



## ALGAO-UK HER Committee - Minutes

Wednesday 23<sup>rd</sup> May 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
HBSMR Users Group.	Sally Croft (SC)	Cambridgeshire County Council
	also represented by Sam Mellonie – not present	Central Bedfordshire Council
HER Forum.	Chris Webster (CW)	South West Heritage Trust
ALGAO Cymru.	Chris Martin (CM)	Clwyd-Powys Archaeological Trust
East of England HER Forum.	Sally Croft (SC)	Cambridgeshire County Council
East Midlands HER Forum.	Helen Wells (HW)	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.	Tim Grubb (TG)	Gloucestershire County Council
	also represented by Anna Morris (AM) - 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.	Marion Page (MP)	Heritage Information Partnerships, Historic England
Observing member.	Jane Golding (JG)	Heritage Information Partnerships Manager, Historic England
Guest	Peter McKeague (PM)	Historic Environment Scotland – <a href="#">PastMap</a>
Guest	Stella Jackson (SJ)	University of Liverpool – <a href="#">HistBEKE Project</a>

## 1. Apologies for Absence

Apologies were received from:

<b>Committee / Organisation / Region</b>	<b>Represented by:</b>	
OASIS management board. London HER.	Stuart Cakebread (SCa)	Greater London Archaeology Advisory Service (Historic England)
Scotland SMRs/HERs.	Ian Scrivener-Lindley (replacing Stephanie Leith)	Highland Council
ALGAO Maritime Committee	Rebecca Loader	Isle of Wight Council
Historic Environment Scotland (previously RCAHMS)	Susan Hamilton	Historic Environment Scotland
ALGAO Countryside Committee	David Robertson	Norfolk County Council
Observing member.	Charina Jones	Heritage Information Partnerships, Historic England
Observing member.	Sarah Poppy	HIAS, Historic England

Ian Scrivener-Lindley is replacing Stephanie Leith at the Scottish SMR Forum; and will be replacing Stephanie Leith on this committee. The committee would like to thank Stephanie Leith for all her work with the committee, and for collating input from Scottish HERs.

## 2. Minutes and Actions of the last meeting

No comments made on the minutes of the last meeting.

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) done. BW section (Letters P, Q and R) done.	<b>Closed</b>
15/06/b	<b>INSPIRE:</b> add details on INSPIRE to IFP	BW	BW to do.	<b>Open</b>
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 do and liaise with SCa/RE and Stuart Bryant.  BW to do after.	<b>Open</b>
17/06/c	<b>HER backlogs project:</b> look at a proposal to quantifying this	BW	Liaised with JG. In progress – a planning brief is substantially written. Going out to tender when agreed. Hoping to start soon.	<b>Closed</b>
17/10/a	<b>ALGAO website:</b> regional ALGAO-England web pages – raise at next Exec meeting	BW	ALGAO-UK said “thank you for the comment” – not appropriate at this time.	<b>Closed</b>
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 raised at ALGAO exec. ALGAO have said to HE that they will raise with HE at liaison meetings.	<b>Closed</b>
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 raised this. Exec will take on-board.	<b>Closed</b>
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 raised concerns at exec. A report will be written in draft. Action – keep eye on this when it comes out and provide comments.  And NB to keep an eye on this project, and co-ordinated a response.	<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 raised this at ALGAO exec.	<b>Closed</b>

18/01/a	<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 raised at ALGAO exec. ALGAO-England-Exec – informed that regional HER committees need to report back to regional ALGAO committees (at least by minutes, probably in person); and also report back to ALGAO-UK HER Committee. Action:	<b>Closed</b>
18/01/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 liaised with Ruth Buckley. <b>Action:</b> All regional reps to ask for access to calendar, and add dates of next meeting to calendar.	<b>Closed</b>
18/01/c	<b>JISMAIL filestore:</b> HIPs and CW to look at moving data and tidying JISMAIL filestore.	HIPs / CW	HIPS to move HER Forum News Archive and HER Forum File Store in time.	<b>Open</b>
18/01/d	<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	Done by some region reps. NB, LG, TG, HW to do.	<b>Open</b>
18/01/e	<b>HER Audit:</b> Send committee a new version of an Audit report, including summary (for use on the HE website) for comment.	JG	JG to do before next committee meeting	<b>Open</b>
18/01/f	<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	NB attended meeting. See below (other updates). Will add as regular meeting report.	<b>Closed</b>
1801/g	<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	Have found a way to do that. <b>Action:</b> RE to fix.	<b>Closed</b>
18/01/h	<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	Added to HIPS team plan. Being dealt with. Will review.	<b>Open</b>
18/01/i	<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	MOLA have been preparing a second two-stage HLF bid for another three-year funding agreement from HLF, Stage 1 bid (Development Phase) has already been submitted and , if successful, they will submit the major Stage 2 bid (Delivery Phase) this August and hear in December 2018 to start in early 2019 for expanded project. Current programme will end July 2018, so there is a gap. BW still to chase up MOLA to see how they have a plan to get data to HERs	<b>Open</b>

County Gardens Trust Project – HW updated that research project across East Midlands region across 8 sites. Hasn't progressed further. If successful, may roll-out further. HW to keep an eye on it.

### 3. PastMap demonstration - Peter McKeague, Historic Environment Scotland

<https://pastmap.org.uk>

Home screen has info on what info is available.

Site is responsive – will work on tablets, mobile phones, etc. Built in-house in OpenLayers 3.

Landing page is a map – using OS mapping.

Have data layers and base layers.

Have a number of agreements to provide mapping (using a number of WMS)

Data coming from different data feeds or WMS. HER records are updated three-times-per-year (but Improvement Service is looking at assembling HER data into their [Spatial Hub](#) to automate this).

Wanting to improve

- Gazetteer (possibly using “GB1900 project” data).
- Terminology improvements – as at the moment can't cross-search

Made the best use of the way that Scottish Government uses and collates its data.

Includes a statement that this data wasn't to be used for planning purposes.

### 4. Historic Built Environment Knowledge Exchange Project - Stella Jackson, University of Liverpool

[HistBEKE Project](#)

**Stella Jackson gave a presentation:**

Developing a research framework for the historic built environment.

Key project aims are to:

- Enhance decision-making processes through wider access to current knowledge
- Set an agenda for further knowledge enhancement to enable more effective management and decision-making
- Establish a sustainable and collaborative network to maintain the framework into the future

Within archaeology – research frameworks are important. However, these research frameworks often don't look at historic buildings.

HE commissioned University of Liverpool. Historic Built Environment Knowledge Exchange.

Aims are to develop a national framework to enhance decision-making processes through wider access to current knowledge.

Unlike regional archaeological research frameworks, not preparing a resource assessment.

Setting an agenda for knowledge enhancement.

Carried out a baseline survey last summer. Key findings:

- Only 35% of respondents used research frameworks.
- Mainly used to assess significance and focus research
- 93% saying that that this framework would be a benefit.
- Building types that were most commonly focus of respondents work are also those that would benefit from further research.

Held further focus group workshops. Key recommendation was that a knowledge exchange was required.

Currently doing a follow-up survey.

Final strand of research is a review of historic building research.

Then drafting a recommendations report to Historic England.

Holding a seminar day for the sector for ClfA, IHBC, national amenity societies, etc. on 29<sup>th</sup> June.

**SJ answered questions:**

BW asked what the outcomes would be. This will be a recommendation for developing a historic built environment research agenda, and recommendation for a knowledge exchange website.

SJ stated that Dan Miles will take forward some of these issues and keep on working with some of these issues.

BW asked about how much IHBC were involved. SJ hoping that they will be involved in seminar and going forward.

SJ recommended that HER officers looked at the Workshop Summary - [HistBEKE Autumn 2017 Workshops Summary, FINAL](#). LG to attend seminar.

## 5. HER audit summary (for the HE website) (JG)

JG supplied a version of the audit summary that is proposed to go on the website. Going forward – all new audits would have a summary that goes onto the HE website. This will include an overview of progress from significant action to no-action-required.

NB suggested that including progress from previous audit – so change can be assessed. JG suggested that this could be in the full audit; However, maybe for the summary, the terminology needs changing from “Overview of Progress” to something else like “Overview of Actions”.

JW said that this was really positive and liked the traffic-light systems. SB said it was a really good idea. Committee suggested that this was positive, that HIPs should develop this further. RE and BW suggested that this summary looks at indicators as well as actions.

JG said that there are 5 audits signed-up. Hopefully another 6 audits signed-up by October. Hope to extend to 15 audits for next year. JG to update at the next meeting.

## 6. ALGAO-UK Training (BW)

### a. ALGAO training

BW stated that we have been asked by ALGAO to come up with a training idea day to add to the programme of training that ALGAO will run; 1-2 sessions per year with training planned in advance. BW asked for ideas for training for all ALGAO members.

GT suggested that we cover getting reports to HERs (via OASIS, etc)

NB suggested a ‘back-to-basics’ about HER and DM process works. Maybe this is more of a HELM-type training event (see below).

JW suggested HIAS training.

BW will suggest that an HER training session about background to HERs, where HERs are going and HIAS developments.

**Action:** BW to draft something to go back to exec – and SB, SC and NB offered to help.

NB and SC suggested that training could be delivered by webinars.

### b. HELM events

HE plan to run training for DM Archaeologists about the NPPF, etc. BW suggested that this was useful.

SJ mentioned the ‘[Essentials](#)’ training for early career officers (delivered by Locus Consulting). Suggested that this ‘back-to-basics’ HER/DM process training can be part of this training. GT suggested that there is a need for topics to cover HER, DM, Countryside, etc. This links to a request by Hanna Saxton (HE training) asking about HER officers. Suggested to SJ to look into training for HER officers

### c. ALGAO & HELM Training:

SJ suggested that ALGAO works in partnership with HE to deliver some online training (webinar?, etc?) to deliver some basic HER training.

## 7. Changes to ALGAO funding (BW)

2018 is the last year of grant-funding from HE in the current way for ALGAO (England) to do the work they currently do. In the future, funding will be through the HE Commissioning team, effectively as separate projects. For the ALGAO-UK HER Committee, much of the work we do is through ALGAO-UK or via specific projects (such as HIAS).

The committee suggested projects that should be funded in future years:

- Training and HERs
- IFP
- HIAS

- HER backlogs
- Quality of contractor reports
- Countryside/SHINE
- Current projects such as OASIS, ADS, PAS, FISH, etc. need to be considered.

**Action:** BW to create a shared spreadsheet to capture time that this committee spend – so we can put a good business-case together for next year.

ALGAO are also reviewing membership fees.

## 8. Historic England restructure (JG)

HE change programme underway as HE is three-years-old. Focussing on public value – and not just focussed on making savings – so different to other previous restructures.

HE looking at how they are organised and how they are allocating resources.

Currently:

Reduced exec team from 7 to 5.

Integrate planning, listing and place-based research at a regional level.

Deliver regional services through 6 regions. Guildford and Northampton offices to close in March 2019.

Transitional process between September 2018 to April 2019.

Listing, policy and strategic teams will be brought together nationally.

Bringing together public-facing work.

When new structure is confirmed, the new contacts will be circulated.

HIPs team will not be affected, but will slot into the new structure.

NB asked if ALGAO need to change their regions – BW suggested that we carry on as previously for now.

## 9. Home Front Legacy project (BW)

Home Front Legacy to submit a project design to Historic England for the archiving and dissemination of the project data. The ADS had a preliminary meeting with CBA about their data a few months ago, and are reasonably confident that it's going to be fairly straightforward to make the material available for download as tables of csv or similar; they are hoping there will be some degree of HER concordance in the database itself.

GT stated that archiving at the ADS sounds appropriate (we'd definitely support that), and any info that can help HERs (HER number and designation number cross-refs, decent location and description information, etc) would be very welcome. NB suggested that a DOI for each record (as well as the overall project) would be useful.

**Action:** GT to inform ADS and BW to inform CBA about our thoughts on this.

## 10. Informing the Future of the Past

### a. IFP wiki

IFP is hosted by the ADS and the wiki software that it uses is running on a 2012 version of the wiki software, which at some point in the next 6-12 months is likely to become vulnerable to security threats. This would mean that the ADS would need to turn it off or the wiki could be hacked. The ADS have suggested a number of options:

1. Do nothing
2. Update and Upgrade existing wiki
3. Change technology to static html
4. Split live and archive versions (not recommended)

The Committee stated: We want to see it carries on as a wiki – a static website would be a step backwards.

The committee wants to see this go back to the original members that set up IFP. Suggest that the IFP management board reconvenes to discuss this.

**Action:** Suggest that this is run past ALGAO-Exec (via email to Quinton and John), and then get the IFP management board to meet by June, and to resolve this by end of this calendar year.

### b. IFP updates

**Action:** CM to update welsh pages when Planning Policy Wales version 10 is updated.

**Action:** SB to update English pages when new NPPF updated.

## 11. Any Other Business

### a. Rivers of Bronze.

Proposed research project – applying for funding from the AHRC. Already discussing with ALGAO.

#### **b. Apprenticeships**

Ongoing for archaeology – going ahead.

Use of HERs in Heritage Statements - see HER Forum recent discussions

#### **c. ALGAO Website**

NB had some questions and suggestions for improvement. Will get to these to SC to take forward with Ruth Beckley.

#### **d. Church Heritage Record**

Replacement for Julie Patenaude - James Miles (formerly "Archaeovision"). Lots of expansion of the system in progress, including proper integration of the results of the "Quinquennial Inspections" i.e. 5-yearly detailed condition surveys.

Suggest inviting James to next meeting. **Action: GT** to invite to next meeting

#### **e. GDPR:**

HW asked about this, as suggestion that different local authorities are applying this differently. BW suggested that HERs are at low risk, and don't need to be retroactive.

### **12. Date of Next Meeting**

Next meeting 3<sup>rd</sup> October.



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

Number	Action	Remit	Comment	Status
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 do and liaise with SCa/RE and Stuart Bryant.  BW to do after.	Open
18/01/c	<b>JISMAIL filestore:</b> HIPs and CW to look at moving data and tidying JISMAIL filestore.	HIPs / CW	HIPS to move HER Forum News Archive and HER Forum File Store.	Open
18/01/d	<b>FLOs:</b> regional reps to ask a FLO (the nearest to the meeting venue) to attend each HER regional meeting. Some regional reps have done this – some still to do.	NB, LG, TG, HW	Most regional reps have done this. Some (NB, LG, TG and HW) still to do.	Open
18/01/e	<b>HER Audit:</b> Send committee a new version of an Audit report, including summary (for use on the HE website) for comment.	JG	JG to do before next committee meeting	Open
18/01/h	<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	Added to HIPS 'team plan'.	Open
18/01/i	<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		Open
18/05/a	<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> ) Collate and provide a co-ordinated response.	NB	NB to keep eye on this when it comes out and to collate and provide a co-ordinated response.	Open
18/05/b	<b>HER meetings calendar:</b> All regional reps to ask for access to ALGAO calendar, and add dates of all future regional meetings to calendar.	All regional reps		Open
18/05/c	<b>Informing the Future of the Past:</b> check and sort out any missing terms and dead links	RE	GT to assist	Open
18/05/d	<b>ALGAO training:</b> draft an HER-related training proposal for ALGAO training session.	BW	(with help from SB, SC and NB)	Open
18/05/e	<b>ALGAO funding / timesheet:</b> create shared spreadsheet to capture time spent by committee members.		This will help put-together a business case for future work.	Open
18/05/f	<b>Home Front Legacy:</b> inform ADS and CBA of the committee's thoughts on these stages of this project.	GT & BW	GT (ADS) BW (CBA)	Open

<b>18/05/g</b>	<b>Informing the Future of the Past:</b> reconvene IFP Management Board by June, and resolve this by end of this calendar year.	BW	Suggest that this is run past ALGAO-Exec (via email to Quinton and John), and then get the IFP management board to meet by June, and to resolve this by end of this calendar year.	<b>Open</b>
<b>18/05/h</b>	<b>Informing the Future of the Past:</b> update Welsh pages when Planning Policy Wales version 10 is updated	CM		<b>Open</b>
<b>18/05/i</b>	<b>Informing the Future of the Past:</b> update English pages when the new NPPF is updated	SB		<b>Open</b>
<b>18/05/j</b>	<b>Church Heritage Record:</b> invite James Miles to the next meeting	GT		<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>