



## ALGAO-UK HER Committee - Minutes

Wednesday 24<sup>th</sup> January 2018.

Historic England West Midlands Regional Office, Birmingham.

### Present:

Committee / Organisation / Region	Represented by:	
Committee Chair. ALGAO England Executive.	Ben Wallace (BW)	Warwickshire County Council
Committee Secretary. FISH.	Graham Tait (GT)	Coventry City Council
ADS Management Board. BHUG. North East HER Forum.	Nick Boldrini (NB)	Durham County Council
HER Forum. OASIS management board. London HER.	Chris Webster (CW) Stuart Cakebread (SCa)	South West Heritage Trust Greater London Archaeology Advisory Service (Historic England)
Scotland SMRs/HERs.	Stephanie Leith (SL)	East Lothian Council
ALGAO Cymru.	Chris Martin (CM)	Clwyd-Powys Archaeological Trust
East Midlands HER Forum.	Helen Wells (HW) (replacing Nikki Manning)	Leicestershire County Council
North West HER Forum.	Robert Edwards (RE)	Cheshire Archaeology Planning Advisory Service
South East HER Forum.	Julia Wise (JW)	Buckinghamshire County Council
South West HER Forum.	Anna Morris (AM)	Gloucestershire County Council
	also represented by Tim Grubb (TG) – not present	Gloucestershire County Council
Yorkshire and The Humber HER Forum.	Leonora Goldsmith (LG)	North Yorkshire County Council
West Midlands HER Forum.	Suzy Blake (SB)	Staffordshire County Council
Observing member.	Nick Davis (ND)	Heritage Information Partnerships, Historic England
Observing member.	Charina Jones (CJ)	Heritage Information Partnerships, Historic England
Observing member.	Jane Golding (JG)	Heritage Information Partnerships Manager, Historic England

## 1. Apologies for Absence

Nikki Manning is moving on to a new job, and will be leaving Derbyshire HER. Helen Wells (Leicestershire HER) has agreed to take her place as the Regional Rep for the East Midlands on the ALGAO-UK HER Committee.

Apologies were received from:

Committee / Organisation / Region	Represented by:	
ALGAO Maritime Committee	Rebecca Loader	Isle of Wight Council
HBSMR Users Group.	Sam Mellonie	Central Bedfordshire Council
	also represented by Sally Croft – not present	Cambridgeshire County Council
East of England HER Forum.	Sam Mellonie (for Sally Croft)	Cambridgeshire County Council
Historic Environment Scotland (previously RCAHMS)	Susan Hamilton	Historic Environment Scotland
ALGAO Countryside Committee	David Robertson	Norfolk County Council
Observing member.	Marion Page	Heritage Information Partnerships, Historic England
Observing member.	Sarah Poppy	HIAS, Historic England

## 2. Minutes and Actions of the last meeting

No comments made on the minutes of the last meeting.

Number	Action	Remit	Comment	Status
14/06/b	<b>Committee terms-of-reference:</b> BW to update draft ALGAO-UK HER committee terms-of-reference, for comment and approval by the committee.	BW	BW has done this. See 4. Committee terms-of-reference	Closed
14/10/a	<b>ALGAO website:</b> 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).	RE	RE has done this. See 5. <b>ALGAO website</b>	Closed
14/10/b	<b>ALGAO website:</b> Liaise with ALGAO Executive to include the Professional Access section of the Heritage Gateway website incorporated within the ALGAO website.	BW	JG supplied content. See 5. <b>ALGAO website</b>	Closed
15/06/a	<b>IFP wiki:</b> SB, SCa & BW to update the respective section(s) of the glossary, as defined in previous minutes.	SB, SCa & BW	SB sections (Letters D and E + T, U, V W, X, Y and Z) done. SCa section (Letters L and M) to do. BW section (Letters P, Q and R) to do.	Open
15/06/b	<b>INSPIRE:</b> add details on INSPIRE to IFP	BW	BW to do.	Open
16/01/a	<b>CITIZAN:</b> BW to contact CITIZAN to get an understanding of where they are and how they are interacting with HERs. BW had contact with MOLA. BW to chase.	BW	See 15.i <b>CITIZAN</b>	Closed
17/01/c	<b>Church Heritage Record:</b> Ask Church of England how they can best get parish and diocese boundaries to HERs	GT	GT done. Committee regional reps have disseminated to all HER officers that they can get hold of this data from Mapping and Graphics Officer at Church of England Central Services, along with contact details.	Closed
17/01/f	<b>HER Guidance:</b> Amend current draft; then to consult ALGAO-UK HER Committee, HER Forum	BW	BW has updated this. Now called "Historic Environment Records (HERs) in England. Advice Note". ). BW has sent this to Historic England to see if they think it is appropriate for an HEAN (HE Advice Note) or not. See 15.ii	Closed
17/01/h	<b>Historic Buildings and HERs:</b> get a project set-up to investigate issues between HERs and historic buildings sector	BW	Being dealt with by Historic Built Environment Knowledge Exchange (HistBEKE). Ask if they wish to talk to committee. GT has contacted Stella Jackson (University of Liverpool) to ask if she will speak to the committee at a future meeting	Closed

17/06/a	<b>EIR and charging:</b> Create a page in IFP, outlining the legislation, the range of charging possibilities, and links to existing relevant Access & Charging Policies. Then, ask Information Commissioner's Office: 1. Are HER information covered under EIR? 2. If, so what are the rules for charging to members of the public, contractors, and others?	BW/ RE/ SCa (led by BW)	BW to initiate by writing draft outline on IFP, and then can be edited by SCA/RE	Open
17/06/b	<b>Portable Antiquities Scheme:</b> set-up a meeting (late Sept?) of HER/PAS working group. Consist of JW, CM, TG, BW (and possibly a contact of RE) and some other HERs, along with ML and others. A representative of the HER/PAS working group (ML?) will take a presentation and discussion to the HER Forum in early December 2017.	BW	See 6 PAS-HER Liaison – update from JW.	Closed
17/06/c	<b>HER backlogs project:</b> look at a proposal to quantifying this	BW	With BW to look at a proposal to quantify this.	Open
17/06/d	<b>Monument recording app:</b> report on Scottish Monument recording app to HIAS board	BW	BW has reported on the Scottish app to the HIAS board and chased this up with Wales. There are plans to develop further via HIAS.	Closed
17/06/e	<b>HS2:</b> email the Historic Environment HS2 sub-group, to address concerns over getting data to and from HERs.	BW	See 7. HS2 – update from SB	Closed
17/10/a	<b>ALGAO website:</b> regional ALGAO-England web pages – raise at next Exec meeting	BW	BW to raise at ALGAO exec. See 5. ALGAO website	Open
17/10/b	<b>EIR and charging:</b> Find out about possible HE collecting charging info and provide advice on charging; and get notes from the meeting to discuss the Redesdale report circulated to the HER Committee – ask at next Exec meeting	BW	BW to raise at ALGAO exec.	Open
17/10/c	<b>Development Management advice:</b> Need for something like IFP for Development Management; that pulls-together links to best-practice / specifications. Raise at the next exec meeting – asking ALGAO Planning & Exec to look at this.	BW	BW to raise at ALGAO exec.	Open

17/10/d	<b>“21<sup>st</sup> Century Challenges for Archaeology”</b> : ask ClfA if we can comment on the workshop recommendations well in-time to be considered by the end of the project. Also comment to HIAS board that this project highlights an issue with a lack of understanding of HIAS by many people, and suggest a review of the HIAS communications.	BW	All summaries and initial recommendations will be on the ClfA website ( <a href="http://www.archaeologists.net/21st-century-challenges-archaeology">http://www.archaeologists.net/21st-century-challenges-archaeology</a> ) soon. Results of this project will be presented at next ClfA conference, and a report will be published after that. HER Committee will look at the results of this, and comment appropriately. Action: BW to raise concerns at exec, and NB to keep an eye on this project.	<b>Open</b>
17/10/e	<b>HER Guidance</b> : Get draft guidance on the ALGAO website (open to all).	GT	The committee agreed that this should take place, and has been done.	<b>Closed</b>
17/10/f	<b>HER Audits</b> : Share an example of what an audit summary will be	JG	<b>See 9. HER Audits – what goes online?</b>	<b>Closed</b>
17/10/g	<b>HER Audits</b> : Check with all other HERs in the region that there are no issues in making the date (or “no date”) of the last audit available on the HE website. [Note: if no – leave off list; if unable to contact – state “unable to contact”.]	All regional reps	All English regional reps checked. Received replies from all regions. Basically nearly every HER is happy for Historic England to put the date of the last available audit on the HE website. Certainly no one has said they don’t want this to happen. JG stated HIPs will go ahead with adding the information to the HE website.	<b>Closed</b>
17/10/h	<b>Highways Agency / Infrastructure / Utilities</b> : provide an update on these bodies often not following their own guidance when consulting HERs – to Exec and/or Planning & Legislation Committees to follow-up	BW	BW to raise at ALGAO exec.	<b>Open</b>
17/10/i	<b>National geophysics project</b> : Report back to committee with an update on this project.	JG	Historic England have the final report and JG stated that the file size for the project support material is large, and HE are looking into external hosting. However, that the project shorter report will be uploaded to the HE website within a matter of weeks. JG will also ensure that a link to this is posted on HER Forum.	<b>Closed</b>

### 3. Prehistoric grave goods project - Anwen Cooper, University of Manchester

#### HER data and the Grave Goods project: enhancing information flow.

A 42 month AHRC project.

Project depends heavily on HER data.

#### Key research questions:

- What do we mean by 'grave goods', what did grave goods mean?
- Can we move from an impressionistic /assumed understanding of change through time in later prehistory to a real one?

#### Phase 1: Nationwide study

- Construct a database of all material culture found in formal burial contexts during the Neolithic, Bronze Age and Iron Age within six key case study regions
  - Establish national trends
  - Investigate regional patterns of similarity and difference
  - Highlight case studies for further in-depth research

#### Phase 2: Case Studies

- Undertake regional, subregional, site-specific and individual grave level investigations

#### Outputs:

1. Database
2. Book: 'Objects and death in later prehistoric Britain'
3. Papers x 2
4. Academic conference (Y2)
5. Public conference (Y3)

#### Impact:

1. BM gallery re-design
2. Website database visualisation
3. 'Prehistoric burial' teaching packs (Key Stage 2) with poems (Michael Rosen) and reconstruction images (various)
4. HER data reintegration

#### The database:

Basic Principles – HER data (amongst other sources) as a starting point (turning sites into objects)

Basic figures (national level) –

- c. 1400 later prehistoric burial sites across the six case study areas (relatively few HER monument records but important ones)
- Estimated 5-6000 objects in total by the end of data input (March 2018)

#### HER data and the Grave Goods project:

Initial project aims to:

- Use HER data as a starting point for the Grave Goods database
- Give enhanced data back to HERs (e.g. refined dates, locations, finds records, events records, bibliographic references, links to other key datasets (NRHE, PAS, museum))
- Draw on regional expertise within local authority archaeology (e.g. in selecting regional case studies and research themes)
- Improve the overall flow of information between university/museum-based research and HERs

#### Practicalities:

- Close consultation with individual HEROs from Canmore, Cornwall, Dorset, Gwynedd, Humber and Kent throughout the research process
- Reuse/modification of the EngLaID project's HBSMR query to extract data from English HERs (Chris Green as data management consultant)
- Establishment/maintenance of detailed fieldmaps to facilitate data reintegration
- Seneschal-based restricted terms for HER data return fields
- Active effort to make links with other key datasets (NRHE, PAS, museum, etc.)
- Involvement of ExeGesIS to facilitate data feedback to English HERs

#### Working with ExeGesIS:

- Overall process
  - Detailed field maps established/maintained (for data transfer in both directions)
  - Data return test- test data currently with ExeGesIS/Kent HER
  - Full data return on completion of project database, fine-tuned according to tests/feedback from HEROs

- Format/structure of data return
  - Bulk uploading of new finds, events, and source records (possibly also montypes for human remains)
  - Suggested changes to existing finds, events, and source records imported as links to existing records so that HEROs can verify these in their own time
  - Changes to start/end dates, location and site descriptions noted in separate spreadsheet
  - Format for returning information about links to broader datasets tbc

#### **Initial results based on test data of 104 monument records from Kent HER:**

- 9 new monument records (including the Alkham bucket burials)
- 54 new events records
- 81 new source records
- 668 new finds records
- 42 monuments linked to equivalent PastScape/NRHE records
- 82 objects linked to equivalent BM records (from 10 sites)

#### **Discussion points: data provision and structure**

- Slow, patchy data provision (3-4 months in total from initial enquiry) despite close consultation with HEROs, use of HBSMR query, and clear specification of monument types/periods of interest- is this the expected turnaround for funded HER requests? If not, is there anything that researchers can do to facilitate faster data transfer?
- Key HER data complexities
  - Lumping and splitting of monuments (e.g. barrow, cist, inhumation, urn)
  - Large infrastructure projects- poor compatibility between spatial organisation of excavated projects and that of HER records (e.g. East Kent Access Route)
  - Hidden HBSMR fields (e.g. Kent sources)

#### **Discussion points: data feedback**

- Broad approach-is it helpful? How can we improve it? Potential to operate as a prototype for other major research projects/to develop broad guidelines for HER data return (e.g. Welsh Archaeological Trusts)?
- Value of making links with other key datasets (e.g. NRHE, PAS, museum databases)-potential for follow on impact project?
- Level of finds information (separate objects vs broad object types represented)potential to prompt a review of finds information in HERs (e.g. GAT)
- Role of ExeGesIS/value of a common data structure

#### **Summary:**

- HER data are vital to research projects in UK archaeology
- Significant issues still exist with these data that:
  - deter researchers from using HER data as a primary resource
  - make it very difficult for researchers to enhance existing HER information (many research projects use HER data but how many provide enhanced data in return?)
- Substantial potential for research to contribute to HERs- importance of exploring this process
  - Improved data for planning purposes and for the general public
  - Enhanced collaboration between HEROs and researchers more broadly- better historical accounts, raised profile for HERs, etc.

#### **Discussion:**

AC noted that the "HER & Research Projects in England document" (available at <https://www.algao.org.uk/subject/her>) was v useful; but would be good to make sure that other academics used this more.

RE asked why this project got such slow data provision responses. AC stated that this was mainly due to specific cases with HERs over (for example) staffing. AC also stated that the HERs that they worked with

directly weren't comfortable with outputting in different formats - hence the project resorted to the HBSMR query.

NB suggested that it might be helpful to identify 'choke-points' where archaeology data doesn't get back to HERs.

NB mentioned that we need to make sure HER data is 'understandable'.

The committee then mentioned other approaches, such as entering data straight-into HERs.

The committee discussed links to other databases; and this was generally seen as a good idea. The discussion also moved-on to discussing how to make links to HER Monuments/Events/Sources (and the need for reliable permanent links (URLs/DOIs/PRNs/etc).

BW suggested doing a (simple) survey of

- current HER data usage in academia,
- why some researchers don't use HER data (when arguably they should), and
- key steps that would make researchers more likely to use HER data (e.g. a straightforward query option via the Heritage Gateway for research that goes beyond one region)

AC agreed that this might be suitable for a future project.

Other suggestions for a future project included looking at:

- a) making comprehensive links between HER/NRHE/museum databases (esp national museums that are available online). This includes citing/adding links to Heritage Gateway records/monument PRNs in museum records as well as vice versa
- b) conducting a wider assessment of finds info in HERs, museum dbs etc. so that researchers have a better idea of where to send finds info, at what level of detail, etc. and greater consistency is achieved within these databases
- c) contributing to current work on enhancing the Heritage Gateway/OASIS with the aim of developing/testing a centralised (but also carefully controlled) data download (possibly also upload?) facility for researchers working beyond single HER regions

The relationship between HERs and CANMORE in Scotland was mentioned – as this provides a different way of examining and accessing HER data.

AC asked about NRHE to HERs project, and it was mentioned that funding was still being sought to implement this.

AC stated that she would be happy to talk again at the Summer HER Forum with an update on findings from the project and the data return test. AC to liaise with CW and ND over this.

#### **4. Committee terms-of-reference**

Committee reviewed the latest terms-of-reference. All agreed that this was approved. GT will get this on the ALGAO website, and inform England Exec and UK Committee.

#### **5. ALGAO website**

##### **i. Content of <http://www.algao.org.uk/subject/her>**

RE has reviewed the content of <http://www.algao.org.uk/subject/her> and has prepared a revised version (including an updated IfP link).

The committee discussed this, and agreed that the shorter new text based on the terms of reference was an improvement. SL said she'd provide an appropriate URL to link to for Scottish HERs.

BW noted that if anyone had any relevant ALGAO news, this should be sent Ruth Beckley for inclusion into the website.

RE has changed the ALGAO website, and the results can be seen here: <http://www.algao.org.uk/subject/her>

##### **ii. Professional Access section of Heritage Gateway website incorporated within the ALGAO website**

**Action: BW** to suggest to ALGAO exec that regional HER Groups in England will report back to HER Committee (as this is what happens anyway now), rather than officially reporting to the regional ALGAO groups.

The committee then stated that it would be helpful if all regional meetings are referred-to as "RegionName HER Regional Meeting".

The committee then discussed the content from the website <http://www.heritagegateway.org.uk/gateway/professionalaccess/default.aspx>

Historic England HIPs stated that they would wish to retain "HER Contact Details" and also "information on joining Heritage Gateway" sections.

The following sections of the website were then discussed



### **Regional & National HER Meetings:**

**Action: GT** find out if HIPs can edit ALGAO calendar.

If so – trial HIPs to update calendar of regional ALGAO UK meetings. HIPs to encourage regional reps to inform HIPs so the calendar can be kept up-to-date.

Also suggest that all other ALGAO groups put their meetings on the ALGAO calendar

<https://www.algao.org.uk/events>.

### **HER Forum News Archive & HER Forum File Store:**

Move to JISCMail filestore.

**Action: HIPs and CW** to look at moving data and tidying JISCMail filestore.

### **HER Staff Movements**

Suggest that this should be deleted. HER staff could be listed on the ALGAO local pages. Also remind that that Heritage Gateway should always be up-to-date.

## **6. PAS-HER Liaison – update from JW**

Meeting held last Friday (19<sup>th</sup> January). A useful, open and constructive meeting. Agreed to hold meetings bi-annually. Next meeting will be held on 12<sup>th</sup> July at Birmingham Museum and Art Gallery.

JW reported that the PAS database was having some big changes made. Now under the remit of the British Museum's IT team, who are looking at updating the operating system and moving to cloud-based servers, while business analysts are looking at the database.

Meeting discussed data quality issues / NGRs / etc. JW raised the issue of the importance of getting a live WMS feed to get round the double-handling of data by HERs.

**Action: all regional reps** to ask a FLO (the nearest to the meeting venue) to attend each HER regional meeting.

RE suggested that expense budgets stopped FLOs attending regional HER meetings. JW suggested that the closest FLO should be invited, and that Mike Lewis (British Museum) has suggested that FLOs should be encouraged to attend regional HER meetings; and that regional FLO meetings will disseminate info from HER meetings back to other FLOs.

CW mentioned that in the SW, they have a project looking at creating "sites" from PAS data.

## **7. HS2 – update from SB**

SB attended an HS2 HER sub-group meeting around end Oct/beginning Nov 2017. Items discussed included:

### **Supply of data to HS2:**

HS2 acknowledged that this was patchy; but they are trying to standardise this.

### **Getting data from HS2 to HERs:**

HS2 have no fixed agreement on this, but are proposing sending data to HERs; as well as allowing access to data on their 'g-viewer' website. HS2 will also allow access to reports, etc via SharePoint (or other agreed mechanism) to reports.

### **Detail on geophysical or fieldwalking that took place early in the HS2 project:**

There were concerns over the lack of info in early reports. This due to reporting not including all data, rather than a lack of original study.

### **Accessioning data to HERs:**

HS2 are seeking advice on this. However, they have suggested that time for accessioning data should be included in the SLA that is agreed between HERs and HS2. Therefore, HERs can explicitly charge for this part of the process. The committee agreed that a coordinated approach would be helpful.

### **Data exchange:**

HS2 is happy to work on developing standardised UK formats for data most data will be GIS.

### **Research Frameworks:**

John Halstead is the HS2 lead on research and will be developing this area. They are looking at a digital programme to collate research information, that can be updated as HS2 progresses. The committee expressed disappointment that they weren't joined-into the interactive platform for research frameworks in England that Dan Miles (Historic England) was developing.

### **OASIS:**

All HS2 work requires that OASIS records are created, and HS2 is in discussion with the ADS to digitally archive fieldwork and post-excavation data.

SB stated that she has collated HER contact details for HERs in the HS2 area, and has shared this with HS2.

The committee thanked SB for her work with this, and BW suggested that this might be a good way to work with other big infrastructure schemes.

## 8. DCMS [Heritage Statement](#)

Released at the end of 2017.

Includes:

*“Local planning authorities maintain, or have access to, historic environment records which are important for informed planning, timely decision-making and increasing public appreciation of their local heritage. National organisations also hold substantial archives and data on heritage and the historic environment. Much of this material suffers from poor accessibility and interconnectivity. Further work is needed to identify, digitise and rationalise heritage and historic environment data and records at both national and local levels and to make them available for wider professional, academic and public use. This will help to improve the quality and timeliness of planning and decision-making and meet the public’s appetite for access to original records for family and community history and research. We will work with Historic England, the Heritage Lottery Fund and other partners to find ways of supporting further digitisation and improvements in the quality and availability of relevant information and records.”*

This is another Government statement that raises the importance of HERs and better accessibility and interconnectivity. The committee saw this as a good thing, although it lacks detail on where funding comes from.

## 9. HER Audits – what goes online?

JG proposed that a summary of the HER Audit goes online, on the HE (HIPs) website. This includes:

- Where HER sits within audit cycle: first audit/date of last/previous audits/etc.
- Current service strengths
- Over last 5 years the HER has made progress with...
- In next plan period HER will be working on...

This would be taken from the management summary of the audit.

The committee all agreed that this should go on the website for all audits that have been done on the new audit system. For other HERs (that have been audited previously, or never) just the date of the last audit will go online.

The committee also agreed that HIPs should investigate the use of a diagram / matrix to show how an HER has met various outcomes.

**Action: JG** to send committee a new version of an Audit report, including summary (for use on the HE website) for comment.

The committee also suggested that a link to the full report (held on the HER’s host authority website) is included in the summary on the HE website by default.

## 10. Apprenticeships (BW)

BW gave an update on the work that he and Chris Jones (Historic Environment Officer, Northumberland National Park) have done as representatives on the Historic Environment Practitioner Trailblazer Apprenticeship to develop a Level 4 Historic Environment Practitioner Apprenticeship. This would get apprenticeships to get them to a position of Planning Assistant / HER Assistant level.

This is a generic Historic Environment role – not just HER Assistant or Planning Assistant.

More information on apprenticeships in the Historic Environment were given at the last HER Forum meeting held in Birmingham in December 2017.

## 11. Discovering England’s Burial Spaces (NB)

NB reported back from the meeting on 13<sup>th</sup> December 2017, that he attended:

First meeting of Discovering England’s Burial Spaces Advisory Committee – (actually Phase 2 of 4 phase project) – about sorting out data recording format etc. This phase ending March 2019.

Plans – develop an OASIS+ module – as well ones for geophysics, c14 and human bones (BABIO) - there will be a burial spaces one.

Web page – should go live in Jan – NB to send the link when it’s launched

Links to Church Heritage Record. They are adding in burial grounds to CHR system, to allow for better estate management, also developing a polygons module to be developed as point data only at moment

The aim of the Discovering England's Burial Spaces project is to try and standardise recording of burial monuments, using an App, encourage volunteers to do this, and create a searchable database with ADS.

The committee suggested that developing a separate database went against the aims of HIAS (to avoid duplication, etc); even though the project was agreed by Historic England. The committee also expressed concerns over using legacy data / earlier work, rather than contacting HERs for more up-to-date information. CW suggested that many HERs do not record detail on burial monuments; just more generic data, and links to work done.

**Action: NB** to suggest to the Discovering England's Burial Spaces Advisory Committee that HERs can provide data, and might be interested in accessioning data (even at a generic event level).

## 12. Informing the Future of the Past

**IFP wiki:** SB highlighted that some terms had disappeared. Need to check. **Action: GT** to check (and sort out) any missing terms, and to ask ADS to see if they can automatically check for dead links.

North West HER Forum asked "*The group is seeking clarification from the Committee as to when IFP will be updated to reflect changes to HER Audit methodology. In particular; service plans, systems security policy and succession planning. Updated and, where applicable, new templates for these documents would be appreciated*"

JG stated that some of this had dependencies, but much of this was due to be finalised soon. **Action: HIPs** to update all these documents and templates on IFP.

It was noted that succession planning is being dealt with by the HIAS "National Security Copy" working group.

## 13. Country updates (country reps)

See "Minutes 2 Group Updates"

## 14. Regular updates from other meetings:

See "Minutes 2 Group Updates"

## 15. Any Other Business

### i. CITIZAN

BW mentioned that CITIZAN had bid for a new HLF project – and there were ongoing discussions with the HLF. In terms of HER data, CITIZAN is generating tens, rather than thousands, of records that might need to be updated – so there's not too much to worry about. **Action: BW** will find out where they are in the bid with the HLF, and find out how they plan to get data to the HERs.

### ii. Historic Environment Records (HERs) in England. Advice Note.

BW circulated to Victoria Thompson (Government Advice Team, Historic England) and Rosy Szymanski (Capacity Building Team, Historic England) to ask if it could be a Historic England Advice note. The response was that they didn't think it was suitable for these purposes (as it was too prescriptive, and not focussed on planning), so couldn't be a (jointly-badged) Historic England Advice Note advice note.

However, this document could be either:

- Technical Advice Note
- Other Historic England Guidance.

These could also be jointly badged (Historic England/ALGAO). Waiting to hear back from Rosy about this. If anyone has any comments, do let GT and BW know in a couple of weeks

GT has put the draft Advice Note on the ALGAO website, and will let ALGAO Exec know about this.

### iii. Coastal Risk and Priority Places project

Meredith Wiggins (Environmental Analyst, Strategic Research and Partnerships Team, Historic England) has confirmed that they are just at the very beginning of this project, so at the moment there isn't much to report. The contract was awarded to Land Use Consultants, as their methodology was very strong and their approach novel. Key to their approach was that they would like to 'pilot' their new methodology with 3 HER regions. Historic England are meeting Land Use Consultants on 31<sup>st</sup> January to discuss how the project will move forward. Historic England keen to keep colleagues in HERs updated at each point of the project.

CW is the main contact for the ALGAO committee for this project, and will update the committee as the project progresses.

#### iv. HIAS

##### a. Heritage Gateway.

A workshop (organised by the HIAS work package) will meet in a few weeks to discuss minimum data standards. Looking at an API and a website. All items are up for discussion – a complete redesign is envisioned.

##### b. NRHE to HERs.

A meeting will be held in a few weeks' time to discuss what funding options there are. BW will represent the ALGAO-UK HER Committee, and will meet with Quinton Carroll (ALGAO Exec), Gill Grayson and others from Historic England.

#### 16. Date of Next Meeting

Wednesday 23<sup>rd</sup> May 2018.

**Appendix 1: The following table describes the OPEN ACTIONS.**

Number	Action	Remit	Comment	Status
15/06/a	<b>IFP wiki: SCa &amp; BW</b> to update the respective section(s) of the glossary, as defined in previous minutes.	SB, SCa & BW	SCa section (Letters L and M) to do. BW section (Letters P, Q and R) to do.	Open
15/06/b	<b>INSPIRE:</b> add details on INSPIRE to IFP	BW	BW to do.	Open
17/06/a	<b>EIR and charging:</b> Create a page in IFP, outlining the legislation, the range of charging possibilities, and links to existing relevant Access & Charging Policies. Then, ask Information Commissioner's Office: 1. Are HER information covered under EIR? 2. If, so what are the rules for charging to members of the public, contractors, and others?	BW/ RE/ SCa (led by BW)	BW to initiate by writing draft outline on IFP, and then can be edited by SCa/RE	Open
17/06/c	<b>HER backlogs project:</b> look at a proposal to quantifying this	BW	With BW to look at a proposal to quantify this.	Open
17/10/a	<b>ALGAO website:</b> regional ALGAO-England web pages – raise at next Exec meeting	BW	BW to raise at ALGAO exec. See <b>5. ALGAO website</b>	Open
17/10/b	<b>EIR and charging:</b> Find out about possible HE collecting charging info and provide advice on charging; and get notes from the meeting to discuss the Redesdale report circulated to the HER Committee – ask at next Exec meeting	BW	BW to raise at ALGAO exec.	Open
17/10/c	<b>Development Management advice:</b> Need for something like IFP for Development Management; that pulls-together links to best-practice / specifications. Raise at the next exec meeting – asking ALGAO Planning & Exec to look at this.	BW	BW to raise at ALGAO exec.	Open
17/10/d	<b>"21<sup>st</sup> Century Challenges for Archaeology"</b> ( <a href="http://www.archaeologists.net/21st-century-challenges-archaeology">http://www.archaeologists.net/21st-century-challenges-archaeology</a> ):	BW	BW to raise concerns at exec. And NB to keep an eye on this project.	Open
17/10/h	<b>Highways Agency / Infrastructure / Utilities:</b> provide an update on these bodies often not following their own guidance when consulting HERs – to Exec and/or Planning & Legislation Committees to follow-up	BW	BW to raise at ALGAO exec.	Open

<b>18/01/a</b>	<b>Regional HER meetings:</b> BW to suggest to ALGAO exec that regional HER Groups in England will report back to HER Committee (as this is what happens anyway now), rather than officially reporting to the regional ALGAO groups.	BW	BW to raise at ALGAO exec.	<b>Open</b>
<b>18/01/b</b>	<b>HER meetings calendar:</b> GT to find out if HIPs can edit ALGAO calendar: If so – trial HIPs to update calendar of regional ALGAO UK meetings.	GT	GT liaise with Ruth Buckley	<b>Open</b>
<b>18/01/c</b>	<b>JISCMail filestore:</b> HIPs and CW to look at moving data and tidying JISCMail filestore.	HIPs / CW		<b>Open</b>
<b>18/01/d</b>	<b>FLOs:</b> all regional reps to ask a FLO (the nearest to the meeting venue) to attend each HER regional meeting.	All regional reps		<b>Open</b>
<b>18/01/e</b>	<b>HER Audit:</b> Send committee a new version of an Audit report, including summary (for use on the HE website) for comment.	JG		<b>Open</b>
<b>18/01/f</b>	<b>Discovering England's Burial Spaces:</b> NB to suggest to the Discovering England's Burial Spaces Advisory Committee that HERs can provide data, and might be interested in accessioning data (even at a generic event level).	NB		<b>Open</b>
<b>18/01/g</b>	<b>Informing the Future of the Past:</b> check (and sort out) any missing terms, and to ask ADS to see if they can automatically check for dead links.	GT		<b>Open</b>
<b>18/01/h</b>	<b>Informing the Future of the Past:</b> update documents and templates (e.g. <i>service plans, systems security policy and succession planning</i> ) on IFP.	HIPs		<b>Open</b>
<b>18/01/i</b>	<b>CITIZAN:</b> find out where the CITIZAN project is in the bid with the HLF, and find out how they plan to get data to the HERs.	BW		<b>Open</b>

## 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>