



HISTORIC ENVIRONMENT RECORDS (HER) COMMITTEE

TERMS OF REFERENCE (2018)

1. PURPOSE

The purpose of the Historic Environment Records (HER) Committee is to inform, advise and act for the Executive Committee and membership of ALGAO UK on issues relating to HERs. This includes (but is not limited to):

- ALGAO:UK policy in relation to HERs;
- HER standards, including database and GIS standards;
- The development, provision and use of HERs.

2. GEOGRAPHICAL REMIT

The geographical coverage of the HER Committee will be that of the member associations of ALGAO:UK namely, England, Scotland and Wales.

3. RESPONSIBILITIES

To fulfil this purpose, and subject to the approval of and provision of funds by the Executive Committee, the HER Committee:

- a. Promotes best practice on HERs and related matters, including engagement with legislation, guidance and practices affecting the provision and standards of HERs.
- b. On behalf of the Association, liaises with the Royal Commission on the Ancient and Historical Monuments of Wales, Historic England, Cadw, Historic Environment Scotland, and other providers, developers and users of HER data and applications, both nationally and abroad.
- c. Liaises with the other ALGAO Committees over matters relating to HERs and other matters of common interest.
- d. Liaises with the HER Forum and other groups to develop programmes for events.
- e. Undertakes surveys or studies in relation to HER matters or may commission the same from others.
- f. Negotiates with others over the provision of HER related services.
- g. Carries out any other HER related task required by the Executive Committee.

4. MEMBERSHIP

- a. The HER Committee shall consist of; a Chairman appointed from the Executive Committee, a Secretary appointed from the membership of the Committee and other

Members of the Association, or their nominated substitutes, together with such HER Officers (not necessarily being Members of the Association) so that the Committee has representation from all English regions, Scotland and Wales, and representatives from key groups (such as HBSMR User Group, or FISH).

- b. Representatives of Historic England, Historic Environment Scotland and the Welsh Royal Commission, as well as the Chair or vice chair of ALGAO:UK and ALGAO:England may attend as official observers. Members of other organisations or individuals may be brought in to assist the Committee in its work, at the discretion of the Committee, but shall not have any continuing rights of membership, representation or observer status and shall not be party to the decisions and recommendations made by the Committee.

5. MEETINGS OF THE COMMITTEE

The committee will meet at least three times a year.

6. REPORTING MECHANISMS

- c. The committee will provide an annual written report to the ALGAO:UK AGM. Copies of all minutes and reports will be made publically accessible through the ALGAO website (<https://www.algao.org.uk/>) with notification made to those who may have an interest in them (e.g. HER Forum, regional HER Groups, etc).

Revision Date: 24th January 2018

Revised by Ben Wallace (Chair, ALGAO HER Committee) and Graham Tait (Secretary, ALGAO HER Committee)

Approved by ALGAO HER Committee on 24th January 2018.