HISTORIC ENVIRONMENT RECORD
CONTENT AND COMPUTING SURVEY 2012
REPORT

Heritage Information Partnerships
Heritage Data Management

Document Control	
Title:	2012 HER Content and Computing Survey
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Derivation:	Results of 2012 Content and Computing Survey
Origination Date:	11 June 2012 -20 June 2012
Reviser(s)	Dave Batchelor, Nick Davis, Sarah MacLean, Rachel McMillan, Sarah Reilly, Tanja Watson
Date of last revision:	25 September 2012
Date printed:	
Version	3
Status	Final
Summary of changes	N/A
Circulation	
Required Action	
File Name/Location	

1. Introduction

1.1 Project Background

The Historic Environment Record (HER) Content and Computing Survey 2012 has been carried out across HERs, Sites and Monument Records (SMRs) and Urban Archaeological Databases (UADs). The purpose of the survey is to provide a broad picture of their content and computing. The survey is not intended to provide detailed analysis of HERs. The survey has been previously been done in 2002, 2005 and 2009. The results will feed into work being done as part of Activity 5C1 of the National Heritage Protection Plan (NHPP). It is hoped that the results will feed into individual HERs forward plans.

The term 'HER' is used throughout this report to cover HERs, SMRs and UADs.

1.2 Research Aims and Objectives

The aim of the survey was to gather current statistical information on HERs in England. The survey concentrated on the content of HERs, and how the data is stored and made available.

It is aimed to use the data collected to identify potential areas of further work. It is hoped that HERs will make use of the results.

1.3 Project Scope

The survey covered HERs in England as listed on the Heritage Gateway[1] and the Peak District National Park HER[2]. The survey focused on local authority maintained HERs. The National Trust and Defence Infrastructure Organisation (Ministry of Defence) data systems were excluded as they do not fulfil the same function.

Questions were divided into eleven sections covering
1) Historic Buildings – including use of the HER by Conservation Officers
2) Types of non-protected records
3) Types of protected status records and their spatial representation
4) Date range policy
5) Information held in addition to the database and GIS records in the form of hard copy reports etc
6) Database Software used
7) GIS Software used and GIS standards
8) Data standards – specifically use of thesauri
9) Links with other systems
10) Data acquired outside the planning process
11) Staffing (HER only)

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[1] Excluding Merseyside which currently does not have an operating HER and Gloucester City who at the time of the survey were in the process of filling the City Archaeologist post.
[2] The Peak District National Park HER is not listed on Heritage Gateway

A copy of the questionnaire is included in Appendix 1 for reference.

It was not the aim of the survey to provide a detailed picture of current HER practices. This has been reflected in the design of the 2012 survey. HERs who wish to undertake a more in-depth study are recommended to undertake an audit. Details of the audit process and grants towards them can be obtained from the Heritage Information Partnerships Team.

2.   Methods Statement

The questionnaire was designed to gather data that could be analysed statistically. Most questions required respondents to tick a single box. Former survey questions that had previously provided free text fields were replaced (where possible) with a multiple choice question. A small number of free text boxes were retained.

The questionnaire was based on the 2009 survey. Additional questions were added to the following sections:-
- Historic Buildings
- Archive Materials
- Database
- GIS

Two new sections were added to the survey:-
- Data Standards
- Data acquired from sources outside the planning process

Consultation on the contents and structure of the questionnaire was sought from
- The Association of Local Government Archaeology Officers (ALGAO)
- The Institute of Historic Building Conservation (IHBC)
- Colleagues from Designation and Historic Environment Intelligence
- Colleagues within the Heritage Data Management Team.

The questionnaire was converted into an online survey held on Survey Monkey. The majority of questions were compulsory to answer. Only those questions that relied on a specific response to the previous question were not compulsory. For example – 'Do you enhance particular types or classes of historic buildings?' was a compulsory question. 'Please tick all particular types or classes of historic building which you have enhanced' was not as it depended on the answer to the previous question.

The link to the survey was posted onto the HER Forum e-mail list on Wednesday 9th May 2012. On Monday 28th May organisations that had yet to complete the survey were contacted individually to invite them to participate. A further reminder was sent to the HER Forum e-mail list on 30th May. The deadline for the survey was Friday 8th June.

3.   Results

In total 73 HERs, SMRs and UADs responded to the survey. This represents 87% of those covered by the survey. The results were spread across the eight regions, with three regions producing 100% response rate[3]. Five HERs that responded to the 2009 survey did not complete the 2012 survey. Therefore it should be noted that the results may vary in comparison to the 2009 results.

Not all surveys were complete. Although the majority of questions were compulsory, the software allowed participants to move forward from the complex multiple choice questions if they only clicked one radio button (see figure 1 for example)

Figure1

26. Which GIS Standards/Schema (including Metadata standards) do you use or are aware of?				
	Aware of and use	Aware of but don't use	Not aware of	Response Count
MIDAS Heritage	100.0% (1)	0.0% (0)	0.0% (0)	1
MIDAS XML	0.0% (0)	0.0% (0)	0.0% (0)	0
E-Government Metadata Standard	0.0% (0)	0.0% (0)	0.0% (0)	0
INSPIRE	0.0% (0)	0.0% (0)	0.0% (0)	0
UK Gemini Metadata standard	0.0% (0)	0.0% (0)	0.0% (0)	0
British Standard 7666 (Locational data only)	0.0% (0)	0.0% (0)	0.0% (0)	0
GML Schema (Locational data only)	0.0% (0)	0.0% (0)	0.0% (0)	0
In house standard specifically written for the HER	0.0% (0)	0.0% (0)	0.0% (0)	0
Standard written for use within host authority (not HER specific)	0.0% (0)	0.0% (0)	0.0% (0)	0
			answered question	1
			skipped question	0

Therefore some questions were poorly answered and this is reflected in the results.

All percentages and figures quoted (unless otherwise stated) are based on the total number of HERs that completed the survey (73 HERs), not as a percentage of those that responded to each question.

The full results are provided in Appendix 1.

[3] East of England, North East and West Midlands

3.1   Historic Buildings

For the 2012 survey the majority of the Historic Buildings questions remained the same. New questions were added to identify which building types have been enhanced in the HER and whether or not Conservation Officers have been consulted on their HER needs.

60% of HERs that responded to the survey have some form of recording policy or informal recording guidelines for non-listed historic buildings. This is an increase from the 50% who did so in 2009. There has been little change in the numbers of HERs recording additional information on listed buildings.

There has been a marked increase in HERs undertaking thematic enhancement projects on historic buildings. Around half of HERs have undertaken this kind of work. This compares to the third that had done so by 2009. Of the 37 HERs who have undertaken themed enhancement of historic buildings records the top three results were Industrial (88%, 35 HERs), Ecclesiastical (83%, 33 HERs) and Agricultural (70%, 28 HERs). There were a number of 'other' responses given, the most popular of which was schools.

85% of HERs do not currently record listed building curtilages. However a small number do. This number has risen from 10 to 11 since 2009. This may be a result of the increased number of responses rather than a trend.

HERs continue to work with their local Conservation Officers. Two thirds of HERs have carried out consultation with them on their HER needs. This is consistent with the results of the survey undertaken by IHBC in 2010 as part of HER21 project 6013 'Information and Partnerships'[4].

60% of HERs reported that Conservation Officers are using the HER for reactive casework. This is compared to 54% in 2009. 58% reported that Conservation Officers use the HER for pro-active conservation projects. This is a decrease compared to the figures for 2009 of 66%. However 53% reported that the HER is not being used for education and outreach. This is broadly consistent with the 2009 figures. It is likely that these figures reflect the current work pressures being experienced across all heritage services to maintain core services.

Nearly half of HERs reported that they are aware that Conservation Officers are maintaining their own databases. This is the same as the 2009 results. This suggests that either there has been no increase in Conservation Officers maintaining separate databases or there has been no increase in HERs awareness of this fact. Almost a fifth of HERs were unaware if Conservation Officers maintained any separate databases.

Although the figures are promising it is clear that more work needs to be done to improve communication between HERs and Conservation Officers. One HER Officer commented that although they had said that their HER was being used by Conservation Officers, this only applied to two of the five districts they

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[4] 31% of HER officers surveyed had no consultation with Conservation Officers

cover. They had almost no contact with the other three. The HER Officer seemed to suggest that the attitude of some Conservation officers was quite negative with some, in their experience, 'not seeing the point in the existence of a HER'.

81% of HERs have procedures in place for the recording of historic buildings being altered or demolished. Surprisingly 93% of all those surveyed indicated the information is recorded in the HER. This may suggest that some of those without specific procedures do still ensure the information is being recorded in the HER.

3.2 Records

One of the significant changes made to the 2012 survey was to alter the question regarding types of records maintained on the HER. In 2009 HERs were asked to quantify, as a percentage, the amount they held of each record. Many HER officers felt unable to answer this. Therefore the question was removed and replaced with a question on spatial recording of record types. Some sites are recorded in the database and not on the GIS and vice versa. This is reflected in the results. As spatial representation information is asked for in the following question about Protection Status it seemed logical to include it in the question about all records. Listed Buildings have been removed from this list as it was felt to be a duplication of the Protection Status question.

As mentioned at the start of Section 3 there were issues with the complex multiple choice questions. Fortunately almost all HERs managed to complete this question without problem.

Database records

Type	2009	2012	Difference
Listed Buildings[5]	70 (100%)	N/A	N/A
Historic Buildings (non-listed and not on a local list)	62 (89%)	68 (93%)	+6 (+4%)
Archaeological Monuments	70 (100%)	72 (99%)	+2 (-1%)
Historic Towns/Villages	62 (89%)	64 (88%)	+2 (-1%)
Placenames	52 (74%)	46 (63%)	-6 (-11%)
Events	70 (100%)	72 (99%)	+2 (-1%)
Stray Finds	69 (99%)	72 (99%)	+3 (0%)
Historic Landscape Character Data	50 (71%)	53 (73%)	+3 (+2%)
Maritime Archaeology and Intertidal sites	31 (44%)	32 (44%)	+1 (0%)
Boundaries	49 (70%)	44 (60%)	-5 (-10%)
Modern Military Sites	64 (91%)	61 (81%)	-3 (-10%)
Aircraft Crash Sites	50 (71%)	50 (68%)	0 (-3%)

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[5] This record type was only recorded in 2009. The question was removed in 2012 as it is asked under 'Recording of Protection Status'.

Type	2009	2012	Difference
Parks and Gardens	70 (100%)	63 (86%)	-7 (-14%)
Battlefields	49 (70%)	43 (59%)	-6 (-11%)
Palaeoenvironmental Sites	53 (76%)	55 (75%)	+2 (-1%)
Transport	65 (93%)	68 (93%)	+3 (0%)
Industrial	68 (97%)	71 (97%)	+3 (0%)

For many the recording of these types remains largely consistent with the figures for 2009. There has been a slight increase in HERs recording Historic Buildings. 93% of HERs are now recording non-listed and non-locally listed buildings.

Surprisingly there has been a decrease in HERs recording placenames, boundaries, modern military sites, parks and gardens and battlefields. It is possible that parks and gardens and battlefields have suffered as a consequence of a subtle change to the question. In 2009 HERs were asked if they recorded parks and gardens and battlefields as a whole. In 2012 we have specifically asked whether HERs have recorded non-registered parks and gardens and battlefields. It should also be noted that five HERs that responded to 2009 survey did not complete the 2012 survey.

It is a concern that some HERs are not recording 20th century modern military sites. The reduction in HERs recording this information may be a result of the change in those being surveyed. With the anniversary of the start of World War I on the horizon there could be opportunities for HERs to enhance their modern military sites coverage.

Fewer HERs are recording historic boundaries such as hedgerows, walls etc. Only 60% of HERs surveyed currently do so. As the HER is a source of evidence for the age of hedgerows under the 1997 Hedgerow Act HERs should be recording boundary information where possible.

GIS records

Type	Database	GIS	Difference
Historic Buildings (non-listed and not on a local list)	68 (93%)	70 (96%)	+2 (+3%)
Archaeological Monuments	72 (99%)	72 (99%)	0 (0%)
Historic Towns/Villages	64 (88%)	62 (85%)	-2 (-3%)
Placenames	46 (63%)	41 (56%)	-5 (-7%)
Events	72 (99%)	71 (97%)	-1 (-2%)
Stray Finds	72 (99%)	70 (96%)	-2 (-3%)
Historic Landscape Character Data	53 (73%)	60 (82%)	+7 (+9%)
Maritime Archaeology and Intertidal sites	32 (44%)	30 (41%)	-2 (-3%)
Boundaries	44 (60%)	46 (63%)	+2 (3%)
Modern Military Sites	61 (81%)	60 (82%)	-1 (-1%)
Aircraft Crash Sites	50 (68%)	48 (66%)	-2 (-2%)
Parks and Gardens	63 (86%)	65 (89%)	+2 (+3%)

Type	Database	GIS	Difference
Battlefields	43 (59%)	41 (56%)	-2 (-3%)
Palaeoenvironmental Sites	55 (75%)	54 (74%)	-1 (-1%)
Transport	68 (93%)	70 (96%)	+2 (+3%)
Industrial	71 (97%)	71 (97%)	0 (0%)

This is the first Content and Computing Survey that has asked which records are represented on the GIS associated with the HER. Comparing the numbers of HER that record each type in their database and how many depict each type on their GIS, the figures are overall the same. However the figures suggest that placename records are more likely to be held in the database than be depicted on GIS. Unsurprisingly Historic Landscape Characterisation (HLC) data is more likely to be depicted using GIS than having specific HER database records. Comparing the GIS figures to the figures from the 2009 survey there does appear to be an increase in HERs recording HLC data.

There is a slight increase in the number of HERs recording boundary information spatially compared to database records. Despite this there are still fewer HERs recording boundary data than in 2009.

3.3 Recording of Protection Status

Most of the Recording of Protection Status questions have remained unchanged from the 2009 survey. Local List Buildings has been replaced by Locally Listed Heritage Assets to reflect the move towards more inclusive local listing.

Most HERs answered the initial column regarding the recording of protection status in the HER database. Unfortunately some HERs did not complete the section on recording protection status on GIS. In some cases up to 30% of HERs failed to respond.

Database Records

Type	2009	2012	Difference
Listed Buildings	70 (100%)	71 (97%)	+1 (-3%)
Local list buildings	12 (17%)	N/A	N/A
Locally Listed Heritage Assets	N/A	37 (51%)	N/A
Conservation Areas	55 (79%)	57 (78%)	+2 (-1%)
Scheduled Monument	70 (100%)	71 (97%)	+1 (-3%)
AAI	16 (23%)	19 (26%)	+3 (+3%)
Registered Parks and Gardens	69 (99%)	68 (93%)	-1 (-6%)
Registered Battlefields	35 (50%)	30 (41%)	-5 (-9%)
Protected Wrecks	13 (19%)	15 (21%)	+2 (+2%)
TPO	5 (7%)	5 (7%)	0 (0%)
WHS	17 (24%)	14 (19%)	-3 (-5%)

For several types of protection status, levels of recording have remained unchanged since 2009. There has been an increase in HERs recording locally

listed heritage assets. In 2009 only 17% of HERs were recording locally listed assets. Now half of HERs this information. Although not all local authorities maintain lists of locally listed heritage assets it is hoped that this figure will continue to increase, especially with the release of the recent guidance document.

Registered battlefields and world heritage sites have suffered a decrease in recording since 2009. This might be explained by the difference in responses between 2009 and 2012. Despite this it may be necessary for HERs to review whether there are battlefield or world heritage site areas they need to record.

Representation of Protected Status records on GIS[6]

Type	Year	Point	Polygon	Point & Polygon	Total
Listed Buildings	2009	**29 (41%)**	15 (21%)	26 (37%)	70
	2012	26 (36%)	13 (18%)	**33 (45%)**	72
Local Listed Building	2009	-	2 (17%)	**10 (83%)**	12
Locally Listed Heritage Asset	2012	12 (33%)	9 (25%)	**15 (42%)**	36
Conservation Areas	2009	-	**49 (92%)**	4 (8%)	53
	2012	1 (1%)	**60 (90%)**	6 (9%)	67
Scheduled Monuments	2009	2 (3%)	**49 (71%)**	18 (26%)	69
	2012	-	**48 (67%)**	24 (33%)	72
Area of Archaeological Importance	2009	1 (5%)	**15 (79%)**	3 (16%)	19
	2012	-	**17 (81%)**	4 (19%)	21
Registered Park and Garden	2009	3 (4%)	**48 (71%)**	17 (25%)	68
	2012	2 (3%)	**55 (79%)**	13 (19%)	70
Registered Battlefield	2009	6 (17%)	**22 (63%)**	7 (20%)	35
	2012	2 (7%)	**24 (80%)**	4 (13%)	30
Protected Wrecks	2009	**9 (82%)**	2 (18%)	-	11
	2012	**9 (64%)**	3 (21%)	2 (14%)	14
Tree Preservation Order	2009	**3 (50%)**	2 (33%)	1 (17%)	6
	2012	**5 (56%)**	1 (11%)	3 (33%)	9
World Heritage Site	2009	-	**15 (94%)**	1 (6%)	16
	2012	-	**13 (93%)**	1 (7%)	14

The GIS portion of this question caused some problems as mentioned above.

Where HERs are depicting sites with protection status on the GIS there is very little variation in trend between 2009 and 2012. The only exception to this is with listed buildings. An increasing number now use a mixture of points and polygons to record listed buildings as opposed to point data only.

78% of HERs have Conservation Area records within their databases. 92% of HERs have access to Conservation Area data through GIS.

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[6] Percentages are calculated based on responses to each question rather than percentage of total number of responders to entire survey

Whilst only five have records within their HERs relating to Tree Preservation Orders a further three at least have access to this information via GIS. It is likely that more HERs have access to this information without necessarily using it. This data set is more likely to be maintained by others in the host authority e.g. natural environment officers.

3.4 Collection Criteria

95% of HERs do not have a specified date range for creating monument records. In 2009 only 87% had no cut off date suggesting a positive move towards HERs recording a wider range of data. A small number of those that do have a cut off date generally do not record sites from the latter half of the 20th century onwards. One HER does not normally create monument records for assets later than 1700AD except in exceptional circumstances.

3.5 Archive Materials

In the 2009 Content and Computing Survey, HERs were asked to quantify the amount of types of archive they held. This proved exceedingly difficult to answer and many provided few or no answers. Instead it was decided for the 2012 survey to concentrate on the presence or absence of such archives.

The aim of the question was to identify which sources HERs are using and keeping as part of the HER. We were not aiming to find out if HERs held archives that need to be maintained in archive conditions. Some were perturbed by the use of the word 'Archive' as HERs are not archives. Therefore it may be necessary to re-word this question in future to better reflect the intention of the question.

Type	2009	2012	Difference
Maps/Plans	54 (77%)	69 (95%)	+15 (+18%)
Photographs	57 (81%)	63 (86%)	+6 (+5%)
Air Photographs	60 (86%)	64 (88%)	+4 (+2%)
Reference Library	59 (84%)	66 (90%)	+7 (+6%)
Fieldwork reports as a result of the planning process	63 (90%)	71 (97%)	+8 (+7%)
Historic Buildings reports as a result of the planning process	56 (80%)	71 (97%)	+15 (+17%)
Fieldwork reports not as a result of the planning process	59 (84%)	69 (95%)	+10 (+11%)
Site visit notes	51 (73%)	55 (75%)	+4 (+2%)
Fieldwork Archive	29 (41%)	26 (36%)	-3 (-5%)
Correspondence	50 (71%)	53 (73%)	+3 (+2%)
Planning Case Files	24 (34%)	30 (41%)	+6 (+7%)
Conservation Area Consent Files	7 (10%)	10 (14%)	+3 (+4%)
Buildings at Risk Register	27 (39%)	42 (58%)	+15 (+19%)
Asset Management Plans (local authority owned heritage assets)	15 (21%)	31 (42%)	+16 (+21%)

Type	2009	2012	Difference
Conservation Area Assessments	N/A	53 (73%)	N/A
Estate Agents Particulars	N/A	16 (22%)	N/A

The majority of sources used appear to be increasingly kept by HERs. Of particular note is a rise in HERs holding maps/plans, Historic Buildings Reports, Buildings at Risk Register and Asset Management Plans. This may be linked to the rise in HERs maintaining historic building and locally listed heritage asset data (as noted in Sections 3.2 and 3.3).

Two new sources have been added to the questionnaire for 2012. Conservation Area Assessments are held by almost three quarters of HERs. However only a very small proportion of HERs hold estate agents particulars. In the HER21 report, 'Information and Partnerships', the inclusion of Estate Agents Particulars in HERs was explored. The HERs surveyed largely felt that the information provided was of limited value. Difficulties of regularly obtaining relevant particulars were cited as an obstacle to using them. However 22% of HERs do seem to include Estate Agents Particulars in their sources. The majority of these hold some digitally and some as physical copies. It is anticipated that this question will be retained in the next survey to see if there is any change.

Another new question to be included in the 2012 survey was 'Does the HER have a written disposals policy?'. 89% of HERs do not have a written disposals policy. A Disposals Policy is listed amongst the suite of policy documents recommended within the DCMS draft guidance on HERs (DCMS 2008a, section 3.1, item 13, p7). Therefore it is of some concern that most HERs do not have this document. With HERs facing increasing pressures with regards space and storage a disposals policy would be useful for identifying what and how items should be disposed of. HERs are encouraged to include a disposals policy in their policy documentation.

3.6   Database

88% of HER databases follow the Monument-Event-Archive model. This is a slight increase from 2009 (84%), and only 3% do not use it at all. Although the figures are low, more work is needed to be done to identify why not all HERs follow this model.

There has been a rise in the number of HERs using Exegesis' HBSMR software. 75% of HERs surveyed use the software with 62% of those using the SQL version. This compares with 66% of HERs who were using HBSMR in 2009. Of those using HBSMR, most are using Version 3 or above. 38% are using version 3.74 and 27% are using version 3.76. 13% were unsure which version of the software they were using.

A quarter of HERs do not use HBSMR. Most of these are using databases that have been constructed in-house.

HERs were also asked if they have access to an SQL server. Version 4 of HBSMR is due to be released Summer 2012 and will be available on SQL platform only. Those HBSMR users who are unable to acquire access to an SQL server will be unable to upgrade. 64% of HERs have access to an SQL server with the rest equally split between having no access to or not knowing if they have access to an SQL server. These results suggest that there may be a split between those HERs who can use HBSMR version 4 and those who cannot. This could potentially could affect HERs keeping up to date with data standards.

3.7 GIS

The GIS section of the Content and Computing Survey has been changed considerably. New questions on GIS Standards, Alerts and Constraints mapping and sharing GIS data with other teams in the host authority have been added.

All but 1 of the HERs surveyed are using GIS. 51% are using MapInfo and 41% are using ArcView/ArcGIS. This is almost identical to the results from 2009 (52% and 39% respectively). There is a wide variety of versions of each software package being used. These range from versions 7.8 through to 11 of MapInfo and versions 8.1 through to 10 for ArcView/ArcGIS. Several HERs mentioned that they were unable to upgrade their current software (see Section 3.9).

Only half of HERs are recording GIS data to a recognised standard with 16% not knowing if they were doing so. In addition to this only 30% have a written policy for recording spatial data on GIS mapping. These results are consistent with the Oxford Arch Digital survey of 2004 where 60% of HERs had no in-house spatial data formats and/or standards.

HER officers' knowledge of GIS standards and schema varies greatly. Over 90% of HERs were aware of MIDAS Heritage and over 80% were aware of MIDAS XML. Other GIS standards are not so well known. 38% were unaware of the E-Government Metadata Standard and 40% were unaware of the UK Gemini Metadata Standard. In addition to this 60% of HERs admitted to not knowing if their host authority have an in-house metadata standard. Where HERs are aware of these standards and schema the majority are not actually using them. 68% do not use MIDAS XML (40 HERs), 81% do not use the E-Government Metadata Standard (30 HERs) and 94% do not use British Standard 7666 (15 HERs).

There is a real need to improve knowledge of GIS standards. The statistics suggest that HERs are not always aware of the different standards that are available. If they are, they are not necessarily making use of them. Whether this is due to not having enough information to make informed choices is unclear. The recent ALGAO GIS survey suggests that HERs either don't feel that GIS standards are a priority or have lack of resources to improve them. The ALGAO survey also suggested that many HERs are frequently unaware of how their metadata relates to either their corporate GIS or the national

metadata standard, UKGEMINI2. The lack of knowledge about in-house standards and the lack of written policies by HERs are of concern. It is clear that some guidance is required.

At present only 44% of HERs maintain alerts and constraints mapping. This is an increase on the 30% recorded as providing this data in the 2010 ALGAO survey.

Over 80% of HERs currently provide their GIS datasets to others teams in their host authority. The majority provide Scheduled Monument, Listed Building and Registered Parks and Gardens datasets. This is consistent with the result of the ALGAO GIS survey. Of those that do provide datasets, almost 40% provide event data. Event data can be more difficult for non-heritage specialists to use. Lack of expertise is cited as a major reason for some HERs not sharing data. It is therefore surprising that so many are making this type of data available. A small number of HERs are providing other GIS datasets, such as cropmarks, ridge and furrow and routeways to other teams.

Of the 73 HERs surveyed, 56 responded to the question regarding barriers to sharing GIS data within their host authorities. Lack of resources was seen to be the biggest problem. Many referred to lack of HER staff, lack of IT staff or lack of budget to undertake the necessary development work. 46% citied 'lack of expertise to use the data' as an issue. HERs were also asked to provide information about other barriers to sharing data. One that was not covered in this survey was lack of Service Level Agreement covering the sharing of GIS data. As this could be an issue for several HERs it is suggested that this be included in the next survey.

3.8 Data Standards

The Data Standards section of the Content and Computing Survey is brand new for 2012. No comparisons can be made with the 2009 survey for these questions.

As with other multiple choice questions not all lines were completed by all those surveyed. However the failure to complete rate was relatively low compared to other questions.

Thesaurus	Aware of and use	Aware of but do not use	Not aware of	No response
Monument	73 (100%)	-	-	-
Archaeological Objects	65 (89%)	5 (7%)	2 (3%)	1 (1%)
Main Building Materials	53 (73%)	18 (25%)	1 (1%)	1 (1%)
Covering Building Materials	49 (67%)	17 (23%)	7 (10%)	-
Evidence	61 (84%)	9 (12%)	1 (1%)	2 (3%)

Thesaurus	Aware of and use	Aware of but do not use	Not aware of	No response
Event Type	62 (85%)	10 (14%)	1 (1%)	-
Maritime Craft Type	23 (32%)	39 (53%)	9 (12%)	2 (3%)
Historic Aircraft Type	32 (44%)	30 (41%)		2 (3%)

All 73 HERs use the Monument Thesaurus. All other thesauri listed in the question were not as widely used. Most HERs were aware of all the thesauri listed with 12% not aware of the Maritime Craft Type Thesaurus, 12% not aware of the Historic Aircraft Type Thesaurus and 10% not aware of the Covering Building Materials thesaurus.

Only the Maritime Craft Type (65%) and Historic Aircraft Type (53%) thesauri are significantly not being used.. However it should be noted from Section 3.2 that 55% of HERs do not record maritime or intertidal sites and 30% do not record aircraft crash sites.

75% of HERs use the HBSMR thesauri. As 75% of HERs use HBSMR this suggests that all HBSMR users are using the HBSMR thesauri. However the standard version of HBSMR does not use all the English Heritage (EH) thesauri. The standard event types in HBSMR are based on the ALGAO event list, not the EH Event Type thesaurus. Unless HERs have specifically requested a variation on the standard thesaurus they are likely to be using the ALGAO event list. 85% of HERs claim to use the EH Event type thesaurus. This would suggest that either a large proportion of HBSMR users have a custom events thesaurus or that HERs are unaware they are not using the EH thesaurus.

HERs were also asked if they were aware of and used the EH period list. 55% of HERs do use it but 10% were unaware that this list existed. As the EH period list is also not a standard feature of HBSMR it suggests that not all HERs are necessarily aware of this. One HER officer remarked that they had found this question difficult to answer. They had not easily been able to find the period list to check against their database. They did eventually find it after trawling through the HER Forum archives, although the discussion had been some time ago.

Only 23% of HERs use their own wordlists, and usually this is to supplement EH thesauri. The majority of those using in-house wordlists are doing so for event types. HERs are also using their own word lists for source/archive type, Historic Landscape Characterisation, land use and administrative areas. Some HERs indicated they were supplementing the EH monument thesaurus with local terminology.

Overall the results suggest that HER staff are aware of the range of thesauri and lists provided by English Heritage. However work is needed to maintain this high level of awareness.

3.9   System Linkages

Very few HERs have direct database links with other teams. The majority of those who do have links are linked with a planning database. Yet this is only the case for 8 out of the 73 HERs surveyed. This suggests that the majority of HERs are stand alone databases. Whilst there may be working arrangements between HERs and Museums, Planning services and others there is often no physical linking of data.

38% of HERs are involved in a formal data exchange agreement. This is a marked decrease on the 54% of those who did so in 2009. 57% of HERs who have an agreement have one with another local authority to their own. 50% have agreements with other, non-local authority organisations such as National Parks and English Heritage.

Although many HERs are now available to search online, either through the Heritage Gateway or other websites, 29% are still not available. It should be noted that in 2009 half of HERs were not available online. This shows a steady increase in accessibility. 55% those online are available through the Heritage Gateway. The numbers on the Heritage Gateway have doubled in the last three years (20 in 2009 to 40 in 2012) and this figure is likely to continue to rise. 27% of HERs are accessible through their host authority website and 8% by other means. The figures suggest that some HERs are using more than one method to allow remote access to their data.

19% of HERs are unaware of who has copyright over their records. This is small rise compared to 11% in 2009. This could suggest that this information is not necessarily being recorded in HER policy documents and consequently being lost when staff change.

Satisfaction with IT service provision has decreased in the past three years. In 2009 71% felt the service they received was adequate. This has fallen to 56%. The main problem facing HERs is slow network speed. Second highest on the list of complaints was a lack of support for the HER database software. Several HERs also mentioned they were unable to get upgrades to their software when they needed them. This is borne out by the variety of GIS software versions being used (see Section 3.7). Some HERs felt that their service was seen as a 'low priority' and that IT services did not understand their needs.

3.10   Data acquired outside of the planning process

This section is brand new for 2012. There have been several recent initiatives looking at HERs and local engagement. Therefore it was felt that the survey should be expanded to cover data acquired from non-planning led sources.

Two thirds of HERs regularly receive information from groups or individuals outside the planning process. Despite this only 36% of HERs offer any formal guidance or protocols to those wishing to submit such data. This would suggest that whilst HERs are likely to welcome data from other sources they

are not necessarily proactively seeking this information or assisting to shape its collection.

Only 7% of HERs are collecting information about new sites through an online form on their main website. This was a surprising result. Online forms can offer a way of allowing individuals to send data to the HER in a format that can be more easily integrated into the HER. It also provides HERs with an opportunity to shape the data collected through the fields the submitter is required to complete. Further work is required to understand why this form of interaction is not being more widely utilised. 40% of those using forms have on average less than 25 submissions per year, which may account for the low take up. Other methods could potentially yield better results. That being said 40% of those using this method received over 150 submissions per year, showing that this method can work.

Even fewer HERs are actively collecting new Historic Environment data through a website or other online initiative. For the four that currently do they either receive less than 25 submissions per year or over 200. This suggests that currently there is no middle ground with this method. It will either yield very poor results or very good results. These results are unlikely to encourage other HERs to undertake their own online collection projects. Further work, possibly case studies, are needed to better understand what does or does not work.

3.11 Staffing

For the 2012 Content and Computing Survey the staffing portion of the survey was altered. Previous surveys asked about Development Control and HER staffing but as the annual ALGAO staffing survey already collects these figures both were not needed. Therefore it was decided to concentrate on HER staffing only.
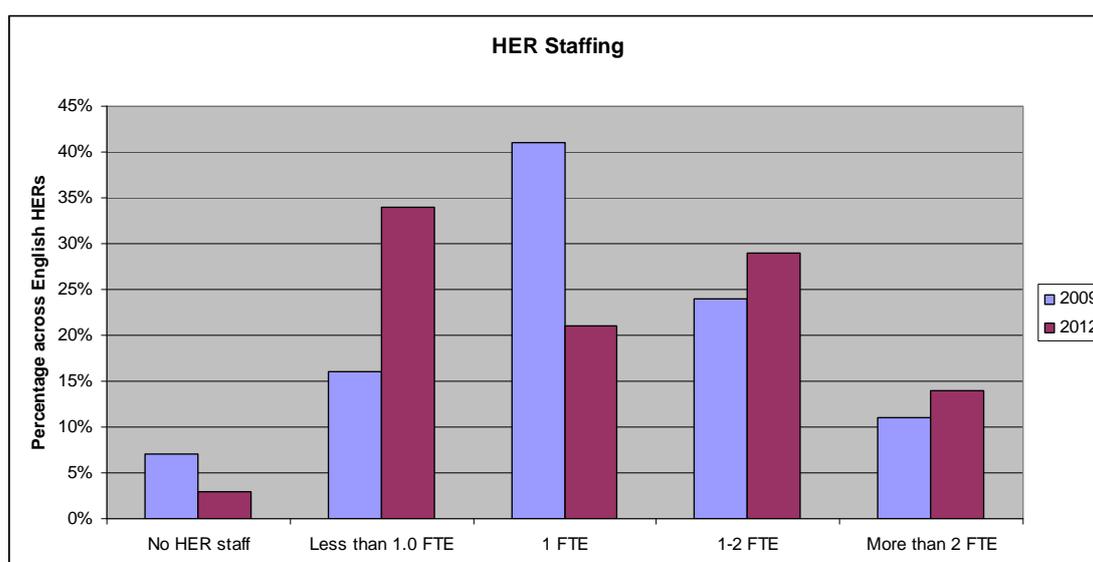
As expected the results showed a marked difference in HER staffing in comparison with the 2009 results. The most significant change is the dramatic decrease in HERs being maintained by at least 1 Full Time Equivalent (FTE). Numbers have almost halved with 41% of HERs manned by 1FTE in 2009 compared with 21% in 2012. Perhaps unsurprisingly the number of HERs maintained by less than 1FTE have increased from 16% to 34%.

The number of HERs that no longer retain any dedicated staff have decreased from 7% to 3%. However, this may be a result of the slightly different range of HERs responding to the survey. HERs with no staff are also less likely to respond.

Also surprising was a slight increase in the number of HERs being maintained by more than 1 FTE. This may also be explained by the slightly increased response rate compared to 2009.

Just over half HERs surveyed as part of the 2012 ALGAO staffing survey indicated that they expect service provision to maintain its present levels. Only 9% indicated that there may be some improvement during this period. With this in mind it is likely that at least one third of HERs will continue to be maintained by less than 1FTE.

4.   Conclusions
4.1   Overall Conclusions
The 2012 Content and Computing Survey shows that for many areas covered there has been little change in recent years.

HERs continue to expand their recording of historic buildings. More HERs are engaging in targeted enhancement projects. Many of these have focussed on Industrial, Ecclesiastical and Agricultural buildings. More HERs are ensuring this data is consistently recorded, with a 10% increase in those that have guidelines or policy for this work.

Interaction with Conservation Officers continues at the same levels we have seen in recent years. This is despite a decrease in Conservation Officers using HERs for proactive casework. With increased pressures across the sector and reduced staffing, it is positive that there has been no decrease in conservation officers accessing HERs.

HERs continue to record a wide variety of site types. Most types continue to be recorded across most HERs. However it is noted that there has been a decline in recording placenames, boundaries, modern military sites, parks and gardens and battlefields. Whether this reflects lack of resources for HERs to continue to include this data is unclear.

Levels of recording protection status have remained largely unchanged since 2009. With limited resources some HERS find themselves restricted to ensuring the statutory data is kept up-to-date rather than updating the whole range of HER records. Despite this there has been a significant rise in HERs

recording locally listed assets. Now over 50% of HERs record this data. Whether this is a result of more local lists being created or a desire by HERs to better incorporate existing heritage data sets is unclear.

HERs continue to not record tree preservation orders. Several HER officers queried why we needed this information. It is likely that HERs will have access to this information via corporate GIS mechanisms. Therefore there seems little need for it to be included in the HER data set. It is perhaps worth considering removing this query from future surveys as it falls outside the HER remit.

The move away from putting date limits on HER recording policy continues. Almost all HERs record sites up to the present day. Although this is a positive result it is likely that those HERs who no longer impose artificial cut off dates may need to work on enhancing those periods not previously recorded.

Most sources listed in the 2009 survey continue to be used by HERs. There has been a rise in HERs holding maps/plans, Historic Buildings Reports, Buildings at Risk Register and Asset management plans. A high number of HERs use Conservation Assessments but only one fifth use Estate Agents Particulars.

In the past three years there has been a slight increase in the number of HERs using HBSMR. 75% of HERs now use it, despite increasing resource pressures caused by the current economic climate. Not all HERs have access to SQL servers which means there is likely to be a split between those that can use the new version 4 software and those that will have to remain on version 3. It is unclear how this will effect HERs ability to conform to future changes in data standards. It is a situation that needs to be monitored further.

GIS standards vary across HERs. Only 30% of HERs have GIS recording guidelines and 60% of HERs are unaware of their host authority's metadata standards. The results of the survey indicate that HER Officer knowledge of standards and schema is not consistent across the sector. HERs are in need of GIS guidance. A 2004 report on GIS Standards by Oxford Arch Digital concluded that 'there is confusion among HERs about recent initiatives both within and beyond the HER world with respect to GI standards'. This still appears to be the case. One HER officer specifically asked 'GIS metadata - when are we going to move to nationally agreed standards of both systems and data?' However the results of the 2010 ALGAO GIS survey suggest that the majority of HERs either did not feel compliance with GIS data standards was a priority or did not have the resources to address this. More work is needed on this topic and a regular GIS survey, as suggested in 2010 ALGAO survey, could be a good way forward.

Most HERs are sharing their GIS data with other members of their host authority. Designation information is most widely shared but HERs are also sharing events and historic landscape characterisation data. An increasing number are creating alerts and constraints mapping.

Most HERs do appear to be using most English Heritage Thesauri with 100% of those surveyed using the Monument Thesaurus. The EH period list is only used by around half of HERs. One officer cited that the overlap of dates prevented sensible searching. Whilst the period list may be more academically accurate it does not allow HERs to easily store and manage data. A compromise clearly needs to be reached between these two goals. HERs are supplementing the EH thesauri available with additional terminology, especially local monument types. HERs need to be encouraged to submit these terms for inclusion (if suitable) in existing thesauri.

There appears to be some confusion over which Thesauri and wordlists are currently in use in HBSMR. HERs are encouraged to be more aware of the wordlists they are using.

HER databases are not usually linked with other database systems. Those that are linked with others are in a minority. There has also been a decrease in HERs formally sharing data with other local authorities and external organisations. Despite this HER data is becoming more widely accessible with less than a third of HERs not available online.

Since 2009 a growing number of HERs have become dissatisfied with their IT support. Many local authorities have experienced changes to their IT infrastructure, often as a result of the current economic climate. Slow network speeds and lack of database software support were seen as particular problems. One HER officer commented that they can see lots of exciting developments on the horizon nationally and have ideas of their own to do projects with other parts of their organisation. However they are restricted by their IT service. It is clear that there is enthusiasm, drive and ideas to enhance HERs but lack of resources (e.g. staffing, finance, IT support etc) is preventing this.

Two thirds of HERs are acquiring data from individuals or groups outside of the planning process. Despite this only a third have any guidelines or protocols to assist with the capture of this type of data. A very small number of HERs are making use of online forms or websites to collect this data. This is despite 84% of Historic Environment Services[7] undertaking some form of community engagement. This is an area that requires further development. Participants in a recent Local Engagement Workshop asked for local engagement case studies to be circulated. One HER responding to the survey suggested that national templates for online submission and guidance protocols would be helpful.

HER Staffing has changed across England. There is an increase in HERs being manned by less than 1 FTE member of staff and a significant decrease in those manned by 1 FTE. This picture is consistent with the 11.3% decrease of Historic Environment staff across England since 2010[8].

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[7] 67 out of 80 Historic Environment Services undertake community engagement according to Report on ALGAO: England Staffing and Service Survey 2012
[8] Figure obtained from Report on ALGAO: England Staffing and Service Survey 2012

What cannot be gauged from this survey is how recent changes in staffing are affecting provision to Local Planning Authorities (LPAs). Several HERs were not surveyed this year because of lack of any Historic Environment staff e.g. Merseyside. A recent ALGAO staffing survey indicated that 11 of their respondents felt that some LPAs in their area did not have adequate access to the HER. This may be a result of withdrawal of some authorities from service level agreements with their local HER. In addition to this we are starting to see a small number of HERs being maintained by Historic Environment Professionals from other parts of the sector, e.g. Conservation Officers. These officers are taking on the HER as an additional responsibility to their core job. All of these factors are likely to have a long term impact on the content and computing of HERs. It may be necessary in future to incorporate additional questions to gain a better perspective on HER staffing.

4.2 Lessons learned

The Content and Computing Survey has evolved enormously from its 2002 incarnation as a single side of A4. Although this reflects the wide range of content and computing a HER now covers, the survey is becoming very large. If the survey is to be undertaken again a complete revision of all questions is needed. The purpose of the survey may need to be redefined to concentrate on what data is needed to be collected. The results from previous surveys have not been widely used. Alternatively the survey could be split into several smaller surveys. Each survey would be deployed on separate years, thus reducing the inconvenience to HERs e.g. Year 1 = Records, Year 2= GIS and Databases, Year 3 = Other, Year 4 = Records and so on.

The length of the survey and the move towards using an online collection mechanism caused problems for some HERs. Only one HER chose to submit their data via word document instead of using the online form. On the website it was unclear how long the survey would last as questions were spread over separate screens that could only be accessed after the successful completion of the one before.

HERs were unable to save responses part way through. One possible change that could be made is sending out individual invites. If this collection method is used, each invitee is assigned a separate access URL. This means that responses can be saved and returned to. However this method is likely to incur more work for the Heritage Information Partnerships team. Alternatively HERs could be provided with a copy of the questions in advance to enable them to speed through the online version.

Although several HERs were unhappy with the move towards more multiple choice questions and less free text boxes it has enabled us to see overall trends. HERs felt they were unable to justify their responses. Whilst additional information can be provide useful insights to specific situations, the information collected in 2009 proved largely anecdotal. The purpose of the survey is not for English Heritage to identify individual HERs that need to undertake specific areas of work. Instead the results should be used by HERs

to identify for themselves where they might wish to enhance their content and computing.

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Appendix 1 – Questionnaire containing combined results

Historic Environment Record
Content and Computing Survey
2012

Name of HER	
Local Authority areas covered (including National Parks)	

1) Historic Buildings

a	Does the HER have a collection/recording policy/informal guidelines for non-listed (either nationally or locally) historic buildings?	44 = Yes 29 = No
b	Do you enhance your listed buildings records with additional information (clearly separated from the Statutory Details)?	65 = Yes 8 = No
c	Do you enhance particular types or classes of historic buildings?	37 = Yes 36 = No
d	If YES to question c) please answer the following. If NO go on to e)	
	Please tick all particular types or classes of historic building which you have enhanced	33 = Ecclesiastical 25 = Other religious buildings 35 = Industrial 26 = Military 28 = Agricultural 27 = 20th century 21 = Local List buildings 18 = Other
	If other please specify	
e	Do you record listed building curtilages?	11 = Yes 62 = No
f	Do Conservation officers in the area covered by your Record use it for:	
	i) Reactive casework?	43 = Yes 11 = Don't Know 18 = No
	ii) Proactive conservation projects?	42 = Yes 11 = Don't Know 20 = No
	iii) Education and outreach?	15 = Yes 19 = Don't Know 38 = No
g	Have you undertaken any form of consultation with conservation officers on their requirements for HER information?	47 = Yes 26 = No
h	Are you aware of any separate information systems for the historic built environment maintained by Conservation Officers in any of the Authorities in the area covered by your Record?	35 = Yes 25 = No 13 = Don't Know
i	Are there procedures in place for securing the recording of historic buildings being altered or demolished?	59 = Yes 5 = No 9 = Don't Know
j	Is the resulting information recorded in the HER?	66 = Yes 5 = No

2) Records

Which of the following does the HER hold records for?		
Type	Database record	GIS record
Historic Buildings (non-listed and not on local lists)	68 = Yes 4 = No	70 = Yes 3 = No
Archaeological Monuments (non-scheduled and not on local lists)	72 = Yes 1 = No	72 = Yes 1 = No
Historic Towns/Villages	64 = Yes 8 = No	62 = Yes 10 = No
Placenames	46 = Yes 26 = No	41 = Yes 31 = No
Events (e.g. surveys, excavations)	72 = Yes 1 = No	71 = Yes 2 = No
Stray Finds	72 = Yes 1 = No	70 = Yes 2 = No
Historic Landscape Character data	53 = Yes 18 = No	60 = Yes 11 = No
Maritime Archaeology and Intertidal sites	32 = Yes 40 = No	30 = Yes 40 = No
Boundaries (hedgerows, walls, etc.)	44 = Yes 28 = No	46 = Yes 26 = No
Modern Military sites	61 = Yes 12 = No	60 = Yes 13 = No
Aircraft crash sites	50 = Yes 22 = No	48 = Yes 24 = No
Parks and Gardens (non-registered and not on local lists)	63 = Yes 10 = No	65 = Yes 7 = No
Battlefields (non-registered and not on local lists)	43 = Yes 30 = No	41 = Yes 31 = No
Paleoenvironmental Sites	55 = Yes 16 = No	54 = Yes 17 = No
Transport (railways, canals, roads, etc)	68 = Yes 3 = No	70 = Yes 3 = No
Industrial Sites	71 = Yes 0 = No	71 = Yes 1 = No
Other, please specify:	20 = Yes 13 = No	23 = Yes 12 = No

3) Recording of Protection Status

Does the HER record the following protection statuses?		
Status	Database Record	On GIS (Point/Polygon/Point and Polygon/Not recorded)
Listed Buildings	71 = Y 2 = N	26 Point 13 Polygon 33 P&P 1 NR
Locally Listed Heritage Assets	37 Y 20 N 16 N/A	12 Point 9 Polygon 15 P&P 29 NR
Conservation Areas	57 Y 16 N	1 Point 60 Polygon 6 P&P 5 NR
Scheduled Monuments	71 Y 2 N	48 Polygon 24 P&P 1 NR
Area of Archaeological Importance (AAI)	19 Y 26 N 27 N/A	17 Polygon 4 P&P 34 NR
Registered Parks and Gardens	68 Y 3 N 1 N/A	2 Point 55 Polygon 13 P&P 3 NR
Registered Battlefields	30 Y 10 N 32 N/A	2 Point 24 Polygon 4 P&P 31 NR
Protected Wrecks	15 Y 12 N 45 N/A	9 Point 3 Polygon 2 P&P 39 NR
Tree Preservation Orders	5 Y 67 N 1 N/A	5 Point 1 Polygon 3 P&P 49 NR
World Heritage Sites	14 Y 11 N 47 N/A	13 Polygon 1 P&P 37 NR

4) Collection Criteria

Does the HER only create records within a specified date range?	4 = Yes 69 = No
If yes please give details	

5) Archive Materials

a	Which of the following archive materials does the HER hold? Are Source records created for them?		
Archive Material		**Source Records**	**Collected Digitally**
Maps/Plans		69 Y 4 N	18 Y 4 N 51 Some
Photographs		63 Y 9 N	14 Y 8 N 51 Some
Air Photographs		64 Y 9 N	13 Y 13 N 46 Some
Reference Library		66 Y 6 N	4 Y 23 N 42 Some
Fieldwork reports as a result of the planning process		71 Y 2 N	28 Y 45 Some
Historic Building Reports as a result of the planning process		71 Y 2 N	26 Y 3 N 44 Some
Fieldwork reports not as a result of the planning process		69 Y 4 N	21 Y 5 N 46 Some
Site visit notes		55 Y 17 N	17 Y 21 N 32 Some
Fieldwork archive		26 Y 46 N	6 Y 38 N 19 Some
Correspondence		53 Y 19 N	14 Y 16 N 39 Some
Planning Case files		30 Y 42 N	13 Y 34 N 15 Some
Conservation Area Consent files		10 Y 62 N	4 Y 47 N 8 Some
Buildings at Risk Register		42 Y 31 N	16 Y 39 N 12 Some
Asset Management Plans (Local Authority owned historic assets)		31 Y 41 N	5 Y 36 N 21 Some
Conservation Area Assessments		53 Y 20 N	25 Y 15 N 27 Some
Estate Agent Particulars		16 Y 56 N	2 Y 50 N 11 Some
b	Does the HER have a written disposals policy?		8 = Yes 65 = No

6) Database

a	Does your database follow the Monument – Event – Archive model?	64 = Yes 2 = No 7 = Partial
b	Which database system does the HER use?	
System	**Yes**	**Version**
exegesis SMR/HBSMR (SQL)	34	
exegesis SMR/HBSMR (non-SQL)	21	
Wales HER/HERUK Software	0	
In house system (please specify product and version, e.g. Access 2000)	15	
Other, please specify	3	
c	Does the HER have access to a SQL server?	47 = Yes 13 = No 13 = Don't know

7) Geographic Information Systems

a	Which Geographic Information System (GIS) package does the HER use?		
Package		Yes	Version
ArcView/ArcGIS		30	
MapInfo		37	
GGP		1	
GeoMedia		0	
None		1	
Other, please specify		4	
b	Do you record features on GIS to a recognised data standard?	36 Yes 25 No 12 Don't Know	
c	Which GIS Standards/Schema (including Metadata standards) do you use or are aware of?		
MIDAS Heritage		49 = Aware of and use 18 = Aware of but do not use 4 = Not aware of	
MIDAS XML		19 = Aware of and use 40 = Aware of but do not use 6 = Not aware of	
E-Government Metadata Standard		7 = Aware of and use 30 = Aware of but do not use 28 = Not aware of	
INSPIRE		10 = Aware of and use 45 = Aware of but do not use 10 = Not aware of	
UK Gemini Metadata standard		9 = Aware of and use 26 = Aware of but do not use 29 = Not aware of	
British Standard 7666 (Locational data only)		1 = Aware of and use 15 = Aware of but do not use 46 = Not aware of	
GML Schema (Locational data only)		2 = Aware of and use 16 = Aware of but do not use 44 = Not aware of	
In house standard specifically written for the HER		21 = Aware of and use 2 = Aware of but do not use 29 = Not aware of	
Standard written for use within host authority (not HER specific)		7 = Aware of and use 6 = Aware of but do not use 44 = Not aware of	
c	Does the HER have a written policy on recording spatial data for GIS or Digital Mapping?	22 = Yes 51 = No	
d	Does the HER maintain 'alert areas' or constraint mapping GIS layers?	32 = Yes 41 = No	
e	Can staff from other teams within the host authority access GIS datasets maintained by the HER (either as read-only version or editable version)?	59 = Yes 14 = No	
f	If YES to question e) please answer the following. If NO go on to question g)		
	Which data sets maintained by the HER do they have access to?		
	Data set		Yes/No
	Monuments		40 = Yes 17 = No
	Events		23 = Yes 31 = No

	Scheduled Monuments	52 = Yes 6 = No
	Listed Buildings	48 = Yes 9 = No
	Locally Listed Heritage Assets	22 = Yes 21 = No
	Conservation Areas	47 = Yes 7 = No
	Registered Battlefields	23 = Yes 24 = No
	Registered Parks and Gardens	48 = Yes 10 = No
	Historic Landscape Characterisation data	28 = Yes 25 = No
	Alerts/Constraints mapping	23 = Yes 25 = No
	If Other, Please specify	10 = Yes 13 = No
g	What are the barriers to sharing GIS data with local planning authorities covered by your HER? Please indicate all that apply	37 = Lack of resources 21 = Lack of demand or interest 22 = Incompatible software 7 = Incompatible or lack of data standards 22 = Lack of delivery mechanism 18 = Lack of IT support 26 = Lack of expertise to use data 9 = Other
	If Other please specify	

8) Data Standards

a	Which of the main English Heritage Thesauri do you use or are aware of?	
	Monument Type	73 = Aware of and use
	Archaeological Objects	65 = Aware of and use 5 = Aware of but do not use 2 = Not aware of
	Main Building Materials	53 = Aware of and use 18 = Aware of but do not use 1 = Not aware of
	Covering Building Materials	49 = Aware of and use 17 = Aware of but do not use 7 = Not aware of
	Evidence	61 = Aware of and use 9 = Aware of but do not use 1 = Not aware of
	Event Type	62 = Aware of and use 10 = Aware of but do not use 1 = Not aware of
	Maritime Craft Type	23 = Aware of and use 39 = Aware of but do not use 9 = Not aware of
	Historic Aircraft Type	32 = Aware of and use 30 = Aware of but do not use 9 = Not aware of
b	Do you use the Thesauri available in HBSMR?	55 = Yes 1 = No 17 = Don't use HBSMR
c	Are you aware of and use the EH Period list?	40 = Aware of and use 26 = Aware of but do not use 7 = Not aware of
d	Other than the above are there any other thesauri/wordlists (including in-house) that you use on a regular basis?	17 = Yes 56 = No
e	If you answered yes to question d please list the most frequent used.	

9) System Linkages

a	Does the HER directly link into any of the following databases?	
	Database	Yes/No
	Planning	8 = Yes 65 = No
	Museum	1 = Yes 68 = No
	Other heritage databases within host authority	3 = Yes 66 = No
	Other heritage databases outside host authority	7 = Yes 63 = No
	Environmental database within host authority	3 = Yes 67 = No
b	Are you involved in any formal data exchange agreement?	28 = Yes 45 = No
c	If YES to question b) please answer the following. If NO go on to d)	
	Please tick all types of formal data exchange agreements you have	2 = Within host authority 16 = With other local authorities 14 = Other
d	Is there public access to the database via the internet? Tick all applicable	20 = Yes through host authority website 40 = Yes through Heritage Gateway 6 = Yes through other means 21 = No
e	Do you know who has copyright over compiled records in the database?	59 = Yes 14 = No
f	Is your IT support adequate?	41 = Yes 32 = No
g	If No to question f) please answer the following. If YES go on to Section 10	
	Please tick all current issues with IT support	18 = IT do not support HER database software 7 = IT do not support HER GIS software 21 = Slow network speed 2 = No access or limited access to network 15 = Other
	If other please specify	

10) Data acquired outside of the planning process

a	Do you regularly receive data from local groups/individuals outside of the planning process?	48 = Yes 25 = No
b	Do you provide guidance documents or protocols for groups/individuals wanting to submit data to the HER?	26 = Yes 47 = No
c	Do you have an online form on your main website that can be filled in to submit data on new sites to the HER?	5 = Yes 68 = No
d	If yes to question c) on an average year do you receive	2 = 0-25 submissions via this form 1 = 26-50 submissions via this form 1 = 151-200 submissions via this form 1 = over 200 submissions via this form
e	Do you have a website or online project specifically aimed at collecting new Historic Environment data from the public? This can include collecting text, photographic or other digital information.	4 = Yes 69 = No
f	If yes to question e) on an average year do you receive	2 = 0-25 submissions via this website/project 2 = over 200 submissions via this website/project

11) Staffing

Number of HER staff maintaining and updating the HER Database	2 = None 25 = Less than 1.0 FTE 15 = 1 FTE 22 = 1 to 2 FTE 9 = More than 2 FTE

Additional Comments	28

Name of officer completing the form	
Email address	
Telephone Number	