groups



Committee:

Committee / Organisation / Region	Represented by:		Also represented by:	
Committee Chair	Ben Wallace	Warwickshire County Council		
Committee Secretary	Graham Tait	Devon County Council		
ALGAO Maritime Committee	Rebecca Loader	Isle of Wight Council		
ALGAO Countryside Committee	Ken Smith	Peak District National Park Authority		
EH Designation/ALGAO HER Liaison	Ben Wallace	Warwickshire County Council	Stuart Cakebread	Greater London Archaeology Advisory Service (English Heritage)
HER Forum	Chris Webster	Somerset County Council		
FISH	Suzy Blake	Staffordshire County Council	Graham Tait	Devon County Council
HBSMR Users Group	Robert Edwards	Cheshire Archaeology Planning Advisory Service		
BHUG	Nick Boldrini	Durham County Council		
OASIS management board	Stuart Cakebread	Greater London Archaeology Advisory Service (English Heritage)		
Informing the Future of the Past steering group	Alison Bennett	Essex County Council	Ben Wallace	Warwickshire County Council
			Stuart Cakebread	Greater London Archaeology Advisory Service (English Heritage)
			Chris Martin	Clwyd-Powys Archaeological Trust
			Chris Webster	Somerset County Council
HER Local Engagement Group	Ben Wallace	Warwickshire County Council	Sally Croft	Cambridgeshire County Council

RCAHMS	Mike Middleton (replacement for Susan Hamilton – on maternity leave)	Royal Commission on the Ancient and Historical Monuments of Scotland		
Scotland SMRs/HERs	Stephanie Leith	East Lothian Council		
ALGAO Cymru	Chris Martin	Clwyd-Powys Archaeological Trust		
North West HER Forum	Robert Edwards	Cheshire Archaeology Planning Advisory Service		
North East HER Forum	Nick Boldrini	Durham County Council		
Yorkshire and The Humber HER Forum	Louisa Matthews	North Yorkshire County Council		
East Midlands HER Forum	Mark Bennet	Lincolnshire County Council	Dave Barrett	Derbyshire County Council
West Midlands HER Forum	Suzy Blake	Staffordshire County Council	Ben Wallace	Warwickshire County Council
East of England HER Forum	Sally Croft	Cambridgeshire County Council	Alison Bennett	Essex County Council
London HER	Stuart Cakebread	Greater London Archaeology Advisory Service (English Heritage)		
South East HER Forum	Alex Bellisario ?	Hampshire County Council		
South West HER Forum	Graham Tait	Devon County Council	Chris Webster	Somerset County Council

Observing members (invited to attend, but not formally part of the committee):

Committee / Organisation / Region	Represented by:		Also represented by:	
ALGAO:UK	Dave Barrett (Vice Chair)	Derbyshire County Council / Hertfordshire County Council		
ALGAO: England	Fiona MacDonald (Chair)	Reading Borough Council		
English Heritage	Dave Batchelor / Jane Golding / Sarah MacLean / Nick Davis	Heritage Information Partnerships, English Heritage		

Note: Copies of minutes are circulated to:

- admin@algao.org.uk – copies of all e-mails go to ALGAO administration for filing

Appendix 3: Chair's Report from ALGAO England Exec Meeting (18th March 2014)

Items from the Agenda (*Agenda appended to back of this report*):

3. Matters Arising from minutes of previous meeting

- Note that the ALGAO HER advice note had been circulated and is on the ALGAO website

4. Government Inquiry into local authority archaeology services

- ALGAO gave a written response to the inquiry, carried out a rapid survey of ALGAO members to feed into the response and gave oral evidence to the inquiry on 17th March. In these responses the importance of HERs was highlighted including making them statutory:

“A statutory requirement for service provision, centred around an adequately maintained and up to date HER, and accompanied by appropriately experienced expert staff to deliver advice...” (ALGAO)

- One element noted by the inquiry (by J Howell) was the inconsistency in levels of charging for different services in the country
- The next steps for this process are a draft report to be sent to the Minister and in due course it is expected a report will be published.

5. ALGAO Support for NHPP

5.1 Monitoring report and feedback

- NHPP Objective 2E2 (Capacity Loss in local authorities):
 - Note of Local Authority Indicators meeting to scope the development of LA indicators (no further development of this yet)
- Objective 5A1 (Strategic Designation Programme):
 - Note of communicating mechanisms and engagement for LA input into designation priorities (Joe Flatman)
 - Mention made of ALGAO's involvement with the CBA WWI recording project (Fiona MacDonald)
 - National Importance Project – Board Meeting discussing scope, timetable and pilot projects (call for these went out in April, closed 23rd May). Note that EH have welcomed involvement from the HER Committee in the board and any other meetings related to this project.
- Objective 5C1 (Enhancing the capabilities of HERs)
 - Mention of EH HDM Liaison meetings
 - Mention of OASIS
 - Mention of HER policy templates

5.2 EH Strategic Liaison meeting feedback

- Mention of IFP3
- Mention of ALGAO comms plan which links to (amongst other things) HER Committee feeling that they are not being consulted on matters that relate to them. Idea from EH of decision making matrix or organogram to assist with improving this.

5.3 HDM/Designation liaison meeting

- Stuart Cakebread and I attend these meetings and it is a recurring agenda item for the HER Committee

6. ALGAO:England activities 2014-15

- Nothing of relevance to the HER Committee

7. England AGM

- Nothing of relevance to the HER Committee

8. Surveys and metrics

- Nothing of relevance to the HER Committee

9. HER Committee feedback and matters arising

Here I raised the following points with the Exec:

- **IFP3**

Noted that the next IFP3 Steering Group Meeting was taking place on 21st March (both Alison and I attended this, on Agenda for next HER Committee Meeting)

- **HER Benchmarks**

Noted that the workshop was taking place on 28th March (a number of HER Committee members attended this, on Agenda for next HER Committee Meeting)

- **Data Supply and Reconciliation between NRHE and HERs Project**

Updated Exec about this project that Graham Tait is leading

- **Communications and Reporting between ALGAO England Exec and HER Committee**

Confirmed with the Exec that the HER Committee will attempt (where possible) to hold meetings a few weeks before the Exec meetings to feed directly back to the Exec in a timely and efficient manner.

Confirmed with the Exec a reporting mechanism where I will produce a Chair's report for the HER Committee following Exec meetings and vice versa a report for the Exec following HER Committee meetings. This will hopefully help with communication issues.

- **Local Government Services List**

Reported that the HER Committee had reviewed this list and noted that HERs were not represented. Exec noted that Sarah Orr appeared to be down as the ALGAO member assigned to look into this.

- **Animal Bones Consultation**

Reported to the Exec that the HER Committee had reviewed this and our comments were included in our minutes. Enquired if this was something that ALGAO Exec were feeding back on, however it was agreed that the HER Committee should send feedback directly (done).

- **INSPIRE**

Reported to the Exec our discussions about INSPIRE and that the HER Committee felt that HERs should be included under Annexe III and for this to be conveyed to the LGA and DEFRA. Exec agreed and suggested that the HER Committee contacted the LGA and DEFRA directly regarding this.

- **HERMES**

Reported to the Exec on our discussions regarding the HERMES proposal and some further discussions at the HDM Liaison group meeting on 6th March. I outlined the responses to the Exec's two main concerns (divorcing data from expert advice and the breaking of data flow) and that there appeared to be flexibility and scope in the proposal to deal effectively with these. I also conveyed the discussions about charging and licencing that took place and that exeGesIS were looking for formal support from ALGAO for the project. I noted to the Exec that there was no opposition to the proposal from the HER Committee and that there was in principle general support. The Exec took the decision that ALGAO could unfortunately not become a strategic partner in the HERMES proposal but that the HER Committee should continue to be involved where appropriate, ultimately it would be down to individual ALGAO members whether they wanted to participate in the HERMES proposal and it would be inappropriate for ALGAO to support the proposal at a strategic level. This will be fed back to exeGesIS.

- **Church of England HER**

Reported our useful teleconference with Joe Elders from CofE and our subsequent discussions in the Committee, particularly the misunderstandings there were about this project and how our involvement came in somewhat late. Fiona MacDonald clarified that ALGAO England only knew about this project through the Historic Environment Forum minutes in November.

I noted that we had some issues with the CofE proposal but that we were keen to be involved as the project moved forward.

At this point, unfortunately, I had to leave the meeting, however I have extracted pertinent points below for the HER Committee from the minutes.

10. Planning and guidance

- Deferred to AGM

11. Agri-environment & countryside

- Note of announcement regarding permitted development rights on barns outside of National Parks and AONBs. Ken Smith to circulate further information
- SHINE into HLS - noted that project was continuing.
- NELMS - detailed work on this was continuing through Defra.

12. Consultations

- Nothing of relevance to the HER Committee

13. AOB

- Nothing of relevance to the HER Committee

Ben Wallace (Chair, ALGAO HER Committee) – June 2014



ALGAO:England Executive Committee

Agenda of meeting - 18 March 2014 at 11-15am, BMI, Birmingham

1. Apologies
2. Minutes of meeting of 23 January 2014
3. Matters arising
4. Government Inquiry into local authority archaeology services
 - 4.1 ALGAO written response
 - 4.2 Survey of England members
 - 4.3 Oral evidence
 - 4.4 Next steps
5. ALGAO Support for NHPP
 - 5.1 Monitoring report and feedback
 - 5.2 EH Strategic Liaison meeting feedback
 - 5.3 HDM/Designation liaison meeting
6. ALGAO:England activities 2014-15
 - 6.1 Activities list – edits and alterations
 - 6.2 Priority areas of work
 - 6.3 Resourcing and workloads
7. England AGM
 - 7.1 Meeting arrangements
 - 7.2 Nominations for Executive committee and officers
 - 7.3 Reports to AGM
 - 7.4 Afternoon session to organise

8. Surveys and metrics
 - 8.1 Staffing survey (ongoing)
 - 8.2 Planning stats and minerals
 - 8.3 Local authority metrics
9. HER Committee feedback and matters arising
10. Planning and guidance – brief update
11. Agri-environment & countryside - brief update
12. Consultations
 - 12.1EH New Model
 - 12.2 NHPP review
13. AOB
14. Dates of future meetings – 19th June; 9th Sept; 13th Nov; 22nd Jan; 17th March

Appendix 4: Abbreviations and links

ADS	Archaeology Data Service
ALGAO	Association of Local Government Archaeological Officers
BHUG	Bespoke HER Users Group
Defra	Department for Environment Food & Rural Affairs
FISH	Forum on Information Standards in Heritage
HBSMR	Historic Buildings, Sites and Monuments Record – software used by many HERs
HEIRNET	Historic Environment Information Resources Network
HER	Historic Environment Record
HERALD	Historic Environment Research Archives, Links and Data
HERMES	Historic Environment Records Mechanism for Exchanging Stuff
HIPs/HDM	Heritage Information Partnerships / Heritage Data Management – English Heritage department
HLF	Heritage Lottery Fund
IFP	Informing the Future of the Past
INSPIRE	Infrastructure for Spatial Information in the European Community
LGA	Local Government Association
NELMS	New Environmental Land Management Scheme
NHPP	National Heritage Protection Plan
NRHE	English Heritage's 'National Record of the Historic Environment' – also known as the National Monuments Record 'AMIE' database
OASIS	Online AccesS to the Index of archaeological investigationS
QGIS	(previously known as "Quantum GIS") a cross-platform free and open source desktop GIS application
RCAHMS	Royal Commission on the Ancient and Historical Monuments of Scotland
RCAHMW	Royal Commission on the Ancient and Historical Monuments of Wales
RCZAS	Rapid Coastal Zone Assessment Surveys
SENSCHAL	Semantic ENrichment Enabling Sustainability of arCHAEological Links
SHED	Scotland's Historic Environment Data Strategy
SHINE	Selected Heritage Inventory for Natural England
SMR	Sites and Monuments Record
TACOS	Towards a Collaborative Strategy for Heritage information