



ALGAO-UK HER Committee - Minutes

Wednesday 3rd October 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 Countryside Committee	Suzy Blake (SB)	Staffordshire County Council
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
South West HER Forum.	Anna Morris (AM)	Gloucestershire County Council
	also represented by Tim Grubb (TG) - not present	Gloucestershire County Council
West Midlands HER Forum.	Suzy Blake (SB)	Staffordshire County Council
Observing member.	Nick Davis (ND)	Heritage Information Partnerships, Historic England
OASIS management board. London HER.	Stuart Cakebread (SCa)	Greater London Archaeology Advisory Service (Historic England)
Observing member.	Charina Jones (CJ)	Heritage Information Partnerships, Historic England

1. Apologies for Absence

Apologies were received from:

Committee / Organisation / Region	Represented by:	
North West HER Forum.	Robert Edwards (RE)	Cheshire Archaeology Planning Advisory Service
South East HER Forum.	Julia Wise (JW)	Buckinghamshire County Council
Yorkshire and The Humber HER Forum.	Leonora Goldsmith (LG)	North Yorkshire County Council
Observing member.	Marion Page (MP)	Heritage Information Partnerships, Historic England
Observing member.	Jane Golding (JG)	Heritage Information Partnerships Manager, Historic England
Scotland SMRs/HERs.	Ian Scrivener-Lindley	Highland Council
ALGAO Maritime Committee	Rebecca Loader	Isle of Wight Council
Historic Environment Scotland (previously RCAHMS)	Susan Hamilton	Historic Environment Scotland

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/b	INSPIRE: add details on INSPIRE to IFP	BW	BW to do.	Open
17/06/a	EIR and charging: 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	JISCMail filestore: HIPs and CW to look at moving data and tidying JISCMail filestore.	HIPs / CW	HIPS to move HER Forum News Archive and HER Forum File Store. ND reported that this will be looked at with new Heritage Gateway.	Closed
18/01/d	FLOs: 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	All have done this	Closed
18/01/e	HER Audit: Send committee a new version of an Audit report, including summary (for use on the HE website) for comment.	JG	See below.	Closed
18/01/h	Informing the Future of the Past: update documents and templates (e.g. <i>service plans, systems security policy and succession planning</i>) on IFP.	HIPs	ND reported that HIPs have looked into this, and this is now been added to the HIPs 'team plan' (but hasn't been given any special priority). All the templates need refreshing, and will be then added to IFP.	Closed
18/01/i	CITiZAN: 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	First round application has been successful. 2 nd round application will be made to HLF, and will be announced in early 2019. AM and SCa expressed concerns that 1 st phase data hasn't been communicated to HERs. This is still a recurring issue with (especially) HLF projects. Action: BW to attend liaison meetings and will discuss data transfer and concerns. Action: BW to invite Sara Crofts (Head of Historic Environment at HLF) to next meeting to discuss issues.	Open

18/05/a	“21st Century Challenges for Archaeology” (http://www.archaeologists.net/21st-century-challenges-archaeology) Collate and provide a co-ordinated response.	NB	NB has circulated the draft report(s) for the project which now available online . NB to get collate comments from the committee (by end of October) and feed back.	Open
18/05/b	HER meetings calendar: All regional reps to ask for access to ALGAO calendar, and add dates of all future regional meetings to calendar.	All regional reps	All have access to calendar, and most added to calendar. SB suggested getting regional pages for HERs, and minutes of meetings can then go on HER regional pages.	Closed
18/05/c	Informing the Future of the Past: check and sort out any missing terms and dead links	RE	GT to assist	Open
18/05/d	ALGAO training: draft an HER-related training proposal for ALGAO training session.	BW	See below	Closed
18/05/e	ALGAO funding / timesheet: create shared spreadsheet to capture time spent by committee members.		See below	Closed
18/05/f	Home Front Legacy: inform ADS and CBA of the committee’s thoughts on these stages of this project.	GT & BW	GT heard back from ADS. Reply is below: ¹ BW to respond to CBA. Also ask for project report	Open
18/05/g	Informing the Future of the Past: reconvene IFP Management Board by June, and resolve this by end of this calendar year.	BW	See below	Open
18/05/h	Informing the Future of the Past: update Welsh pages when Planning Policy Wales version 10 is updated	CM	To do	Open
18/05/i	Informing the Future of the Past: update English pages when the new NPPF is updated	SB	See below	Closed
18/05/j	Church Heritage Record: invite James Miles to the next meeting	GT	Done. Will hopefully attend next meeting.	Closed

¹ “As we understand it the CBA has now closed the HFL portal for new data submissions and Chris (Kolonko) is working to prepare the archive for deposition in the next few months, with the hope being that the archive will be released in early 2019. The database (and associated images) will be delivered and be made available as a standard download interface, alongside an online query interface. After negotiation with the CBA we felt it would take a lot of time (and therefore money) to replicate the full map search which is currently available through the HFL portal, but the query interface should allow users to download records for subsets of the entire dataset which users can then use within their own GIS setup. We did discuss the possibility of generating DOI’s for individual records, but at this stage we’re a little way off creating the necessary infrastructure to be able to do this for discrete records within a database, there will, however, be a DOI for the collection and the query interface would allow results to be downloaded and managed locally. I think the CBA were keen to make the dataset as accessible as possible to local authorities and this approach would allow greater flexibility to manage records within their own systems. That said, however, should future funding be available then the use of DOIs could be added at a future date.”

3. Church Heritage Record

James Miles unfortunately couldn't make the meeting; but will try to attend the next meeting. The committee have been circulated some further info from James, and will discuss the Church Heritage Record at the next meeting.

4. HER audit (ND/CJ)

CJ gave an update from Historic England's HIPs team on HER Audits. Since April the new format HER Audit has been in operation and four HERs have or are undertaking an Audit. Five HERs are just about to start HER audit.

The HIPs team aim to have the first summaries of these four HERs available on the HE website as soon as possible (hopefully by the end of October). These summaries will be an extract from the report, and will be agreed with the HER in question.

The committee noted that there is a need to do lots of audits (especially with 'NRHE to HERs' project), and the committee had concerns over capacity within the HIPs team.

Next year, Historic England will aim to undertake 17 audits, but some HERs may choose not to participate and the HIPs team need to ensure capacity. Each audit will hopefully finish within their 6-month allocated period.

CJ noted that the audit pages and specification are on their [website](#).

5. HER Annual Survey (BW & ND/CJ)

BW gave an overview of the new single HER Annual Survey. This will be used alongside HER Audits and to measure HIAS indicators. An internal HE project proposal to develop this has been commented-on by ALGAO; and then this will be refined. The HER Annual Survey will consider the ALGAO survey (so there is little overlap), and also ensure that this survey captures info that other partners want to know. Consultation will be made to the HIAS board. The HIPs team aim to release the survey in January for all HERs in England (pending discussions with other HE staff and ALGAO). This survey will be online, will have an approx. 1 month window to complete, and then the aim will be to report on this in March.

6. HIAS 'NRHE to HERs' project (BW)

A letter has been sent to ALGAO reps, asking for expressions of interest in the 5-year project (ND commented that that this letter will also go to HER Officers soon; to make sure that all HER Officers have seen this).

This project will include funding (approx. £600k) which has been ring-fenced to undertake this project – but will need in-kind contribution from HERs/ALGAO members. HERs will be expected to commit to the [eight HIAS principles](#), which include the following measures:

- The HER agrees to publish its monument data on the Heritage Gateway, and maintains a regular cycle of updates;
- The HER agrees to demonstrate compliance with the National Security Copy best practice guidance;
- The HER makes NRHE data available under the terms of the Open Government Licence v3.04;
- The HER participates in the HER Audit programme and has a live action plan; and
- The HER database is MIDAS compliant and uses relevant heritage data standards.

It is anticipated that the programme will start in early 2019 and run for 5 years until 2023.

The committee welcomed the fact that HE were providing money that would encourage the enhancement of HER data.

The committee had some discussion about areas where HER provision is in abeyance or unstaffed. The committee suggested that HER Audits and HER Gateway provision was prioritised for these HERs.

There was also discussion about record types that HERs may not normally hold but need to be transferred (such as ridge & furrow).

SB asked about the formula for number of records and costs. BW stated that this info on time/money isn't available yet. However, the report available at <https://historicengland.org.uk/images-books/publications/data-supply-reconciliation-nrhe-hers-research-development-phase/> (in Appendix K) gives an indication of the estimated days for this project.

After this "expression of interest" a "call for proposals" will be forwarded, and this will have more information about time and costs. The "call for proposals" will be in early 2019.

The committee highlighted that it was important that the project is delivered using a near-identical version of the web-based portal that was used in the pilot; or an almost identical approach was taken (to allow records to be marked as completed, that a national overview of progress could be maintained, etc, etc).

SB asked about the security copy. BW stated that the protocol would be tested as part of the audit/survey or someone will check this.

AM noted issues around making sure that NRHE records are 'frozen' at a certain point.

NB asked if an FAQ could be created for HER officers, etc; and this could be kept live on the HE website. The committee expressed their overall support for this, and welcomed this funding opportunity.

Action: BW to ask about methodology of the NRHE to HER project at the next HIAS board, and ensure that the committee works together with HE and develops an FAQ for the HE website.

7. National Security Copy & HIAS Evaluation Framework (BW & ND/CJ)

i. National Security Copy:

A tender went out (to develop a protocol); but the tender process wasn't successful. However, there will be a more targeted approach to try to take this out to tender and get this done.

ii. HIAS Evaluation Framework:

A draft framework has been drawn up; and this links to the HER Survey and the HER Audits. This includes a HIAS model, HIAS indicators, and a compliance profile.

Action: BW will ask at the next HIAS Work Package meeting to see if a new version of this Evaluation Framework can be shared for consultation.

GT stated that a lot of this can be captured and monitored by the HER Annual Survey HER Audit process.

NB suggested that this info is captured to get a baseline before the NRHE to HER project.

~~8. NRHE to HERs project (BW)~~

9. ALGAO-UK HER Committee timesheet

The HER Committee has shared a shared timesheet to record ALGAO activity, to show how much time officers spend for the committee.

Action: All the committee will fill this in for any time that they undertake related to the committee; going forward.

10. Informing the Future of the Past

JG is looking at updating the wiki platform (see last minutes) and is reviewing options for funding, etc.

SB informed the committee that she has been through and added all necessary changes to the 'Glossary', 'Bibliography', 'National legislative and Policy Framework' and 'Local Authorities and Planning'. SB noted that there seems to be some duplication between the 'Planning and the Historic Environment' and 'Planning and Archaeology' sections, probably as a result of buildings and archaeology once being dealt with by separate policies. It might be that we can do away with these separate sections now, but would need to check with Welsh and Scottish colleagues before doing this. SB to update the 'Journey from PPG15/16 to NPPF' section to reflect the new version. It could also do with someone with knowledge of the marine/coastal environment updating section A.5.3 as there is reference to the old NPPF paragraphs here and she doesn't know what if anything is covered by the new version now as she doesn't really use this part.

Action: NB to look at planning parts of website (Section A5)

Action: SB to email CM and Peter McKeague to assist in updating the relevant country/planning pages, and to email RL to look at maritime/planning pages.

ND stated that the HE HIPs team are aware that there are sections that need updating (e.g. B.4, benchmarking, etc). however, the HIPs Team doesn't have much capacity to update this. However, they will try to make changes where they can.

BW stated that we need a mechanism to review IFP and update it. **Action:** The following will review (and change where necessary) the following sections before the next ALGAO-UK HER Committee meeting in January 2019:

NB – A: Introduction to HERs

SB - B: How do you manage an HER?

SC - C: Recording practice guidelines

AM - D: How do you compile, maintain and enhance an HER?

HW - E: Characterisation and its uses in the HER

BW - F: Access to the HER

CM to look at all Welsh pages.

11. Country updates (country reps) – including Northern Ireland

See *Minutes 2 - Group Updates*.

12. Regular updates from other meetings

See *Minutes 2 - Group Updates*.

13. Any Other Business

i. Discovering England's Burial Spaces

NB stated that there hasn't been a meeting since the last ALGAO-UK HER Committee meeting.

ii. Arches (SCa)

Alastair MacIntosh and I gave a presentation of the City of Lincoln Arcade system and progress on the London system at the summer HER Forum.

Continuing to work on building the Resource Models for the new system and preparing our data for testing.

As part of the work on moving AMIE data to a new Arches platform the HE developers will be using the Arches local coordinate system function to store and display data using the British National Grid, which the London HER will use.

iii. Training

a. ALGAO training

At the last meeting, we discussed an ALGAO training session relating to HERs. BW suggested "HERs – where are we" and discussed this with SB, SC and NB. This would consist of something like: History > current status of HERs > HERs, what do they do how to use an HER > Challenges (funding, capacity, changing approaches) > OASIS > HIAS > future of HERs.

Action: BW to share this draft programme with the committee for comments.

b. HE training

CJ said that HIPs have been approached about HER training from HE's training programme.

iv. Historic England restructure.

ND gave an update about the forthcoming Historic England restructure. The new structure and team organograms were launched on Monday. Internal consultation will start soon, and close on 2nd November. In mid-December the final structure will be released; and from January to March there will be a transition period, and by April the new structure will be in-place.

14. Date of Next Meeting

23rd January 2019 at Historic England West Midlands Regional Office, Birmingham.

Appendix 1: The following table describes the OPEN ACTIONS.

Number	Action	Remit	Comment	Status
15/06/b	INSPIRE: add details on INSPIRE to IFP	BW	BW to do.	Open
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18/05/a	"21st Century Challenges for Archaeology" (http://www.archaeologists.net/21st-century-challenges-archaeology) Collate and provide a co-ordinated response.	NB	The draft report(s) are now available online . NB to get collate comments from the committee (by end of October) and feed-back.	Open
18/05/c	Informing the Future of the Past: check and sort out any missing terms and dead links	RE	GT to assist	Open
18/05/g	Informing the Future of the Past: reconvene IFP Management Board by June, and resolve this by end of this calendar year.	BW	See below.	Open
18/05/h	Informing the Future of the Past: update Welsh pages when Planning Policy Wales version 10 is updated	CM		Open
18/10/a	HLF: invite Sara Crofts (Head of Historic Environment at HLF) to next meeting to discuss issues, e.g. CITIZAN, Home Front Legacy, etc.	BW		Open
18/10/b	NRHE to HERs project: ask at the next HIAS Work Package meeting about methodology of the NRHE to HER project, and ensure that the committee works together with HE and develops an FAQ for the HE website.	BW		Open

18/10/c	HIAS Evaluation Framework: ask at the next HIAS Work Package meeting to see if a new version of this Evaluation Framework can be shared for consultation.	BW		Open
18/10/d	ALGAO-UK HER Committee timesheet: All to complete the ALGAO-UK HER Committee timesheet (see link shared with committee members)	All		Open
18/10/e	IFP: Revise the planning parts of website (Section A5)	NB		Open
18/10/f	IFP: Email CM and Peter McKeague to assist in updating the relevant country/planning pages, and to email RL to look at maritime/planning pages	SB		Open
18/10/g	IFP: review (and change where necessary) the following sections before the next ALGAO-UK HER Committee meeting in January 2019: NB – A: Introduction to HERs SB - B: How do you manage an HER? SC - C: Recording practice guidelines AM - D: How do you compile, maintain and enhance an HER? HW - E: Characterisation and its uses in the HER BW - F: Access to the HER CM to look at all Welsh pages.	NB, SB, SC, AM, HW, BW, CM.		Open
18/10/h	Training: share this draft programme of the ALGAO HER Training day with the committee for comments.	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>