



## ALGAO-UK HER Committee - Minutes

Wednesday 25<sup>th</sup> January 2017.

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
East of England HER Forum.	Sally Croft (SCr)	Cambridgeshire County Council
HBSMR Users Group.	Sally Croft (SCr)	Cambridgeshire County Council
	Sam Mellonie (SM)	Central Bedfordshire Council
HER Forum.	Chris Webster (CW)	South West Heritage Trust
ALGAO Cymru.	Chris Martin (CM)	Clwyd-Powys Archaeological Trust
East Midlands HER Forum.	<del>Mark Bennet</del> Nikki Manning (NM)	<del>Lincolnshire County Council</del> Derbyshire County Council
	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
OASIS management board. London HER.	Stuart Cakebread (SCa)	Greater London Archaeology Advisory Service (Historic England)
Observing member.	Jane Golding (JG)	Heritage Information Partnerships Manager, Historic England
Observing member.	Nick Davis (ND)	Heritage Information Partnerships, Historic England
Guest speaker	Alice Cattermole	Alice Cattermole Heritage Consultancy
Guest speaker	Julie Patenaude	Church of England

**Mark Bennet** (Lincolnshire County Council) has recently informed the committee that he has decided to step down as the regional representative for the East Midlands. The committee thanked Mark Bennet, for all his previous work on the committee, including his time as secretary. Mark first attended the committee in late 1994, making him one of the longest-serving members.

The committee welcomed **Nikki Manning** (Derbyshire County Council) who has kindly agreed to take over representing the East Midlands.

**Sam Mellonie** will be taking over the East of England / HBSMR User Group, when **Sal Croft** is on maternity leave (from April 2017).

**Alison Bennett** (who represented the Informing the Future of the Past steering group) has recently commented that it is getting harder for her to attend the committee meetings, and wondered if it would be possible to be a non-attending member. It was noted that the IFP project has now completed. It was stated that there is not really any formal “non-attending members” of the committee – everyone in the committee either represents a region (or country) (e.g. North West, Wales) or a group (e.g. HBSMR Users Group, BHUG, etc). The only other members of the committee are “observing members” from non-ALGAO organisations (Historic England, Historic Environment Scotland); as well as the chair (or vice-chair) of ALGAO:UK and ALGAO:England. As we are planning on getting all the agendas/minutes on the new ALGAO website (and currently do similar on HER Forum), it was suggested that the committee would like Alison to be involved with the committee by contributing in this way. The committee expressed thanks to Alison for all her hard work that she have given to the committee for quite a few years.

**ALGAO Maritime Committee. Action: GT** to ask the maritime committee if they will send a representative to the ALGAO-UK HER Committee, as Rebecca Loader often cannot attend.

**ALGAO Planning & Legislation committee.** BW noted that the ALGAO Planning & Legislation committee is becoming more active. It was suggested that the HER Committee’s connection could be through the ALGAO Executive; but the HER committee would keep an eye on this.

## 1. Apologies for Absence

Apologies were received from:

Committee / Organisation / Region	Represented by:	
Observing member.	Sarah MacLean	Heritage Information Partnerships, Historic England
ALGAO Countryside Committee	<del>Ken Smith</del> David Robertson	<del>Peak District National Park Authority</del> Norfolk County Council
Scotland SMRs/HERs.	Stephanie Leith	East Lothian Council
West Midlands HER Forum.	Suzy Blake (SB)	Staffordshire County Council
ALGAO Maritime Committee	Rebecca Loader	Isle of Wight Council
Informing the Future of the Past steering group.	Alison Bennett	Essex County Council
Historic Environment Scotland (previously RCAHMS)	Mike Middleton (for 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
14/06/a	<b>ALGAO website:</b> Ensure that minutes, agendas, HER advice note and all other HER content on ALGAO website can be viewed by all.	SCr	See below	Pending
14/06/b	<b>Committee terms-of-reference:</b> Draft an update to the ALGAO-UK HER committee terms-of-reference, for comment and approval.	BW	GT updated. BW to make more changes. GT to then circulate and get comments; and complete by email over next few weeks.	Open
14/10/a	<b>ALGAO website:</b> Ensure content of <a href="http://www.algao.org.uk/subject/her">http://www.algao.org.uk/subject/her</a> is fit-for-purpose (including updating IfP link).	SCr	See below	Pending
14/10/b	<b>ALGAO website:</b> Liaise with ALGAO Executive to include the Professional Access section of the Heritage Gateway website incorporated within the ALGAO website.	BW	See below	Pending
15/06/a	<b>IFP wiki:</b> SB, SCa, CM & BW to update the respective section(s) of the glossary, as defined in previous minutes.	SB, SCa, CM & BW	BW to finish. SCa to do. CM done. SB to do.	Open
15/06/b	<b>INSPIRE:</b> add details on INSPIRE to IFP	BW	To do	Open
15/10/a	<b>Church Heritage Record:</b> Feed back comments re: (web) links in CHR to HER monuments	BW	See below	Closed
15/10/b	<b>EIR:</b> request that the ALGAO Exec produce a whole new "Charging for Archaeological Curatorial Services Advice Note" (rather than sending an additional note); then update IFP after this.	BW	Waiting on comment from Historic England's legal team. See below.	Pending
16/01/a	<b>CITIZAN:</b> Arrange a meeting with CITIZAN to discuss data issues.	BW	BW to attend next CITIZAN Technical Specialists meeting; then give an update at next meeting.	Open
16/05/a	<b>Church Heritage Record:</b> Invite a representative from the Church of England to speak at the next ALGAO-UK HER Committee, to talk about linking to/from HERs and other issues	GT	Done.	Closed
16/05/b	<b>Church of England:</b> Liaise with ALGAO Executive committee about the Church of England Online Faculty System, and DAC advisors	BW	See below.	Closed

16/05/c	<b>Information Commissioner's Office:</b> Liaise with the ALGAO Executive how we approach the Information Commissioner's Office	BW	See below.	Open
16/05/d	<b>IFP:</b> Send final report to GT for circulation to the ALGAO-UK HER Committee.	AB	<b>Action:</b> BW to ask AB for a copy of the report.	Open
16/05/e	<b>Geophysics project:</b> Ensure that the HER Committee can comment on the next phase of the project.	JG	Final report for pilot phase is with HE Project Assurance Officer (not gone to commission yet). JG has asked if she can see it; and will feedback that HER committee would like to comment on the next phase. JG will also let us know when report is on website.	Closed
16/10/a	<b>HIAS National Security Copy:</b> Survey HER officers about security and HIAS participation.	JG & BW	See below	Closed
16/10/b	<b>HER Charging:</b> Ask Historic England's legal team for an opinion about HER charging.	JG	See below	Closed
16/10/c	<b>IFP:</b> Change the 'email the editor' link	GT	Done	Closed
16/10/d	<b>Countryside Stewardship:</b> raise the following issues at the next ALGAO Executive committee: <ul style="list-style-type: none"> <li>• Number of applications</li> <li>• Lack of advisors</li> <li>• Uncertainty over the future of agri-environment schemes</li> <li>• Want to see a similar (but hopefully better) scheme continue</li> </ul>	BW	BW raised these issues at exec. See also below.	Closed
16/10/e	<b>Review of HER enhancement projects for the Palaeolithic and Mesolithic:</b> Contact Alice Cattermole written report on 'Review of HER enhancement projects for the Palaeolithic and Mesolithic' toolkit	GT	Done. See below	Closed
16/10/f	<b>RSA Heritage Index:</b> request HER data for RSA Heritage Index from all HERs via regional reps	BW	Done. Good response rate from HERs. Also gave info about limitations of data.	Open
16/10/g	<b>Heritage Lottery Fund:</b> Contact Lorna-Jane Richardson (Umeå University) re: request to find out how many HLF-funded projects deposit their records with the HER	BW	Uncertain. ALGAO are having a meeting with HLF – BW to raise these issues.	Open

16/10/h	<b>HER grades:</b> request info about HER staff including Job Title, Grading, Wage Range etc from all HERs via regional reps	BW	Done.	<b>Closed</b>
16/10/i	<b>Quality of contractor reports:</b> request ALGAO Executive Committee > ALGAO-UK committee that either ALGAO or the ClfA research quality of contractor reports, in order to improve standards.	BW	There is a ClfA survey about specialist reports. BW to check with Exec and ClfA.	<b>Open</b>

**ALGAO website:** SCr said that new ALGAO website is in beta phase. Member log-in to be circulated to individual ALGAO members next week. **Action:** GT to get HER committee and HER officers to sign-up. Content has been just transferred over; and will be updated when the website is up-and-running. Committee chairs and secretaries will then have access to edit committee pages, and manage member access. SCr is managing this at the moment (as ALGAO UK administrator).

### 3. Church Heritage Record – discussion with Julie Patenaude, Church of England

#### i. Church Heritage Record

Julie Patenaude from the Church of England gave a presentation.

The Church Heritage Record (<https://facultyonline.churchofengland.org/churches>) – is funded by a grant from Historic England, and the Archbishops Council. Not an HER – just records of churches or cathedrals; mainly for use with faculty applications.

This project now has a record of all churches – each now has a name and a position on a map. The Church Heritage Record contains over 16,000 entries on church buildings in England, covering a wide variety of topics from architectural history and archaeology, to the surrounding natural environment.

All open access online. Can search on name, period, size, listing grade, etc.

The Church Heritage Record has expanded to include churches in Wales (a separate project); and they have held discussions with the Catholics and are hoping to expand to other denominations.

Directly linked to the Online Faculty System – so every time that a faculty is applied for; the Church Heritage Record is consulted.

Issues – resources (staffed by Julie and an apprentice).

Julie stated that she'd like to make more connections to HERs; by linking HERs monument records to churches. A number of HERs have already done this: Somerset, Peterborough, Wolverhampton and Walsall, Central Bedfordshire and Luton, North Lincolnshire, North East Lincolnshire, Norfolk and Exmoor.). **Action: NB** to start discussion on HER Forum, encouraging HERs to provide concordance (Monument ID to Church Code.).

JW asked how the Church Heritage Record was updated (e.g. if a Conservation Area is updated). Julie stated that they have the same issues that HERs have.

#### ii. Church of England Online Faculty System

The Committee then discussed the Church of England Online Faculty System. 30 (of 40) diocese have signed-up; and Julie expected about 34 to be signed-up by the end of this year. Not everyone is allowed access to the Online Faculty System. Can register as a consultee – someone has to approve this. As a consultee; you will only have access to cases that you have been consulted-on.

The faculty process is: – parish puts forward a proposal > then taken to DAC committee where they discuss and will come back with a recommendation > then go to public notice > then the chancellor makes a decision > then faculty gets issued. When the project is completed; a “Practical completion” form (form 8) is completed. Any reports that are completed, should appear on the Church Heritage Record - this is built into the Faculty system.

Minutes of DAC are not always on the online faculty system – this is dependent on the DAC.

The committee asked two main questions:

*How can we get info from the HER to the Church Heritage Record to influence a decision on faculty proposals?*

- Link CHR to HER (see above).
- Julie stated that she would look into training chancellors, DACs and registers in use of the Church Heritage Record and that HERs can provide much further information.
- It was also suggested that the links from the Church Heritage Record to HERs could be improved, to highlight the fact that the HER typically had more information than that linked by each record.

*How can HERs ensure that they get copies of reports?*

- The committee suggested that OASIS should be used, and it would be very beneficial for DAC advisors to suggest this. Julie's colleague David advises DAC committees via DAC Forums (which meet once or twice a year); and suggested having a big push on getting DAC advisors to contact HERs at beginning of the process; and to get the report on OASIS.

Also: it was noted that HERs do not always know where the parish and diocese boundaries are. **Action: GT** ask Julie to get parish and diocese boundaries to HERs.

#### **4. Review of HER Enhancement Projects for the Palaeolithic and Mesolithic – presentation by Alice Cattermole and discussion.**

AC gave an overview of the “Review of early prehistoric HER enhancement projects” project.

##### **Background to the projects:**

- Call for proposals September 2012
- Overall aim was to improve the representation of Palaeolithic and Mesolithic archaeology in HERs in order to ensure better consideration of sites of these periods within the planning process and thereby enhance their protection.
- Objectives included:
  - making sure that HERs contain accurate information about the nature, distribution and extent of early prehistoric sites
  - that the extent of deeply buried Pleistocene deposits with potential for Palaeolithic remains is mapped
  - that palaeoenvironmental records are included.
- No prescriptive methodology, instead HERs were invited to devise their own approaches
- The projects were expected to include some or all of the following:
  - Deposit mapping and modelling
  - Checking and enhancing existing records
  - Digitising relevant data-sets (e.g. lithic scatters)
  - Incorporating relevant data from other sources (e.g. Natural England geoconservation SSSIs, PAS data)
  - Improve access to information about sites and collections
  - Additional outputs such as planning guidance, protocols or appropriate outreach

##### **7 projects:**

- Essex HER
- Kent HER
- Norfolk HER
- South Yorkshire SMR
- West Berkshire HER
- West Yorkshire HER
- Worcestershire HER

All different – as each HER wanted different outcomes.

##### **Enhancing existing HER data**

- Most of the projects included some element of HER enhancement with the exception of Essex
- This formed the primary task for Norfolk and S Yorks
- Emphasis varied greatly with some projects concentrating on monument records, while others focused on finds, sources or events
- Different methodological approaches:
  - S Yorks focussed on checking all grey lit in areas they felt were of highest potential
  - Norfolk examined all records which had been indexed with anything related to early prehistory
- Issues
  - Chronology
  - Terminology
  - Level of detail and scope to be agreed at project outset
  - How to successfully incorporate graphic material – allows reassessment in future
  - Lack of early prehistoric expertise within HER sector and resultant lack of confidence among HER staff means this period has been less well recorded than most others

#### ***Adding information from sources***

- Most HERs attempted to identify sources that they could use to add new information about early prehistoric sites and finds
- Some HERs also consulted specialist non-archaeological sources such as quaternary, palaeoenvironmental and geological publications with varying degrees of success
- Some material had recently been made available online that had not previously been readily accessible (e.g. Wymer and Jacobi archives)
- Issues
  - HERs often do not have access to relevant sources, e.g. journals behind paywalls
  - Need for specialist input to interpret sources and extract relevant information
  - Some information (e.g. palaeoenvironmental data) is difficult to locate
  - Lack of interaction between HERs and specialists dealing with early prehistory
- Adding information from collections
- Worcestershire and West Yorkshire included the incorporation of significant collections of artefacts not previously recorded on the HER – both employed specialists to do this.
- Worcestershire employed a specialist to assess the Whitehead collection which resulted in the addition of 229 Palaeolithic artefacts and over 2000 faunal remains
- West Yorkshire used an in-house expert to systematically examine material in seven museums that had previously been identified as Palaeolithic. Mesolithic material was examined to attempt to refine the dating of particular sites and to confirm the identification and quantities of particular tool types.
- Norfolk used museum collections to validate existing HER entries and create a digital image archive
- Issues
  - Lack of precise/current identifications
  - Need for specialist input
  - Requires good data exchange between PAS/museums/HERs
  - Distinction between geological and archaeological collections

#### ***Developing deposit/predictive models***

- Essex aimed to establish whether it was possible to devise a methodology to create a predictive model of the Palaeolithic archaeological resource at a county scale using existing datasets
- Worcestershire mapped 'areas of Palaeolithic potential' – added as monument records under Record Type 'Geology'
- West Berkshire created a predictive sedimentary and archaeological model to help manage the early prehistoric resource in the Middle Kennet Valley

- Kent produced a broad predictive model that identified and characterised areas of Palaeolithic potential in the Stour Basin
- Issues
  - How useful are these in the planning process?
  - What are the most reliable/useful sources of data?
    - Most projects reported problems using BGS data
    - Many HERs have struggled to use borehole data
  - What is the value of deposit models to HERs and how is their currency maintained?
  - Predictive models take either an algorithmic approach or a specialist-led approach. Only the former is repeatable when new information is acquired

### **Recommendations for Historic England**

- Refinement of monument and artefact terminologies is urgently required to enable precise indexing.
- Uniform date ranges to be used nationwide, based on Marine Isotope Stages (MIS)
- There cannot be a 'one size fits all' approach since HERs vary so much. Instead enhancement must be tailored to the needs of individual HERs
- Record enhancement needs to take place within the HER digital environment
- Key sources need to be identified and prioritised at an early stage
- If predictive models are developed these should adopt a repeatable methodology, and should be regularly updated to incorporate new findings
- Organisations funding research need to make deposition of results with HERs a requirement of grant funding
- HE project application process too onerous for many HERs

### **Contact**

Alice Cattermole Heritage Consultancy. Email: [alice@alicecattermole.co.uk](mailto:alice@alicecattermole.co.uk)

### **Comments**

Report to be concluded in February; and will be circulated widely.

BW suggested that any future projects should focus on certain sources and locations.

The committee noted that getting data from museum collections (e.g. Modes); was time-consuming. AC noted that in West Yorkshire; each museum record was examined in detail to determine location, etc.

Refinement of monument and artefact terminologies is urgently required to enable precise indexing. GT – suggested approaching the Terminology Working Group of FISH; and that this should be resolved before more funding takes-place.

AC looked at the value to HER of the projects that were carried-out. NB and RE suggested that there is an issue with well-resourced HERs being enhanced; but other HERs continue to have less enhancement.

AC suggested that training and sharing knowledge amongst HERs would be helpful.

## **5. Portable Antiquities Scheme**

TG – updated the committee from the PAS database working group meeting (in November):

- The Portable Antiquities Scheme are very, very keen to work with HERs.
- Survey of HERs has been done. Michael Lewis is keen to discuss PAS and HERs with us. **Action: TG** to invite Michael Lewis to the next ALGAO-UK HER Committee about the results of the survey, and then a discussion. Also suggest a FLO (Angie Bolton) or advisor, such as Helen Geeke to attend with him.
- Concerns over PAS database – as the technology is at end-of-life. Also concerns over funding of PAS and FLOs.
- **Action: GT and TG** to collate a list of issues and thoughts that HERs have about PAS; then circulate to committee for comment. This will be used to structure the discussion at the next meeting.

## **6. HER Guidance**

BW gave an update. HE has said that they are happy to make this an official HE 'Advice note' and the ALGAO Exec committee have agreed that they are content with this.

This is needed for the HER Audit review (see below).



**Action: BW** to amend current draft (needs slight altering to make it an HE 'Advice Note'); then to consult ALGAO-UK HER Committee, HER Forum, etc.

JG stated that she will get the HE Guidelines Development Officer to get in touch.

## **7. HER Audit review and Outcomes Framework**

JG gave an update:

Currently  $\frac{2}{3}$  of the way through the review. Re-written the specification, in terms of a series of Service Outcomes, and (below those) a series of sub-outcomes and indicators. HIPs are also writing a series of questions for the audit.

Lots of discussion about how the new audit will link to the Outcomes Framework. Audit Team and Outcomes Framework team to meet to discuss how Audit and Outcomes Framework can work together. (HE to fund this). **Action: JG** to set-up meeting in March.

First audits on the new system will be early 2017/18 financial year (but not April 2017).

## **8. Heritage Gateway**

Heritage Gateway is now tied-into HIAS; and is one of the work packages.

The HG partnership board met recently. They determined that there will be some more audience development work (a consultant has been appointed) – work will happen soon – a short project – a series of focus groups in London. This is essential for the HE Business Case to enable any future development work to happen.

Trial of Heritage Gateway – results of that was that there are some fundamental issues with how data was supplied; which affects the searching. Therefore, they will be discussion about how data is provided, presented and searchable.

There will be lots of consultation with data providers, etc. There will be a Data Providers Meeting at the Birmingham & Midland Institute on 24<sup>th</sup> April.

## **9. National HLC**

National HLC project has had some delays (as key officer has not been in post). However, there is agreement by the project team that they can produce something suitable; and the project is currently working on developing the National HLC 'product'.

The project board is still waiting on detail by Natural England about exactly how this will be used.

## **10. NRHE to HER**

Report has been nearly finalised on the R&D phase of the project. The report demonstrated that the project is achievable and beneficial using the methods and tools developed; that it has also received overwhelmingly positive feedback from the HERs involved in the project and has provided an opportunity to inform those HERs not directly involved. However, it highlighted that full HER accessioning of the NRHE is a substantial project requiring careful planning and sustained management, plus the coordinated efforts and commitment of the HERs, central agencies, and a technical and logistical support team. The report made recommendations concerning the implementation of the project.

The next step is that HE will make a decision on whether this can happen, and, if so, how and when.

## **11. Update on other HIAS matters**

### **i. Survey:**

A survey about HIAS and a National Security Copy was sent to all HER officers in December 2016. The response rate was the best HER survey result ever - 82 out of 85 HERs responded (96%) – only 3 HERs (Cumbria, Southend-on-Sea and Dudley) didn't manage to complete the survey.

#### **a. HIAS**

The survey suggested that many HERs are well-engaged with HIAS.

Summary report has been produced for HIAS work-package leaders a few weeks ago.

Looking to get a report than can be circulated (after next week).

#### **b. National Security Copy.**

Survey results – 95% of HERs do back-up; but plans and policies are more lacking. The work package will meet on 14<sup>th</sup> February to discuss this; and create an options appraisal.

## ii. OASIS

### a. Synchronisation between HERs and a revised OASIS.

There was a successful workshop in October, as reported in the minutes of the last meeting.

### b. ALGAO Planning Training Day

This will be held in March 2017; and will include a presentation by Sarah Poppy (HE) about HIAS, and a presentation by Jo Gilman (ADS) titled "OASIS: A Role for Planning Archaeologists"; and will seek to get feedback on OASIS from planning archaeologists.

### c. Historic Building Sector OASIS workshop

There was a meeting with some Historic Building specialists to discuss OASIS, and they were keen to get involved. However, it was understood that there were issues with this (such as getting data to HERs, accessibility of data, etc).

## iii. Historic Buildings and HERs

The committee then discussed the lack of engagement between HERs and the Historic Building sector. It was discussed that there was an issue with (for example) Conservation Officers, etc not requesting that information (building recording surveys, etc) go to HERs; but there was also an issue that HERs didn't make info very accessible for Conservation Officers; and it was hard for Conservation Officers to easily add data to HERs, etc. There were also Issues about Local Listing and Conservation Area (HERs hold this data?). HE probably have funding for work around this sector.

It was suggested that the committee investigated getting funding from HE to fund a project as part of the HER HIAS Work Package to deliver technical and practical changes that will benefit both the Historic Building and HER sectors. **Action: BW** to investigate getting a project set-up to investigate issues between HERs and historic buildings sector.

## iv. HER Backlogs

The committee then discussed HER backlogs. BW noted that when surveyed, 88% of HERs say they have a backlog; but there was less knowledge about what this was, or the scale of this. RE suggested that grey-literature is the main priority backlog – and that is more important than thematic surveys. NB suggested that it would be good to prioritise backlog that will help development-management work; and also that source-based work is better than thematic backlog. The committee also discussed what constitutes backlog – where do you draw the line?

The committee decided that a project to investigate backlogs be considered as part of the HER HIAS Work Package. This could look to define what a backlog is, how do we prioritise backlog and how do we quantify backlog. **Action: BW** to investigate getting a project set-up to investigate HER backlogs.

## v. Other HIAS issues

RE noted that the NW group discussed HIAS – and the group asked whether there could be a HIAS focussed event. GT suggested a themed HIAS HER Forum meeting. **Action: CW** and ND to discuss.

The committee also noted that the HIAS website needs updating; and more information sharing, particularly with the HER community. Ben mentioned that there was some more information on KnowledgeHub, but this was a closed group. **Action: BW** to ask Keith May (Historic England) to update website.

## 12. HER Charging – 'Environmental Information Regulations' and 'The Re-use of Public Sector Information Regulations'

HE legal team were going to produce a document based on what the GLHER were doing. This hasn't happened, as SCA is still creating the GLHER charging scheme (including looking at enhanced services); in collaboration with HE Legal, etc. When this is done, this will be circulated – on the basis that this is what HE at GLHER does, and other HERs might want to do the same.

Therefore, the committee is awaiting GLHER policy; then take this forward, by **Action: BW** to update ALGAO charging guidance (see above).

BW mentioned that Warwickshire has a new HER access and charging policy – see <http://www.warwickshire.gov.uk/heraccessandchargingpolicy>

## 13. Informing the Future of the Past

Glossary to be completed (see above).

## 16. Any Other Business

### i. 2016 Content & Computing survey

Last year's report will be circulated shortly.

This will be the last year that this will be conducted *in this format*. The survey will be reviewed and revised with the revised HER Audit Project.

### ii. EIA regulations

It was noted that a consultation on the EU Environmental Impact Assessment Directive is out (see <https://consult.defra.gov.uk/housing-and-planning/environmental-impact-assessment-eia-changes/>). This basically seems to be re-confirming what the EIA process is; with new guidelines and documents on the gov.uk website. BW has stated that the HER committee would like to be involved.

### iii. Historic England and ALGAO

Sarah Reilly was the designated HE person dealing with ALGAO, and specifically ALGAO projects; but she no longer has this role.

### iv. Heritage Gateway

ND asked if the committee would (in principle) have any objections to Middlesbrough HER's details appearing on the list of HERs at <http://www.heritagegateway.org.uk/gateway/chr/default.aspx>. There were no objections to this.

## 17. Date of Next Meeting

Wednesday 7<sup>th</sup> June 2017.

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

Number	Action	Remit	Comment	Status
14/06/a	<b>ALGAO website:</b> Ensure that minutes, agendas, HER advice note and all other HER content on ALGAO website can be viewed by all.	SCr		Pending
14/06/b	<b>Committee terms-of-reference:</b> Draft an update to the ALGAO-UK HER committee terms-of-reference, for comment and approval.	BW	GT updated. BW to make more changes. GT to then circulate and get comments; and complete by email over next few weeks.	Open
14/10/a	<b>ALGAO website:</b> Ensure content of <a href="http://www.algao.org.uk/subject/her">http://www.algao.org.uk/subject/her</a> is fit-for-purpose (including updating IfP link).	SCr	See below	Pending
14/10/b	<b>ALGAO website:</b> Liaise with ALGAO Executive to include the Professional Access section of the Heritage Gateway website incorporated within the ALGAO website.	BW	See below	Pending
15/06/a	<b>IFP wiki:</b> SB, SCa & BW to update the respective section(s) of the glossary, as defined in previous minutes.	SB, SCa & BW		Open

15/06/b	<b>INSPIRE:</b> add details on INSPIRE to IFP	BW	To do	Open
15/10/b	<b>EIR:</b> request that the ALGAO Exec produce a whole new “Charging for Archaeological Curatorial Services Advice Note” (rather than sending an additional note); then update IFP after this.	BW	Waiting on comment from Historic England’s legal team.	Pending
16/01/a	<b>CITIZAN:</b> BW to attend next CITIZAN Technical Specialists meeting to discuss data issues; then give an update at next meeting.	BW		Open
16/05/c	<b>Information Commissioner’s Office:</b> Liaise with the ALGAO Executive how we approach the Information Commissioner’s Office	BW		Open
16/05/d	<b>IFP:</b> Send final report to GT for circulation to the ALGAO-UK HER Committee.	AB	BW to ask AB for a copy of the report.	Open
16/10/g	<b>Heritage Lottery Fund:</b> Raise issues with HLF via ALGAO meeting with HLF. (Include contacting Lorna-Jane Richardson (Umeå University) re: request to find out how many HLF-funded projects deposit their records with the HER)	BW		Open
16/10/i	<b>Quality of contractor reports:</b> check with ALGAO Executive Committee and ClfA about research quality of contractor reports, in order to improve standards.	BW		Open
17/01/a	<b>ALGAO website:</b> get ALGAO-UK HER committee, and HER officers to sign-up to new ALGAO website	GT		Open
17/01/b	<b>Church Heritage Record:</b> Start discussion on HER Forum, encouraging HERs to provide concordance between HERs and the Church Heritage Record (Monument ID to Church Code.)	NB		Open
17/01/c	<b>Church Heritage Record:</b> parish and diocese boundaries to HERs	GT	Ask Julie Patenaude	Open
17/01/d	<b>PAS:</b> invite Michael Lewis and a FLO to the next ALGAO-UK HER Committee	TG		Open
17/01/e	<b>PAS:</b> collate a list of issues and thoughts that HERs have about PAS; then circulate to committee for comment.	GT & TG		Open
17/01/f	<b>HER Guidance:</b> Amend current draft; then to consult ALGAO-UK HER Committee, HER Forum	BW		Open

17/01/g	<b>HER Audit review and Outcomes Framework:</b> set up meeting to discuss how Audit and Outcomes Framework can work together	JG		Open
17/01/h	<b>Historic Buildings and HERs:</b> get a project set-up to investigate issues between HERs and historic buildings sector	BW		Open
17/01/i	<b>HER backlogs:</b> get a project set-up to investigate HER backlogs	BW		Open
17/01/j	<b>HIAS:</b> investigate possible HIAS-themed HER Forum meeting	CW		Open
17/01/k	<b>HIAS:</b> Request that HIAS website is updated	BW	To ask Keith May	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>