



## ALGAO-UK HER Committee - Minutes

Thursday 6<sup>th</sup> October 2016.

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
	also represented by Sam Mellonie (SMe) – not present	Central Bedfordshire Council
HER Forum.	Chris Webster (CW)	South West Heritage Trust
ALGAO Cymru.	Chris Martin (CM)	Clwyd-Powys Archaeological Trust
Scotland SMRs/HERs.	Stephanie Leith (SL)	East Lothian Council
North West HER Forum.	Robert Edwards (RE)	Cheshire Archaeology Planning Advisory Service
South East HER Forum.	Julia Wise (JW)	Buckinghamshire County Council
South West HER Forum.	Anna Morris (AM)	Gloucestershire County Council
	also represented by Tim Grubb (TG) – not present	Gloucestershire County Council
West Midlands HER Forum.	Suzy Blake (SB)	Staffordshire County Council
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.	Sarah MacLean (SM)	Heritage Information Partnerships, Historic England
HIAS Programme Manager.	Sarah Poppy (SP)	Historic England
Head of Listing Programmes, Historic England.	Joe Flatman (JF)	Head of Listing Programmes, Historic England

## 1. Apologies for Absence

Apologies were received from:

Committee / Organisation / Region	Represented by:	
East Midlands HER Forum.	Mark Bennet	Lincolnshire County Council
Informing the Future of the Past steering group.	Alison Bennett	Essex County Council
ALGAO Maritime Committee	Rebecca Loader	Isle of Wight Council
ALGAO Countryside Committee	Ken Smith	Peak District National Park
Historic Environment Scotland (previously RCAHMS)	Mike Middleton (for Susan Hamilton)	Historic Environment Scotland
Observing member.	Nick Davis	Heritage Information Partnerships, Historic England
Observing member.	Sara Reilly	Historic England

## 2. Minutes and Actions of the last meeting

No comments made on the minutes of the last meeting.

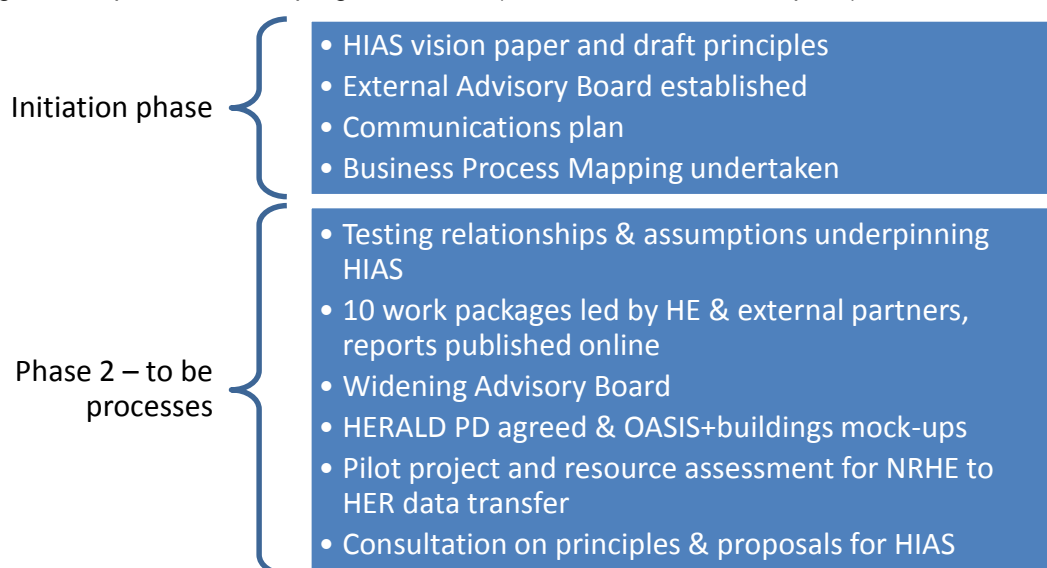
Action	Remit	Comment	Status
<b>ALGAO website:</b> Ensure that minutes, agendas, HER advice note and all other HER content on ALGAO website can be viewed by all.	SCr	Waiting on updating of website to new platform (see below).	<b>Open</b>
<b>ALGAO website:</b> Ensure content of <a href="http://www.algao.org.uk/subject/her">http://www.algao.org.uk/subject/her</a> is fit-for-purpose (including updating IFP link).	SCr	Waiting on updating of website to new platform (see below).	<b>Open</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	Waiting on updating of website to new platform (see below).	<b>Open</b>
<b>Committee terms-of-reference:</b> Draft an update to the ALGAO-UK HER committee terms-of-reference, for comment and approval.	BW	To do	<b>Open</b>
<b>IFP wiki:</b> All to edit the respective section(s) of the glossary, as defined in previous minutes.	All	Some sections still to do. See below.	<b>Open</b>
<b>INSPIRE:</b> add details on INSPIRE to IFP	BW	To do	<b>Open</b>

<b>Church Heritage Record:</b> Feed back comments re: (web) links in CHR to HER monuments	BW	To do	<b>Open</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.	<b>Open</b>
<b>HIAS:</b> All regional reps to liaise with their regions and get comments on the revised HIAS principles – to respond directly to Sarah Poppy (and copy Ben Wallace into responses) by the end of July 2016.	All	Done.	<b>Closed</b>
<b>OASIS:</b> Arrange a special meeting of the ALGAO-UK HER Committee, the ALGAO Planning & Legislation Committee with the ADS to discuss the scope of the OASIS project and use of OASIS.	GT	Done.	<b>Closed</b>
<b>Audit:</b> Send revised HER Audit project design to committee by the end of June 2016.	JG	Done.	<b>Closed</b>
<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	Given the requirements of HIAS; this has been postponed. To invite representative to the next meeting.	<b>Open</b>
<b>Church of England:</b> Liaise with ALGAO Executive committee about the Church of England Online Faculty System, and DAC advisors	BW	BW raised this with ALGAO Exec. They commented that they 'may pick this issue up at some point'. The HER committee will discuss again at the next meeting. CM noted that similar issues existed in Wales.	<b>Open</b>
<b>Marine Antiquities Scheme:</b> Ensure this is discussed in the HIAS HER Work Package, and to ensure this is discussed in ongoing OASIS meetings.	BW	BW noted that the Scheme appeared without much consultation. There have been a few items recorded; the Receiver of Wreck has noted that the scheme confuses data flows. BW stated that we should keep an eye on this scheme.	<b>Closed</b>

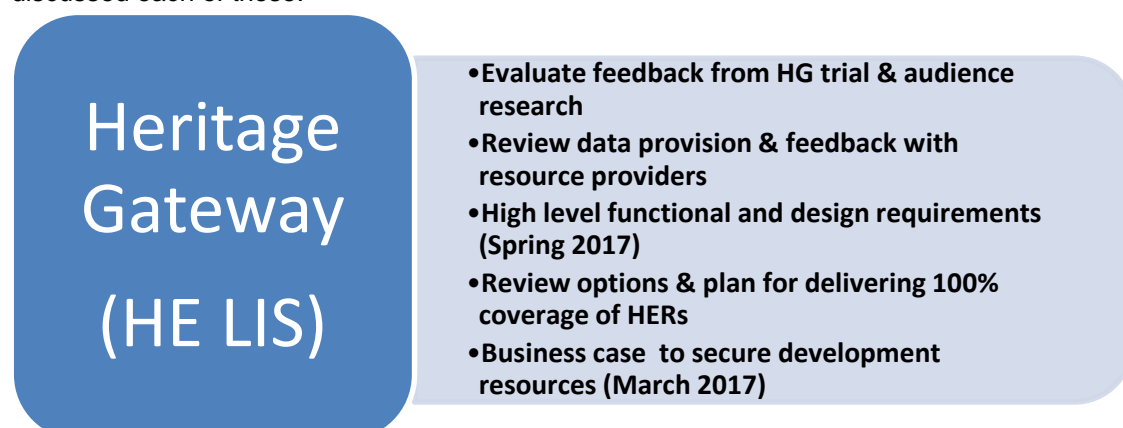
<b>CITiZAN:</b> Arrange a meeting with CITiZAN to discuss data issues.	BW	BW was unable to attend the last CITiZAN meeting. BW to arrange a meeting with CITiZAN data managers soon.	<b>Open</b>
<b>Information Commissioner's Office:</b> Liaise with the ALGAO Executive how we approach the Information Commissioner's Office	BW	Waiting on comment from Historic England's legal team. See below.	<b>Open</b>
<b>IFP:</b> Send final report to GT for circulation to the ALGAO-UK HER Committee.	AB	To do	<b>Open</b>
<b>Geophysics project:</b> Ensure that the HER Committee can comment on the next phase of the project.	JG	To do	<b>Open</b>
<b>Geophysics:</b> Liaise with the <a href="#">ClfA Geophysics Special Interest Group (GeoSIG)</a> to ensure that geophysics reports and data gets to HERs and are better archived	BW	Done, as SP noted that she had talked to GeoSIG, and suggested they are involed in the HERALD project re: OASIS)	<b>Closed</b>
<b>Home Front Legacy:</b> all committee members to test the Home Front Legacy system, and to give feedback by 4 <sup>th</sup> June 2016.	All	Many committee members had tested the website; and a number of technical issues were reported. Some HERs had got a little data. BW to feed-back from the next Home Front Legacy meeting.	<b>Closed</b>
<b>Portable Antiquities Scheme:</b> Respond to Michael Lewis, informing him of the committee's participation in the PAS committee.	BW	See item 10.i10.i below)	<b>Closed</b>

### 3. Update on HIAS:

SP gave an update on HIAS progress to date (Phases 1 and 2 are complete):



SP then summarised the current status of the Phase 3 Work Packages, and the committee discussed each of these:



The HIPs team at Historic England have taken responsibility for Heritage Gateway. They have used a small budget to create a trial site (<https://historicengland.org.uk/heritage-gateway/>) that went live yesterday. This new site is mainly about the look-and-feel (using the NHLE background mapping), and getting it to work on mobile devices. It is also now possible to share (and link to) search results. Historic England are collating feedback on this trial, and urged all to respond by the 28<sup>th</sup> October. Detailed feedback is very welcome.

There is a Heritage Gateway Data Providers meeting in Birmingham on 11<sup>th</sup> November 2016.

## Collecting and Validating Data (ADS)

- **HERALD stage 2 started (April 2016)**
- **BPM workshop for historic buildings info & processes (late Autumn 2016)**
- **HERALD functional specification finalised (Feb 2017)**
- **Staged build, testing & release from Autumn 2016 - 2018 (ADS Library – OASIS – OASIS+)**
- **Communications plan & engagement with key audiences**
- **HERALD stage 3 PD – OASIS HER data synching & training (April 2017 +)**

A workshop to discuss **synchronisation of HER and OASIS information** took place yesterday, and a number of members of the ALGAO-UK HER Committee took part. Discussion took place about the possibility of using the Heritage Gateway Web Map Service (WMS) (or similar web mapping service) to provide either monument recording, or concordance of monument IDs, etc. Discussion concluded that monument recording should not be done in OASIS, instead monument IDs could be passed back to OASIS records by HERs synchronising data, and possibly by 'natural language processing' to tag monument types (? and periods).

Discussion also took place about the difference between OASIS LITE and OASIS standard. It was reminded that OASIS is data transfer system between fieldworkers & HERs/national bodies, so there is no point in recording info that is not used or reviewed by HERs. OASIS LITE is an enhanced bibliographic record, recording what, where, when and associated IDs. Contractors use this when the HER doesn't participate in OASIS. OASIS STANDARD; the report is held back for review. HERs can enforce rules for OASIS forms e.g. report mandatory; and there will be a granularity of settings for what HERs can enforce.

There was then discussion about synchronisation between OASIS & HERs. Plans are for a separate pilot project with 2 HERs (one HBSMR, one bespoke) to look at a synchronisation method using an OASIS REST API, allowing

- pulling records out of OASIS
- updating of records in OASIS
- starting of new records in HER & transfer to OASIS

The next step in this project is for the ADS to write a proposal for a pilot project to be submitted to Historic England. Any API will be open access and a pilot will include support for 2 HERs to participate. Participants at the workshop also discussed the need for further work on user journeys and scope as part of pilot project, and that the pilot should include an element of wider consultation to look at HERs' requirements.

## Heritage Reference Data (HE LIS)

- **Define scope and vision for post AMIE role**
- **Business case & functional specification for new system (Winter 2017)**
- **Evaluation of software options (Feb/March 2017)**
- **Procure / build new system (April 2017+)**
- **Define & document how HRD to be managed collaboratively (April 2017+)**

This is being overseen by FISH. GT is an 'attending member' of FISH, and will report back.

# National Marine Heritage Dataset (HE Listing)

- **Vision statement and define scope (Oct 2016)**
- **Review of data standards & data model**
- **Pilots to explore sharing/overlap with HERs & national marine dataset (Winter 2016)**
- **Identify system requirements (April 2017+)**
- **Procure / build new system**
- **Change management & communications**

Joe Flatman gave a summary of the National Maritime Record:

- HIAS cross-sector project
- HE's responsibilities + the LPA relationship
- HE's underlying system architecture / access
- Broader cultural changes in data
- Other initiatives (Citizan; Marine Antiquities Scheme)

Headline Proposals:

- Improve HE system architecture / reliability
- Review marine data standards / terminologies
- Improve access to HE generated marine information
- Heritage assets between MHW + 12nm
- National/local overlap between MHW + MLW
- Explore 12-200nm issue + UK-wide picture
- Future-proof system
- Incremental not radical change
- Work in partnership – esp LPAs
- Standards e.g. MEDIN?

The next steps (by end of 2016-17 financial year) are:

- Vision Statement leading to MOU with partners (inc ALGAO)
- Internal HE system standards/requirements (and major external linkages) mapped
- HER 'pilots' – volunteers please!
  - Survey/ visit 3-4 HERs with marine holdings, looking at:
    - Composition of local record
    - Local information flows
    - Uses of marine/intertidal data
    - Local technologies to inform how data might be shared
- Phase 4 planning / initiation (April 2017 onwards)

The committee suggested a number of HERs to approach, and JF will take this forward. BW suggested that Historic England will need to look at good consultation on this project (including with Scotland, Wales and Northern Ireland); and to consider how this will work with other projects; for example OASIS, Heritage Gateway.

JF asked about museums and archives, and maritime links. The committee felt that this didn't happen much at the moment; but that we may wish to link maritime heritage data with museum accessions.

GT asked about designation data sharing / synchronisation; for example using web mapping services and synchronisation. SP confirmed that at present this was not within the scope of current HIAS work packages, but agreed to raise this in the context of HIAS & see how this might be progressed.

## Internal HE requirements (HE Research)

- **BPM of HE information items and flows & modelling of “To be” business processes (Feb 2017)**
- **Business case & function specification for new system**
- **Software options appraisal**
- **Procure / build new system**
- **Identify change management / training requirements**

SP highlighted the work to be carried out for Historic England’s internal requirements. This is ongoing.

## NHRE to HERs: data supply & reconciliation (HE LIS)

- **Review outputs & recommendations from pilot project (Nov 2016)**
- **Report to HIAS PB & ABs (Jan 2017)**
- **Transition planning (Winter- Spring 2017+)**
- **Communications plan**
- **Seek sign off & move to implementation (Spring 2017+)**

The trial of this project has taken place, and results showed that the process would be possible, and quantified how long the process would take. It also highlighted the benefits of this project. The report is currently being written, and is due to be finalised at the end of the month. The project did also highlight the issue of HERs that can’t take part – and the committee felt that this might be best addressed by the HER Audit process.



## National Security Copy (HE LIS)

- Survey HERs to establish local security arrangements (Oct – Nov 2016)
- Options appraisal for security register & access/transfer protocols
- Draft register & protocols to be agreed with ALGAO HER committee & HER WP (Jan 2017)
- Test & confirm suitability of approach to HIAS PB & ABs (April 2017)
- Confirm HE oversight & secure resources to move to implementation

The first task of this project is to understand the current backup and security issues, and then to look at an options appraisal.

**Action:** JG & BW are to write a survey for HER Officers, about security and HIAS participation. RE will join this work package.

## HERs (ALGAO HER)

- Survey HERs to establish HIAS participation baseline (Oct - Nov 2016)
- Define indicators to measure participation in HIAS (April 2017)
- Advocacy for HIAS in ALGAO
- Scoping project for monument recording requirements & interface
- Embedding of HIAS principles in HER strategy documents (on-going)

As mentioned above, JG & BW are to write a survey for HER Officers, about security and HIAS participation.

BW will promote advocacy for HIAS within ALGAO.

There will be a scoping project for monument recording requirements and interfaces.

HIAS principles will be embedded in HER strategy documents.

These Work Packages will be supported by:

## Roles and responsibilities

- **Watching brief on WPs to monitor and resolve any arising issues**
- **Advocacy arising from agreed R & R (on-going)**

## Data sharing & rights

- **Identification, coordination and resolution of data sharing, copyright and database rights issues for other WPs**
- **Maintain suite of existing data sharing agreements, statutory requirements & reference materials**

## Training & benefits delivery

- **Identify and coordinate training requirements to support WPs (on-going)**
- **Review and update HIAS benefits portfolio**
- **Training and benefits realisation plan for HIAS implementation phase**

## Phase 3 completion

- **Reporting & collation of phase 3 findings and outputs**
- **Planning for phase 4...**

Phase 3 is programmed to end in 2018.

### **4. HER Guidance (was HER Definition)**

A working party has drafted an HER Guidance document. Comments have been received from the HER committee.

There will be a consultation process with the HIAS Advisory board, and then the wider heritage sector.

Gill Grayson has contacted a member of their Planning Advice team with a view on it being an official Historic England document. The working party think this will be important for it having the necessary weight and credibility in practice.

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

A project started at the beginning of September; looking at replacing the current system, and linking HER Audits to HER Guidance (HER Definition). The Historic England HIPs team have drafted 2 levels of Service Outcomes and some Indicators, and the project team has commented on these. These have been checked against the current HER Benchmarks; and no benchmarks are being lost; instead we are gaining some Service Outcomes.

The next steps of this project is to revise the Service Outcomes and the Indicators; and then this will then go out to wider consultation before the new online system is built.

A number of workshops will be held to explain the new audit system (or there will be presentations at regional meetings); and the system will roll-out in April 2017.

From April 2017, only new audits will be carried-out; and there will be 12 per-year, starting in April or October. SB asked if the priority list of HERs to-be-audited can be shared.

GT expressed concern over HERs that were not in the audit system (or expressed any interest) at all; and RE echoed this concern over ‘zombie HERs’ (where an authority claims to have an HER; but few HER functions are known to take place). BW suggested that the HIAS principles indicate a need to get HERs audited.

## 6. National HLC

This project is ongoing, and BW has attended a meeting in Nottingham with the consultants (exeGesIS and Locus Consulting). It has been possible to bring-together all the data; and there is now a single GIS layer and matching all types to the HLC thesaurus. There are still ongoing discussions on how the data will be displayed, and how it will be integrated with other systems. BW asked how Natural England will use this data, and ALGAO wants to keep a close eye on this. SB noted that we need to influence how Natural England will use this data. Another phase of the project will be completed by the end of 2016; and BW will update at the next ALGAO-UK HER Committee meeting.

It was also noted that the terms used in local HLCs have been matched to national thesaurus; and there is the potential for HERs to have this concordance data.

In addition to this project; Historic England is asking the ADS to ensure that all HLC data is digitally archived. HERs that do not have their HLC data digitally archived at the ADS will be approached to do this. It was noted that the National HLC will also be digitally archived.

## 7. Church Heritage Record

**Action:** GT to invite a representative to discuss this at the next ALGAO-UK HER Committee meeting.

## 8. HER Charging – ‘Environmental Information Regulations’ and ‘The Re-use of Public Sector Information Regulations’

SCa confirmed that he had spoken to Historic England’s legal team over London HER charging; they are introducing an hourly charge, and seeing how this fits with an “advanced” or “advisory service”.

**Action:** JG will ask Historic England’s legal team for an opinion about charging.

BW noted that HERs are not an archive, so cannot charge on that basis. BW also reminded that HERs need to justify why they are charging.

BW also noted that HERs need to see what their enquirers want – and this links to the service outcomes in the HER Audit. SL suggested surveying contractors (e.g. FAME)

BW said that we’d wait to hear back from Historic England’s legal team, before taking this issue forward.

## 9. Informing the Future of the Past

AB confirmed (by email) that she had dealt with two people who had lost their passwords by resetting them, and providing a little bit of guidance to one user. Otherwise, nothing else to report.

JG confirmed that Historic England are still waiting for a final version of the last project report from AB.

The glossary sections have been completed, apart from the following sections:

Letters D and E	Suzy Blake
Letters L and M	Stuart Cakebread
Letters N and O (partly completed)	Chris Martin
Letters P, Q and R	Ben Wallace
Letters T, U, V W, X, Y and Z	Suzy Blake

**Action:** SB, SCa, CM & BW to update IFP glossary.

SL said that she’s been through all the Scottish parts of IFP, and these are all (at present) up-to-date.

CM noted that he’d been through some of the Welsh parts of IFP; but is waiting for the final version of the legislation to be completed before completing these pages.

It was noted that the “email the editor” still pointed to Alison Bennett. It was suggested that this is redirected to GT (as the secretary of the ALGAO-UK HER Committee); and then any issues can be dealt with by the committee. **Action: GT** to change the ‘email the editor’ link.

## 10. Any Other Business

### i. ALGAO website update

SCr gave an update on changes to the ALGAO website. She said that a developer is working on this now; and testing of the new website will start from November, and will include the HER and Countryside Committees.

Members will be able to select Subject Committee and Country roles; and there will be messaging and email roles. Documents to download will be able to be viewed by either logged-in ALGAO members or the public.

We will discuss the website again at the next meeting.

### ii. Portable Antiquities Scheme

TG attended the last PAS Database Working Group meeting. Michael Lewis (Head of Portable Antiquities & Treasure) was very positive about co-operation and dialogue with HERs and was unsure as to why things hadn’t been done about it before. He seemed to genuinely want to make sure the data was included in HERs as efficiently as possible and seemed to be not averse to Heritage Gateway being an option. He agreed that some form of survey or assessment of what HERs do with the data now would be a good starting point. Julian Richards from ADS chaired the meeting, and was also keen to see the data shared and made available and agreed with the idea of a baseline assessment as a good starting point. BW has surveyed HERs about use of PAS data; and has about 50 responses. BW will feed back the findings to the next meeting of the PAS Database Working Group; and copy-in the HER committee.

### iii. Countryside Stewardship

An ALGAO Countryside Committee/National HECA meeting will take place on 17<sup>th</sup> November 2016 in Birmingham.

There have been a lot of applications over the summer period, and there is uncertainty about what will happen next year. It is understood that the current agri-environment schemes will continue; but only until 2020.

In addition, a number of Natural England advisors have left, and although Natural England have stated that they will continue to provide support; there is no dedicated staff for historic environment advice.

CM noted that in Wales, the Glastir schemes have similar uncertainty.

**Action: BW** to raise the following issues at the next ALGAO Executive committee – on 10<sup>th</sup> November:

- Number of applications
- Lack of advisors
- Uncertainty over the future of agri-environment schemes
- Want to see a similar (but hopefully better) scheme continue

These issues will also be raised at the ALGAO Countryside Committee/National HECA meeting on 17<sup>th</sup> November.

NB noted that feedback from schemes isn’t being routinely sent-out now; instead it is still available, but individual HERs need to ask for it.

### iv. Historic England

It was noted that Historic England’s ‘intelligence team’ (who hold the role to support Local Authorities) have been reorganised, and there has been a redefinition of roles. There are implications for local government contact. Chris Smith is the now executive lead on Local Government for Historic England

### v. Howell and Redesdale review of Local Government Archaeology Services

The (much delayed) publication of the Howell and Redesdale review of Local Government Archaeology Services has been published

[http://appag.org.uk/future\\_arch\\_services\\_report\\_2014.pdf](http://appag.org.uk/future_arch_services_report_2014.pdf), and contains recommendations for HERs.

BW reported that the ALGAO Executive Committee went through the recommendations from the report one by one and looked at what sort of response was needed. It was noted that this report is already out of date and some things have moved on.

BW thought that there isn't much for HERs to worry about; in fact if you follow through in a logical way it forces the hand of making HERs (and curatorial services) statutory.

What is happening a bit wider is a meeting was held on 26<sup>th</sup> September by Historic England inviting all those groups who fed into the process and report to attend. This meeting will probably explore the report, the recommendations and what way (if any) should be the way forward from this.

BW shared his notes from the ALGAO Exec meeting a few weeks ago on the report section 7.5. (A summary of the recommendations):

- i. This idea does not seem feasible, this forces the hand to make the services statutory as referenced elsewhere in the report.
- ii. If i) does not take place cannot do ii)
- iii. This exists at a government level for local authority charging across all services.
- iv. Chris Smith has been appointed in Historic England, but how will this work?
- v. Fine if Historic England want to get involved. (What is the convincing evidence in 5.1 proving this?).
- vi. This is happening
- vii. Yes HELM is doing this
- viii. Archives; this is underway.

BW concluded that this report could be used show that there is parliamentary understanding that there is a need to make curatorial archaeological services (or at least HERs) statutory.

On the issue of voluntary contributions from developers (which does not seem feasible); JW noted that the South-East region wanted to note that these contributions would need to be kept in areas of high development (such as the South-East).

#### **vi. Review of HER enhancement projects for the Palaeolithic and Mesolithic**

Historic England have commissioned a project "Review of HER enhancement projects for the Palaeolithic and Mesolithic", and this is being carried out by the consultant Alice Cattermole. The project is a review of recent Historic England-funded HER enhancement projects for the Palaeolithic and Mesolithic, and will evaluate seven HER enhancement projects to determine how successfully they met the stated aim of improving representation of early prehistoric archaeology.

The project is developing a toolkit to work at enhancing this area. BW suggested that Alice Cattermole writes a written report on this, and the committee can then discuss and comment on this. **Action: GT** to approach Alice Cattermole for this.

SL expressed interest in possibly using similar toolkits on Scotland.

#### **vii. RSA Heritage Index**

The RSA is working with the HLF to compile a comprehensive picture of the scale of records held in England's HERs, as part of their [Heritage Index](#), currently being updated for 2016. They have asked HERs to submit, on behalf of each local authority district (lower-tier) that is covered by the HER: a count of monument records, and a count of event records. The RSA will collate this data alongside other statutory and non-statutory data sources (as reviewed in a [recent consultation](#)), ultimately producing a set of open and accessible interactive maps and data spreadsheets later in the year.

The Heritage Index was first launched in 2015, and while it brought together a breadth of 100 indicators from across the heritage sector and beyond, many felt that HERs were poorly represented.

The committee expressed concern about the appropriate 'health warnings' that should be given alongside the data; however, all agreed that we should input HER data into this, as it would be better to be involved, than not.

**Action: BW** to email request to regional reps, to then pass this on to all HERs across England and Wales.

#### **viii. Heritage Lottery Fund**

BW noted that the HLF is due to have a meeting with the ALGAO executive committee. The HLF want to review their archaeology pages. The HLF also want to undertake some training with their own staff over archaeology issues.

As a separate issue; BW noted that Lorna-Jane Richardson from Umeå University, is keen to find out how many HLF-funded projects deposit their records with the HER. **Action: BW** to respond.

#### ix. HER grades

Dave Barrett (Derbyshire County Council) is looking for information on HER grades. **Action: BW** to email all HER Committee Regional Reps this request to feed-back information about HER staff including Job Title, Grading, Wage Range etc.

#### x. Quality of contractor reports

JW raised the issue of the quality of contractor reports. BW suggested that if it was an issue, that we should request that either ALGAO or the CfA to research quality of reports, in order to improve standards. **Action: BW** to feed this back to the ALGAO Executive Committee, to then take to the ALGAO-UK committee (as it is a UK-wide issue).

#### xi. Gloucestershire museums

AM noted that Gloucestershire museums new guidance recommended that contractors get an HER Event ID for each piece of fieldwork. AM asked the committee's guidance on this. The committee suggested that although this could occasionally lead to Event IDs being given to work that does not end up happening; it was felt to be more beneficial to make sure that museum accessions had HER Event IDs (and it was easier for HER's to link to museum collections).

### 11. Date of Next Meeting

Wednesday 25<sup>th</sup> January 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	Waiting on updating of website to new platform.	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		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	Waiting on updating of website to new platform.	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	Waiting on updating of website to new platform.	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		Open
15/06/b	<b>INSPIRE:</b> add details on INSPIRE to IFP	BW		Open

15/10/a	<b>Church Heritage Record:</b> Feed back comments re: (web) links in CHR to HER monuments	BW		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> Arrange a meeting with CITIZAN to discuss data issues.	BW	BW to arrange a meeting with CITIZAN data managers soon.	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		Open
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	The HER committee will discuss again at the next meeting.	Open
16/05/c	<b>Information Commissioner’s Office:</b> Liaise with the ALGAO Executive how we approach the Information Commissioner’s Office	BW	Waiting on comment from Historic England’s legal team. See above.	Pending
16/05/d	<b>IFP:</b> Send final report to GT for circulation to the ALGAO-UK HER Committee.	AB		Open
16/05/e	<b>Geophysics project:</b> Ensure that the HER Committee can comment on the next phase of the project.	JG		Open
16/10/a	<b>HIAS National Security Copy:</b> Survey HER officers about security and HIAS participation.	JG & BW		Open
16/10/b	<b>HER Charging:</b> Ask Historic England’s legal team for an opinion about HER charging.	JG		Open
16/10/c	<b>IFP:</b> Change the ‘email the editor’ link	GT		Open

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		Open
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		Open
16/10/f	<b>RSA Heritage Index:</b> request HER data for RSA Heritage Index from all HERs via regional reps	BW		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		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		Open
16/10/i	<b>Quality of contractor reports:</b> request ALGAO Executive Committee > ALGAO-UK committee that either ALGAO or the CfA research quality of contractor reports, in order to improve standards.	BW		Open

## Appendix 2: Abbreviations and links

For abbreviations and links, please see the Informing the Future of the Past Glossary at <http://archaeologydataservice.ac.uk/ifp/Wiki.jsp?page=Glossary>