



Historic England

HIAS – The HER Audit Programme and Future Plans

HER Forum Winter Meeting
Birmingham 4th December 2018



Step 1



Step 2



Step 3



Step 4



Step 5



Step 6



Audit Stages Overview

What is involved?





What is assessed?: Audit Indicators and Ratings



Content and Coverage



Data Standards and Security



Access and Engagement



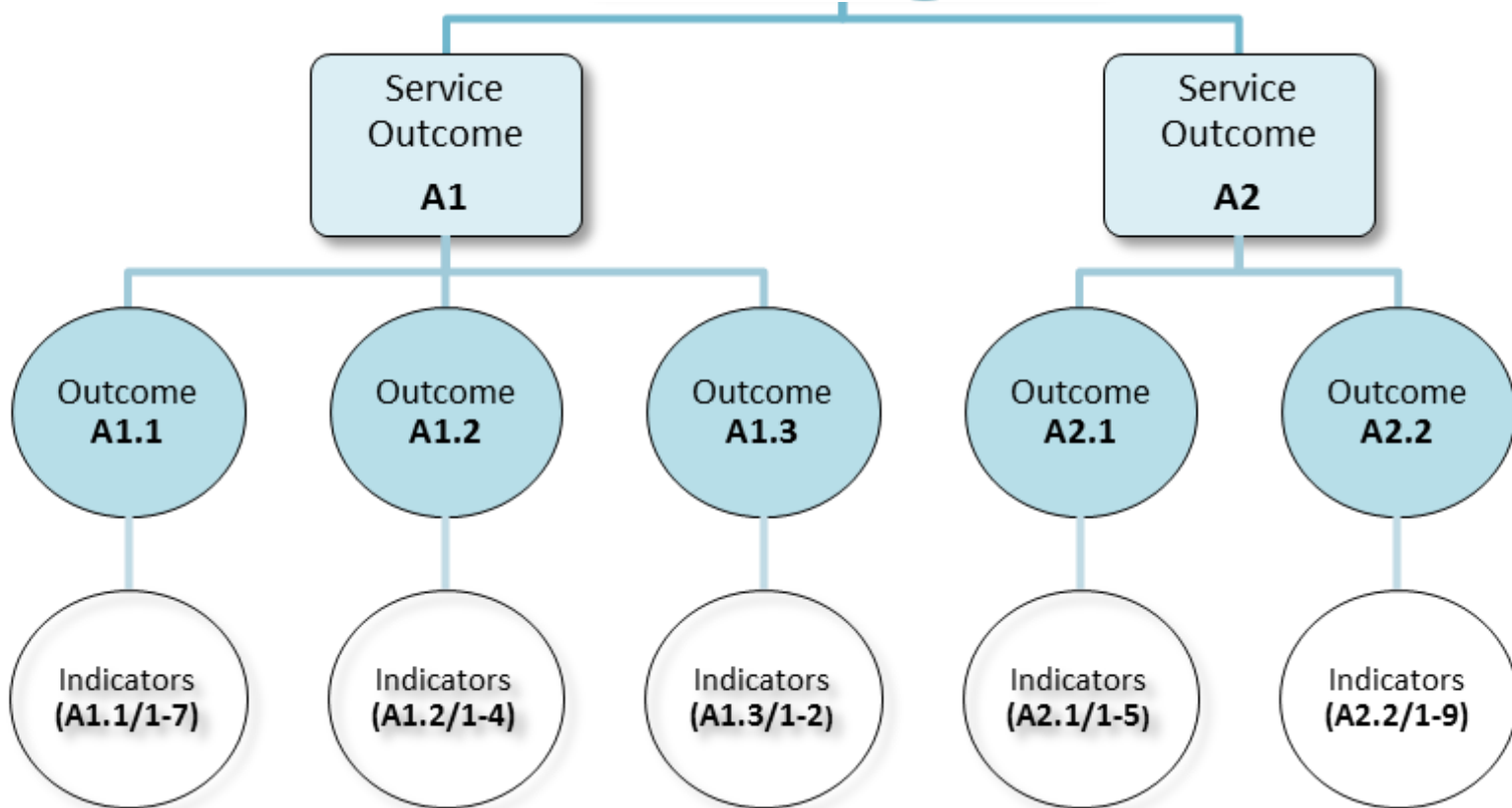
Infrastructure and Service Delivery





Audit Indicators

Service Area A: Content and Coverage





Audit Ratings

	No future action required, maintain as existing	Little action is required	One or more actions required in this area	A number of actions are required	Significant action is required
Audit Rating					

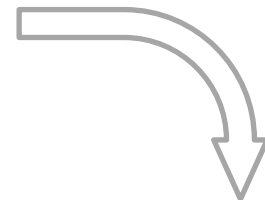
Service Outcome	Audit Rating for HER				
A1					
A2					
B1					
B2					
C1					
C2					
D1					
D2					



Step 1



Step 2



Step 3



Audit Report

How has it changed?

- ✓ **HER Status and HE comment in the same document**
- ✓ **Easy to see which Indicators have been met**
- ✓ **Audit Ratings given for each Outcome**
- ✓ **Action Plan incorporated into report**
- ✓ **More prominent *Success and Achievements* section**


Step 4





Audit Summaries: *Who are they for?* *What do they contain?*

- ✓ Overview of Achievements and Future Work
- ✓ Info-graphics
- ✓ Audit Rating Overview (NB Action required)
- ✓ Published on HE website

A large, light grey curved arrow pointing from Step 6 towards Step 5.
Step 6



Step 5



Step 4





Step 6

Audit Summaries:



Summaries will be published at:

<https://historicengland.org.uk/advice/technical-guidance/information-management/support-for-heritage-professionals/>

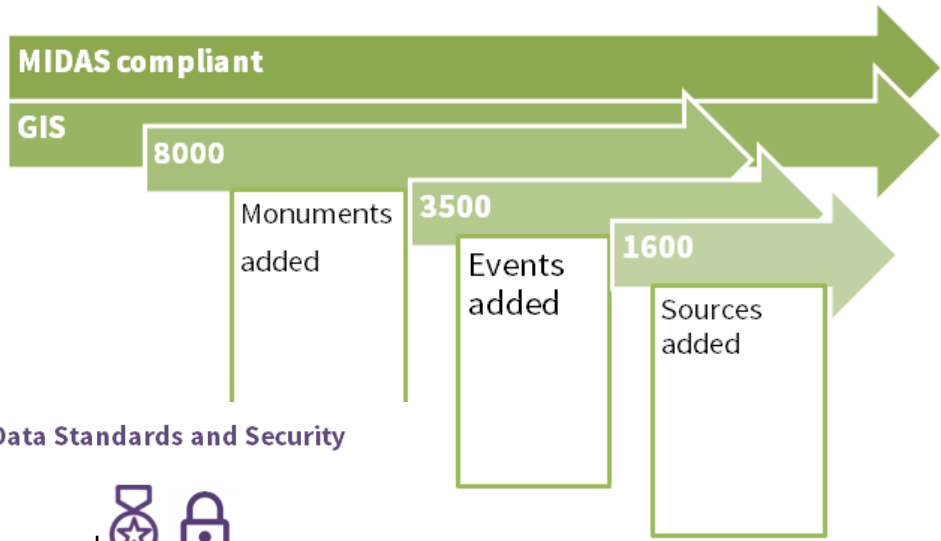
The screenshot shows a webpage with a header image of a green landscape. A navigation menu on the right includes: Advice Finder, Heritage at Risk, Your Home, Technical Guidance (highlighted), Planning, Caring for Heritage, Constructive Conservation, and Heritage Protection Guide. Below the header, a breadcrumb trail reads: Home > Advice > Technical Guidance > Information Management > Support for Historic Environment Records. The main heading is 'Support for Heritage Professionals'. Below the heading are social sharing buttons for Facebook (Share), Twitter (Tweet), LinkedIn (LinkedIn), and Email. The main text begins: 'We, together with our partners, make tools and resources available to heritage professionals who are responsible for the management and maintenance of Historic Environment Records (HERs). This page...'. A sidebar on the left lists: Looking After Historic Buildings, Looking After Parks, Gardens and Landscapes, Looking After War Memorials, Energy Efficiency and Historic Buildings, and Flooding and Historic Buildings. The page number '1416' is visible in the bottom right corner.



Strengths and Achievements

Content and Coverage

Access and Engagement



Data Standards and Security



Areas of Future Work

Content and Coverage



Access and Engagement



- Offer Outreach Activities and Publicise the service



Draft



Mission Statement

Information Services Policy

Disposals Policy

Data Standards and Security





Audit Ratings

	No future action required, maintain as existing	Little action is required	One or more actions required in this area	A number of actions are required	Significant action is required
Audit Rating					

Service Outcome	Audit Rating for HER				
A1					
A2					
B1					
B2					
C1					
C2					
D1					
D2					

Dedicated Audit Supervisor



Timetable



**8-15
days**

Resourcing and Support

Historic England Grant





Promotion

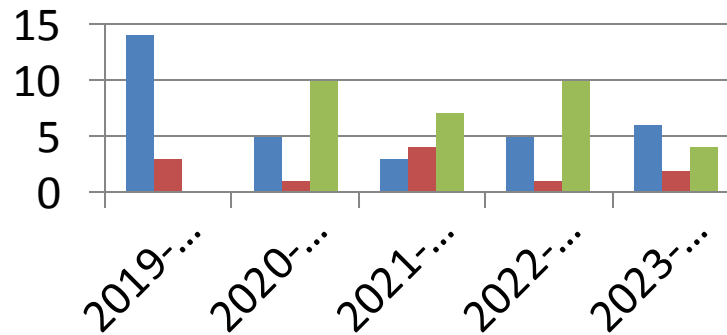


Plans



Next Steps

Programme





Historic England

**Contact us for more
information**

HipsTeam@HistoricEngland.org.uk
01793 414880



Home

Guidance

Surveys

HER Documents

Audit Tables

Audit Report

Administration

Tasks

Recycle Bin



Historic England

Home

Welcome to the HER Audit Online

Before receiving your login, you should have received your HER Audit Welcome Pack. Please familiarise yourself with its content as it will take you through the stages of the Audit Process.

Guidance for using the Audit Online SharePoint as well as additional Guidance for completing other stages of the Process can be found by clicking the Guidance tab in the menu on the far left-hand side of this page.

Your first task is to read through the Guidance and familiarise yourself with the Audit site before moving on to complete the Audit Surveys.

Please use the Task List (far left menu) to keep track of the various stages of the Audit - tick off tasks or groups of tasks when they are complete. Each task will

Overdue tasks

[+ new task](#) or [edit](#) this list

✓ Task Name Due I

There are no items to show in t

Still to do

[+ new task](#) or [edit](#) this list

[Current View](#) ...



Outcome	Audit Rating
A1.1	

Outcome Indicator	Indicator Met?	Status / Recommendation
Prioritised list of backlog items (A1.1/1)	<input checked="" type="checkbox"/>	<p>HER Status: The HER has a prioritised list of backlog items, submitted as Audit Table 1.</p> <p>HE Recommendation: It is recommended that the HER keeps the list up-to-date and adds tasks to a Forward Plan to progress the work required.</p>
Forward Plan (A1.1/2)	<input type="checkbox"/>	<p>HER Status: The HER does not have a current Forward Plan.</p> <p>HE Recommendation: It is recommended that the HER creates a Forward Plan to timetable and prioritise its work. The Forward Plan should incorporate tasks presented in the Action Plan (section 4 below) and Audit Tables 1 and 2.</p>



Action Plan Task Log Template:

ID	Task	HER Service Outcome Indicator	Priority agreed by HER and HE	Time table	Resource	Reference to HER Forward Plan (where applicable)	Outputs (optional for HER to complete)	Outcomes (optional for HER to complete, links to other local or regional frameworks)
1	Create Forward Plan	A1.1/2	High	Jan 2019	Existing – HER Officer			