



## ALGAO-UK HER Committee - Minutes

Wednesday 7<sup>th</sup> October 2015

English Heritage West Midlands Regional Office, Birmingham

Present:

Committee / Organisation / Region	Represented by:	
Committee Chair. EH Designation/ALGAO HER Liaison. HER Local Engagement Group.	Ben Wallace (BW)	Warwickshire County Council
Committee Secretary. FISH.	Graham Tait (GT)	Devon County Council
Scotland SMRs/HERs.	Stephanie Leith (SL)	East Lothian Council
Yorkshire and The Humber HER Forum.	Leonora Goldsmith (LG)	North Yorkshire County Council
HER Forum. South West HER Forum.	Chris Webster (CW)	South West Heritage Trust
East of England HER Forum.	Sally Croft (SCr)	Cambridgeshire County Council
HBSMR Users Group. North West HER Forum.	Robert Edwards (RE)	Cheshire Archaeology Planning Advisory Service
OASIS management board. London HER.	Stuart Cakebread (SCa)	Greater London Archaeology Advisory Service (Historic England)
East Midlands HER Forum	Mark Bennet (MB)	Lincolnshire County Council
ALGAO Cymru.	Chris Martin (CM)	Clwyd-Powys Archaeological Trust
North East HER Forum. BHUG.	Nick Boldrini (NB)	Durham County Council
Observing member.	Jane Golding (JG)	Heritage Information Partnerships Manager, Historic England
Observing member.	Sarah MacLean (SM)	Heritage Information Partnerships Supervisor, Historic England

### 1. Apologies for Absence

Apologies were received from:

Committee / Organisation / Region	Represented by:		Action
ALGAO Countryside Committee.	Ken Smith (KS)	ALGAO Countryside Committee	

ALGAO Maritime Committee.	Rebecca Loader (RL)	Isle of Wight Council	
Informing the Future of the Past steering group.	Alison Bennett (AB)	Essex County Council	
Historic Environment Scotland (previously RCAHMS)	Susan Hamilton (SH)	Historic Environment Scotland	
West Midlands HER Forum.	Suzy Blake (SB)	Staffordshire County Council	
South East HER Forum.	Julia Wise (JW)	Buckinghamshire County Council	

## 2. Minutes and Actions of the last meeting

Stuart Cakebread noted that under the Greater London HER section “ADS package likely to be much cheaper, and better service” should read “ADS package likely to be cheaper and different service”

Otherwise the minutes of the last meeting were approved.

Action	Remit	Comment	Status
Amend ALGAO-UK HER Committee members list and mailing list	GT	Done.	Closed
Ensure that minutes, agendas, HER advice note and all other HER content on ALGAO website can be viewed by all.	GT	Raised. Questionnaire sent to all ALGAO members about website – waiting on comments from this, then website to be updated	Open
Ensure that minutes, agendas, HER advice note and all other HER content on ALGAO website can be viewed by all.	BW	Waiting on website update (see above)	Open
Ensure content of <a href="http://www.algao.org.uk/subject/her">http://www.algao.org.uk/subject/her</a> is fit-for-purpose (including updating IfP link).	BW	Waiting on website update (see above)	Open
Liaise with ALGAO Executive to include the Professional Access section of the Heritage Gateway website incorporated within the ALGAO website.	BW	Waiting on website update (see above)	Open
Draft an update to the ALGAO-UK HER committee terms-of-reference, for comment and approval.	BW	<b>Action: BW</b> to check whether this has been done	Open
Circulate project proposal for project studying the use of PAS data in HERs to the committee for comments.	BW	It was understood that this project had not progressed any further.	Closed
Circulate documents about Stewart Bryant's 'HER Histories' project to the committee.	All	Stuart Bryant thanked all for their comments. <b>Action: BW</b> to circulate new documents (summary of next project stages) for all to provide any further comments.	Open
Circulate draft EngLaID HER licence to the committee.	BW	BW had circulated this, and discussed this with ALGAO Exec. See item 6 (below). <b>Action: all</b> to provide comments to BW by 31 <sup>st</sup> October. If there are no further comments, this will be the agreement used.	Open

Invite CITiZAN project to the next ALGAO-UK HER Committee to discuss the project and HERs.	BW	See item 5 (below). <b>Action: BW</b> to invite CITiZAN project to the next ALGAO-UK HER Committee	<b>Open</b>
Circulate the latest HIAS Work Package document to the ALGAO-UK HER Committee and to HER Forum.	BW	<b>Action: BW</b> to Circulate the latest HIAS Work Package document to the ALGAO-UK HER Committee and to HER Forum	<b>Open</b>
Email ALGAO-UK HER Committee's concerns over HIAS to project leads	GT	Done	Closed
All to review the position paper on HERs (draft "HER Strategy") document	All	Done	Closed
Position paper on HERs (draft "HER Strategy"): take committee comments to the rest of the cross sector working party, to agree changes soon after this	BW	<b>Action: BW</b> to be done early 2016.	<b>Open</b>
Position paper on HERs (draft "HER Strategy"): post a revised copy of this document on HER Forum, and initiate a discussion about this document; to come up with a 'final' draft. This will then be taken to the ALGAO Executive and IHBC Executive committees for approval.	BW	<b>Action: BW</b> to be done early 2016 after changes made by cross sector working party	<b>Open</b>
Transfer ownership of the IFP steering group mailing list will transfer to the ALGAO-UK HER Committee (GT).	SM	Done.	Closed
IFP wiki: All to email their generic email address to AB so they can be set-up as an editor.	All	Done	Closed
IFP wiki: All to edit the respective section(s) of the glossary, as defined in minutes (above).	All	To do. <b>Action: All</b> to edit the respective section(s) of the IFP wiki glossary, as defined in previous minutes by 15 <sup>th</sup> January 2015	<b>Open</b>
IFP wiki: Promote IFP (and the fact that all HERs will now be contributors) on HER Forum mailing list.	BW	To do. <b>Action: BW</b> to Promote IFP (and the fact that all HERs will now be contributors) on HER Forum mailing list.	Open
IFP wiki: Assign each HER with an IFP username and password.	AB	Done	Closed
IFP wiki: All to review contributor and editor guidance.	All	To do. <b>Action: All</b> to review IFP wiki contributor and editor guidance by 15 <sup>th</sup> January 2015.	<b>Open</b>
Countryside Stewardship: raise concerns with the ALGAO Executive and the ALGAO Countryside Committee.	BW	Done	Closed
National HLC project: email to concerns to Vicky Hunns (Natural England), and attend meeting on 11/06/2015	BW	Done	Closed

Ordnance Survey exemption: publish some HER data from Staffordshire, and document the process and share wider (via HER Forum and/or on IFP).	SB	Done. Waiting on further feedback from SB.	Closed
INSPIRE: add details on INSPIRE to IFP	BW	To do. <b>Action: BW</b> to add details on INSPIRE to IFP . Note: Scottish guidance on IFP due before end 2015. No word on INSPIRE from Wales.	<b>Open</b>
HLF projects: liaise with Executive to get Ian Morrison's successor to attend the next ALGAO-UK HER Committee meeting.	BW	To do. <b>Action: BW</b> to get HLF to attend the next ALGAO-UK HER Committee meeting.	<b>Open</b>
Site Allocations In Local Plans: raise issues with draft advice note for "The Historic Environment And Site Allocations In Local Plans" with the Executive committee to ensure a suitable response to the consultation is sent.	BW	Done	Closed

### 3. Heritage Information Access Strategy (Presentation from Keith May)

Keith May gave a presentation on HIAS. More information on HIAS can be found here: <https://historicengland.org.uk/research/support-and-collaboration/heritage-information-access-strategy/>

KM described how this forms part of the latest Historic England Corporate Plan (Objective 2.6): "With our partners, improve access to information through local Historic Environment Records and explore ways of moving towards a single means of accessing historic environment information nationally." and the Historic England Action Plan (objective 2.6.1. "Improve access to heritage information").

KM defined the 8 starting principles (see website, above), the draft model of the business process mapping, and the results of the [Business Process Mapping project report - submitted by Oakleigh external consultants](#).

Currently HIAS is midway through Phase 2 of the project, and the next HIAS Advisory board meets on 20<sup>th</sup> October 2015. All the HIAS Work Packages report by December 2015.

**Inter-area analysis.** The committee then discussed national, regional and inter-area analysis, and a possible mechanism for cross-searching. One suggestion was an API (application program interface) for data synchronisation (or one-way updates of data) similar to those proposed for OASIS/HERALD + Museum records. CM stated that Welsh HERs are looking at using OASIS to get event and source data into Welsh HERs.

**Measuring engagement.** Concern was raised about the actual outcomes of HIAS; would it be flexible-enough to allow many HERs to participate? RE expressed concern that we need to ensure that systems developed are able to be used by HERs and that HERs are capable. As an example, it was felt (by HERs) that the scope of OASIS was too complex for some HERs and for others not 'flexible' enough. **KM's** response was that OASIS/HERALD needs to take such feedback into account and the HIAS strategy is about seeking ways, via the HERALD project, for OASIS to be re-engineered to be more flexible for all users, and especially HERs, in the future.

It would be most helpful if, through the HIAS HER work package - being led by Ben Wallace - the different HERs could give an indication of their *anticipated* levels of Engagement with OASIS/HERALD *under planned HIAS upgrades*, when asked by Ben for input to the HIAS HER work package.

**Roles and responsibilities.** NB suggested that this was key to delivery HIAS. Both RE and NB suggested that we need to remove duplication of effort, and designations data was a good example of this. BW suggested that maybe HERs don't actually want to manage designation data (but be able to access it). There is still no web service for designation data.

**Heritage Gateway.** It was noted that a useful meeting took place last week about this work package. A clear direction is forming, incorporating:

- improved user interface
- better links between records
- links between Heritage Gateway, OASIS and ArchSearch
- allowing users to add or edit records and HERs to validate

**Maritime records.** Concern has been raised about the perception that the HIAS proposed that local authority HERs would no longer record maritime data. It was noted that different HERs want to do different things with maritime historic environment data. Many HERs don't want to hold marine data; others do wish to hold marine data. However, it was agreed that all HERs wanted better roles and responsibilities defined for marine historic environment data.

**National Security Copy.** It was noted that both HERs and the ADS have stated that they do not want this used to allow queries of records, but just used to create a secure digital copy. NB suggested that HER Audits could require that a copy is made to the national security copy.

**Action: All** to get any further comments on HIAS fed-back to BW and the ALGAO-UK HER Committee mailing list by the end of October 2015. It was suggested that this should be discussed at regional groups.

It was stated that currently Keith May is temporarily acting as the HIAS Programme Manager, in addition to being the HIAS Strategy Lead; but that Historic England are currently appointing a new HIAS Programme Manager.

#### 4. CITiZAN project

The project has held a specialist advisory meeting, and will be holding another in the new year. BW has invited the CITiZAN project to the next meeting. BW has suggested another data access meeting as well.

The committee then discussed HLF projects in general, and the issue that HLF-funded projects aren't engaging with HERs (liaising with HERs and getting data to or from HERs). BW stated that the ALGAO Exec and the HLF have a meeting planned for November/December 2015, and BW will attend. **Action: BW** to suggest that the HLF come to the next HER committee.

SL stated that they have the same issue in Scotland, and that the SHED strategy will produce a guideline for HLF, AHRC, etc funded research projects. BW noted the similarity of the ALGAO HER advice note.

GT commented that (as a sector) we need to acknowledge that it is hard to get data to/from HERs, and we should try to address this issue.

NB suggested that we should possibly have a stronger stance, to say that we won't support projects that don't liaise with HERs (and we could charge these projects).

It was also suggested that we need to speak to universities and academic funding bodies (like the AHRC) over large historic environment research projects.

JG noted that HE were discussing with their commissions team about revising guideline for historic environment projects, to better include HERs.

#### 5. EngLaID & Hillforts Atlas – proposed statements of use

BW had circulated two Statements regarding use of HER data to the committee, one for the EngLaID Project and the other for the Hillfort Atlas Project. The latter has a bit more detail in data structure etc in the two appendices and a letter is also attached from Gary Lock the Project Co-Director. The origin of these has come about from these projects requesting and using HER data and wanting to publicise the project results. Originally EngLaID were looking for a publication licence, potentially a separate one with each HER, or one with ALGAO. However when the draft came through from them to ALGAO Exec it was clear it was more a Statement of data use and that data licences were probably unnecessary (apart from for specific case study areas). The Hillfort Atlas Project followed fairly soon after and a similar approach has been adopted.

BW suggested that the statements covers our main concerns as HERs and that for the majority of us these are sufficient rather than specific legal licence agreement documents.

ALGAO Exec were also ok with these statements. **Action: GT** to email group and **Action: all** to provide comments to BW by 31<sup>st</sup> October. If there are no further comments, this will be the agreement used.

## 6. HER Strategy – Update

Comments were made by the committee on the draft HER Strategy paper. These comments have been forwarded to the cross sector working party (HE, IHBC, ALGAO) consisting of Andrew Minting (IHBC), Ben Wallace (ALGAO-UK HER Committee); Sarah Reilly (Historic Environment Intelligence Team, Historic England), Jane Golding (Heritage Information Partnerships, Historic England) and Desislava Gradinarova (Business Coordinator, Historic England).

ALGAO Exec have indicated that they would like to be taken forward.

GT suggested that this document needs to be 'owned' and updated by the ALGAO-UK HER Committee, and is on the (revised) ALGAO website and kept updated there.

NB suggested that it would be appropriate to put this strategy on-hold until the HIAS Phase 2 and HER Outcomes Framework is completed (both early in 2016).

This will, therefore, be on the agenda for the next ALGAO-UK HER Committee meeting.

## 7. HER Outcomes Framework (HOF) – Update

NB stated that this project has been through the start-up and data gathering phases, and will have the next project board meeting this Friday. There will be a workshop for invitees on 11<sup>th</sup> November. There will be a presentation to the HER Forum meeting in December, and a brief consultation after that. The project is on-time and on-budget. It is due to finish on 16<sup>th</sup> February 2016. If anyone has any queries about the HER Outcomes Framework, NB is the best contact.

## 8. Informing the Future of the Past – Update

Ownership of the IFP steering group mailing list has been transferred to the ALGAO-UK HER Committee secretary (GT).

AB reported (by email); "In terms of a report for IFP, the final project report has been around Historic England and I have their comments back. They mostly concern clarity of certain things in the report. I am now working through them which won't take too long and I will resubmit the report by the end of October at the latest."

It was noted that the report will contain recommendations about a formal hand-over to the ALGAO-UK HER Committee.

Actions from the report will be taken forward at the next meeting.

**Action: All** to edit the respective section(s) of the IFP wiki glossary, as defined in previous minutes by 15<sup>th</sup> January 2015

**Action: BW** to Promote IFP (and the fact that all HERs will now be contributors) on HER Forum mailing list.

**Action: All** to review IFP wiki contributor and editor guidance by 15<sup>th</sup> January 2015.

**Action: CM** to add the specific Welsh parts by the end of December 2015.

## 9. Natural England – Countryside Stewardship and National HLC project.

### i. National HLC project.

BW had circulated an update recently, stating that the deadline has been extended to send the HLC data in to Natural England for this project until the end of October.

It was noted that Natural England and Historic England were the driving force behind this project. A number of people noted that the use of HLC data for this project was not fit for purpose, and re-iterated comments that were made at the last meeting ("*Issues raised included; mapping, quality, copyright/IPR, incompleteness of coverage, differences between HLCs, etc., etc.*")

**Action: BW** to circulate the National HLC tender document to all on HER Forum, so comments can be fed-into review points of the project.

### ii. Countryside Stewardship

NB summed-up concerns by the committee that the software system generally seems to work well, but the rationale behind the system is more problematic.

Various people expressed concerns over the massive impact that this project had on the capacity of HERs, and the knock-on impacts.

Ken Smith had indicated that it was not known whether there would be another window for applications; but there is supposed now to be only one window for applications in a given year, and there is no timetable for the next one.

BW noted that Ken Smith and Jez Bretherton have appreciated how many HERs have been involved with this system.

The following issues were noted by the committee:

- HERs would like to see less of a deluge of applications.
- Invoicing issues need to be sorted out soon.
- There is an issue that there is no payment for mid-tier applications that have no SHINE polygons created (thereby, penalising those who have SHINED many monuments previously).
- Better guidance (and training) is required. Some HERs (e.g. Warwickshire) have had to write their own guidance. All the guidance on the site needs re-writing (at the moment, there is a mess of new guidance pointing to old guidance, and it's hard to get good introductory guidance).
- It was noted that auto responses, and actual responses look the same.
- The list of contacts (whereby HERs are notified) needs to be updated.
- There is a need for better subject lines in the automatic emails received by HERs
- The system needs a clear date when the consultation runs out (not when it started).

**Action:** BW to take these points forward with Ken Smith and Natural England.

It was noted by a number of people, that there was frustration over the lack of consultation over the new Countryside Stewardship scheme, as well as that fact that comments on the Environmental Stewardship scheme (for example the duplication of effort in creating Monuments + SHINE polygons + Management Areas) didn't feed into the new Countryside Stewardship scheme.

## 10. Archaeology Data Service Management Board Rep

The rep was Gail Falkingham, but the post is now vacant. (It was noted that Anna Stocks and Stuart Cakebread represented ALGAO on the OASIS board).

NB offered to be the Archaeology Data Service Management Board Rep, and this was unanimously agreed by the committee. (BW noted that as this is representing the England Executive, funding for time spent and travel will be forthcoming).

## 11. Church Heritage Record

An update on the Church Heritage Record was given at the last HER Forum meeting in July. It was noted that there were discussions about getting this data on Heritage Gateway.

It was noted that ensuring links between the CHR and HERs was beneficial for both the respective CHR and the HERs.

It was noted that the CHR offers a dataset from the Church Heritage Record to allow HERs to build CHR reference numbers and hyperlinks into HER databases. You can find out more, and access the downloadable dataset here: <https://facultyonline.churchofengland.org/data-export-and-web-services-for-hers>

**Action:** BW to feed back that we would like to see (web) links in CHR to HER monuments. CM confirmed that the Church in Wales is looking to adopt this (or a similar) system for managing Faculty applications and church heritage records.

## 12. NRHE to HER Data Supply and Reconciliation – Update

The next phase of this project (NRHE to HERs Research & Design Phase), is currently awaiting completion of the Project Design. This has been delayed due to continued issues with the Historic England AMIE data being provided. However, Historic England has now exported all the data, and the Project Design is currently being finalised by exeGesIS.

It was noted that this project interacts with HIAS.

It was also noted that the delay to the start of the project meant that expressions of interest from HERs will depend on the timetable of the project phase.

## 13. HLF projects

**CITIZAN project.** See “CITIZAN project” (above).

**Heritage Index for England.** The Heritage Index for England project (<https://www.thersa.org/action-and-research/rsa-projects/public-services-and-communities-folder/heritage-and-place/England/>) aimed to show relative strengths and weaknesses across a broad definition of heritage. However, it was noted that this did not consider archaeology, and that not using HERs makes this project much less useful. BW noted that possibly HER data could be added to this project. It was noted that the committee thought that any funding or other decisions based on this resource would be problematic, and the committee had severe concerns about this project.

**SCHARP project.** SL noted that the SCHARP project (<http://ssharp.co.uk/>) is an HLF funded project, and it would be a good example of how things should work with this sort of project, i.e. early engagement with the HER community in Scotland, regular exchange of data throughout the project, inclusion of HER UIDs in their data and links to online HER records on their website, and plans to give complete sets of data to the relevant HERs at the end of the project and to archive all the data with RCAHMS/HES.

**Action: BW** to take the committee’s comments on HLF to the ALGAO Executive, and the liaison meeting between the ALGAO Exec and HLF.

**Action: BW** to also invite HLF representative to the next ALGAO-UK HER Committee meeting.

#### **14. EIR and Reuse of Public Sector Information developments**

BW provided an update to Environmental Information Regulations (EIR) and Reuse of Public Sector Information:

##### ***EIR.***

It was noted that the European Court of Justice has recently (6<sup>th</sup> October 2015) (see <http://www.bailii.org/eu/cases/EUECJ/2015/C7114.html>) stated that “the charge for supplying a particular type of environmental information may not include any part of the cost of maintaining a database”...“used for that purpose by the public authority, but may include the overheads attributable to the time spent by the staff of the public authority on answering individual requests for information, properly taken into account in fixing the charge, provided that the total amount of the charge does not exceed a reasonable amount”

Therefore, it is agreed that the costs of staff time spent on searching for and supplying environmental information can be included in authorities’ charges. However, those costs cannot include the costs of staff time for maintaining databases used to answer questions and overheads such as heating, lighting or internal services. These are costs which many authorities include when setting charges for supplying environmental information. The judgment also creates the potential for claims for refunds going back to January 2005 if authorities’ charges include costs not permitted by the EIR.

Now this judgement has been made, it is understood that the LGA will investigate the ramifications of this and instruct barristers to look into the legal implications into this judgement for Local Authorities (for all Environmental Information).

After this, ALGAO will provide an advice note on charging. **Action: BW** to request that the ALGAO Exec produce a whole new “Charging for Archaeological Curatorial Services Advice Note” (rather than sending an additional note). **Action: BW** to update IFP after this.

BW noted that Warwickshire County Council (WCC) will instruct their own legal team to look at the implications possibly before and after any conclusions/advice is given by the LGA. A WCC wide access and charging policy will be developed for Environmental Information requests (for which the HER will be included) this will include a model charging calculator/formula

##### ***Re-use of Public Sector Information Regulations***

There has been some developments regarding the Re-use of Public Sector Information Regulations, which a new version came into force on the 18<sup>th</sup> July 2015 ([http://www.legislation.gov.uk/ukxi/2015/1415/pdfs/ukxi\\_20151415\\_en.pdf](http://www.legislation.gov.uk/ukxi/2015/1415/pdfs/ukxi_20151415_en.pdf)).

BW commented that “Looking at the legislation, the charging section (p7) includes potential opt outs to allow charging where the body is required to generate income (which could apply to HERs),

to libraries, museums and archives (to which some HERs are attached) and even where it's common administrative practice.

BW commented that it would be best to see what your host authority is doing to understand these developments in EIR and Reuse of Public Sector Information developments.

### **15. Regular updates from other meetings**

See separate document - Group Updates

### **16. Country updates**

See separate document - Group Updates

### **17. Any Other Business**

#### **i. War Memorials**

It was noted that there is a programme to look at the designation of war memorials. HER Forum will be informed about this.

#### **ii. Historic England's Archive**

The West Midlands region recently had a meeting to discuss the new England's Places website - <https://historicengland.org.uk/images-books/archive/archive-collections/englands-places/> – a digital version of the Historic England Archive's Architectural Red Box Collection which has been recently launched. Historic England welcomed feedback on this site and on our existing services, details of which can be found on their website: <http://www.historicengland.org.uk/images-books/archive/>.

#### **iii. HER definitions**

The ALGAO Exec had recently agreed that it would be useful to define an Historic Environment Record. When agreed, this definition will be held in IFP. **Action: BW** to circulate a draft document.

### **18. Date of next meeting**

At Historic England's West Midlands Regional Office in Birmingham on Wednesday 20<sup>th</sup> January 2016 between 11am and 4pm.