



ALGAO-UK HER Committee - Minutes

Thursday 14th January 2016

Historic England West Midlands Regional Office, Birmingham

Present:

| Committee / Organisation / Region | Represented by: | |
|---|------------------------|--|
| Committee Chair. ALGAO England Executive. HE Listing Group + ALGAO HER liaison. | Ben Wallace (BW) | Warwickshire County Council |
| Committee Secretary. FISH. | Graham Tait (GT) | Devon County Council |
| ADS Management Board. BHUG. North East HER Forum. | Nick Boldrini (NB) | Durham County Council |
| East of England HER Forum. HBSMR Users Group. HER Forum. | Sally Croft (SCr) | Cambridgeshire County Council |
| ALGAO Cymru. | Chris Webster (CW) | South West Heritage Trust |
| East Midlands HER Forum | Chris Martin (CM) | Clwyd-Powys Archaeological Trust |
| South East HER Forum. | Mark Bennet (MB) | Lincolnshire County Council |
| South West HER Forum. | Julia Wise (JW) | Buckinghamshire County Council |
| West Midlands HER Forum. | Anna Morris (AM) | Gloucestershire County Council |
| Yorkshire and The Humber HER Forum. | Suzy Blake (SB) | Staffordshire County Council |
| Observing member. | Leonora Goldsmith (LG) | North Yorkshire County Council |
| Observing member. | Jane Golding (JG) | Heritage Information Partnerships Manager, Historic England |
| Observing member. | Sarah MacLean (SM) | Heritage Information Partnerships Supervisor, Historic England |
| | Stewart Bryant (SwB) | |

1. Apologies for Absence

Apologies were received from:

| Committee / Organisation / Region | Represented by: | | Action |
|---|------------------------|--|--------|
| ALGAO Maritime Committee. | Rebecca Loader (RL) | Isle of Wight Council | |
| OASIS management board. London HER. | Stuart Cakebread (SCa) | Greater London Archaeology Advisory Service (Historic England) | |
| Informing the Future of the Past steering group. | Alison Bennett (AB) | Essex County Council | |
| North West HER Forum. | Robert Edwards (RE) | Cheshire Archaeology Planning Advisory Service | |
| Scotland SMRs/HERs. | Stephanie Leith (SL) | East Lothian Council | |
| Historic Environment Scotland (previously RCAHMS) | Susan Hamilton (SH) | Historic Environment Scotland | |

2. Minutes and Actions of the last meeting

| Action | Remit | Comment | Status |
|---|-------|--|--------|
| ALGAO website: Ensure that minutes, agendas, HER advice note and all other HER content on ALGAO website can be viewed by all. | GT | A survey was sent to ALGAO members; respondees stated that website was not adequate. This has been taken on-board by ALGAO Exec., and BW will get an update at the next meeting. | Open |
| ALGAO website: 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 |
| ALGAO website: Ensure content of http://www.algao.org.uk/subject/her is fit-for-purpose (including updating IfP link). | BW | Waiting on website update (see above) | Open |
| ALGAO website: 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 |
| Committee terms-of-reference: Draft an update to the ALGAO-UK HER committee terms-of-reference, for comment and approval. | BW | BW to do. | Open |

| | | | |
|---|-----|--|-------------|
| HER Histories: Circulate new documents (summary of next project stages) about Stewart Bryant's 'HER Histories' project to the committee for any further comments | All | See 3 (below) | Closed |
| EngLaID: All to provide comments (if any) on draft EngLaID and Hillforts Atlas HER "statements of use" | BW | No comments were made on the document, so signed-off and returned to EngLaID project. BW noted that this approach (a broad agreement between ALGAO and the project) could be used with other projects. | Closed |
| CITIZAN: Invite CITIZAN project to the next ALGAO-UK HER Committee to discuss the project and HERs. | BW | Not required. See 6 (below). | Closed |
| HLF: take the committee's comments on HLF to the ALGAO Executive, and the liaison meeting between the ALGAO Exec and HLF. | BW | Superseded by ALGAO-HLF liaison meeting. See 6 (below). | Closed |
| HLF: Get HLF to attend the next ALGAO-UK HER Committee meeting. | BW | Superseded by ALGAO-HLF liaison meeting. See 6 (below). | Closed |
| HIAS: Circulate the latest HIAS Work Package document to the ALGAO-UK HER Committee and to HER Forum. | BW | See 5 (below) | Closed |
| HIAS: Get any further comments on HIAS to BW and the ALGAO-UK HER Committee mailing list. It was suggested that this should be discussed at regional groups. | All | See 5 (below) | Closed |
| HER Strategy: 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 | See 7 (below) | Closed |
| HER Strategy: 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 | See 7 (below) | Closed |
| IFP wiki: All to edit the respective section(s) of the glossary, as defined in previous minutes by 15 th January 2016 | All | Some sections have been completed. All to be done by To be done by 8 th March 2016. | Open |
| IFP wiki: Promote IFP (and the fact that all HERs will now be contributors) on HER Forum mailing list. | BW | CW to update the HER Forum at the extra HER Forum Spring meeting about the content of IFP and the ability of HERs to update. | Open |

| | | | |
|---|-----|--|--------|
| IFP wiki: All to review IFP wiki contributor and editor guidance by 15 th January 2016. | All | Done | Closed |
| IFP wiki: add the specific Welsh parts by the end of December 2015 | CM | CM to do by next ALGAO-UK HER Committee meeting. | Open |
| INSPIRE: add details on INSPIRE to IFP | BW | BW to do. | Open |
| National HLC: Circulate the National HLC tender document to all on HER Forum, so comments can be fed-into review points of the project. | BW | BW circulated information about this project. See 10.ii National HLC Project. | Closed |
| Countryside Stewardship: Feed-back issues to Ken Smith and Natural England | BW | Issues fed-back by national meeting. See 10.iii Countryside Stewardship. | Closed |
| Church Heritage Record: Feed back comments re: (web) links in CHR to HER monuments | BW | BW to do. | Open |
| EIR: request that the ALGAO Exec produce a whole new “Charging for Archaeological Curatorial Services Advice Note” (rather than sending an additional note); then update IFP after this. | BW | BW mentioned to exec that a new advice note is required. BW to ask committee to draft new guidance (possibly suggesting that the ALGAO-UK HER Committee draft this). | Open |
| HER definitions: circulate a draft document to the committee for comment. | BW | Put on-hold due to on-going progress with HIAS. Will be taken forward by HIAS. | Closed |

3. HER Histories (Stewart Bryant)

Stewart Bryant worked for Hertfordshire County Council for the last approx. 30 years, initially involved in running the HER. He has taken voluntary retirement; but is still involved in a number of ALGAO projects. One of these is the “HER Histories” project.

The HER Histories project came out of the EngLaID project that Oxford University are working on, to look at the history of HERs. SwB suggested themes that could be examined, and Anwen Cooper from the EngLaID project has provided input into the oral history aspects of the project.

The current phase of the project will look at the potential for further work and themes; and will examine the origins and chronology of SMRs (particularly in the 1970s/1980s) and the development of HERs. It will look at international comparisons, software & hardware developments, and will interview key personalities involved. SwB has started to meet with various people to discuss this (such as Nigel Club – previously of English Heritage) and Leo Webley (previously of Cambridge Archaeological Unit and Oxford Archaeology).

SwB has tried to locate the document “A Guide to the Establishment of Sites and Monuments Records” by the Association of County Archaeological Officers (subsequently found by Anna Morris).

This phase of the project will:

- Talk to key individuals
- Demonstrate the potential for a wider project
- Get an article written in an academic journal
- Get information from each HER about the history of each HER
- Set-up a discussion forum

NB and GT suggested that information (particularly for each HER – but also more general information) would be best stored on IFP.

GT suggested that documents that were identified and scanned (such as “A Guide to the Establishment of Sites and Monuments Records”) would best be archived with the ADS; so they are appropriately archived and accessible.

The committee suggested that the HER Forum email list was used as the discussion forum. SwB will email the HER Forum with details of the project, and to obtain information on key documents and people.

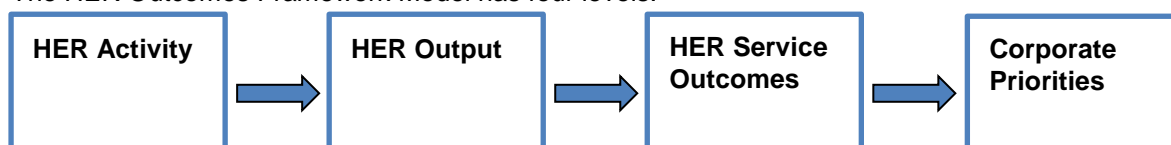
4. HER Outcomes Framework and Revised HER Audits

i. HER Outcomes Framework

NB gave an outline of the HER Outcomes Framework project. The HER Outcomes Framework is part of suite of tools to replace HER Benchmarks, and makes the link between the standards in IFP and the HER Audit, which will help to measure compliance. An outcomes framework is a resource to help you link what you do (activities) with what you want to achieve (outcomes).

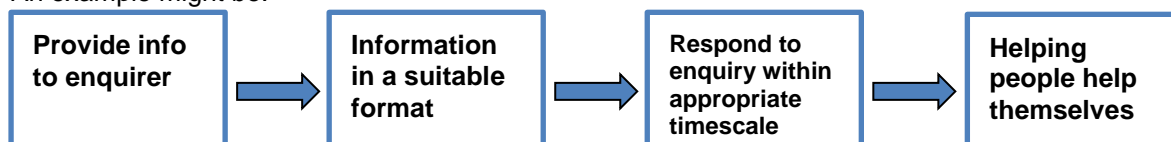
A workshop was held in November 2015, and a draft HER Outcomes Framework model has been developed from this work.

The HER Outcomes Framework Model has four levels:



The links between these levels can be described as a 'route'

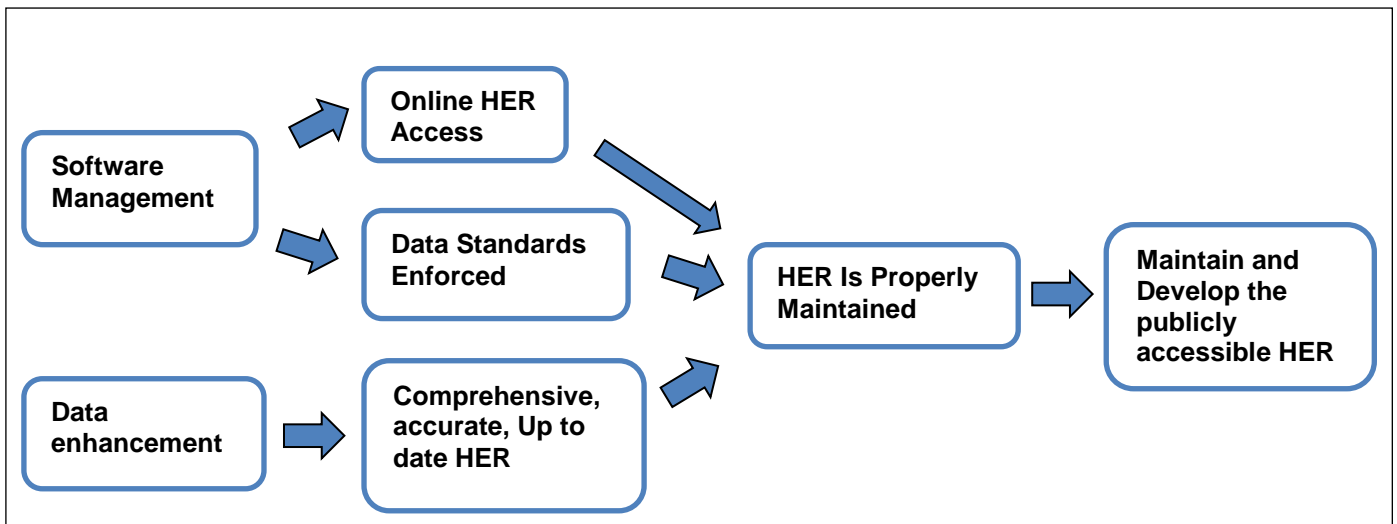
An example might be:



Other examples of Activities, Output, Service Outcomes and Corporate Priorities are listed below (note, these lists are not linked horizontally):

| HER Activity | HER Outputs | HER Service Outcomes | Corporate Priorities |
|---|---|--|--|
| Software Management | Customer focussed information about HER Services | HER is properly maintained CORE | Enjoyment and understanding of the Historic Environment and Place |
| Outreach | Data in various suitable formats for customers | HER functionality is developed over time | Promote Heritage Tourism |
| Data enhancement | Online HER Access | HER is regularly enhanced and updated CORE | Protecting and enhancing the historic and built environment |
| Collections management | Search room facilities used by visitors | HER data used in land management decisions | Contribute to improving quality of life |
| Provide information for management purposes | Data Standards enforced | HER data used in planning process CORE | Helping people to help themselves |
| Provide information for research purposes | Comprehensive, accurate & up-to-date information on the HER | Awareness of Historic Environment issues increases | Ensuring new development takes the historic environment into account |
| Manage support services (ICT, Admin, HR) | Newsletters | HER is MIDAS Heritage compliant | Better understanding of the historic environment |

An example of part of a HER Outcomes Framework for Durham County Council HER:



NB has drafted report, and is awaiting comments, and NB will submit a first draft by the beginning of February 2016.

ii. Revised HER Audits

JG and SM gave an update to the committee on the proposed HER Audit revision, looking at going from an HER Outcomes Framework to a revised HER Audit.

JG highlighted how the current HER Audit is out-of-date. A revision of the audit requires an HER Outcomes Framework (see above), a definition of an HER, and the revision of the best practice in IFP.

The revised HER Audit needs to link to the “HER Service Outcomes” in the HER Outcomes Framework. An example might be:

HER Service Outcome = “HER Service is properly maintained”

Detail =

- The purpose of the HER Service is **formally recognised** and **supported** by the host organisation with a clear **commitment** to meet appropriate **national standards**, including the provision of **suitable qualified and competent staff**, together with necessary **administrative, IT and technical support**
- The HER service plans effectively for long-term sustainability, deploying available resources to enable the best results to ensure it remains relevant and resilient

An example of Indicators (to be able to measure this) might be:

Indicators

- Formal recognition of the HER by the host authority (adoption by resolution/service level agreement or memorandum of understanding/embedding HER into planning constraints)
- Published a clear written policy setting out the purpose for which it is maintained
- Business Continuity Plan in place
- Forward Plan linked to Team and Department Plans
- At least one full-time member of staff with appropriately –qualified dedicated expertise.

JG stated that Historic England’s proposal was that Historic England leads on:

- Development of HER Service Outcomes
- Foundation for sector-wide agreed definition of an HER

The process of this will be co-creation with the ALGAO-UK HER Committee, and other parts of the sector.

The committee discussed various options about when and how the HER Audits could be revised, and what would happen to audits until the revised audits had been completed. A number of options were considered.

The committee agreed that the most sensible approach was to get a new HER Audit specification in-place for 1st April 2017, and to do 12 full audits per year from that point onwards. If this happened, then by 2019, approximately 60% of HERs would be in the audit system (approximately 50% of HERs are currently in the HER Audit system at the moment).

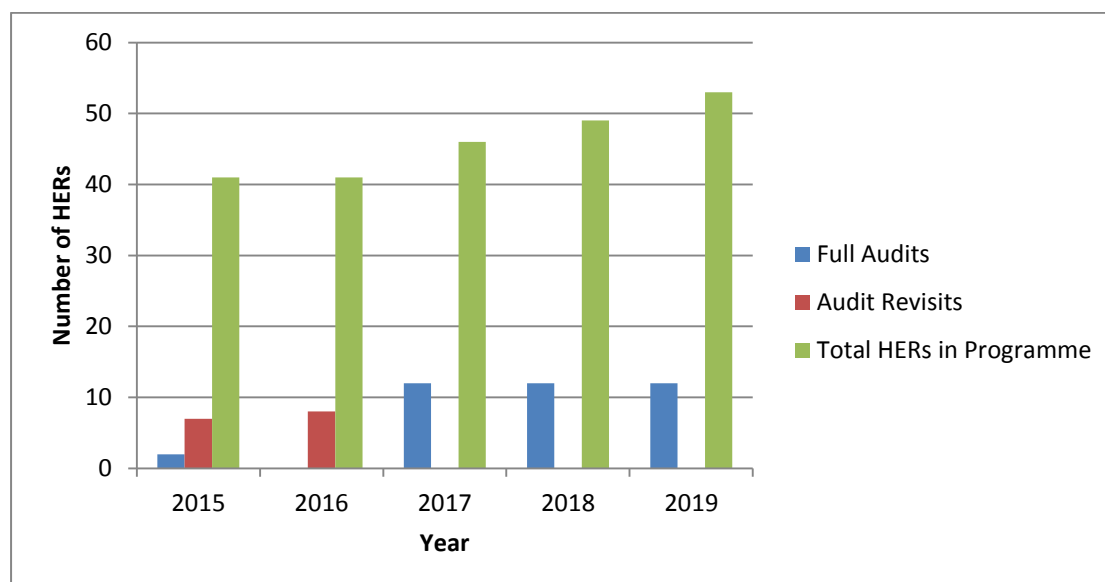


Figure 1. New specification from 2017.

NB noted that the HIAS project suggested that a higher % of HERS need to be audited; JG noted that if a business case could be made, then more capacity could be requested.

NB also noted that any definition of an HER needs to state that an HER is in the audit system.

JG noted that Historic England will be consulting widely on the revised HER audits, and will welcome comments as the project progresses. JG will inform and liaise with the HER Forum at the “Springtime Special” meeting on 9th March 2016 in Swindon.

Action: JG to finalise the Revised HER Audits project proposal, and get the ALGAO-UK HER Committee’s comments before this is submitted to Historic England.

5. Heritage Information Access Strategy

BW gave an overview of the Heritage Information Access Strategy HER Workpackage.

A stakeholder’s workshop was held in November, and BW (as chair of the Heritage Information Access Strategy HER Workpackage) has submitted a draft report to the (internal) Historic England HIAS Programme Board. This will then be taken to the HIAS Partnership Board. BW suggested to the Programme Board that the reports and documentation should be shared for comment and discussion around the end of January / beginning of February 2016 (in-time for the HIAS Partnership Board meeting in April 2016); and confirmed that this will happen.

It was noted that the HER Outcomes Framework project and the OASIS revision project (HERALD) will run parallel with HIAS; but at different timescales.

The HIAS Phase 2 (the “thinking phase”) has an end-date of the end of March 2016.

The HIAS Phase 3 (the “implementation phase”) starts in 2016.

6. CITiZAN project and Heritage Lottery Fund issues

i. CITIZAN project

There has been a CITIZAN 'professional networking' meeting; which BW couldn't attend. However, BW will talk to the project about getting data to and from HERs separately. **Action: BW** to liaise with the CITIZAN about getting data to and from HERs.

ii. Heritage Lottery Fund

There are now regular ALGAO-England and HLF meetings. BW, Dave Barrett and Ken Smith (from ALGAO-England executive) met with the HLF's Historic Environment Manager, Sarah Crofts. She has said that she will discuss HER issues further with BW.

The ALGAO-England representatives stated that HERs and Historic Environment Services have lots to offer, but often can't do things for nothing. It was requested that HERs viewed bid that affected them or their area. The HLF were open to further discussion, and for the idea of funding for local authorities where necessary.

Another meeting was arranged.

CM noted that this was a UK-wide issue (not just England); and BW said he'd make sure this was mentioned at future ALGAO/HLF meetings.

7. HER Strategy

It was noted that this was on-hold until HIAS is further progressed.

8. Regular updates from other meetings:

See separate document - Group Updates

9. Country updates.

See separate document - Group Updates

10. Any Other Business

i. Informing the Future of the Past

Report from Alison Bennett: "Since October Alison has restructured and resubmitted the report to Historic England. She has not heard anything back."

It was noted that many of the committee were due to edit the respective section(s) of the glossary. Some people had already done this, and GT and NB confirmed that it only takes between 30minutes to an hour to do this.

CM and CW noted that there was an issue around logging-in to the IFP wiki – it was noted that users need to go to the ADS if there is an issue with logging-in.

SM noted that if any of the titles of the glossary change, then this breaks links elsewhere in the document, so do check both the titles of the glossary and the text of IFP for links to the glossary carefully.

Action: GT volunteered to add the Birmingham HLC case study to IFP.

ii. National HLC Project

BW was part of the tender review panel for this project, along with an Historic England representative, Victoria Hunns from Natural England and a Natural England overseer.

The contract has been awarded, and is awaiting signing by the company that has won this.

BW will attend the inception meeting for this project, which will review the project board and the stakeholder group, and BW will represent ALGAO on this group. The project runs to March 2017. It was noted that Natural England have put a stop clause in the contract if the project doesn't look feasible; and there are review points all the way through the project.

BW will work with Natural England over the (small) number of areas that haven't provided their HLC data.

Part of the project will be to look at what the final project will be (and won't be) used for. BW to influence the project over what happens with the data after the project is completed. SB commented that this project needs to include a document saying what the data means, and how it will be used. **Action: BW** to ensure that a document is produced with the final data, that states what the data is, and what it will and will not be used for.

iii. Countryside Stewardship

There has still not been any news about being able to invoice for Countryside Stewardship work undertaken in the summer of 2015. AM reported that Jez Bretherton (Natural England) had stated that they were still waiting to hear from the EU about this, and was expecting to hear within the next couple of weeks.

NB and GT asked for better communication from Natural England about what is happening with these schemes.

Action: BW to ask ALGAO Executive next week to provide an update on 1. what is happening to the scheme in 2016, 2. getting more feedback on agreements, 3. forestry schemes, and 4. to provide better communication with HERs and Historic Environment Services.

iv. NRHE to HERs Research & Development Phase Project

Version 4.4 of the Project Design (taking on board various tweaks to timescales and outputs) has now been submitted to Historic England, and it is hoped that the project will start very soon (in February 2016).

When this project starts, HERs will be informed further.

Action: GT to raise concerns about the tasks for HERs as part of the NRHE to HER Data Supply and Reconciliation Phase II project. There was concern that these tasks might clash with the glut of 2016 Countryside Stewardship applications; ask whether the NRHE to HER tasks could be made as-early-as-possible, so they don't clash.

v. CBA Home Front Legacy 1914 – 18

Sue Wright (Home Front Legacy Project Officer - suewright@archaeologyuk.org) provided an update:

Home Front Legacy day schools. Ten day schools were run with community groups and specialists in conjunction with regional CBA groups and other partners. Thanks were given to the HER officers who presented at the day schools. One of the key outcomes was to raise awareness of the value and use of Historic Environment Records, which was confirmed by the pre and post workshop questionnaire.

Recording of Historic Sites, Structures and Buildings.

| | Other Entries | Drill Halls | Wrecks~ | Wireless# | Defence of Britain (DoB) | Total |
|--------------------------------|---------------|-------------|---------|-----------|--------------------------|-------------|
| 2014 Records | 29 | | | | | 29 |
| 2015 HFL Day Schools | 28 | 222 | | | | 250 |
| 2015 Bulk Uploads | | | 570 | 85 | 412 | 1067 |
| 2015 Other Records | 6 | | | | | 6 |
| Total Number of Records | | | | | | 1352 |

Table 1. Analysis of Entries 2014–15 - Home Front Legacy 1914-18 Project.

~ = Anthony Firth; East Coast War Channels project

= Jane Phimester; First World War Wireless Stations in England

Sue would also like HERs to test the data export system, and to give feedback on the system by 12th February 2016. **Action:** all committee members to test the data export system, and to give feedback on the system by 12th February.

vi. Enriching the List

The committee received the following request from Martin Newman (Historic England) about the Enriching The List project, to allow user-feedback on the National Heritage List for England:

We will be going live for a semi-public Beta test of ETL next month (probably Monday 8th Feb) and I would like one or two HERs to assist in our pilot. We are terming this a semi-public beta as only invited users will be submitting content however this will be appearing on the NHLE website and visible to all NHLE users.

What I would like participating HERs to do is use the NHLE as they would normally do in relation to their work and where they have additional information about the history, architecture or archaeology of the listed building, scheduled monument etc. which doesn't appear in the description to briefly mention this in a comment and if they wish include a

link to their online HER record for the site and if they encounter any error messages, bugs or usability problems report them to us. So hopefully this won't be very onerous.

We will be trialling our procedure at this end and will initially set all of the testers to go through moderation and then during the trial start setting some to 'trusted user' bypassing moderation. I'll explain more detail to those participating.

Benefits for HERs in taking part:

- They will get in early on the project and be set to trusted status more quickly
- They will have a profile on the site where they can say something about their HER
- Adding links will draw traffic to their website.

GT and JW volunteered to do this. **Action: GT and JW** to liaise with Martin Newman about this.

vii. Geophysics project

A project being undertaken by Roger M Thomas (Historic England) was mentioned. This will be working with commercial archaeological units (e.g. Oxford Archaeology and Cotswold Archaeology) to look at geophysics data nationally, what areas have been covered, what methodologies have been employed and results of these. The project will be working with geophysics contractors to get the data.

It was noted by the committee that this project was similar to the Trent Valley Gravels Geophysics Assessment project (2007), that was funded by the Aggregates Levy Sustainability Fund and run by Nottingham University under the auspices of the Trent Valley Geo-Archaeology Group. It has been archived with the ADS:

http://archaeologydataservice.ac.uk/archives/view/tvग्ga_eh_2007/.

It was also noted by the committee that HERs were not consulted about this project at the project proposal stage, and could have provided useful advice. It was recommended that Historic England ensure this happens in the future.

viii. Parks & Gardens UK

A possible project proposal for HLF Transition funding was mentioned. This is to improve the capture of information about designated landscapes, to update the Parks & Gardens UK data, and get this to HERs. The committee felt this was a good project. NB commented that bespoke HERs should be included. NB suggested that it would be helpful if a web map service showing Parks & Gardens UK data could be shared with HERs. GT suggested that it was important to get final copies of reports about Parks and Gardens to HERs; and to ensure that this data is properly digitally archived (with the ADS?).

ix. ALGAO-UK HER Committee email list.

GT noted that the ALGAO-UK HER Committee email list was not working. GT has contacted ALGAO Admin, who have raised this with the CBA. While this is not working, it was suggested that members of the committee directly email other committee members; but when it is fixed, to return to using the ALGAO-UK HER Committee email list (algao-uk-her@britarch.net).

x. ALGAO-UK HER Committee group updates.

GT thanked the committee for their group updates in-advance, but reminded all that these should be kept brief.

11. Date of Next Meeting

11.00am. Thursday 26th May 2016. Historic England West Midlands Regional Office. Birmingham.

Appendix 1: The following table describes the OPEN ACTIONS.

| Action | Remit | Comment | Status |
|--|-------|--|--------|
| ALGAO website: Ensure that minutes, agendas, HER advice note and all other HER content on ALGAO website can be viewed by all. | BW | Waiting on action by ALGAO Exec. To update website | Open |

| | | | |
|--|-----|---|-------------|
| ALGAO website: Ensure content of http://www.algao.org.uk/subject/her is fit-for-purpose (including updating IFP link). | BW | Waiting on website update (see above) | Open |
| ALGAO website: 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 |
| Committee terms-of-reference: Draft an update to the ALGAO-UK HER committee terms-of-reference, for comment and approval. | BW | | Open |
| IFP wiki: All to edit the respective section(s) of the glossary, as defined in previous minutes by 8 th March 2016. | All | | Open |
| IFP wiki: Promote IFP (and the fact that all HERs will now be contributors) on HER Forum mailing list, and update the HER Forum at the extra HER Forum Spring meeting about the content of IFP and the ability of HERs to update. | CW | . | Open |
| IFP wiki: add the specific Welsh parts by next ALGAO-UK HER Committee meeting. | CM | | Open |
| INSPIRE: add details on INSPIRE to IFP | BW | | Open |
| Church Heritage Record: Feed back comments re: (web) links in CHR to HER monuments | BW | | Open |
| EIR: request that the ALGAO Exec produce a whole new "Charging for Archaeological Curatorial Services Advice Note" (rather than sending an additional note); then update IFP after this. | BW | BW to ask committee to draft new guidance (possibly suggesting that the ALGAO-UK HER Committee draft this). | Open |
| Audits: Finalise the Revised HER Audits project proposal, and get the ALGAO-UK HER Committee's comments before this is submitted to Historic England. | JG | | Open |
| CITIZAN: liaise with the CITIZAN about getting data to and from HERs. | BW | | Open |
| Historic Environment Forum: Recommend to the ALGAO-England Executive that ALGAO tries to be involved with and/or influence the HEF further. | BW | | Open |
| FISH: get someone from the FISH Terminology Working Group to send a reminder to HERs (via HER Forum) about how they can submit candidate terms to the various thesauri | GT | | Open |
| Action: Strongly recommend that the ALGAO-England Executive ensure that robust responses to the proposals affecting Lancashire and Cumbria are made by the ClfA, CBA, Historic England and Rescue, and from the ALGAO-England Executive directly. | BW | | Open |

Appendix 2: Abbreviations and links

For abbreviations and links, please see the Informing the Future of the Past Glossary at <http://archaeologydataservice.ac.uk/ifp/Wiki.jsp?page=Glossary>