



ALGAO-UK HER Committee - Minutes

Wednesday 10th June 2015

English Heritage West Midlands Regional Office, Birmingham

Present:

Committee / Organisation / Region	Represented by:	
Committee Chair. EH Designation/ALGAO HER Liaison. HER Local Engagement Group.	Ben Wallace (BW)	Warwickshire County Council
Committee Secretary. South West HER Forum.	Graham Tait (GT)	Devon County Council
HER Forum.	Chris Webster (CW)	South West Heritage Trust
FISH. West Midlands HER Forum.	Suzy Blake (SB)	Staffordshire County Council
HBSMR Users Group. North West HER Forum.	Robert Edwards (RE)	Cheshire Archaeology Planning Advisory Service
OASIS management board. London HER.	Stuart Cakebread (SCa)	Greater London Archaeology Advisory Service (Historic England)
Informing the Future of the Past steering group.	Alison Bennett (AB)	Essex County Council
East of England HER Forum.	Sally Croft (SCr)	Cambridgeshire County Council
ALGAO Cymru.	Chris Martin (CM)	Clwyd-Powys Archaeological Trust
Observing member.	Jane Golding (JG)	Heritage Information Partnerships Manager, Historic England
Observing member.	Sarah MacLean (SM)	Heritage Information Partnerships Supervisor, Historic England

1. Apologies for Absence

Apologies were received from:

Committee / Organisation / Region	Represented by:		Action
ALGAO Countryside Committee.	Ken Smith	ALGAO Countryside Committee	
RCAHMS	Susan Hamilton	Royal Commission on the Ancient and Historical Monuments of Scotland	

North East HER Forum. BHUG.	Nick Boldrini	Durham County Council	
Scotland SMRs/HERs.	Stephanie Leith (SL)	East Lothian Council	
East Midlands HER Forum	Mark Bennet	Lincolnshire County Council	
ALGAO Maritime Committee.	Rebecca Loader	Isle of Wight Council	

In addition, it was confirmed by Julia Wise (Buckinghamshire County Council) and Rachel Grahame (Tees Archaeology) that representatives for the South East and Yorkshire & The Humber regions were still being sought; and that representatives would be found in-time for the next committee meeting.

It is understood that Dave Batchelor (Head of Historic Environment Intelligence, Historic England) has now taken retirement and is no longer with Historic England. His replacement will be asked if they wish to attend the committee as an Observing Member.

Quinton Carroll (Cambridgeshire) is the new ALGAO England Chair (replacing Fiona MacDonald), and will be invited to attend the committee as an Observing Member.

Action: GT to amend the ALGAO-UK HER Committee members list and mailing list.

2. Minutes and Actions of the last meeting

The minutes of the last meeting were approved.

Action	Remit	Comment	Status
Get ALGAO Exec to agree changes to website to ensure that minutes, agendas, HER advice note and all other HER content on ALGAO website can be viewed by all.	GT/BW	BW has raised this at the Executive Committee, and they are aware of our concerns. The administration of ALGAO UK (including the website) has passed to Cambridgeshire County Council. Action: GT to speak to Cambridgeshire about this. Action: BW to raise this further with the Executive	Open
Ensure content of http://www.algao.org.uk/subject/her is fit-for-purpose (including updating IfP link).	BW	Action: BW to raise this further with the Executive	Open
Liaise with ALGAO Executive to include the Professional Access section of the Heritage Gateway website incorporated within the ALGAO website.	BW	Action: BW to raise this further with the Executive	Open
Circulate 'quick wins' presentation.	BW	Done.	Closed

Liaise with English Heritage and comment on Heritage 2020 draft Action Plan, and ensure HER Strategy fits within Heritage 2020.	BW	BW raised this at the last Executive meeting. ALGAO has been side-lined from Heritage 2020 due to the way that Heritage 2020 has been broken-up into separate groups. There are no ALGAO representatives on any group or the main board. ALGAO Executive have noted our concerns, and will be taking this further with the Historic Environment Forum (who are leading this programme).	Closed
Draft an update to the ALGAO-UK HER committee terms-of-reference, for comment and approval.	BW	BW to check whether this has been done	Open
Speak to the Warwickshire GIS team and to the LGA/Defra about what work would be required to go under Annex III of INSPIRE; ready to discuss at next ALGAO-UK HER Committee meeting.	BW	See below	
Suzy Blake (Staffordshire HER) to look at the paperwork for the submitting new datasets for OS exemption (i.e. HER Monument, Event, HLC data etc.) in time to be able to give an update on this at the next ALGAO-UK HER Committee meeting.	SB	See below	
Inform ALGAO Executive that the ALGAO-UK HER Committee want to see better representation on the HIAS Advisory Board (and also the HIAS Programme Board) for HERs.	BW	See below	
Discuss audits at regional HER committees, to look at costs/benefits and support each other.	All English regional reps.	See below	
Inform the ALGAO Executive that the ALGAO-UK HER Committee strongly state that any agreement with Natural England over Countryside Stewardship will need to be agreed by the ALGAO-UK HER Committee, and have a good consultation process with the HER community.	BW	See below	

Inform the ALGAO Executive that the ALGAO-UK HER Committee advice is not to do the National HLC project, and instead to look at accessing existing data via the ADS (or via HERs). If there was still a desire to do this sort of project, that there would need to be much more (and better) consultation via the ALGAO-UK HER Committee, the HER Forum and workshops with HER officers.	BW	See below	
Circulate minutes of ALGAO England Executive to the committee.	BW	Notes circulated – see below.	Closed
Circulate minutes of EH HDM/ALGAO HER Liaison Meeting.	BW	Minutes circulated.	Closed
Circulate project proposal for project studying the use of PAS data in HERs to the committee for comments.	BW	Ben to chase this up with Magnus Alexander at Historic England, to see if we can still comment on this.	Open
Circulate documents about Stewart Bryant's 'HER Histories' project to the committee.	All	Action: GT to circulate this document. All to feed comments back to GT; who will then collate these comments and send these back to Stuart Bryant and BW.	Open
Circulate draft EngLaID HER licence to the committee.	BW	BW to circulate	Open

i. CITIZAN (Coastal and Intertidal Zone Archaeological Network) project.

BW gave a brief update on the CITIZAN project; and confirmed that this project has started, and that Alex Bellisario (former Hampshire HER Officer) has been appointed by MoLA to be the CITIZAN Archaeologist for Outreach. They have also appointed Stephanie Ostrich to manage the project (including the data side of the project). Alex Bellisario has arranged a meeting with various local authority archaeologists in the South West to discuss the project.

Action: BW to speak to Alex Bellisario to invite her and/or Stephanie Ostrich to the next ALGAO-UK HER Committee to discuss the project and HERs.

3. Heritage Information Access Strategy

BW is now on the advisory board of HIAS, along with the ALGAO England chair, Quinton Carroll.

Simon Hawkins (Historic England) is the HIAS Project Lead. Keith May (Historic England) is Strategy Lead for HIAS.

The work-package leaders met last Friday (led by Keith May), and this included BW, as well as Gill Grayson, Martin Newman, Barney Sloane (all Historic England) and the Archaeology Data Service. Other specific issues raised at that meeting included:

Maritime historic environment data. The ALGAO Maritime Committee had concerns over proposals under the HIAS that the national record would be the primary contact for information about the marine historic environment. Historic England realised that there was more work to do about this, and looking at data flow. Historic England said that they believe these concerns arose from a misunderstanding of, or concerns about, HIAS principle 2: "Principle 2: Historic England should be the first point of call for and primary trusted source of national datasets such as the National Maritime Record", but confirmed that within that principle there is no "implication that HERs would not record maritime data". Keith May has stated that "from a HIAS perspective, Ben and Martin will make sure maritime HERs are represented in work, still to be defined, on the relevant work

packages which they will be formulating in the coming month as part of HIAS, so we can reach a clear and agreed formulation between HE & HERs of the roles and responsibilities for maritime recording under the HIAS programme going forward.”

National Security Copy. Concerns have been raised about HIAS principle 7 “Principle 7: English Heritage should, on behalf of the nation, ensure that a security copy of all such data exists...”

The work-package leaders agreed that more work needed to be done on this. ALGAO were clear that any “national record” was not to be used, and that there needs to be a debate about what this might be.

Action: BW to circulate the latest Work Package document to the ALGAO-UK HER Committee and to HER Forum.

The committee noted that the first principle of HIAS is that “Local Authority HERs should be the first point of call for and primary trusted source of investigative research data and knowledge”, and that in Scotland the SHED strategy (a similar heritage information access strategy) was led by HER Officers. It was notable that HER Officer representation on HIAS is limited to BW on the advisory committee.

The ALGAO-UK HER Committee then discussed HIAS further. There was agreement that:

- Better communication is required to (and from) HERs about HIAS.
- HIAS needs to be more open and transparent when developing the strategy.
- It is essential that there are workshops for interested HER Officers to participate in developing the strategy.
- It is essential that there are facilitated (conference-style) discussions on HER Forum for interested HER Officers to participate in developing the strategy.
- There is a need to involve HER Officers in discussion of all work packages.
- Documentation and news needs to be available to all on a website; so that HER Officers (and others) can see what is being suggested, and can contribute.

Action: GT to email the above points to Keith May and Simon Hawkins.

CW noted that hard-to-reach HERs might be difficult to contact and difficult to encourage participation (particularly in areas where there is very limited HER coverage). SB suggested using the ALGAO-UK HER Committee regional representative to help identify these HERs.

4. HER Strategy

In response to a ‘thinkpiece’ document bequeathed to the ALGAO-UK HER Committee by the retiring ALGAO officer Stewart Bryant, Historic England convened a working party to examine the document and its objectives. This cross sector working party (HE, IHBC, ALGAO) consisted of Andrew Minting (IHBC), Ben Wallace (ALGAO-UK HER Committee); Sarah Reilly (Historic Environment Intelligence Team, Historic England), Jane Golding (Heritage Information Partnerships, Historic England) and Desislava Gradinarova (Business Coordinator, Historic England). This working party produced a position paper on HERs – a draft “HER Strategy”.

The committee discussed this position paper, and comments from the committee were that it was useful, and it was a good way to focus on what we want to achieve for HERs, and helpful to be a ‘broad-brush’ look at HER issues. There was consensus that there was a need for this strategy, and for it to be regularly updated.

JG commented that at the moment it was a position paper, rather than a strategy. GT suggested that it needs to be a strategy that sets out where HERs are going.

All agreed that it needs to get ‘buy-in’ from all HERs.

Action: All to review the document, and make comments via Word ‘track-changes’; and get these comments to GT by Friday 24th July.

Action: BW to then take these comments to the rest of the cross sector working party, to agree changes soon after this.

Action: BW to then post a revised copy of this document on HER Forum, and initiate a discussion about this document; to come up with a ‘final’ draft. This will then be taken to the ALGAO Executive and IHBC Executive committees for approval.

5. HER Outcomes Framework and revised HER Audits

i. HER Outcomes Framework

JG stated that the Project Design for the HER Outcomes Framework project has been accepted by Historic England, and Historic England are in the process of commissioning the work. The proposed timetable for the work is still the same as previously. JG is the Project Assurance Officer for this project. This project will be discussed at the January 2016 ALGAO-UK HER Committee meeting.

ii. Revised HER Audits

JG stated that the HER Audits from April 2015 are now carried out online, based on a series of surveys completed by the HER; Historic England then write a report based on this. So far, 2 full audits and 2 revisits are been undertaken since April 2015.

It is understood that the specification for HER Audits needs to be re-written, but this cannot be done until the HER Outcomes Framework is completed. However, it is expected that a revised specification will be in-place by autumn 2016. And all HER Audits from autumn 2016 will be on the new specification and all audits and revisits can be carried out online.

Any revisits that are currently in the pipeline, could do a revisit from October 2015, or could do a full audit at some point after this.

SM stated that only 50% of HERs are within the audit programme at the moment.

SM stated that Historic England are proposing to have two HER Audit intakes per year in April and October from October 2016.

The ALGAO-UK HER Committee raised a concern that there appears to be a lack of capacity within Historic England for undertaking Audits. However, it was acknowledged that it will not be until 2016 that we will know what the uptake will be like. The ALGAO-UK HER Committee decided to keep an eye on this, and look further in 2016.

6. Informing the Future of the Past

AB stated that the project to update Informing the Future of the Past is almost complete. Most of the contributions to update IFP have been made (and any outstanding contributions will be made very soon). Scottish and Welsh contributions will be forthcoming in 2015. The IFP Steering Group is being wound-up as administration of IFP now falls to the ALGAO-UK HER Committee.

There are a number of editors who have, or will continue, to edit IFP, that are not part of the ALGAO-UK HER Committee. For this reason, the ownership of the existing IFP steering group mailing list (IFP-STEERING-GROUP@JISCMAIL.AC.UK) will transfer to the ALGAO-UK HER Committee (GT).

From now on; each HER in the country will have their own IFP *contributor* login, and all members of the existing IFP steering group and the ALGAO-UK HER Committee will have an *editor* login. All regional representatives from the ALGAO-UK HER Committee will act as 'buddies' for others in their region.

The following actions have been agreed (in this order):

1. **Action: SM** to transfer ownership of the IFP steering group mailing list to the ALGAO-UK HER Committee (GT).
2. **Action: all** to email their generic email address to AB so they can be set-up as an editor.
3. **Action: all** to edit the respective section(s) of the glossary, as defined below.
4. **Action: BW** to promote IFP (and the fact that all HERs will now be contributors) on HER Forum mailing list.
5. **Action: AB** to assign each HER with an IFP username and password.
6. **Action: all** to review contributor and editor guidance.

Action: all: The glossary will be checked over, items that shouldn't be there or don't need to be on there will be removed, and any that should be in the glossary will be added. This will be carried out by the following members of the committee:

1.	Letters A and B	Chris Webster
2.	Letter C	Graham Tait
3.	Letters D and E	Suzy Blake
4.	Letters F and G	Sally Croft
5.	Letters H and I	Rob Edwards

6.	Letters L and M	Stuart Cakebread
7.	Letters N and O	Chris Martin
8.	Letters P, Q and R	Ben Wallace
9.	Letter S	Nick Boldrini
10.	Letters T, U, V W, X, Y and Z	Suzy Blake

7. Natural England – Countryside Stewardship and National HLC project

i. Countryside Stewardship

A note titled “Countryside Stewardship: historic environment consultation (Note 2)” was released on 22nd May 2015. This sets out a timetable for the new Countryside Stewardship scheme, and gives proposed rates for a historic environment consultation. The scheme will be carried-out online (using the SHINE-CSS online tools).

A number of members of the committee expressed concern over the timetable for the scheme, given staff resources and the dates and deadlines in July and August.

The ALGAO-UK HER Committee expressed serious concern over the use of SHINE data within the new Countryside Stewardship scheme. Use of SHINE creates double the amount of work to undertake the process (a SHINE monument needs creating from the HER Monument polygon, and then a management polygon can be created from the SHINE polygon). This duplication of effort is not needed. The ALGAO-UK HER Committee suggests that management polygons should be able to be created from HER Monument polygons, for those HERs that wish to do this. Furthermore, SHINE was set up for a specific purpose and should not be used for the new Countryside Stewardship programme. There is a need for ALGAO to revisit the agreement for the use of SHINE, and develop a new agreement for the Countryside Stewardship process.

Action: members of the committee to raise these concerns at the ALGAO Countryside Committee / HECAS meeting, to be held in Birmingham tomorrow (11th June 2015).

Action: BW to raise these concerns with the ALGAO Executive and the ALGAO Countryside Committee.

ii. National HLC project

Despite the ALGAO-UK HER Committee’s comments at the last meeting, it was noted that a “Development of a National HLC” project has been put-together by Vicky Hunns (Natural England) to “develop a single England-wide Historic Landscape Characterisation (HLC) baseline dataset that will inform and monitor environmental land management interventions”.

The ALGAO-UK HER Committee expressed concerns over how this data will be used, whether the final product will help protect the historic environment, or can be meaningfully used for agri-environment targeting. Concern was raised that the final product will be fraught with issues; and that lessons need to be learnt from other projects that have joined-together HLC data (such as the North West and East of England Regional HLCs).

The ALGAO-UK HER Committee reiterated their response from the last meeting, that:

Concerns were raised by the committee over:

- *Use of data*
- *Using HLC data to give values to landscape use in targeting*
- *Inappropriate use at a farm-level*
- *The ability to link to individual HLC methodologies*

Issues raised included; mapping, quality, copyright/IPR, incompleteness of coverage, differences between HLCs, etc., etc.

SC mentioned the East of England HLC project that had fundamental issues in merging the data together, and lessons needed to be learnt from this project.

Action: BW to inform the ALGAO Executive that the ALGAO-UK HER Committee advice is not to do this project....

If there was still a desire to do this sort of project, that there would need to be much more (and better) consultation via the ALGAO-UK HER Committee, the HER Forum and workshops with HER officers.

Action: BW to email the ALGAO-UK HER Committee’s concerns to Vicky Hunns (Natural England).

Action: BW to attend meeting to be held in Bristol tomorrow (11th June 2015) to raise concerns that the ALGAO-UK HER Committee have.

Action: SB to raise this at the ALGAO Countryside Committee / HECAS meeting, to be held in Birmingham tomorrow (11th June 2015).

8. Ordnance Survey exemption

SB has looked into this. Ordnance Survey are currently changing the way that organisations can apply for derived data exemption. Ordnance Survey will be new guideline on a new “streamlined presumption to publish”. More information can be found here:

<http://www.ordnancesurvey.co.uk/business-and-government/public-sector/news/2015/presumption-publish.html>

Action: SB to wait until this Ordnance Survey guidance is published, then try to publish some HER data from Staffordshire, and document the process and share wider (via HER Forum and/or on IFP).

9. INSPIRE

BW confirmed that HER data is not within scope of INSPIRE in England.

It is up to local authorities whether they wish to publish HER data in an INSPIRE-compliant format.

BW confirmed that for Warwickshire, the Monuments and HLC data will be published in this manner.

Action: BW to add details on INSPIRE to IFP when the Scottish guidance is on IFP.

10. HLF projects

Ian Morrison (Head of Historic Environment Conservation for the Heritage Lottery Fund) has left the HLF.

Some ALGAO Executive members do meet with the HLF, and it is understood that the CITIZAN project is developing better guidance on HERs for the HLF.

However, the ALGAO-UK HER Committee do still have concerns over a number of projects that fail to adequately liaise with HERs.

Action: BW to liaise with Executive to invite Ian Morrison’s successor to attend the next ALGAO-UK HER Committee meeting.

11. Neighbourhood Planning

BW highlighted a number of neighbourhood planning pilot projects that are underway in the West Midlands. These are simple and quick projects with the emphasis on getting neighbourhood planning groups to understand their local historic environment and to get professional advice to comment on the work undertaken. These projects also look at the possibility of having additional professional advice as a paid-for service.

BW noted that these were seen as good projects, and await the project’s outcome.

12. Regular updates from other meetings:

i. ALGAO England Executive

a. Meeting 22nd January 2015

Ben Wallace’s notes from 22nd January meeting based on minutes and own notes

Vaizey review: Appears to have quietly gone away. There have been a number of requests to use extracts from the written evidence and it has been suggested that all the organisations involved publicise their responses for others to use. Exec agreed they were happy for this to happen.

NHPP2/Heritage 2020: Not aware of any movement with this. QC to attend HEF meeting on 12 Feb. BW noted this was discussed at HER committee and many seem to be waiting for more clarification about how it fits.

CifA advocacy and joint working: Discussion between ALGAO and CifA relating to how best to use the small resources of both organisations at top level discussions, and with a constant meeting schedule. Will look to work together on consultations and review policy priorities.

Press request about HERs: QC raised a press contact query about access to HERs and the impact of Local Government cuts. It was agreed that QC would contact Mike Heyworth to see

if he would be willing to go on record about this and focus on the overall effect on LA services rather than specifically HERs.

HER Committee:

- **HER Outcomes framework** mentioned to Exec to seek approval
- **England Licence agreement** – the HER committee had been happy with this.
- **HER strategy** – discussed with Exec
- **IFP3** – Update to Exec.
- **Research Frameworks in Community Groups** – Dan Miles, EH project to look at the gaps and interaction with HERs. This would be going out through the tender process.
- **PAS data and plough zone archaeology** – Magnus Alexander, EH project on how data is/is not used by HERs.
- **National HLC project** – this is an initiative from Natural England and Vicky Hunns had given a presentation to HER committee. There had been some concern about the feasibility of this and how it is going to be used. BW to run comments past Exec. V Hunns would be attending the next HER meeting.

Countryside/Stewardship: HER committee would like to be consulted about this and to know more about progress. It was agreed that KS should liaise with BW.

HIAS: HER committee would like better representation on the Board.

AGM preparation: Due to take place on 23 April, it was agreed this should include a report from HER committee and for BW to attend the AGM.

b. Meeting 17th March 2015

Ben Wallace's notes from 17th March meeting based on minutes and own notes

National HEF/Heritage 2020: QC attended this meeting. The main concern from this was that as part of the Heritage 2020 strategy, HEF would become the successor body of the NHPP Advisory Board, supported by 5 subgroups, each with their own chair and vice - chairs. ALGAO has not got representation on either HEF or as chair or vice chair of one of the sub committees. QC had made the point that TAF (who is represented on HEF) does not represent ALGAO and therefore there is no local authority archaeology representation. This argument had been supported by ClfA and CBA. It had been agreed that this would be reviewed, but QC has heard nothing yet. Exec agreed that if ALGAO did not get representation somewhere on HEF that an extraordinary meeting should be called with Steve Trow and Chris Smith to discuss this further.

HER Committee feedback and matters arising:

- **Outcomes framework** – BW thanked everyone for their comments on this, which have been incorporated into the PD drawn up by Nick Boldrini. The draft will be circulated to Exec.
- **IFP** – due to finish at the end of this month. There will be a series of recommendations going forward which will be taken up by HER committee.
- **NRHE project** – this had been completed and the report recirculated. Exegesis had been asked to do a PD to see about options for pilot solutions, but this had now been put on hold to await HIAS.
- Robin Daniels, Tees had contact HER about maritime data and the historic environment. BW to compile a response and draw attention to the Devon project.
- **Towerblock project** – HLF and EH have provided funding to a group of libraries in Scotland to record tower blocks and the experience of people living in them. HER would like to have been involved but had only hear about this recently, and was another example of us not being informed of things in advance.
- **Citizen** – moving forward. Alex Belisario from Herts will be the PM on this.
- **West Midlands** – three counties have been given capacity building funding to run neighbourhood planning workshops to provide guidance on policies and methods that can be applied. This was being led by Pete Boland and has had a reasonable response so far.
- **ALGAO website** – HER committee would like to do more with the website. QC noted that this had been discussed at UK and Rob Lennox was checking with the CBA web designer about how much it will cost to unlock parts of the site. It was also noted that the UK admin contract is being transferred to Cambs CC.

Agri-environment & countryside: KS reported that the roll out date for the scheme was supposed to be the beginning of April but this was now not going to happen, but there will be a phased release instead. Other scheme such as Forestry and Water have released their schemes separately.

It was still not clear how the consultations will be made with LA HERs and whether/how charges will be made.

The targeting statements have been approved by the Under Minister and should be released soon. These had been drafted by Natural England and as 'smarter guidance' to be accessed through gov.uk. The older guidance on the NE website has now been dropped and will not appear on the gov.uk site.

ALGAO has mostly been excluded from the higher level meetings so KW has been getting information via NE and EH.

ADS Management Board: Gail Falkingham is the current representative for ALGAO, but has had to step down from Exec. Need to agree whether Exec should appoint a new rep. FMD to contact GF to find out what is involved and whether it would be better for someone from HER to step up.

ii. Report from HE HDM/ALGAO HER Liaison Meeting

BW attended an HE Designation/ALGAO HER Liaison Group Meeting on 6th May 2015. Minutes were distributed to the committee.

iii. HER Forum

No meeting since the last ALGAO-UK HER Committee meeting. Next meeting is in York on the 8th July.

iv. HER Local Engagement Group

Action: BW to send a note to the ALGAO-UK HER Committee about this group; the group agreed to stop meeting and is not active.

v. FISH

SB noted that given current staffing at Staffordshire County Council, she cannot commit to attending these FISH meetings. It was agreed that GT would try to attend these meetings and be the main FISH representative on the committee, and that SB would serve as a back-up if necessary.

Report from FISH meeting – 8th June 2015:

Actions from the last meeting. Actions of note: Gill Grayson to chase-up accessing Historic England Investigation Reports into OASIS. Also of note: Gill Campbell and Meredith Wiggins are recording peat on a database at Historic England: Gill will post about this on HER Forum, as well as posting summaries of the discussions of the *Labels, Lithics and Landforms: e-conference on controlled vocabularies for Palaeolithic and Mesolithic data*.

MIDAS Heritage. A meeting is going to be set up involving sectorial representatives to review Midas Heritage – e.g. is it fit for purpose? has managing historic environment data moved on from this standard? etc. There was understanding that a standard and guidance was still required (and this should link to the [CIDOC CRM](#)). The meeting will take place to explore the issues and cover sectorial requirements before a (potential) project is set up to take this forward.

Thesaurus of Cultural Heritage. A project to build a British Isles-wide Thesaurus of Cultural Heritage (to replace the Thesaurus of Monument Types) will go-ahead as an Historic England project (as part of the HE Corporate Plan), and will be completed in 3 years' time. The Thesaurus of Cultural Heritage and the Thesaurus of Monument Types will then be maintained in-tandem for a further 2 to 3 years, before the Thesaurus of Monument Types is deprecated (and not maintained further). A communication plan and clear governance for this project will be part of this project.

Websites. The issues that have been highlighted about numerous websites are to be addressed and the situation solved with old websites taken down etc. This will leave two websites - <http://heritagedata.org/> and the contents of <http://fishforum.weebly.com/> (but migrated to WordPress and accessed via the URL <http://www.fish-forum.info/>). A timetable of before November for this implementation has been set out.

Communication. Although efforts have been made to highlight the work of FISH in recent years - e.g. posting details of minutes etc. on the HER Forum, more communication is required. This is to be developed from now on.

BIAB. BIAB will come to the ADS from 1st April 2016. The CBA will maintain BIAB until this point. There is an HE funded project to look migrating BIAB to the ADS, as well as the interface, data collection, etc. The BIAB advisory board has merged with the OASIS management board.

Revised OASIS / HERALD. This project is expected to go-ahead from November 2015.

Next meeting. This will be held around November, and try to get good engagement from a region (in-particular from HERs).

vi. HBSMR User Group Meeting Report

The most recent User Group meeting was hosted by Cambridgeshire County Council at Huntingdon Library. The next meeting will potentially take place in 'the Hive' in Worcestershire and the following meeting may be in Scotland if a suitable venue, etc. can be organised.

The agreed User Group terms of reference are now published for members on the HBSMR Documentation website. The role of the User Group Co-ordinator is now fixed at three years, therefore the present incumbents, Rob Edwards and Moya Watson, are now at the end of their term. Nominations for the new User Group Co-ordinator were formally opened at the meeting with a deadline for applications of the end of June. Voting, by email, will take place at the end of July.

A HBSMR twitter account has already be set up (@exegeesis_hbsmr) and that the intention for the account was for the HBSMR consultants to post updates on what they were working on and anything that may be of interest to the HBSMR user community.

Exegeesis demonstrated the progress on HBSMR v5 and how the spatial metadata will be recorded. The design of the form accessed from the existing button was met with approval. v5 is due for roll out later this year.

The primary issues will be to determine what data elements need to be recorded and where to store them. This would enable the group to benefit from the forthcoming Historic England advice on scientific dating. Furthermore, some of the terms within the Archaeological Sciences thesauri would be useful in other areas of HBSMR and that maybe some of the terms should be propagated in to other thesauri - this will be taken forwards through FISH.

vii. BHUG Meeting Report

Nothing to report – aim will be to have a meeting after the summer HER forum if possible.

viii. OASIS Management Board

OASIS BOARD April 2015:

BIAB will merger with the Oasis board from next meeting.

ALGAO need a new rep for the OASIS board. Not clear if they want Stuart Cakebread to do it or get someone else?

Matters Arising:

- HE looking at online training module through Articulate? HERALD survey discussed areas users had issues will using OASIS, and the module will look at this.
- IHBS member, for the OASIS Board. one identified, through HIAS board. (Don't know who it will be)
- OASIS in ClfA standards, ADS will be supplying guidance on archives so this will be moved to this instead
- Oasis id will be included in BIAB record
- NY Moors contacted about HE validation, but wants to retain control, but not validating.
- EH looked at what proportion of OASIS records they validate in April, of 20 records 12 were by HE (Historic England) and 8 by HERs, but the monthly average is about 30:70 HE:HER
- Ongoing, looking to set up OASIS group on LinkedIn?

Report from England: Good increase in the number of reports attached to forms.

Large number of contacts through LinkedIn trained up, including local societies; through the Lincoln BG Uni, and will be going to Cambs HER to train up local socs. Also Western Park Museum Sheffield,. (Full list on England Report attached). With the local societies it was thought that the CBA would help with training, and the Cambs visit would make a good blog report.

Wareman Grp, Purcell London (need to check if they are reporting for London?)

Stats, London the largest number of reports, and largest number signed off, but this is still only about 51% of the total number of London reports!

With training, could CBA help with training on OASIS?

Report from Scotland (See attached report): Reporting remains steady, no peaks like in Eng. Total number of reports, 3993, still less than Lon?

61.58% signed off. Validation issues still mainly the Highlands, becoming an issue for contractors who may stop using OASIS, due to the issue of visibility as they like their reports out there. The Commission is also proxy validating for Edinburgh. Shetland and Western Isles large number of reports still with contractors, but only a small number although a high percent.

Large number of reports received by other means, often building reports which the HERs would like to change.

Historic Environment Scotland, in October, should be business as usual.

Report from Wales: Report on the OASIS site. GLL seen as useful. Button on the Trusts systems to upload reports and populate an OASIS record, basically a trial version of OASIS Lite, but at the moment don't want to sync as they want their record to be the definitive record. This is being pushed by Powys C Trust. Also changes the way the OASIS id is created and used.

Report from NI: Nothing further to report. Significant financial pressures. Idea had been to create an OASIS Lite system. Maritime data might be away to take things further.

HERALD Project Update: Final report of phase 1 submitted to HE in March.

Summary of findings:

- People still don't understand what it is and why to use it. So need more training and publicity and a dedicated outreach/promotion role.
- Issue of people not recording reports properly.
- Divide in between tech and non tech in archaeology, large number of archaeologists not techies
- People do like the GLL, long term archiving and report dissemination seen as main purpose of OASIS, so issue of difference between OASIS and GLL.
- Many different workflows used So OASIS Lite.
- (All in the front of the report.)

So new OASIS needs to be more flexible. 61 % of HERs have 11 different ways of working. Report will go up on the OASIS site shortly once signed off by HE.

Functional spec will be a living document.

PD for implementation phase in early Oct15. Next Board meeting 7th Oct Scotland for PD discussion.

Funding opportunity from HES potentially, would need to be spent in year, for a Scottish element?

Could be used in England as well. RC dating, environmental, bones possible other specialist reporting.

2017-18 date for new OASIS model live.

HIAS: Work packages 9 phase 2 packs. Working out what they do. Collecting and validating data OASIS Board supporting

- 1) HIAS roles and responsibilities
- 2) HERs lead Support new her working party 5th June workshop? Ben Wallace head new HER working party.
- 3) Data sharing and rights and SLA HE Legal and new legal working party
- 4) Heritage Gateway HE partnership board
- 5) National security copy

6) Maritime and future of AMIE, Pastscape

7) Communication and engagement

8 & 9 ?!

HIAS should not lead to a delay in Oasis2 as long as joins between the two are clearly understood.

BIAB: Last met in Nov. Ongoing prog of abstracting since 1990. Originally funded by a number of bodies, now largely HE current 3yr funding agreement. Also 15_16 HES, Soc Ants. No funding now from Ireland. Proposal BIAB moving to ADS, April 16, with discussions with HE and bid for ADS for this, and a second phase to look at how to integrate the data into OASIS. Work for this year is being cover, as the current researcher is leaving to join HE. Governance advisory committee made up of funders, but suggest this now is taken over by the OASIS Board.

Next Meeting: October Edinburgh

ix. Report from regional HER Forums

a. East of England HER Forum

Bedford Borough: Completed the new mini-HER audit process in March and found it a very useful process. We would recommend it to those with few resources.

Norfolk: Digitisation of secondary file material is well underway – we have so far scanned about half our grey literature. We're considering remote hosting for HBSMR ahead of our long overdue IT upgrade. We're very busy with commercial and non-commercial enquiries. Usage of the Norfolk Heritage Explorer appears to be growing and we had a record number of website hits (520) on 18th May. We're making good progress clearing the data entry backlogs (grey lit and PAS data) that accrued in Alice's absence.

Essex: The National Heritage at Risk Grade II Project: Testing the National Framework is complete and the report has been submitted, having thoroughly tested the process. We understand from HE that the process is being rolled out nationally in the next month or so, but what isn't clear is whether local authorities will have any input or whether it will be an online process hosted and run by HE. If the latter is the case, information will at least follow through into the HAR. We have worked with a local group who have an HLF project recording sites in the Gunfleet Estuary. HLF required that the information was added to the HER.

Ipswich NMP project – mapping is complete with lots of new sites. The final report is in preparation. All the data has been incorporated into the Suffolk HER. The Essex aerial reconnaissance project (2015) funded by EH includes 12 hours of flying. Cropmarks will be targeted plus anything else that become a priority.

Suffolk: The archaeological conservation team is now being managed by the Head of Environment Strategy at Suffolk County Council and is due to relocate from its current Bury St Edmund's offices to either another site in Bury or to Ipswich during the course of the summer. Digitisation of secondary files is ongoing, along with preparing the HER and associated archives for relocation. Commercial enquiries have picked up considerably and the Suffolk Heritage Explorer website (<https://heritage.suffolk.gov.uk>) is experiencing increasing numbers of visitors week on week. About to start an 18-month Historic England-funded project to create a UAD for Ipswich within the HER held in HBSMR. NMP of Suffolk coasts and heaths AONB continues, and data from two previous NMP projects has recently been incorporated into the HER.

Colchester: Jess Tipper is the new Archaeological Advisor for Colchester Borough Council. No significant developments and/or changes since the last update in January 2015.

Peterborough, Hertfordshire, Central Bedfordshire, Cambridgeshire: No significant developments and/or changes since the last update in January 2015.

b. East Midlands HER Forum

In the East Midlands the last HER meeting was on the 4 March 2015. There has been little change in the HER Services generally although almost all HERs are expecting further pressure from cuts to local government spending over the next few years.

Leicestershire. There are no immediate threats to the service which remains with the planning team although the museums service has suffered extensive budget cuts of up to 40% and there is little remaining of the former service. The HER is soon to begin an Extensive Urban Survey of historic towns and ExeGIS are modifying HBSMR to take the data.

Lincolnshire. Re-structuring is occurring with the Historic Environment Team as part of County Council moves towards splitting its services between commissioning and delivery sides. The staff consultation is due in early June to finish in September 2015. At this stage no staffing cuts are proposed. The team are moving offices on the 9-11 June to smaller office space but in the same building.

Lincoln City. The Heritage Officer who managed the heritage database has not yet been replaced. The Lincoln City Archaeologist is now Alastair MacIntosh and this is a part time post. The Lincoln Heritage Database is being migrated to HBSMR with help from ExeGesIS.

North Lincolnshire. No current threats to services but the area where the physical HER files and reports are currently held is shortly due to be relocated to storage several miles away. This will affect accessibility to reports and other files for HER visitors. Negotiations are currently underway to find a compromise solution.

North East Lincolnshire. The HER will be moving to smaller offices later this year.

Northamptonshire. Christine Addison the HER Officer has been made redundant and is taking early retirement as a cost saving measure. A full time post was advertised at a lower pay scale and is now being re-advertised as the post was not filled last time.

Nottinghamshire. The HER assistant post has now gone and enquiries are taking up so much of the HER officer's time that the backlog of reports is increasing again. The HER IT system is moving to HBSMR (ExeGesIS).

There are no reported issues from the other HERs in the region.

c. London HER

Split of English Heritage into English Heritage (properties) and Historic England (Championing and advise) launched 1st April. Little change so far, some issues with emails and website, but still getting to grips with things. So far business largely as usual. Local launch event 17th June. Later in the year more thought on our HE enhanced services (charging).

Greater London Archaeological Advisory Service

- A number of the team on secondment, or maternity leave, so have recruited or seconded staff to cover. As a result we have an additional 0.5 advisors.
- As part of enhanced services we have agreed an SLA with LB Croydon to review their Archaeological Priority Areas by the end of October. Hope others to follow. Other APAs are undertaken free by us, but there is a waiting list. The SLA bumps them up the list.

GLHER

- Temporary HER Officer until March 2016, possibly longer, covering secondment
- Due to Croydon SLA currently recruiting a second HER Project Officer. Initially until March 2016, but could be for longer. Post will cover APAs, and general HER work
- Completed a rather traumatic IT Transformation in December 2014. Still have a number of minor issues with HBSMR. One major issue has been the 'packaging' of hbsmr, maplink, and GIS. This has caused major problems, and delays in upgrading maplink (21 weeks). Have complained and will be trying to get our software unpackaged.
- Heritage Gateway. Have cancelled contract with exegesis, and have gone with ADS instead. Hopefully loaded in the next few weeks. ADS package likely to be much cheaper, and better service.
- Thames Water have not yet renewed their annual data licence with us. Currently undergoing restructuring, and Claire Hallybone not yet sure of budgets. Unclear if they will ask for data this year?

d. North West HER Forum

Summary of the key points from the meeting of 14th May 2015: It was felt by a number of the group's members that the email circulation list has become somewhat inconsistent. In addition, changes to the staff structures of a number of the participating organisations are not reflected in the group's composition. A revised email distribution list has been agreed.

There are some concerns within the group's members about the limited ability of the HBSMR software to record scientific dating data. To be progressed through the HBSMR User Group.

Cheshire Archaeology Planning Advisory Service: The Archaeology Planning Advisory Service Project Review is complete.

Key finding from the consultation were:

- High levels of satisfaction with APAS and the advice provided across the four authorities served.
- Successful sub-regional working already in place – a good base on which to build for future service delivery.
- Good performance with a track record for budget efficiency and securing external funding.
- Limited market for externalisation and potential for conflict of interest.

Following approval of the review recommendations by the Cheshire West and Cheshire East Shared Service Committee in February, the Archaeology Planning Advisory Service will:

- Be retained in-house in an enhanced form of the current sub-regional service, through closer partnership working with other heritage agencies.
- Remain within the CWaC Total Environment Service.
- Explore closer partnership working with Chester University, English Heritage and neighbouring authorities and income generation through project working.
- Explore opportunities for income generation through introduction of charges for selected archaeological development management services.

The Service Manager post (County Archaeologist), Jill Collens, has been deleted, with service management being transferred to the Total Environment Team Manager. The archaeological professional lead will devolve to the current Principal Development Management Archaeologist (Mark Leah), who still leads on development management. Other staff members will be: one part time development management archaeologist (Julie Edwards) and two historic environment record officers. The service will be reviewed again in 12 months.

The full results of the Archaeology Service Users consultation, undertaken as part of the review and which encompasses APAS and CWaC's Historic Environment Team, can be found here:

<http://www.cheshirearchaeology.org.uk/?p=1792>

Cumbria County Council: Ken Davis, the Lancashire HER Officer, has been seconded since October last year for two days a week. Cumbria CC HER is still without a HER officer.

Greater Manchester Archaeological Advisory Service: In February GMAAS moved into new accommodation in the basement of the Peel Building, situated adjacent to the Salford Museum and Art Gallery.

For the first time in four years, GMAAS have increased their charges for HER searches and chargeable planning-related services (such as pre-application appraisals of potential archaeological interest, or writing briefs for archaeological investigations).

The HER Data Audit Action Plan has been completed, and signed off by English Heritage. GMAAS are now looking at ways to implement the Action Plan.

The Friends of Castleshaw Roman Forts hosted the Roman Castleshaw Archaeology Day on Saturday 21st March at Uppermill Civic Hall. As well as the results of the recent Castleshaw Roman fort excavation being presented, seven speakers from around the north of England presented on recent archaeological investigations at various fort sites including Binchester, Maryport, Ravenglass, Wallsend, Melandra, Middlewich, Slack, and Papcastle. Around 150 came to the conference and it was well received. A blog of the day can be found at:

<http://www.castleshawarchaeology.co.uk>

Dig Greater Manchester has seen the completion of all 11 evaluations across 11 authorities, and the results of this work were presented at an interim project conference at the University of Salford on 14th March. There will be two flagship community digs this year, one of which commenced in April at Radcliffe Tower, Bury.

CfAA have led a two-week community dig at the site of Mellor Mill, working alongside Mellor Archaeological Trust who are leading work to expose and consolidate the remains of this impressive industrial site. The mill was built by Samuel Oldknow in 1782 and burnt down and abandoned a century later. This is part of the Discovering Oldknow's Legacy project – another major element has been the repair of the Marple Aqueduct by the Canal and River Trust. A

third strand is to raise awareness and better understand/protect the remains of Marple Lime Kilns, a Scheduled Monument on the At Risk Register.

The 13th book in the Greater Manchester's Past Revealed series has just been published: Greengate: the Archaeology of Salford's Historic Core.

Lake District National Park: The HER has just completed their HER Audit Revisit report.

The Authority has just submitted a stage two Heritage Lottery Fund application for a project at the Coniston Copper mines. We are hoping to receive c. £440,000 from the HLF to complete conservation work to various structures across the 57 hectare site and remove it from the At Risk register. We also have a programme of interpretation and activities which will provide opportunities for the local and visiting communities to learn about, engage with and take part in the Coniston Copper mining heritage. The project will start in September and run for two years.

The Authority is currently involved in preparing a stage two HLF bid for a Landscape Partnership scheme called Rusland Horizons. Four archaeological projects have been included in the scheme, including walk over surveys of woodlands and fells, survey, excavation and interpretation at Cunsey Forge, a C17th bloomery forge and survey and excavation of medieval charcoal pits and a bloomery at Bark House Bank, Ickenthaite. The application will be submitted this summer

The Authority secured funding from the Copeland Community Fund and Heritage Lottery Fund in 2013-4 for the Romans in Ravensglass project. The second and final season of fieldwork took place in September 2014. This project has provided important new information which will help to inform management of the scheduled monuments of Ravensglass Roman fort and Bath House, which are also part of Hadrian's Wall World Heritage site. It also includes provision of interpretative material on the site and in the village which will assist with explanation of this part of the Hadrian's Wall World Heritage site.

The LDNPA and partners successfully completed a HLF landscape partnership scheme 'Windermere Reflections' this year. 'Reflections on History' was one of the projects included and as part of this they completed surveys of woodland archaeology, fulling mills, mining and quarrying remains and bloomeries in the catchment. A booklet about the project has been produced.

2014 - 15 has been a very successful year for the Lake District Heritage at Risk project. As a result of the Lake District Archaeology Volunteer Network (LDAVN) conservation programme and successes through Environmental Stewardship, 17 scheduled monuments at high risk have been removed from the register.

Lancashire County Council: Ken Davis, the Lancashire HER Officer, is now spending less time on the Lancashire HER (see Cumbria above) and has been concentrating on HER enquiries and grey literature.

Merseyside Environmental Advisory Service: The HER team is presently 46% complete in the digitisation of the original SMR paper records. This is phase 1 of the project to rebuild the Merseyside HER. There are presently eight students from Liverpool University booked in for two week placements over the summer and a team of two regulars each coming in for one day a week. They are working on the listed buildings, updating the designation records and spotting errors in the NHLE. The digitised record is now available via the Heritage Gateway and the addition of mapping is already programmed for the near future.

e. South East HER Forum

No meeting since the last ALGAO-UK HER Committee meeting.

However, it was noted by the ALGAO-UK HER Committee that West Sussex County Council are now not providing archaeological advice to district and borough councils; and this work is being carried-out by neighbouring authorities or consultants.

f. South West HER Forum.

Chris Webster hosted the South West HER meeting at the Museum of Somerset at Taunton Castle on 15th April 2015.

Wiltshire: Next phase of HLC (cleaning data pre-analysis) is underway. 60,000 orphan records left over from data migration have been fixed. EUS is being added to the GIS by a placement student. Still having problems with the HER online mapping. Wiltshire Farmsteads Project continues. Charges increased to £70 per hour. Faye is leaving Wiltshire Council for a new job outside archaeology.

Bath and North East Somerset: Migrated to a virtual network. 40% increase in planning consultations has meant a reduction in the amount of community work. Political pressure to complete outstanding Conservation Area Appraisals. New requirement for the planning and heritage services to be fully self-financing by 2018.

Glamorgan-Gwent Archaeological Trust: Audit is 50% complete. A new person will be working on adding 2002-2009 events to the HER. New branding for the Welsh Trusts HER system has been announced – HEROS (Historic Environment Records Open System) see <http://heros.software/>. A HEROS Development Group has been established. The 4 Welsh Trusts are hosted together, South Gloucestershire is hosted locally as Oracle/MySQL and South Downs National Park has its own server.

Gloucestershire: HER Manual complete. Started work on a disaster plan. Interviewing for a new 16 month HER Assistant to undertake the integration of the Gloucester City UAD into Gloucestershire HER. Gloucester City has an SLA with the County to use the HER and the new person will be mainly based at Gloucestershire HER. Tim Grubb now works part time Wednesday, Thursday and Friday.

Devon: Restructure: Environment Group has to achieve savings through staffing reductions and increased income generation - one Senior Archaeological Officer role and one Assistant Archaeologist / HER Technician role will be lost. Increase in annual income generation of £30k from 2016/17 onwards. Charging: A new Charging Policy has been approved with effect from 1st April 2015 and the [charging schedule](#) is available online, as is the [HER Licence](#) and [further details about HER information](#) and electronic payment (to take credit card payment) is being set-up by Devon County Council ICT. External hosting of HBSMR and ArcGIS: Hosting of HBSMR moved to exeGesIS from Devon County Council ICT – the system seems generally faster; but still ongoing configuration work; the main change is that all data is on externally-hosted server; so need to find ways to get data to/from this server, and connect to data within Devon County Council. Environmental Data Online: Devon County Council ICT are still working on delivering web-based mapping for environmental data (including HER information). Tithe maps: these have all been digitised, rectified and mosaiced (but ICT have yet to make them available) and project is nearly complete to polygonisation fields so they can be linked to the apportionments. HER Audit: Recommendations and Action Plan agreed. Extensive Urban Survey: Cornwall Council completed some of the towns; this is being completed by other contractors. Office move; the Historic Environment Team at Devon County Council expects to be moving to a different floor of their current building this autumn.

Dartmoor National Park Authority: Dartmoor National Park Authority HER Officers hours have been cut from 3.5 days per week (currently split between 2 people) to 2 days per week (for 1 person only). Alex Richards will be the HER Officer, and will have a new contract for one year. During that time, a fundamental review of the HER will be carried out by Dartmoor National Park Authority. Jane Marchand has retired as the DNPA Archaeologist, and Lee Bray has been appointed as the next DNPA Archaeologist.

South Gloucestershire: Recent cuts have not had a large impact on staff in the team because someone decided to take retirement. Heritage Team capacity has actually been increased by a ½ person who will mainly be working on Listed Buildings and Conservation Areas. Locally listed buildings will soon be reviewed. Errors in listed buildings on the HER were noted and have been fixed. Physical HER archive has been deposited with Gloucestershire Archives in Gloucester. The next phase of the Know Your Place project has been awarded funding and adverts for a PO and APO went live on the 14th April.

Somerset: South West Heritage Trust is now 'live' but no real change and the IT still needs to be disentangled from the County. The HER is problematic because it still links to the corporate GIS. Cloud-based system was looked at but not chosen so now installing local servers. Website finally signed off in January and a complete HER download sent. However, the data has not been added and as a consequence the HER hasn't been changed since February. Somersetheritage.org.uk website is there but the updating is not working. Tithe map project is ongoing. Enabling works on the north coast for the possible new nuclear power station have led to the discovery of a 6th century cemetery.

North Somerset: Dan Smith is working 3 days a week. Vince Russett is due to retire in 6 months but community archaeology is ongoing. A new conservation officer has been appointed. IT transformation to thin client is planned. Major schemes for the South Bristol ring road and the new nuclear power station are forthcoming archaeological issues.

g. West Midlands HER Forum

The last West Midlands HER Forum was hosted by Herefordshire County Council at the new Herefordshire Archives and Record Centre (HARC) on Stafford on 13th May 2015.

Staffing Updates:

Clwyd-Powys Archaeological Trust: No staffing changes reported.

Gwynedd Archaeological Trust: The trust is under financial pressure and three members of staff have taken voluntary redundancy. This has resulted in more work for less staff with their HER audit now behind schedule and only two months to complete it.

Herefordshire County Council: The HER and Archaeological Service (along with the Biological Records Centre) have now moved to the new HARC, which is based at Rotherwas on the outskirts of the city. As yet the new building is not officially open to the public, with the archives and record office due to move in over the last few weeks of May and in to June. The official date for opening is currently Tuesday 4th August 2015.

Sandwell Metropolitan Borough Council: Mark Stretton (as Conservation Officer) and Mark Watkins are covering archaeology and HER related functions at Sandwell.

Shropshire County Council: Mick Krupa has now retired and as yet there is no replacement for him. Charlotte Orchard is now working as DC officer. Andy Wigley (as manager) has had his remit extended and so now also manages the tree officer(s). Hugh Hanford is providing advice to Telford and Wrekin. From the 1st of June it is anticipated that the team will be seconded (rather than TUPE transferred) to Fulcrum, the trading arm which has been established by the Shropshire County Council.

Staffordshire County Council: The Environmental Advice Team has had to undergo a series of 'interim measures' in order to meet budget commitments. This has meant that 4 posts (out of 10) have been offered either redundancy or a 6-month secondment to work as consultants for AMEY (SCCs Highways contractor). The four posts affected were the tree officer, assistant landscape officer, part time historic environment officer (buildings) and landscape archaeologist. The assistant landscape officer took a redeployment role elsewhere, and the tree officer and part time buildings officer (Julie Hall) have both taken redundancy (both are due to finish in June). Debbie Taylor, landscape archaeologist, has taken the secondment with AMEY, so effectively is not doing any work for the team. This has meant that within the Historic Environment service only Stephen Dean (as Principal Archaeologist) and Suzy Blake (as HER officer) remain and are currently covering the work previously covered by 3.5 FTEs. This has resulted in reduced capacity for delivering planning advice and for HER work (outside data requests and specific projects due for completion in June).

Warwickshire County Council: John Robinson has been appointed as a second planning archaeologist and they had appointed a replacement assistant HER Officer who is due to start at the end of June. The roles are intended to provide extra planning, HS2 and HER capacity and are fully funded for at least two years, within which time Warwickshire will look for ways to fund the roles (through charging etc).

Wolverhampton City Council: Wolverhampton HER had volunteer working with them for a short time that processed LiDAR data, undertook an R and F record check and enhanced data along the Bilston Canal corridor.

Worcester City Council: Paul Collins (formerly of South Staffordshire District Council) has now taken up post as Conservation Officer and a new graduate Conservation Officer has also been appointed. Steve Macleish is working on Conservation Area appraisals for them. They currently have no tree officer in post, with James Dinn covering the (as line manager for the post).

Worcestershire County Council: Mike Glyde has now retired and with Olly Russell having left before Christmas there has been a reorganisation of posts to create 3 'Historic Environment Advisor' roles (to replace 4 posts which they have previously). Aisling Nash has one of these posts with responsibility for managing the HER (with Andie Webley working alongside her as HER Officer); Adam Mindykowski has the second post, with the third having been advertised externally.

Other News:

Historic England: Nick Davis from the HIPs team updated the meeting on changes to Audit process, with new online system now being piloted. They are also continuing to work on the NRHE data supply and reconciliation project. HER Forum summer meeting is in York, with the winter meeting now confirmed for 8th December at the Birmingham and Midland Institute.

Amanda Hooper from the SW Office Strategic Designation team provided an update on their service. David Hilton has now moved to the East office and so there may be a reorganisation of cover for the WM region. It has been agreed that their current service level must be maintained as a free service. They are currently working on a charging policy for an enhanced advisory service (e.g. higher level of listing, screening service for master plan areas and similar), enhanced pre-app advice service. Strategic designation projects currently include public houses, Roman Catholic Diocese of Birmingham, WWI Commemoration and Battlefields review.

CBA Home Front: CBA are running a series of workshops promoting the Home Front Legacy project and online recording system. Worcestershire City Council are hosting a workshop for circa 25 people which will demonstrate the toolkit for recording and promote contact with local HERs.

Neighbourhood Planning: Worcestershire, Warwickshire and Staffordshire have been involved in a Historic England funded project looking at building capacity within local communities to help them with neighbourhood planning. The project involved piloting workshops with local groups to help them better understand how to incorporate historic environment considerations into their neighbourhood plans. The workshops appear to have been useful and Warwickshire are currently looking at ways of taking this forward as a joined up provision (with their natural environment colleagues). It was agreed that this was a good approach where capacity exists within a service but it was also acknowledged that the production of guidance for local communities would also be helpful where LAs may not have capacity to directly engage.

ALGAO HER Committee: Ben Wallace updated on the IFP and Outcomes framework, the Heritage Information Access Strategy and the various work packages currently being undertaken (for example the NRHE reconciliation project and the ALGAO HER Strategy).

Date and Venue for Next Meeting

Worcestershire City Council have agreed to host the next meeting. Date and venue as yet to be confirmed.

h. Yorkshire, Humber and North East Regional HER working party

Minutes of last meeting and Matters arising: Minutes of last meeting – Agreed

Matters arising – RG reported that enhancement performance indicators had been exceeded for 2014/15.

Noted that Louisa Matthews had moved on from North Yorkshire to Collections Development Manager for ADS.

GL asked that county roundups could be more concise, bullet points ideally. This would save time in compiling and reading.

PAS Volunteers Project: CC had been invited to brief the WP on the new HLF-funded PAST Explorers project.

There was a need for more voluntary contributions to the scheme. Finds Liaison Officers (FLOs) are already at capacity, and 'new' backlog continues to arise from private collections and other projects like the Thames Waterfront. PAST Explorers will support FLOs with a team of newly recruited volunteers. There was a successful trial of the scheme in Leicestershire during 2014.

4 new officers support the 5 year project. Outreach (Clem Cooper), 2 Project Officers (Helen Geake, Robert Webley), IT Officer (Mary Chester-Cadwell).

A national volunteer policy has been formulated (CC agreed to circulate). Volunteer training is an important part of the project, to include database entry, photography and photo editing. The project officers will check and validate database records created by volunteers.

IT innovations to include new County Pages and blogs. The number of resource guides to aid identification is already being increased. Travel budget for volunteers.

As at April 2015, FLO training and induction is taking place. Database training sessions to start at the end of April.

JM asked if the training sessions will be freely advertised – not initially, just through FLOs.

MH asked that GPS and grid reference awareness should be part of the training – CC noted

RG asked if any volunteers would be from detecting clubs. CC – yes, club reps and finders would be welcome, although their levels of access to locational information may be restricted, due to potential concerns from fellow detectorists.

Democrata Open Data Analytics: MH had noted a story in New Scientist, evidently a press release was issued in December 2014. See also discussion on the Jiscmail HER forum in March 2014.

The Democrata consultancy had obtained support from the Science and Technologies Facilities Council, and access to an IBM supercomputer. They had obtained archaeological and environmental datasets from EH and the ADS amongst others. Seven indicators were analysed, and the team used ‘..logistic regression to assess the relationship between input variables and come up with its prediction’ (Computer Weekly).

The press reports framed the issues around construction and archaeology in an uninformed way, ignoring the role of HERs in the planning process.

PW pointed out that the EH data was already in the public domain (Pastscape), and that there was a government presumption in favour of the reuse of open data. EH had explained to Democrata the role of HERs when the data was supplied. The project was a ‘proof of concept’ and EH/HE were not partners in the project.

GL foresaw conflicts if the predictive model did not agree with HER advice.

RG noted that there was no commercial product mentioned on the Democrata website. Most large commercial developers and their consultants were well aware of the current systems in place. Also noted this blog post :

<https://introspectivedigitalarchaeology.wordpress.com/2015/02/08/big-data-analytics/>

MH noted some similarity to data processing between this and the Englaid project. The latter should be superior, as it included both HER and PAS data (but only from 1500BC to 1086AD).

English Heritage/Historic England News: ND notes:

- The Historic England website went up on 16-03-15. As of 01-04-15 Historic England and English Heritage formally became 2 separate organisations. Links for the NHLE should now be transferring correctly. PW and ND are now members of Historic England. No change in our roles is, however, envisaged, at least for the time being.
- The HER Audit process now has full on-line capability (using an adapted Office 365 platform, within the Historic England Sharepoint, in combination with Survey Monkey). This will be trialled by 2 full audits and 3 audit revisits during the course of this financial year.
- Plans are now in place for this year’s HER Forum summer meeting. This will be at the King’s Manor, York on 8th July. Topics to be included are: Neighbourhood Plans; Enriching the (NHLE) List; Dorset HER Forum; Historic Stone Built Environment of Herefordshire & Worcs; ARCHES; National Importance; ‘Help Historic Buildings’ (the Historic England Condition Survey). Aisling Nash (Worcs Co Council HER) will also be providing initial details and answering questions regarding an initiative to enhance research frameworks using community generated material.

PW said that duplicate listings were currently being addressed, and de-listing notices were being issued.

Northumberland: no roundup received, but notified by email that they are preparing for an office move downstairs (postponed from earlier in the year) to involve future hot-desking, so that has meant putting some things (routine HER addition of reports and HER Audit Action Plan tasks) on-hold a bit more than normal.

AOB: MH asked ND about the current status of the former NMR excavation index. A consultant had recently obtained a GIS version, and had used it within a DBA. This had revealed a barrow with a wrong grid reference – was this index still being edited ? ND – It is being updated, but from new OASIS entries only. PW – this dataset still forms the Events module linked to AMIE. She offered to amend the entry if details were supplied.

13. Country updates.

i. ALGAO Cymru

Historic Environment (Wales) Bill:

The Historic Environment (Wales) Bill has now been published for its first round of public consultation (<http://www.senedd.assembly.wales/mglssueHistoryHome.aspx?lId=12573>) as have various guidance documents which accompany it

(<http://cadw.gov.wales/historicenvironment/policy/historicenvironmentbill/guidancedocuments/>

[?lang=en](#)). These include a revised Chapter 6 in Planning Policy Wales (The Historic Environment) and a new Technical Advice note (TAN 24: The Historic Environment) to replace Welsh Office Circulars 60/96 and 61/96 which dealt with Archaeology and Listed Buildings, specific guidance on *Managing Historic Environment Records*, *Managing Change to Listed Buildings*, *Managing Change in World Heritage Sites* and on *Managing Lists of Historic Assets of Special Local Interest* (the always controversial Local Lists!).

As expected the Bill tidies up various loose ends in both the *Ancient Monuments and Archaeological Areas Act* of 1979 and the listing portions of the *Town and Country Planning Act* of 1990ff, but is essentially using the same framework of both previous Bills. It introduces various enforcement and stop notice options for scheduled monuments and a simplified consent procedure but stops short of completely removing the defence of ignorance for those committing unconsented acts against scheduled sites. This is unfortunate but it was felt to be a 'bridge too far' by the lawyers within the Welsh Government. However, one of its principal introductions is a statutory (but cost neutral!) duty on local authorities to create and maintain a Historic Environment Record, and the documents accompanying the Bill include specific guidance to Local Authorities on the management of HERs.

The Bill is now planned to receive examination in committee within the Welsh Government over the next two months. Once the period of public consultation has been completed and any amendments made it should go before the Assembly to be finalized before the Welsh Assembly elections in May 2016 and thereafter receive Royal Assent.

On the back of discussion about the Bill the Records Coordination Group (made up of Cadw, RCAHMW, the Welsh Archaeological Trusts and the National Museum of Wales), has agreed a new framework document setting out the various roles and aspirations of historic environment record keepers in Wales, and a Memorandum of Understanding about data sharing. These should be available for public consumption within the next few months.

HER software – HEROS:

The Wales HER software suite continues to develop with the launch of the HEROS partnership at the ClfA conference in April. HEROS (Historic Environment Records Open System – look at heros.software) aims to inform the HER, and other, communities about this rapidly developing open source software suite. The initiative continues to attract a growing interest from English HERs!

General developments with the software proceed, but of particular interest in the past year has been the introduction of HEROS Light, an HTML 5 program that allows true transportability of HER data onto all mobile (and static) devices with an internet capability. An adaptation of it is currently being used by the CBA's WW1 *Home Front Legacy* project.

A protocol has finally been agreed with ADS for OASIS, which should allow ADS to harvest and incorporate event records, and their attendant grey literature, directly from the HER. This may however mean that the HERs will have to be more proactive in the creation of event records, perhaps as projects are initiated rather than when they are finished, in order to feed this data to the ADS. It remains to be seen how this will work in practice.

Glastir (all Wales agri-environment scheme):

The hold up in funding for work on the production of Historic Environment Feature management reports under the Glastir scheme continues, as the new contract governing this work still awaits finalization. This is now causing acute staffing problems and if funding is not secured soon it may not be possible to produce the reports for 2016 within the given time frame as staff will have been redeployed or lost.

Work continues with the Rural Payments Division of the Welsh Government to use the Glastir management polygons within Cross Compliance, which has hitherto only acknowledged the presence of scheduled monuments. It now seems that this data will be used by the Government in monitoring farming activity and administering farmer's single farm payment

Natural Resources Wales:

Natural Resources Wales, the overall environmental body in Wales created out of the merger of the *Countryside Council for Wales*, the *Forestry Commission* and the *Environment Agency*, have agreed a *Memorandum of Understanding* with Cadw and the Welsh Archaeological Trusts about their relationship and how they intended to work together in the future. In particular it looks at how NRW interfaces with the Trust's Heritage Management Services - including the HER. Ultimately the Memorandum will contain a number of appendices which will deal with all areas of the NRWs work but in the first instance one has been prepared that I

deals with how the Trusts manage the progress of larger planning applications in *Registered Historic Landscapes* and how the ASIDOHL process should be applied.

National Archaeological Archives Panel:

The National Archaeological Archives Panel, which includes representation from ALGAO Cymru, has agreed to issue a revised guidance documents now based on the recently published European Standard (*A Standard and Guide to Best Practice for Archaeological Archiving in Europe*), and which will incorporate the about to be published RCAHMW *Guidelines for Digital Archiving*. It has been agreed that this document will be used by Welsh HERs as a guide to best practice in any recommendation they make for DC work and will be used by Cadw in any work that they sponsor. Hopefully this will lead to a more uniform approach to archiving (particularly from the increasing number of projects producing digital data) than has perhaps been present in the past.

Roman Rural Settlements:

The Leverhulme Trust project looking at Roman Rural Settlement has now been extended to Wales and work is underway on collecting data from the Welsh HERs and digitizing grey literature relating to Roman archaeology arising from development led projects. The HERs are generally supportive of the project but have all the usual reservations about the formation of a competitive (but ultimately fossilized) database. It remains to be seen how effectively the results of the project can be incorporated into the HERs.

ii. Scottish SMR Forum

The Scottish SMR Forum met on 20 May, 2015.

Inverclyde Council: Still no archaeology service provision.

Aberdeen City Council: A temporary arrangement has been made with the Archaeology Service for Aberdeenshire, Moray and Angus Councils to provide a minimal service of archaeological advice. A more formal SLA, to include HER enhancement as well as advice, is being discussed.

National polygonisation project: one of the objectives of the SHED (Scotland's Historic Environment Data) Strategy is the polygonisation of historic environment data. Through the SHED programme board, a project to create a national polygonised dataset of historic environment assets has been proposed. This is at an early stage of planning at the moment, and will be a collaboration between local authority HERs and RCAHMS/HES.

Polygonisation of Listed Buildings: Dawn McDowell of Historic Scotland gave a presentation about this project to create polygons for all new listings after October 2015. There was a discussion about the polygonisation of curtilage that many local authorities have undertaken.

iii. RCAHMS Report to ALGAO HER Forum, 10th June

Canmore: The [Canmore](#) website has been refreshed and 'decoupled' from the RCAHMS website prior to the transition to [Historic Environment Scotland](#).

Transition programme: The transition programme is ongoing. The new Board is in place, and recruitment for the Chief Executive is underway.

SHED: The [SHED](#) (Scotland's Historic Environment Data) Strategy Workstreams are developing, with work ongoing on project development and data gathering in support of KPIs.

Linking records: In support of SHED, a pilot of linking records between Canmore and Local Authority HERs is showing great results in referring web traffic from Canmore to local records.

14. Any Other Business

Content and Computing Survey: JG stated that Historic England may have to review the timetable for the next Content and Computing Survey; and that it may be after April 2016. This is due to ongoing work with the HER Outcomes Framework and revised HER Audits. The ALGAO-UK HER Committee were content with this; but did comment that the Content and Computing Survey was a useful document, and that a revision of the survey should take place before the next survey.

Regional HER Forums: GT highlighted the fact that both the Yorkshire and Humberside Region, as well as the South East Region do not have a regional representative for the ALGAO-UK HER Committee. Both these groups have said that they will find a representative before the next meeting.

Site Allocations In Local Plans: Historic England have issued a draft advice note for “The Historic Environment And Site Allocations In Local Plans” as a consultation. It was noted that responses should be made by 2nd August 2015. The ALGAO-UK HER Committee expressed concern that HERs were not mentioned in the main body of text under the “Evidence Gathering” section. **Action: BW** to take this to the Executive committee to ensure a suitable response is sent.

15. Date of Next Meeting

At Historic England’s West Midlands Regional Office in Birmingham on Wednesday 7th October 2015 between 11am and 4pm.

Appendix 1: The following table describes the OPEN ACTIONS.

Action	Remit	Comment	Status
Amend ALGAO-UK HER Committee members list and mailing list	GT		Open
Ensure that minutes, agendas, HER advice note and all other HER content on ALGAO website can be viewed by all.	GT	Raise with Cambridgeshire County Council.	Open
Ensure that minutes, agendas, HER advice note and all other HER content on ALGAO website can be viewed by all.	BW	Raise this further with the Executive	Open
Ensure content of http://www.algao.org.uk/subject/her is fit-for-purpose (including updating IfP link).	BW	Raise this further with the Executive	Open
Liaise with ALGAO Executive to include the Professional Access section of the Heritage Gateway website incorporated within the ALGAO website.	BW	Raise this further with the Executive	Open
Draft an update to the ALGAO-UK HER committee terms-of-reference, for comment and approval.	BW	BW to check whether this has been done	Open
Circulate project proposal for project studying the use of PAS data in HERs to the committee for comments.	BW	Ben to chase this up with Magnus Alexander at Historic England, to see if we can still comment on this.	Open
Circulate documents about Stewart Bryant's 'HER Histories' project to the committee.	All	GT to circulate this document. All to feed comments back to GT; who will then collate these comments and send these back to Stuart Bryant and BW.	Open
Circulate draft EngLaID HER licence to the committee.	BW	BW to circulate	Open
Invite CITIZAN project to the next ALGAO-UK HER Committee to discuss the project and HERs.	BW	BW to invite Alex Bellisario and/or Stephanie Ostrich from the project	Open
Circulate the latest HIAS Work Package document to the ALGAO-UK HER Committee and to HER Forum.	BW		Open
Email ALGAO-UK HER Committee's concerns over HIAS to project leads	GT	GT to email concerns to Keith May and Simon Hawkins	Open
All to review the position paper on HERs (draft "HER Strategy") document	All	Make comments via Word 'track-changes'; and get these comments to GT by Friday 24 th July	Open
Position paper on HERs (draft "HER Strategy"): take committee comments to the rest of the cross sector working party, to agree changes soon after this	BW	After committee comments (after 24 th July)	Open

Position paper on HERs (draft “HER Strategy”): post a revised copy of this document on HER Forum, and initiate a discussion about this document; to come up with a ‘final’ draft. This will then be taken to the ALGAO Executive and IHBC Executive committees for approval.	BW	After changes made by cross sector working party	Open
Transfer ownership of the IFP steering group mailing list will transfer to the ALGAO-UK HER Committee (GT).	SM		Open
IFP wiki: All to email their generic email address to AB so they can be set-up as an editor.	All		Open
IFP wiki: All to edit the respective section(s) of the glossary, as defined in minutes (above).	All	After accounts set-up	Open
IFP wiki: Promote IFP (and the fact that all HERs will now be contributors) on HER Forum mailing list.	BW	After accounts set-up	Open
IFP wiki: Assign each HER with an IFP username and password.	AB		Open
IFP wiki: All to review contributor and editor guidance.	All	After accounts set-up	Open
Countryside Stewardship: raise concerns with the ALGAO Executive and the ALGAO Countryside Committee.	BW		Open
National HLC project: email to concerns to Vicky Hunns (Natural England), and attend meeting on 11/06/2015	BW		Open
Ordnance Survey exemption: publish some HER data from Staffordshire, and document the process and share wider (via HER Forum and/or on IFP).	SB	When Ordnance Survey guidance on a new “streamlined presumption to publish” is published	Open
INSPIRE: add details on INSPIRE to IFP	BW	When the Scottish guidance is on IFP	Open
HLF projects: liaise with Executive to get Ian Morrison’s successor to attend the next ALGAO-UK HER Committee meeting.	BW		Open
Site Allocations In Local Plans: raise issues with draft advice note for “The Historic Environment And Site Allocations In Local Plans” with the Executive committee to ensure a suitable response to the consultation is sent.	BW	Responses to Historic England need to be made by responses should be made by 2 nd August 2015	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>