



ALGAO:ENGLAND STAFFING PLANNING AND CASEWORK SURVEY 2016 SUMMARY REPORT

Executive Summary

This report summarises the responses to a questionnaire survey of ALGAO members undertaken by ALGAO:England to gather statistics on staffing and planning and casework in April 2016. It follows on from earlier staffing and planning and casework surveys in 2008, 2010, 2012-2015.

Acknowledgement: ALGAO would like to thank Historic England for their support for the funding of the survey and the production of the report.

The headline information from the data gathered survey is

- *the return rate for this survey is greater than the response rate for 2015-16*
- *responses show that the number of FTE staff from 1 April 2016 has fallen by 42.52 (13.5%) since data was collected in March 2015*
- *the responses continue to show an increase in the number of planning applications being received by local authorities as well as an increase in the number of applications with archaeological implications and those recommended for pre-determination field evaluation*
- *comparing the total number of planning applications received with the total number of FTE staff, on average an individual deals with 2232 applications per year*
- *the number of WSI's issued and approved continues to rise from figures given in 2010-11 and 2013-14*
- *there responses have not shown the same increase in the number of pre-application consultations as seen in 2013-14.*

INTRODUCTION

In April 2016 the Association had 80 members. A total of 69 questionnaires for 2016 data were received (c.86%). Of these, 17 were incomplete and only providing data for the staffing survey. The total responses to each question are included at the start of each summary point. This compares to 73 (84%) responses in 2015 of a total of 87 members for the staffing survey, and 51 completed questionnaires for 2015 planning and casework survey.

There were no returns from 11 members. Phone confirmation for the staffing levels were made with six of these, and estimated total staffing figures have been made for the others. No information on breakdown of staffing roles, or other information is available for any of the 13 non responders.

A copy of the questionnaire is included in Annex 1.

SECTION 1 – ALGAO MEMBERS SERVICE

Q2 Type of local authority (69 answered; 0 skipped)

The types of local authority that responded to the questionnaire consisted of

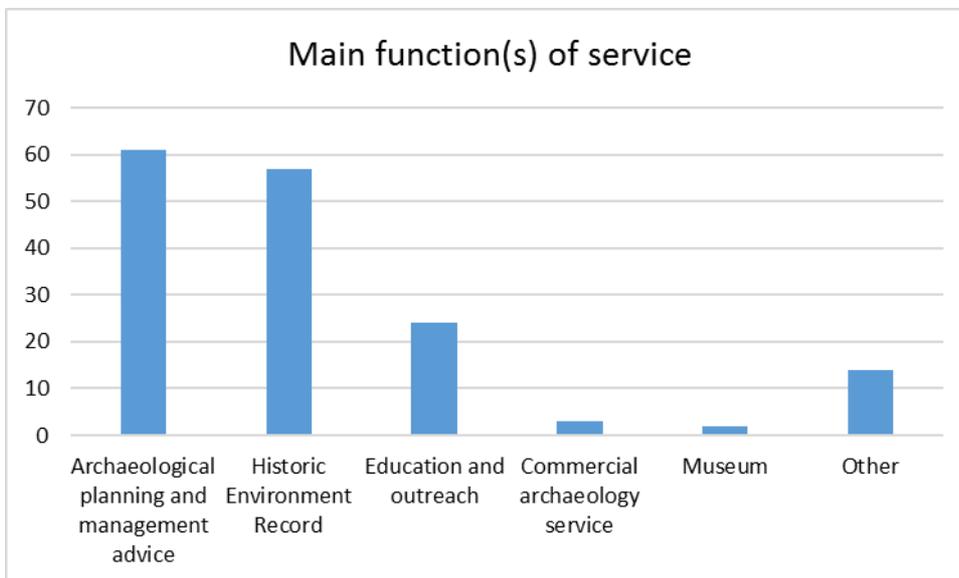
- 37 Unitary

- 25 County
- 8 District
- 1 County & unitary
- 1 Borough Council
- 1 London Borough
- 6 National Parks
- 1 Charity

Q4 Main function of service (62 answered; 7 skipped)

The main functions of the service provision were

- 61 Archaeological planning and management advice
- 57 HER
- 24 Education and outreach
- 3 Commercial archaeology service
- 2 Museum
- 14 Other



Other functions included

- Archaeological Archives
- Consultation Officer
- Portable Antiquities Scheme
- built historic environment advice at County level and management of 8 historic windmills.
- Agri-environment Advice
- National Mapping Programme
- East Anglian Archaeology.
- Conservation officer work too
- Under take projects on a commercial basis
- Monument management
- SLA with Forestry Commission
- Management of York City Walls

Q6&Q7: Total number of local planning authorities advised and number of Service Level Agreements (63 answered; 6 skipped)

The returns cover a total of 304 authorities advised of the total of 353 in England. A list of the Local Authorities who responded is included in Annex 2. Of these 133 have service level agreements.

Q8: Are any of your historic environment services provided by other local authorities? (58 answered; 11 skipped)

For 2016, 8 members recorded that some of their historic environment services were provided by other local authorities.

Q9: Are any of your historic environment/archaeology services outsourced to the private sector? (63 answered; 6 skipped)

Two respondents recorded that their services were outsourced to a private company.

SECTION 2: STAFFING DATA

Q10-14 Staffing figures

The total staffing (full time and temporary, excluding Conservation Officers) recorded by completed questionnaires is 271.66 FTE. This is a decrease on the figures collected for 2015 of 314.18 FTE.

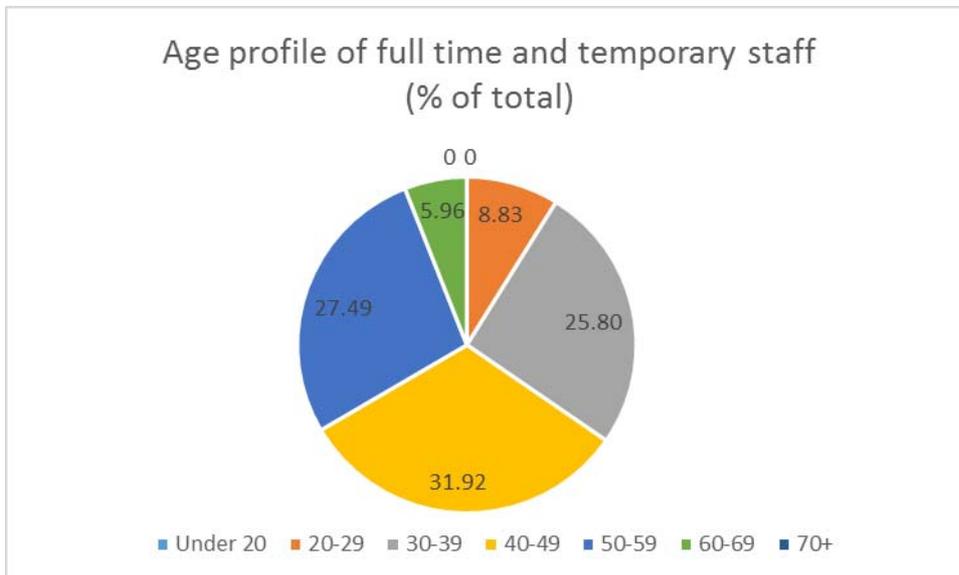
HE local office area	FTEs advising local authorities as reported in 2013	FTEs advising local authorities as reported in 2014	FTEs advising local authorities as reported in 2015	FTEs advising local authorities as reported in 2016	Change from 2015 to 2016 - FTE
North West	20.5	17	16.85	10.6	-6.25 FTE
North East	15.4	13.9	16.45	15.2	-1.25 FTE
Yorkshire and Humber	34.15	29.7	29.6	20.6	-9 FTE
East Midlands	38.8	34.5	37	28.6	-8.4 FTE
West Midlands	41.45	34.25	32.8	33.06	+0.26 FTE
East of England	62.56	61.17	61.4	53.8	-7.6 FTE
London	9.5	9.6	11.8	12	+0.2 FTE
South West	57.05	47.55	52.1	45.95	-6.15 FTE
South East	52.6	52.85	56.18	51.85	-4.33 FTE
Total	332.01	300.52	314.18	271.66	-42.52

Total recorded staffing figures for 1 April 2016 (74 answered)

	Full time	Temporary	Voluntary	Project	Contract
a) HER (inc. EUS, HLC)	67.43	11	9.4	4	3
b) Archaeological planning/conservation advice (inc. DC/policy input agri-env)	123.15	11.76	0.1	0	0.9
(c) Conservation Officers	55.85	2.25	0.2	1.5	0.1
(d) Education/outreach/community engagement (including community archaeologist)	9.225	2	1	3.9	0
(e) Other (including PAS, admin/management time)	40.45	6.7	1.7	6.25	2.6

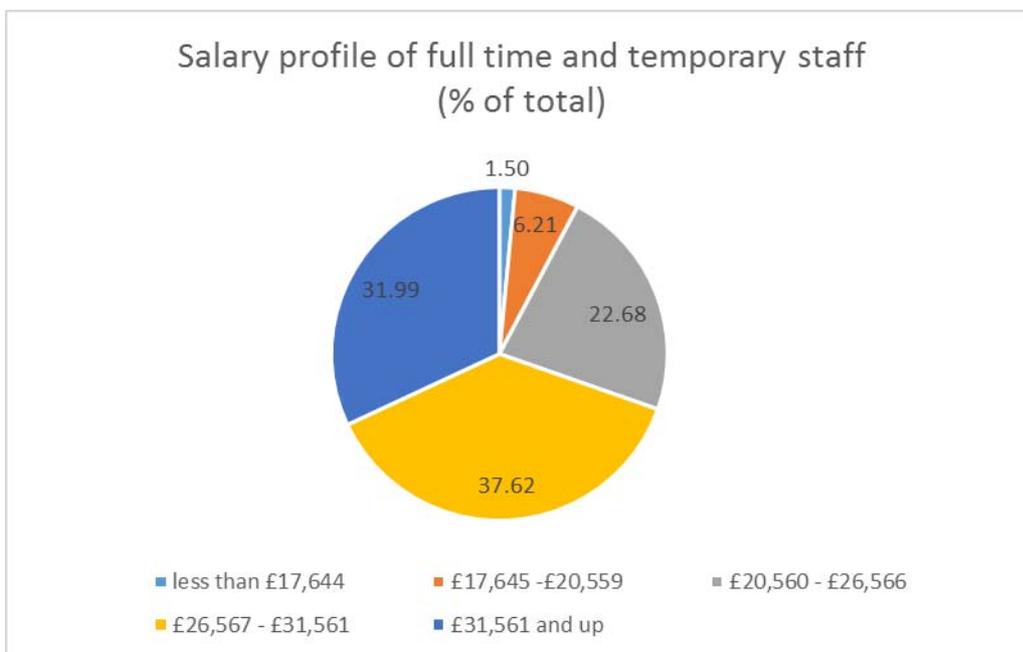
Q15: Age profile (63 answered)

Respondents provided information on the age profile of their full time and temporary staff. There were no employees under the age of 20 or over the age of 70. The majority of staff fell into the 40-49 age bracket.



Q16: Salary profile (61 answered)

Respondents were asked to identify what salary brackets their employees fell into. These were based on the brackets for the Chartered Institute for Archaeologists salary minima recommendations which have been used in other surveys carried out within the sector eg Profiling the profession.

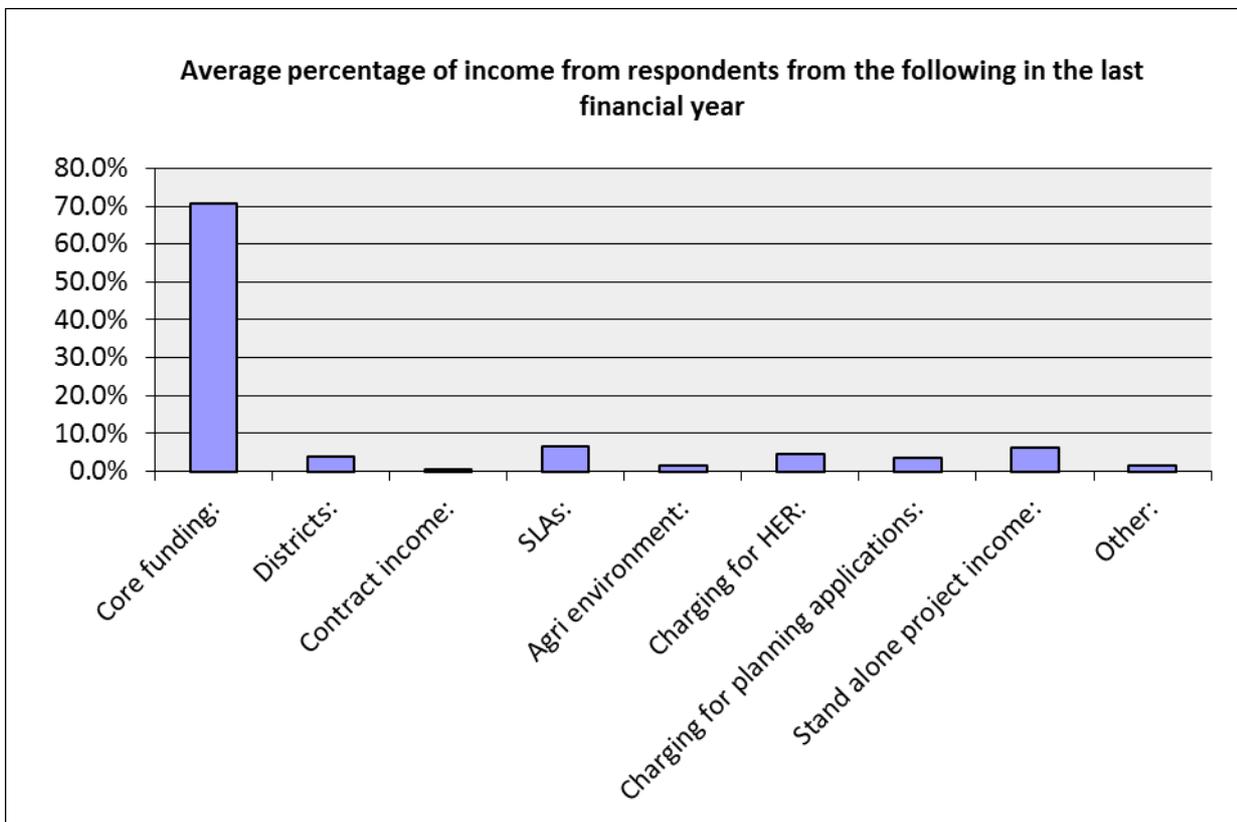


SECTION 3: ABOUT YOUR SERVICE

Q17: What percentage of your income came from the following in last financial year? (57 answered; 12 skipped)

Respondents were asked to declare the different sources from which they received income in the last financial year. The overwhelming majority still received most of their income from core funding. The chart below shows the average percentage of income for each category from the information provided by the respondents.

8 respondents received 100% of their income from core funding; one respondent received 100% of their income through charging for planning applications.



Q18: Does your service still have a contracting arm? (60 answered; 9 skipped)

Of those who responded only 5 authorities still have a contracting arm.

Q19: Is your service a Registered Organisation with ClfA? (59 answered; 10 skipped)

6 respondents have registered their service with ClfA's registered organisations scheme. For those who had not, comments as to the reasons for not registering included

- potential conflict of accountability
- Time/cost/resources
- In the process of applying or planning to apply in future
- Not relevant – little value/staff already individual members
- Not a priority
- Not ClfA members

- We are a council
- Too small
- Not felt to be necessary or appropriate corporately.
- Senior management would not approve; archaeology is not seen as a profession by some within this authority, rather as a middle-class hobby that should be done away with as a barrier to regeneration

Q20: Is the senior member of the service an accredited member of Cifa? (61 answered; 8 skipped)

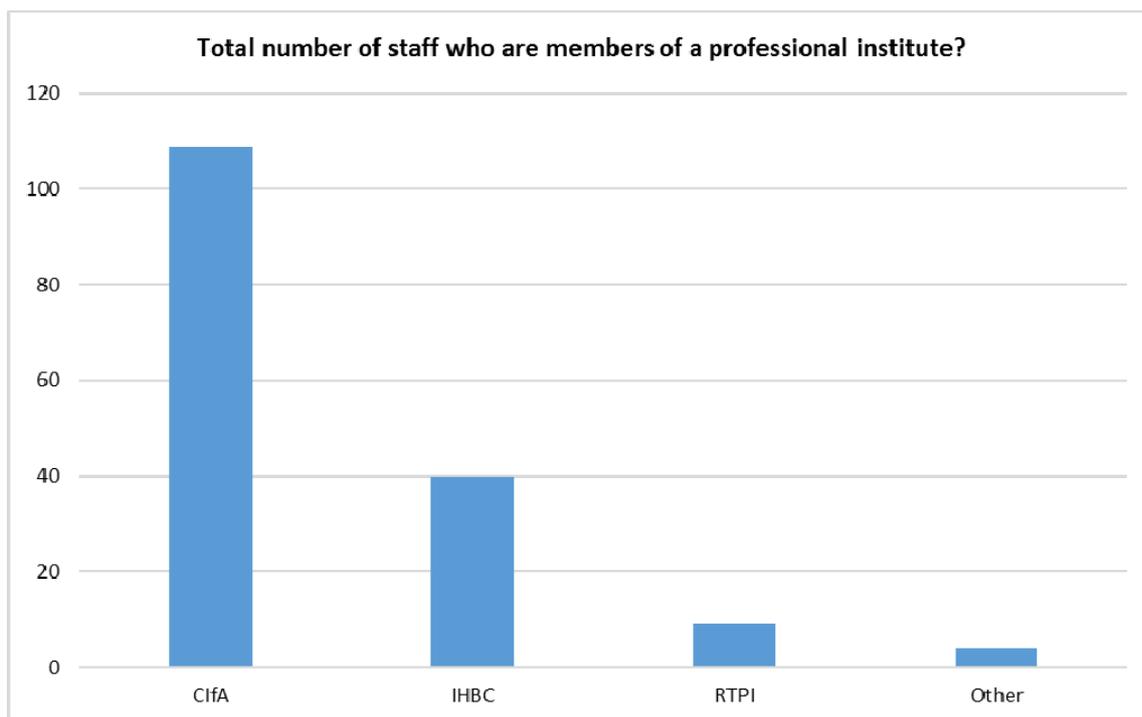
59% of respondents noted that their senior member of the service was an accredited member of Cifa. For those who said no, comments as to the reasons why there were not accredited included

- Not relevant
- Member of another Institute
- In the process of applying/planning to apply/upgrade
- Disagree with Cifa/not seen as effective
- Cost

Q21: How many members of staff are members of a professional institute?

From those that responded to this question, 162 members of staff belonged to at least one professional institute. This has increased from 155 in 2015.

The chart below shows the breakdown of membership between each professional institute. Other professional institutes included RICS, CILIP, RIBA and ICON.



SECTION 4: PLANNING APPLICATIONS

Q22: Total number of planning applications (44 answered; 25 skipped)

Those that responded to this question recorded a total of 354,252 planning applications in 2015/16. Of these, 39 provided a figure for 2014/15 and 2015/16 which totalled 314,984 and 327,284 respectively. This represents a c3.9% increase (12,300) in the number of applications received by these authorities.

Comparing the total number of FTE archaeological staff of these respondents (158.7) and the total number of planning applications received by these authorities (354,252) this gives an average number of 2232 applications being dealt with by each individual FTE in 2015/16. In one local authority they received 18,738 planning applications in the year and only have 2.5 FTE archaeological staff in post.

Q23: Number of major planning applications (40 answered; 29 skipped)

Respondants recorded 7,232 major planning applications in 2015/16. In some cases estimated figures had been supplied.

Q24: How many EIAs have you been consulted on?

Respondants recorded that they had been consulted on 485 EIAs 2015/16.

Q25: What is the total number of pre-application consultations you have received?

Respondants recorded 5,892 pre-planning applications in 2015/16. This is significantly lower than the 16,026 recorded in 2014/15.

Looking at the like for like responses between 2013-14 and 2014-15 the numbers recorded are 9,885 compared to 4,246.

Q26: How many of these pre-applications were received from LPAs?

Of the above, 3,495 pre-planning applications were received from LPAs

Q27: How many of these pre-applications were received from owners, consultants etc?

Of the above, 2,087 pre-planning applications were received from owners, consultants etc

The comparisons for those who gave figures for all the above (35) are as follows

Total planning applications 2015-16.	Number of major planning applications	EIAs	pre-application consultations	pre-applications were received from LPAs	pre-applications were received from owners, consultants etc?
293306	6782	440	5276	3495	1755

SECTION 5: SCREENING AND APPRAISALS

Q28: Do you or your LPAs screen weekly planning lists? (57 answered; 12 skipped)

46 (81%) of respondents screen weekly planning lists with 6 (11%) only doing this sometimes.

Q29: Do you or your LPAs make use of hazard or constraint mapping for the historic environment? (56 answered; 13 skipped)

25 (45%) of respondents make use of hazard or constraint mapping. 20 (36%) do not, and 11 (19%) sometimes make use of these.

Q30: What is the total number of detailed appraisals of planning applications carried out against the HER? (41 answered; 29 skipped)

41 individuals gave data on the number of detailed appraisals of planning applications which were carried out against the HER. The total number given for 2014-15 was 29,503, and for 2015-16 was 33,882. In 2013-14, 42 respondents recorded 28,877 detailed appraisals.

SECTION 6: VALIDATION

Q31: Is archaeology one of the criteria used in validation by your LPAs? (53 answered: 16 skipped)

In response to whether archaeology is one of the criteria used in validation by the LPA, 19 (36%) said yes, 14 (26%) said no and 20 (38%) said sometimes. This appears to have increased from 2013-14 where on 8 (16%) said yes to this.

Q32: Do you have a role in the process of validating applications? (53 answered: 16 skipped)

In terms of whether respondents had a role in the process of validating applications, 4 (8%) said yes, 37 (70%) said no and 12 (22%) sometimes

Q33: Total number of planning applications with archaeological implications (44 answered: 25 skipped)

From those who gave figures for this question, 10,417 planning applications were received in 2014-15, and 11,305 in 2015-16.

This is the single most important question as it the best (and only realistically obtainable) measure of the impact of development proposals on archaeology. As such it is one of the half dozen most important national and regional statistics for the archaeology sector. It (the ALGAO national figure) is quoted in the Government Planning Practice Guide.

It is also a vital local benchmark figure that can (and has in the recent past) be used for advocacy when services are reduced, cut or disappear completely. Conversely, it has been much more difficult to make the case for services that have been cut in the absence of this figure.

Taking the total number of planning applications recorded in Q22 and looking at the percentage of those with archaeological implications these have increase as follows

	Total no of planning apps	Total apps with archaeological implications	% of total apps with archaeological implications
2015-16	354,252	11,305	3%
2014-15	314,984	10,417	3%

This has remained consistent with the percentage recorded in 2013-14.

Q34: Total number of development proposals for which you have recommended any pre-determination field evaluation (43 answered: 26 skipped)

Of the above, 1,733 were recommended for pre-determination field evaluation in 2014-15 and 1,683 in 2015-16.

Q35: What percentage of these included a recommendation for trail trenching? (42 answered: 27 skipped)

Of these 95.4% (1,654) were recommended for trail trenching in 2014-15, and 95% (1,600) in 2015-16.

Q36: Total number of historic building assessments recommended by your service (42 answered: 27 skipped)

Respondents recorded a total of 428 historic building assessments recommended by services in 2014-15, and 461 in 2015-16.

Q37: Do you comment upon setting issues? (49 answered: 20 skipped)

When asked whether they comment upon setting issues, 5 respondents always commented, 13 often commented, 28 did sometimes and 3 never commented.

Q38: Total number of planning applications where a condition was recommended for below-ground archaeology (42 answered: 27 skipped)

Respondents recorded 5,742 applications where a condition was recommended for below-ground archaeology in 2014-15, and 6,120 in 2015-16. Again, these are comparable with figures recorded in 2013-14 of 5,995.

Q39: Total number of planning applications where a condition was recommended for historic building recording (43 answered: 26 skipped)

The total number where a condition was recommended for historic building recording was 744 in 2014-15 and 783 in 2015-16. These are fewer than the total recorded in 2013-14 of 903.

Q40: Which conditions do you advise? (50 answered: 19 skipped)

When asked which conditions they advise on, respondents ticked any of the following that applied

GPA-style Grampian = 26

Staged = 40

Individually tailored = 32

Other = 8

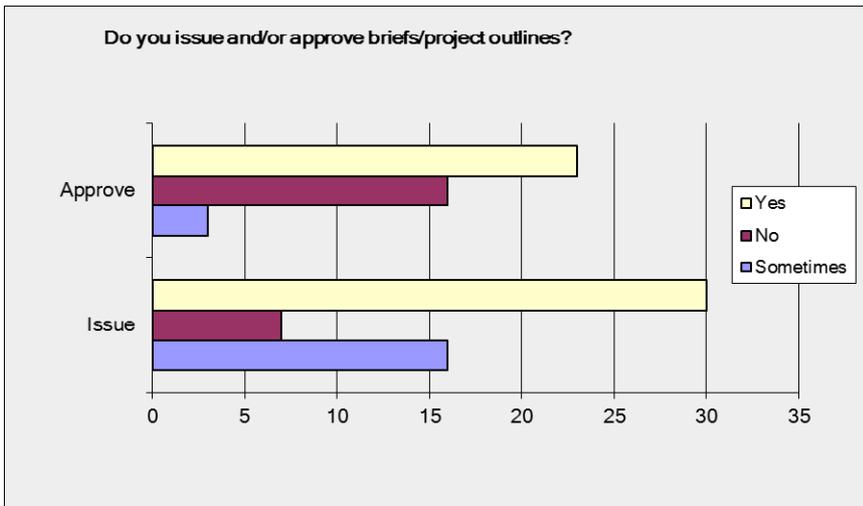
Other included

- Historic building recording. Approval of foundation designs
- model conditions for foundation design, public engagement
- Landscaping and prior approval of building materials to control impacts on setting; conservation conditions for SC
- staged to cover ALGAO but not exactly the same
- Sometime detailed requirement ref building recording
- Model Cond 55 from App A Circular 11/95
- fencing conditions where necessary
- Access Condition

SECTION 7: BRIEFS AND SPECIFICATIONS

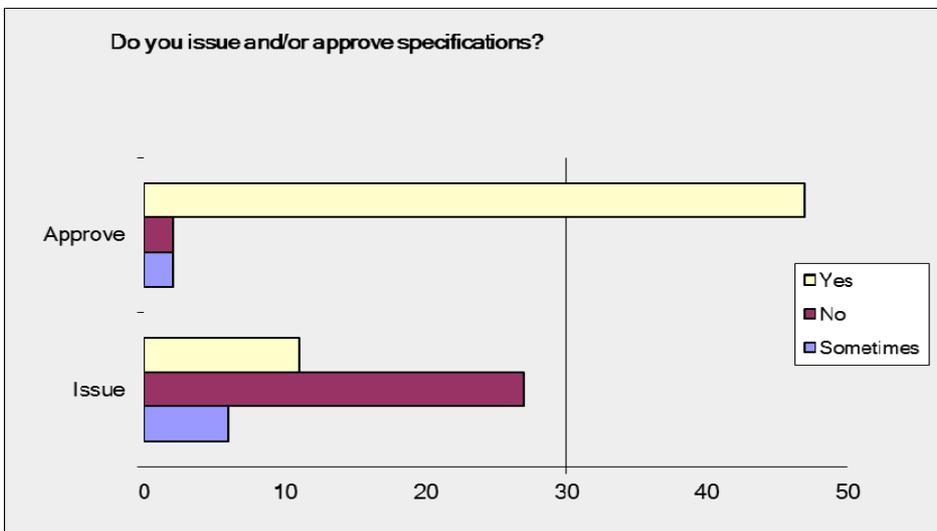
Q41: Do you issue and/or approve briefs/project outlines? (52 answered: 17 skipped)

30 (58%) of respondents said they issued briefs/project outlines and 23 (44%) approved them. 16 (31%) said they issued briefs/project outlines sometime and 3 (6%) approve them sometimes.



Q42: Do you issue and/or approve specifications? (52 answered; 17 skipped)

11 (21%) of respondents said they issued specifications and/or 47 (90%) approved them. 6 (12%) said they issued specifications sometime and/or 2 (4%) approve them sometimes.



Q43: How many written schemes of investigation (WSIs) have been recommended for approval by the LPA? (38 answered; 32 skipped)

The total number of written schemes of investigation issued or approved by these respondents was 3,557. This compared to 3,203 recorded by respondents in 2013-14 and 3,003 in 2010-11.

These break down to

- Evaluation = 1,679
- Mitigation recording = 1,053
- Historic building recording = 286
- Preservation in situ = 31
- Other = 515

Some noted that the data was not recorded or not recorded separately.

SECTION 8: ADVICE

Q44: Do you act as Diocesan Archaeological Advisor (or equivalent) for the Church of England or other religious faith that operates the Ecclesiastical Exemption? (54 answered: 15 skipped)

18 respondents did act as Diocesan Archaeological Advisor (or equivalent) for the Church of England or other religious faith that operates the Ecclesiastical Exemption and 36 said they did not.

Q45: Are you readily consulted by the Environment Agency? (53 answered: 16 skipped)

34 respondents said they were readily consulted by the Environment Agency

Q46: Are you readily consulted by Utility companies? (52 answered: 17 skipped)

44 respondents said they were readily consulted by Utility companies. These companies included

Affinity Water
Anglian Water
Babcock International
Bournemouth Water
Bristol Water
BT
Cambridge Water
EDF Energy
Essex and Suffolk Water
Freedom Energy
Highways Agency
National Grid Gas
NEDL (electricity)
North West National Grid
Northern Power Grid
Northumbrian Water
Scottish and Southern Energy
Scottish Power
Severn Trent Water
South-East Water
South West Water
Southern water
Thames Water
Transco
UK power
United Utilities
Wales and West Utilities
Wales and West Water
Welsh Water/Dwr Cymru
Wessex Water
Western Power Distribution

Q47: Do you have SLAs with any of the above? (51 answered: 18 skipped)

9 respondents said they had a service level agreement with Utility companies

Q48: Do you charge for this advice? (50 answered: 19 skipped)

15 respondents charged for advice given to Utility companies

Q49: Any other comments?

Other comments were asked from respondents. These included

- We don't charge for pre-ap advice or commenting on applications, but would charge for brief/site monitoring etc
- In general consultations seem to have slowed after we started to charge
- SWW have an environmental Code of Conduct in place, under the Water Act. Gas and electricity infrastructure providers are challenging the need for them to do anything, except where there are Designated Assets.
- Do not charge for initial advice, but will for follow-on more detailed advice
- Charge for provision of HER data to Thames Water
- Now charge for all advice
- Have been asked to explore this year
- Our advice is free but we charge for production of briefs, approval of WSI, monitoring of fieldwork and assessment of reports
- Gas networks and telecoms don't engage in the process
- Post-excavation reporting and publication to appropriate professional standards is difficult
- Charging likely to be instigated this year (2016-17)
- SLA only for HER information
- Consultations are rather inconsistent
- Charging to STW (and other utilities) only for provision of brief / validation of WSI
- We are consulted on utilities by an ever expanding list of smaller contractors undertaking work on behalf of larger utility providers. We do not record all of these names individually.
- NB We have been Diocesan Advisors for many years, and were in 2014-15 and 2015-16, but have resigned (as of 2016/17) because of the pressure of other work.
- trying to introduce it
- Charge incurred for production of brief, scrutiny of WSI, monitoring fieldwork and scrutiny of report

SECTION 9: PLANNING APPEALS AND PUBLIC ENQUIRIES

Q50: How many inquiries have you attended/provided a professional opinion on? (49 answered; 20 skipped)

Of those who responded to this question a total of 58 inquiries were recorded where individuals have attended or provided a professional opinion.

Q51: In how many refusals was archaeology given as a reason because of the presence of remains requiring preservation in situ? (43 answered; 26 skipped)

10 cases were noted for refusals where archaeology was given as a reason because of the presence of remains requiring preservation in situ.

Q52: In how many refusals was archaeology given as a reason because of the applicant's failure to provide the result of an evaluation? (44 answered; 25 skipped)

53 cases were noted for refusals where archaeology was given as a reason because of the applicant's failure to provide the results of an evaluation.

Q53: In how many refusals was archaeology given as the only reason? (41 answered; 28 skipped)

6 cases were noted for refusals where archaeology was given as the only reason.

Q54: How many cases have been upheld and dismissed? (41 answered; 28 skipped)

Respondents recorded 15 cases that had been upheld and 21 that had been dismissed.

Q54: Would you be willing to provide details of appeal decisions to the ALGAO Planning & Legislation Committee to add to our collection of examples, to be made available to ALGAO members on the ALGAO website?

Yes = 30

No = 11

SECTION 10: HISTORIC ENVIRONMENT RECORD SERVICE

Q56: How many HER enquiries did you receive in 2015/16? (45 answered; 24 skipped)

Respondents recorded a total of 9,438 HER enquiries in 2015/16.

Q57: How many monument records do you have (as of 31-3-16)? (44 answered; 25 skipped)

A total of 1,115,659 monument records were said to be recorded as on 31 March 2016. One respondent noted they also had a backlog of c1,400.

Q58: How many event records do you have (as of 31-3-16)? (45 answered; 24 skipped)

A total of 391,134 event records were said to be recorded as on 31 March 2016. One respondent noted they also had a backlog of c700.

Q59: How many source records do you have (as of 31-3-16)? (42 answered; 27 skipped)

A total of 852,517 source records were said to be recorded as on 31 March 2016. One respondent noted they also had a backlog of c1,400.

Q60: Which software does your HER run? (49 answered; 20 skipped)

Exegesis HBSMR = 41

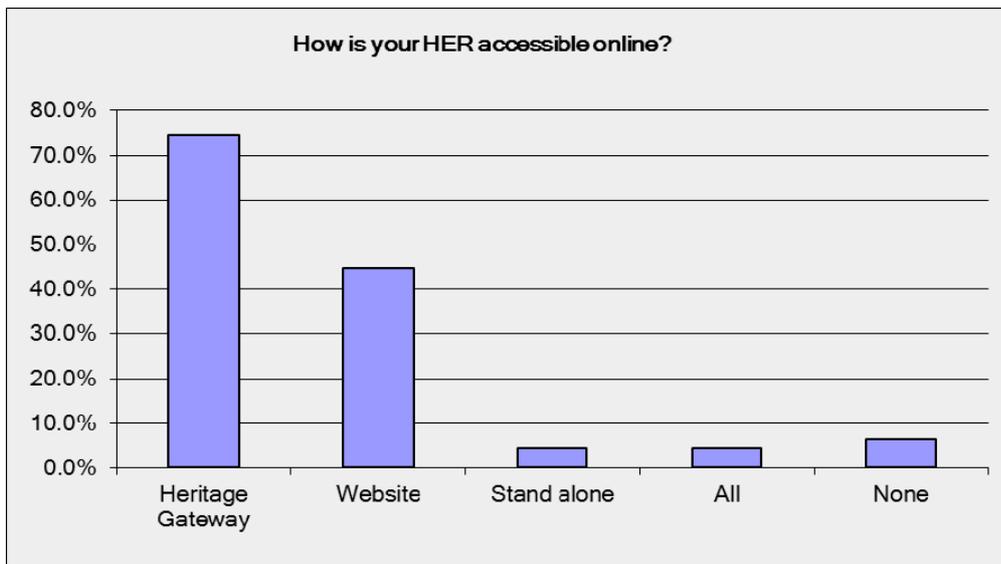
Other proprietary software = 6

Bespoke system = 11

Q61: Does your HER have a physical search facility? (47 answered; 22 skipped)

37 respondents said that their HER has a physical search facility.

Q62: How is your HER accessible online? (47 answered; 22 skipped)



Q63: How is your HER funded? (50 answered; 19 skipped)

Core budget = 18

Core budget + SLAs = 1

Core budget + charging for enquiries = 24

Core budget + charging for enquiries + SLAs = 3

Core budget, HER and planning fees and project work to enhance data = 1

Sourced at County = 1

SLAs + charging = 1

Q64: Has your HER been formally adopted by some or all of the local planning authorities it covers? (44 answered; 25 skipped)

Of those who responded, 13 said all LPAs had formally adopted the HER, 11 said that some had, and 20 said none.

SECTION 11: OUTREACH

Q65: Do you specify outreach/public engagement in WSIs? (51 answered; 19 skipped)

11 respondents specified the need for outreach/public engagement in WSIs, 29 sometimes specified and 11 did not.

Q66: What percentage of your outreach/public engagement recommendations are met (estimate)? (33 answered; 36 skipped)

100% = 8

95% = 1

90% = 7

80% = 1

75% = 3

66% = 1

50% = 2

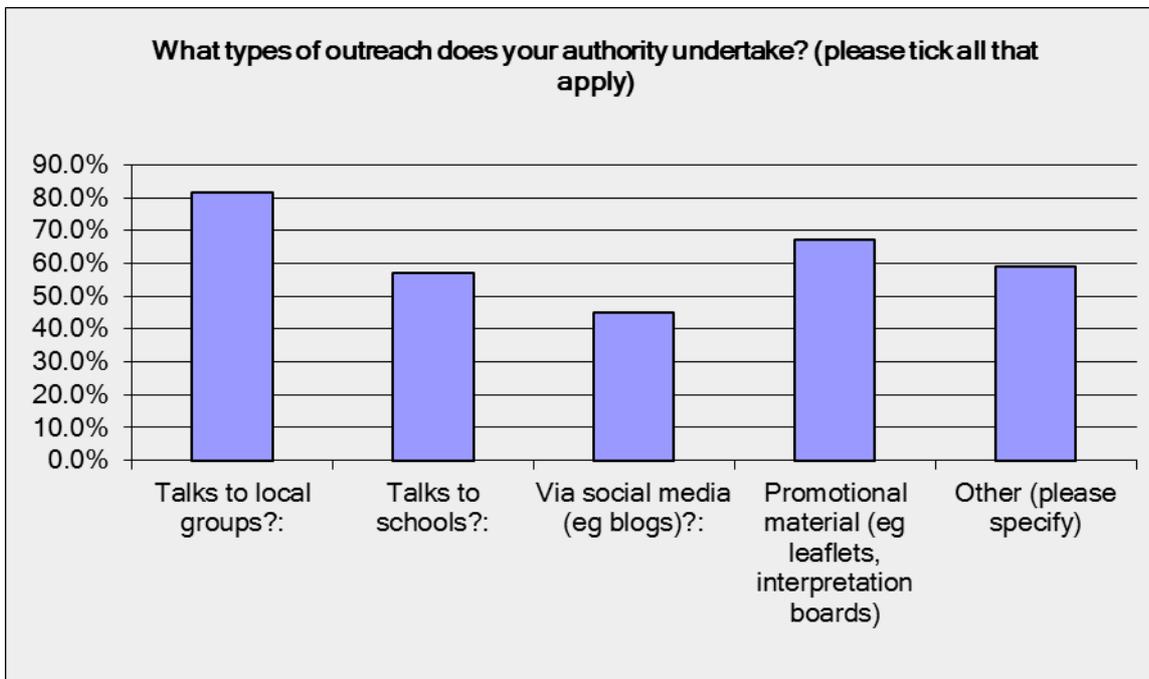
30% = 1

25% = 1

15% = 1

Not known/NA = 7

Q67: What types of outreach does your authority undertake? (49 answered; 20 skipped)



Other types of outreach included

- HLF projects
- Roadshow events
- Community excavations, training sessions, volunteer support.
- Guided walks
- Local museum days
- Festival of archaeology
- Magazine
- Community excavations
- Archaeological reconstructions and hands on heritage days. Archaeological films
- Conferences
- Via website
- Supervised metal detector surveys

SECTION 12: OASIS AND ARCHIVING

Q68: Does your service validate OASIS records? (51 answered; 18 skipped)

33 (65%) of respondents said their service validates OASIS record, 12 (24%) did not, and 6 (12%) did sometimes.

Q69: Following on from the above if 'No' please tick the reason why?

Of those who answered no above, the reasons given were

Insufficient staff resources = 12

Duplication of other HER data entry = 5

Cant import data = 1

Other = 5, reasons given were

- Doesn't work for our workflow. Only the DC team could do this quickly and they don't have time. HER team would have to work through report, validate and then work through the report again later to add to HER
- Only validate records that we have required as cannot validate reports where we were not provided a WSI. ClfA S+G highlights that the WSI is the only means to assess quality of report
- Our HER officer never felt confident that she knew enough of what had happened on any given site to validate the ensuing report. I supported her in that, and with recent experience of some exceptionally poor fieldwork, I would still support that view.
- Does not fit with business processes; too large a lag time between Event and completion of Oasis record
- HER validates

Q70: Do you include a clause relating to OASIS in your WSIs or those you approve? (50 answered; 19 skipped)

44 (88%) of respondents included a clause relating to OASIS in their WSIs, 3 (6%) sometimes included this and 3 (6%) did not.

Q71: Do you require a repository for the archive to be identified as part of the WSI? (51 answered; 18 skipped)

46 (90%) of respondents included a clause relating to OASIS in their WSIs, 3 (6%) sometimes included this and 2 (4%) did not.

Yes = 46

No = 2

Sometimes = 3

Q72: How many collecting areas fall into your area? (45 answered; 25 skipped)

A total of 119 collecting areas were recorded by respondents.

Q73: Are there black holes? (51 answered; 18 skipped)

14 respondents said there were black holes in their area and 37 said there were not.

Q74: What is the impact of this?

Of those that said there were black holes, they noted the following impacts of these

- If a contracting unit wanted to offload a large archaeological archive from anywhere other than that District, there would be issues and disposal would have to be considered
- This county has large areas without meaningful archive provision. The archives have to be kept at the contractors / community groups so the archives are fairly inaccessible to researchers and for community activities.
- Large backlog of archives being held by contractors. We are currently trying to revise collection and deposition guidance in discussion with collecting museums.
- Have to be more selective and have discard policy
- Units store the archives for us. Goodwill is required for this. One of our large archives is in deep store and is being paid for by a developer.
- The County Council is the main archive repository for the county rather than Museums
- Contractors have to hold the archives
- The County has refused site archive - currently attempting to find solution, intending to review position later in year

- We have a large number of significant archives stuck with the excavating units - and planning conditions that cannot be discharged as a result.
- A nightmare - and a growing one... Contractors are storing archives themselves, waiting and waiting
- It is a major issue for us. We have attempted to address, got high level support from politicians, then could get no further. Very frustrating.
- No archive deposition possible in these areas at present
- Units are having to store archives. There are c.5,000 boxes undeposited at last count.

SECTION 13: POLICY AND GUIDANCE

Q75: Do you use the Minerals Historic Environment guidance? (48 answered; 21 skipped)

28 respondents used the guidance and 20 did not.

- Comments for not using the guidance included
- Not applicable to my Authority
- Yes, but with little or no current minerals industry it is not that relevant to our district.
- Not necessary
- No need - use NPPF and own standards which are better
- Because it is not NPPF compliant.
- As a National Park we have few if any mineral applications
- Not fit for purpose.
- In some cases, due to already having an agreed strategy of evaluation methodology across Essex which is used on all development
- We use NPPF
- mainly urban area
- Not very often - not particularly useful - pre NPPF and now outdated.
- Not relevant in this mainly urban unitary
- Among the reasons are: The practice guide is out-of-date (eg, references to PPG16, the Regional Spatial Strategy, Local Development Frameworks, EIA Regulations 1999) The account of the planning system within the guidance is highly questionable, in particular the expectation that areas of higher and lower archaeological potential can be always identified from the outset in Strategic Plans, and that the archaeological curator can provide such information to underpin a Strategic Plan We do not agree with the assumption in the guide that aerial photographic information alone will be able to predict archaeological potential. In our county much of the evidence relating to prehistoric, Roman and early medieval settlement and activity is obscured from view by later agricultural soils, and will not be visible as crop-marks. We do not agree that field walking is a particularly rewarding evaluation technique We do not agree that test-pitting is a major evaluation technique, and would question its use except in exceptional circumstances We do not agree that 'further evaluation work' should be secured by means of a planning condition, since such information needs to be provided in advance of the determination of any planning application. This aspect of the guidance does not accord with planning policy (both at the time the guidance was issued and currently) The account of a 'watching brief' suggests that developers may not be responsible for funding appropriate recording if remains are found We do not recognise that 'strip, map and record' is a process different from excavation The guide says very little about the process of post-excavation assessment and reporting.
- No minerals areas
- Does not seem relevant or useful compared with other policy and guidance
- Largely built up urban area and no minerals applications have been submitted (to date). Also, minerals are a County matter so we would only have an advisory role.
- Is it really aimed at us?

Q76: Does your service deal with minerals sites differently to other development proposals in terms of evaluation and/or mitigation requirements? (44 answered; 25 skipped)

3 respondents said their service dealt with minerals sites differently and 41 did not.

Comments on the reasons for this included

- Every application is considered on its own merits, taking into account development impacts, known and anticipated archaeological character.
- Little opportunity for preservation in situ within scheme – more likely to be SMS approach or refusal of parts of site
- Given the depth and scale of minerals site, we have specific policies to deal with them
- As minerals sites are large greenfield developments they are rather atypical of London development
- Although we apply minerals specific guidance from HE and the results of our own HE funded Minerals Resource Assessment project
- Yes, on occasion will accept lower % of trial-trenching, given large areas can be stripped and excavated ahead of quarrying.
- We would plan to deal with such sites in the same way as other development proposals, but subject to the answer to Q75
- No, our advice is always focussed on establishing the archaeological potential of a site and the likely impact on that of the development proposed, whatever the proposal...
- Except in so far as schemes can't be altered to accommodate unexpected finds (eg for PARIS) so we have to be absolutely certain of what we are dealing with at determination stage
- We tend to require slightly higher evaluation trench sampling (5%)

Q77: Do you use or make reference to the ClfA Standard and guidance for archaeological advice by historic environment services in defining and/or delivering your service?

(49 answered; 20 skipped)

40 of those who responded to this question said that they use or make reference to ClfA standards and guidance for archaeological advice by historic environment services. 9 respondents did not. The reasons given for this included

- It's a useful reference point for a minimum standard but we aim to deliver more than the standard sets out.
- Have not seen the need
- At moment is not needed, and not sure how much weight it would carry anyway.
- The guidance came out after our contract was established
- No budget for decent website, blogs or promotional literature where we could promote our adherence to ClfA's guidance.
- The guidance is fairly generic.
- Requirement has not come up yet
- Because the guidance is relatively new and our definitions are relatively old

Q78: Do you require work to be done to ClfA standards? (49 answered; 20 skipped)

44 respondents said that they required work to be done to ClfA standards pre determination and post determination. 5 did not for either of these.

Comments included

- Rather than a requirement, reference is made to ClfA standards and guidance as part of promoting good practice and recognised standards in archaeology
- The standards used in our specifications are about the same as or exceed ClfA standards but we do not formally require adherence to ClfA standards
- Little control pre-det, however, the professional level of work will be taken into account
- We have our own Regional Guidance

- A comment though that we cannot enforce standards on pre-determination work as there is no enforcement method which would cover this, pre-determination work, by its very nature is not subject to planning regulation.
- Cifa Standards are too low. We require higher standards than the Cifa.

Q79: Do you recommend/require work to be done by a Cifa organisation? (50 answered; 19 skipped)

32 respondents recommended that work was carried out by a Cifa registered organisation, none required this, and 18 did not make reference to this.

Comments included

- We do not insist but we do recommend when advising customers of the benefits of Cifa registration and the risks of unregistered individuals/organisations. However, all WSIs/fieldwork/reports etc are afforded the same scrutiny
- Because a lot of very good archaeological units work in T&W which are not registered organisations
- It would exclude some good contractors, and we do not find Cifa registered status to be a guarantee of high quality work.
- Is it legal to require an organisation be a RO to do the work? Our legal said not.
- Because some very good contractors are not currently RAOs.
- There are some exceptional good local archaeologists that are not members
- Advised that not allowed to do this.
- Most of the normal contractors we have are Cifa members or organisations, however a number of building recorders are not. However, they produce a very high standard of work.
- we do require work to be undertaken to professional standards which would be Cifa standards, we are advised by our planners that it would not be acceptable. Any applicant can choose whoever they like to undertake any work to satisfy a condition, we cannot specify who or what qualification, the enforcement can only be on the outcome. On legal advice we have started to recommend that a rider be attached to any archaeological conditions that says that it is the responsibility of a developer to ensure the contractor he chooses can meet professional standards and that failure to do so might result in a condition being unable to be discharged.
- Our list of contractors only includes ROs but I don't think we have a legal right to deny work to non-ROs.
- Restraint of trade - we may only recommend when using a contractor internally
- We find that the RAO banner does not always result in a high standard of fieldwork. Some smaller non Cifa organisations undertake quality work especially in relation to building recording.
- but in-house legal advice is that we cannot enforce/require
- The team undertaking any project needs to have suitable personnel, suitable experience and a suitable track record.
- I have some very good non ROs, working in the county. Some of the exceptionally poor fieldwork mentioned earlier was undertaken by ROs.....
- Insufficient number operating in the area
- No legal basis

Q80: Do you recommend/require work to be done by an accredited member of Cifa? (50 answered; 19 skipped)

28 respondents recommended that work was carried out by a Cifa registered organisation, 1 required this, and 21 did not make reference to this.

Comments included

- Our legal advice is that this would be unlawful
- Because a lot of good archaeologists are not members of the Cifa
- It would exclude some good contractors. Our staff are not members, so it would be hypocritical.

- We do not specify that staff should be Cifa members or of equivalent experience.
- Most of the normal contractors we have are CIFA members or organisations, however a number of building recorders are not. However, they produce a very high standard of work.
- Some very good project managers and commercial team members who aren't accredited members of Cifa.
- Restraint of trade - we may only recommend when using a contractor internally
- Large numbers of people within field units, many who aren't Cifa members, but still carry out good work to the Cifa standards, particularly if the company who they work for are a RO.
- we rely on compliance with a WSI which stipulates staff and their qualifications etc

Q81: Do you provide historic environment input into local plans? (49 answered; 20 skipped)

Always = 30

Usually = 14

Sometimes = 5

Never = 0

Q82: Do you provide historic environment input into neighbourhood plans? (49 answered; 20 skipped)

Always = 9

Usually = 15

Sometimes = 20

Never = 5

Q83: What proportion of your local plans do you feel have an historic environment policy which is compliant with NPPF, or that the historic environment is well integrated into other policies? (48 answered; 21 skipped)

All = 20

Most = 19

Some = 8

None = 1

Q84: Do you have defined areas of archaeological potential/significance or similar? (49 answered; 20 skipped)

30 respondents said that they had defined areas of archaeological potential/significance or similar and 19 did not.

Comments about this included

- Yes and no. We have defined areas of archaeological importance set out in Management Agreements and relating to historic villages, but the latter is not enforceable and for guidance only, though this has not been challenged
- Areas of palaeolithic potential
- We are undertaking a comprehensive review of London's Archaeological Priority Areas to new guidelines
- In the Dorset Historical Towns Survey
- Constraint mapping and Historic Landscape Characterisation Sensitivity
- Under development alongside new Local Plan
- Norwich. Thefford.
- Yes but many years old so don't tend to rely on these.
- The HER created constraint maps for the Districts but the planning archaeologists do NOT use them. We would prefer that they were removed from the County Council interactive mapping as

they cause confusion for members of the public and also prospective developers who believe that they represent all the known archaeological activity and anything outside them is not potentially archaeologically sensitive. This interpretation creates extra work for us.

- Historic cores of urban settlements are represented in most local plans. Scheduled monuments are shown on policies maps. We encourage planning authorities to include information on sensitive areas on site sheets in particular. Bury St Edmunds.http://www.westsuffolk.gov.uk/planning/Planning_Policies/local_plans/upload/BSE-vision-2015v6-hi-res-compressed.pdf. The most recent version of Ipswich Local Plan is at examination stage, but will have an area of archaeological importance for the town defined and has specific archaeological policies as well as information on site sheets.
- The local plan has a City Centre Archaeological Area and the online Archaeological Action Plan has info on zones of potential
- <http://www.eastsussex.gov.uk/environment/archaeology/planning.htm>
- Archaeological Notification Areas used by LPAs for Consultations
- This is really an 'other' answer - we don't do this but we have been encouraging our LPAs to commission scoping reports on proposed allocation sites as a way to flag up/exclude sites likely to have future hist env objections - the end result is a report that flags up the archaeological potential of future development sites:
<http://rotherham.limehouse.co.uk/portal/planning/sp/publicationsandp?tab=files>
- Needs comprehensive updating though.
- For Colchester town

Q85: Do you specifically recommend that planning authorities engage with paragraph 139 of the NPPF in relation to sites of national importance on non-designated sites? (48 answered; 21 skipped)

44 of the 48 responding to this questions recommended that their planning authorities engage with paragraph 139 of the NPPF and 4 did not.

Q86: Do you comment on housing allocations? (50 answered; 19 skipped)

40 (80%) commented on housing allocations and 10 (20%) did not.

Q87: Do you comment on Strategic Housing Land Availability Assessments? (47 answered; 22 skipped)

Yes - direct = 36

Yes – called up = 1

No = 10

Q88: Is this through the LPA's choice or yours?

LPA choice = 17

Your choice = 3

Both = 27

Q89: How many projects with maritime content have you been involved in or commented on? (43 answered; 26 skipped)

Of those who responded to this question, 71 projects were recorded with maritime content.

Q90: In the last year, have you had to advise a Planning Authority to initiate a formal or informal enforcement process? (49 answered; 20 skipped)

Formal = 8
Informal = 14
Both = 13
No = 14

Q91: Do you undertake training for planning officer or elected members in historic environment issues?
(48 answered; 21 skipped)

39 respondents said they undertook training for planning officers or elected members in historic environment issues.

Q92: Do you produce advisory/guidance notes/standards on the historic environment? (48 answered; 21 skipped)

25 respondents indicated they produced their own guidance notes/standards.

Q93: Do you have an SPD for the historic environment? (49 answered; 20 skipped)

6 respondents have an SPD for the historic environment and 43 did not.

ALGAO is continuing to collect annual data about local authority profiles. In recent years this has allowed us to track the impact of the recession and Government cuts to Local Authority budgets which have assisted ALGAO in providing important, reliable information to members, Historic England and others. Information from the planning casework surveys also provide reliable data for the sector on the impact of development on undesignated archaeology. For this reason, cumulative data-sets are very important. The results of previous surveys have also been used and quoted by Government (e.g. in the current NPPG) to help make the case for undesignated archaeology.

This year the surveys have been combined into one so that all the data can be collected at the same time. It is important that you find the time to complete the survey as best you can, and to seek input from the relevant sections of your department to ensure the information is as accurate as possible. The online version of the survey allows you to save progress and come back to this at a later time.

If you have any queries about the questions or what data is needed please contact us for clarification.

Figures for some of the questions in the planning and casework section will need to be provided for 2014-15 and 2015-16.

Data from the survey will be made publicly available in its broken down form as an additional category within the local authority profiles. It will provide a better understanding of local historic environment resources for use, when necessary, to support local services.

There is space for comments/queries at the end of the questionnaire, so if you have anything further you would like to add, either about particular questions or answers, your feedback will be welcome to help us to tailor/clarify future questionnaires. Also if there are other issues or concerns you would like to share with ALGAO:England Executive Committee – either confidentially or otherwise – these can be added by email or in the comments box.

Your survey does not have to be completed in one go. If you need to get specific data to answer a question you can come back to it at a later date and edit your responses as long as you are accessing the survey from the same computer you started in on and your cookies are not deleted at the end of the day. The survey does not have a 'save' button - you just need to exit the browser.

SECTION 1: ALGAO Member Service

* 1. Name of service and ALGAO member Local Authority(ies)

* 2. Type of local authority (county, unitary, national park etc)

3. Department name

4. Main function(s) of service

- Archaeological planning and management advice
- Historic Environment Record
- Education and outreach
- Commercial archaeology services
- Museum

Other (please specify)

5. Name and title of senior archaeology contact

6. Number of local planning authorities that your service advises (including your own authority).

Total number:

Names:

7. With how many (if any) do you have a Service Level Agreement (SLA)? Please could you give the names of these authorities

8. Are any of your historic environment/archaeology services provided by other local authorities?

Yes

No

If yes, can you provide details – name of supplying authority and nature of service provided (including HER maintained by another service)

9. Are any of your historic environment/archaeology services outsourced to the private sector (ie long term (12 months or more) contractual arrangements)?

Yes

No

If yes, please state which and to whom.

SECTION 2: Staffing figures for 1 April 2016

- o Please exclude any field unit/contracting staff – stats for these post are covered by other organisations
- o Please only include Conservation Officers who are within your service team under (c) below, and include other historic building related work within archaeological planning advice (b). This is to avoid double-counting with the complementary IHBC staffing survey.
- o For education and outreach/community engagement under (d) and Other under (e), please only include staff who are within your service area.
- o Temporary is defined as with a contract of 12 months or less
- o Project staff are those who are employed to carry out specific tasks as part of a funded project and are not part of the core staff compliment
- o If you have a member of staff who carried out eg outreach tasks but this is not technically part of their job role please record this as a separate percentage of the FTE eg 0.2

10. Please provide separate full-time equivalent figures for PERMANENT historic environment staff as follows (including administrative support and strategic/management input) at 1 April 2016.

(a) HER (inc. EUS, HLC)

(b) Archaeological planning/conservation advice (inc. DC/policy input agri-env)

(c) Conservation Officers

(d) Education/outreach/community engagement (including community archaeologist)

(e) Other (including PAS, admin/management time)

11. Please provide separate full-time equivalent figures for TEMPORARY historic environment staff as follows (including administrative support and strategic/management input) at 1 April 2016.

(a) HER (inc. EUS, HLC)

(b) Archaeological planning/conservation advice (inc. DC/policy input agri-env)

(c) Conservation Officers

(d) Education/outreach/community engagement (including community archaeologist)

(e) Other (including PAS, admin/management time)

12. Please provide separate full-time equivalent figures for VOLUNTARY historic environment staff as follows (including administrative support and strategic/management input) at 1 April 2016.

(a) HER (inc. EUS, HLC)

(b) Archaeological planning/conservation advice (inc. DC/policy input agri-env)

(c) Conservation Officers

(d) Education/outreach/community engagement (including community archaeologist)

(e) Other (including PAS, admin/management time)

13. Please provide separate full-time equivalent figures for PROJECT historic environment staff as follows (including administrative support and strategic/management input) at 1 April 2016. These are temporary/fixed term staff funded for specific discrete projects (which may or may not be related to HER etc).

(a) HER (inc. EUS, HLC)

(b) Archaeological planning/conservation advice (inc. DC/policy input agri-env)

(c) Conservation Officers

(d) Education/outreach/community engagement (including community archaeologist)

(e) Other (including PAS, admin/management time)

14. Please provide separate full-time equivalent figures for historic environment staff employed by a contracting unit (ie 'bought-in'), as follows (including administrative support and strategic/management input) at 1 April 2016.

(a) HER (inc. EUS, HLC)

(b) Archaeological planning/conservation advice (inc. DC/policy input agri-env)

(c) Conservation Officers

(d) Education/outreach/community engagement (including community archaeologist)

(e) Other (including PAS, admin/management time)

15. Age profile: It would be helpful if you could provide information on the age profile of your service and will allow us to compare this with data gathered from other surveys. Of the total number of staff, can you indicate the total number of FTEs (permanent and temporary) within each of the following bands:

Under 20:

20-29:

30-39:

40-49:

50-59:

60-69:

Over 70:

16. Salary profile: It would be helpful if you could provide information on the salary profile of your service as at 1 April 2016. This will allow us to compare figures with data gathered from other surveys. Of the total number of staff, can you indicate the total number of FTEs (permanent and temporary) within each of the following bands:

less than £17,644:

£17,645 -£20,559:

£20,560 - £26,566:

£26,567 - £31,561:

£31,561 and up:

SECTION 3: About your service

17. What percentage of your income came from the following in the last financial year? Approximations are acceptable

Core funding:

Districts:

Contract income:

SLAs:

Agri environment:

Charging for HER:

Charging for planning applications:

Stand alone project income:

Other:

18. Does your service still have a contracting arm?

Yes

No

19. Is your service a Registered Organisation with ClfA?

Yes

No

If not, why not?

20. Is the senior member of the service an accredited member of ClfA?

Yes

No

If not, why not?

21. How many members of staff are members of a professional institute?

CifA:

IHBC:

RTPI:

Other (please specify)

Section 4: Planning applications

22. Total number of planning applications submitted for the local authorities advised District/Borough/Unitary and/or County Matter (NB this is ALL applications, regardless of archaeological implications, and inclusive of those applications which may apply to Q23 (below). Please refer to DCLG planning application statistics www.gov.uk/government/collections/planning-applications-statistics.

2014-15

2015-16

23. Number of major planning applications submitted to the local authorities advised (2015-16 only). For definition of major application see: <http://www.legislation.gov.uk/ukxi/2010/2184/article/2/made>. Estimated figures can be used.

24. How many EIAs have you been consulted on? (2015-16 only)

25. What is the total number of pre-application consultations you have received? (2015-16 only)

26. How many of these pre-applications were received from LPAs? Estimated figures can be used.

27. How many of these pre-applications were received from owners, consultants etc? Estimated figures can be used.

Section 5: Screening and appraisal

28. Do you or your LPAs screen weekly planning lists ?

- Yes
- No
- Sometimes

29. Do you or your LPAs make use of hazard or constraint mapping for the historic environment?

- Yes
- No
- Sometimes

30. What is the total number of detailed appraisals of planning applications carried out against the HER:
Include here those applications where plans of the proposals are available (eg downloaded from LPA
websites, as opposed to where limited details, eg NGR, are available from screening a weekly list etc).

2014-15

2015-16

Section 6: Validation

31. Is archaeology one of the criteria used in validation by your LPAs?

- Yes
- No
- Sometimes

32. Do you have a role in the process of validating applications?

- Yes
- No
- Sometimes

If yes, please describe how this operates in practice:

33. Total number of planning applications with archaeological implications: This should include all proposals for which assessment or mitigation recommendations were made.

We would like if possible figures for the last two years to be included separately for each LPA that your service provides advice for. This is because the figure (together with the total number of applications) is the single most important measure of the impact of development on the archaeological resource. It provides a crucial benchmark for advocacy should the ALGAO service be cut, or should the LPA pull out of an SLA/look for alternative sources of advice.

Having the figure for each LPA also means that this important measure for archaeology would be able to be used alongside data for Listed Building applications which it is proposed that IHBC will record for each LPA. The sector and Government would therefore have more holistic data on the impact of development on the historic environment.

2014-15 per LPA

2015-16 per LPA

34. Total number of development proposals for which you have recommended any pre-determination field evaluation (pre-submission and all types of field evaluation)

Please do not count historic building assessments or Strategic Housing Land Availability Assessments as these are covered separately.

2014-15

2015-16

35. What percentage of these included a recommendation for trail trenching?

2014-15

2015-16

36. Total number of historic building assessments recommended by your service

2014-15

2015-16

37. Do you comment upon setting issues?

- Always
- Often
- Sometimes
- Never

38. Total number of planning applications where a condition was recommended for below-ground archaeology

2014-15

2015-16

39. Total number of planning applications where a condition was recommended for historic building recording. (Advice on historic buildings has been included to obtain an overview of which services are providing such advice and how frequent it is. Where below-ground and historic building assessment have been recommended for the same application, please count separately)

2014-15

2015-16

40. Which conditions do you advise? Tick all that apply:

GPA-style Grampian

Staged (eg ALGAO/HE condition recommended to PINS)

Individually tailored

Other (please specify)

Section 7: Briefs and specifications

41. Do you issue and/or approve briefs/project outlines?

(For definitions see: http://archaeologists.net/sites/default/files/CIfAS&GAppendices_0.pdf)

	Yes	No	Sometimes
Issue	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Approve	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

42. Do you issue and/or approve specifications?

(For definitions see: http://archaeologists.net/sites/default/files/CIfAS&GAppendices_0.pdf.)

	Yes	No	Sometimes
Issue	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Approve	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

43. How many written schemes of investigation (WSIs) have been recommended for approval by the LPA?

Evaluation	<input type="text"/>
Mitigation recording (e.g. excavation)	<input type="text"/>
Historic building recording	<input type="text"/>
Preservation in situ	<input type="text"/>
Other (please specify)	<input type="text"/>

NB the above refers to briefs, specifications and WSIs issued and/or approved by historic environment services. The split questions are to obtain figures on the number and proportion of full excavation briefs - as opposed to evaluation. The question on historic buildings should include WSIs which also have below-ground archaeological investigation included within them. It would be useful if the number of these could also be indicated to avoid double counting.

Section 8: Advice

44. Do you act as Diocesan Archaeological Advisor (or equivalent) for the Church of England or other religious faith that operates the Ecclesiastical Exemption?

Yes

No

45. Are you readily consulted by the Environment Agency?

Yes

No

46. Are you readily consulted by Utility companies?

Yes

No

If yes, which companies?

47. Do you have SLAs with any of the above?

Yes

No

If yes, which ones?

48. Do you charge for this advice?

Yes

No

49. Any other comments?

Section 9: Planning appeals and public inquiries

50. How many inquiries have you attended/provided a professional opinion on?

51. In how many refusals was archaeology given as a reason because of the presence of remains requiring preservation in situ?

52. In how many refusals was archaeology given as a reason because of the applicant's failure to provide the result of an evaluation?

53. In how many refusals was archaeology given as the only reason?

54. How many cases have been upheld and dismissed?

Upheld:

Dismissed:

55. Would you be willing to provide details of appeal decisions to the ALGAO Planning & Legislation Committee to add to our collection of examples, to be made available to ALGAO members on the ALGAO website?

Yes

No

Section 10: Historic Environment Record Service

56. How many HER inquiries did you receive in 2015/16?

57. How many monument records do you have (as of 31-3-16) ?

58. How many event records do you have (as of 31-3-16) ?

59. How many source records do you have (as of 31-3-16) ?

60. Which software does your HER run?

Exegesis HBSMR:

Other proprietary software? (Please give details):

Bespoke system developed by host authority (please give details):

61. Does your HER have a physical search facility?

Yes

No

62. How is your HER accessible online?

Heritage Gateway

Website

Stand alone

All

None

63. How is your HER funded? E.g. included in core budget; charging for enquiries etc

64. Has your HER been formally adopted by some or all of the local planning authorities it covers?

- All
- Some
- None

If some, please specify which authorities

Section 11: Outreach

65. Do you specify outreach/public engagement in WSIIs (eg open days, webcams, school visits etc)?

- Yes
- No
- Sometimes

66. What percentage of your outreach/public engagement recommendations are met (estimate)?

67. What types of outreach does your authority undertake? (please tick all that apply)

- Talks to local groups?:
- Talks to schools?:
- Via social media (eg blogs)?:
- Promotional material (eg leaflets, interpretation boards)
- Other (please specify)

Section 12: OASIS and archiving

68. Does your service validate OASIS records?

- Yes
- No
- Sometimes

69. Following on from the question above, if 'No' please tick one or more reasons:

- Insufficient staff resources
- Duplication of other HER data entry
- Can't import data
- Other (please specify)

70. Do you include a clause relating to OASIS in your WSIs or those you approve?

- Yes
- No
- Sometimes

71. Do you require a repository for the archive to be identified as part of a WSI?

- Yes
- No
- Sometimes

72. How many collecting areas fall into your area?

(Details on http://archaeologydataservice.ac.uk/archives/view/sma_map/)

73. Are there 'black holes', i.e. areas where no repository is regularly collecting archaeological archives? ("regularly" is taken here to mean will accept all archives prepared to a standard without selection).

- Yes
- No
- Don't know

If YES, roughly what % of your area falls into these black holes?

74. What is the impact of this?

Section 13: Policy and guidance

75. Do you use the Minerals Historic Environment Forum guidance?

Yes

No

If not, why not?

76. Does your service deal with minerals sites differently to other development proposals in terms of evaluation and/or mitigation requirements?

Yes

No

Further comments:

77. Do you use or make reference to the ClfA Standard and guidance for archaeological advice by historic environment services in defining and/or delivering your service?

Yes

No

If not, why not?

78. Do you require work to be done to ClfA standards?

	Yes	No
Pre-determination	<input type="radio"/>	<input type="radio"/>
Post-determination	<input type="radio"/>	<input type="radio"/>

If not, why not?

79. Do you recommend/require that work is done by a ClfA registered organisation?

- Recommend
- Require
- No

If not, why not?

80. Do you recommend/require that work is done by an accredited member of ClfA?

- Recommend
- Require
- No

If not, why not?

81. Do you provide historic environment input into local plan policies ?

- Always
- Usually
- Sometimes
- Never

82. Do you provide historic environment input into neighbourhood plans?

- Always
- Usually
- Sometimes
- Never

83. What proportion of your local plans do you feel have an historic environment policy which is compliant with NPPF, or that the historic environment is well integrated into other policies?

- All
- Most
- Some
- None

84. Do you have defined areas of archaeological potential/significance or similar?

Yes

No

Please cite specific examples of good practice re such areas, including an online URL if possible:

85. Do you specifically recommend that planning authorities engage with paragraph 139 of the NPPF in relation to sites of national importance on non-designated sites?

Yes

No

If not, why not?

86. Do you comment on housing allocations?

Yes

No

If yes, how many sites in 2015-16?

87. Are you consulted on Strategic Housing Land availability Assessments?

Yes - direct consultation (LPA requests comment at whatever stage)

Yes - called up (eg responding to a public consultation)

No

If yes, how many sites in 2015-16?

88. Is this through the LPA's choice or yours?

LPA choice?

Your choice?

Both?

89. How many projects with maritime content have you been involved in or commented on?

(This might include coastal & river defence (to mean high water); coastal, harbour and riverside structures; offshore schemes that may or may not have onshore links; eroding / newly visible archaeological sites; shipwrecks or archaeological finds along the coast; submerged landscapes)

90. In the last year, have you had to advise a Planning Authority to initiate a formal or informal enforcement process?

- Formal
- Informal
- Both
- No

91. Do you undertake training for planning officers or elected members in historic environment issues?

- Yes
- No

92. Do you produce advisory/guidance notes/standards on the historic environment?

- Yes
- No

Please give further details:

93. Do you have an SPD for the historic environment?

- Yes
- No

If so, please provide a URL to the online version, if available.

94. Space for any comments or queries about this questionnaire or additional comments about your answers:

Please cite the question reference number before each comment.