



ALGAO-UK HER Committee - Minutes

Wednesday 4th October 2017.

Historic England West Midlands Regional Office, Birmingham.

Present:

| Committee / Organisation / Region | Represented by: | |
|---|---|--|
| Committee Chair. ALGAO England Executive. | Ben Wallace (BW) | Warwickshire County Council |
| Committee Secretary. FISH. | Graham Tait (GT) | Coventry City Council |
| ADS Management Board. BHUG. North East HER Forum. | Nick Boldrini (NB) | Durham County Council |
| HBSMR Users Group. | Sam Mellonie (SM) | Central Bedfordshire Council |
| | also represented by Sally Croft (SCr) – not present | Cambridgeshire County Council |
| HER Forum. | Chris Webster (CW) | South West Heritage Trust |
| Historic Environment Scotland (previously RCAHMS) | Susan Hamilton | Historic Environment Scotland |
| East of England HER Forum. | Sam Mellonie (SM) (for Sally Croft) | Cambridgeshire County Council |
| East Midlands HER Forum. | Nikki Manning (NM) | Derbyshire County Council |
| North West HER Forum. | Robert Edwards (RE) | Cheshire Archaeology Planning Advisory Service |
| South East HER Forum. | Julia Wise (JW) | Buckinghamshire County Council |
| South West HER Forum. | Anna Morris (AM) | Gloucestershire County Council |
| | also represented by Tim Grubb (TG) – not present | Gloucestershire County Council |
| Yorkshire and The Humber HER Forum. | Leonora Goldsmith (LG) | North Yorkshire County Council |
| West Midlands HER Forum. | Suzy Blake (SB) | Staffordshire County Council |
| Observing member. | Nick Davis (ND) | Heritage Information Partnerships, Historic England |
| Observing member. | Jane Golding (JG) | Heritage Information Partnerships Manager, Historic England |

1. Apologies for Absence

Apologies were received from:

| Committee / Organisation / Region | Represented by: | |
|--|------------------------|--|
| Scotland SMRs/HERs. | Stephanie Leith | East Lothian Council |
| ALGAO Cymru. | Chris Martin (CM) | Clwyd-Powys Archaeological Trust |
| ALGAO Maritime Committee | Rebecca Loader | Isle of Wight Council |
| OASIS management board. London HER. | Stuart Cakebread (SCa) | Greater London Archaeology Advisory Service (Historic England) |
| Observing member. | Sarah Poppy | HIAS, Historic England |
| ALGAO Countryside Committee | David Robertson | Norfolk County Council |

2. Minutes and Actions of the last meeting

No comments made on the minutes of the last meeting.

| Number | Action | Remit | Comment | Status |
|---------|---|--------------|---|-----------|
| 14/06/a | ALGAO website: Ensure that minutes, agendas, HER advice note and all other HER content on ALGAO website can be viewed by all. | GT | Done. | Completed |
| 14/06/b | Committee terms-of-reference: BW to update draft ALGAO-UK HER committee terms-of-reference, for comment and approval by the committee. | BW | BW to do | Open |
| 14/10/a | ALGAO website: Ensure content of http://www.algao.org.uk/subject/her is fit-for-purpose (including updating IfP link). | GT | RE volunteered to change (BW & GT to assist if necessary) | Open |
| 14/10/b | ALGAO website: Liaise with ALGAO Executive to include the Professional Access section of the Heritage Gateway website incorporated within the ALGAO website. | BW | BW to do. JG to send content to Ben. | Open |
| 15/06/a | IFP wiki: SB, SCa & BW to update the respective section(s) of the glossary, as defined in previous minutes. | SB, SCa & BW | To do | Open |
| 15/06/b | INSPIRE: add details on INSPIRE to IFP | BW | BW to do | Open |
| 16/01/a | CITIZAN: BW to contact CITIZAN to get an understanding of where they are and how they are interacting with HERs | BW | BW had contact with MOLA. BW to chase. | Open |
| 16/10/g | Heritage Lottery Fund: BW to attend next ALGAO/HLF liaison meeting on 8 th July to raise HER issues with the HLF. | BW | Attended. | Closed |
| 16/10/i | Quality of contractor reports: BW to raise issues about research quality of contractor reports and recent online discussion about Archaeological Standards and Guidance (part of the “21 st Century Challenges for Archaeology” project led by ClfA and Historic England)) at next ALGAO Exec meeting – and so it is raised with ALGAO Planning & Legislation committee | BW | Has been liaised with exec. | Closed |
| 17/01/a | ALGAO website: get ALGAO-UK HER committee, and HER officers to sign-up to new ALGAO website | GT | All done | Closed |
| 17/01/c | Church Heritage Record: Ask Church of England how they can best get parish and diocese boundaries to HERs | GT | Have asked – GT to chase. | Open |

| | | | | |
|---------|--|--|--|-------------|
| 17/01/f | HER Guidance: Amend current draft; then to consult ALGAO-UK HER Committee, HER Forum | BW | BW to do. Need doing soon. | Open |
| 17/01/h | Historic Buildings and HERs: get a project set-up to investigate issues between HERs and historic buildings sector | BW | See HistBEKE (below). To discuss at next meeting after workshops | Open |
| 17/06/a | EIR and charging: Create a page in IFP, outlining the legislation, the range of charging possibilities, and links to existing relevant Access & Charging Policies. Then, ask Information Commissioner's Office: 1. Are HER information covered under EIR? 2. If, so what are the rules for charging to members of the public, contractors, and others? | BW/ RE/ SCa (led by BW) | To do | Open |
| 17/06/b | Portable Antiquities Scheme: set-up a meeting (late Sept?) of HER/PAS working group. Consist of JW, CM, TG, BW (and possibly a contact of RE) and some other HERs, along with with ML and others at PAS (a finds advisor (Rob Webley? / Helen Geeke?) and a couple of FLOs). | BW | BW to do as soon as possible. | Open |
| 17/06/c | HER backlogs project: look at a proposal to quantifying this | BW | See HIAS - below | Open |
| 17/06/d | Monument recording app: report on Scottish Monument recording app to HIAS board | BW | BW to chase this up with Scotland and Wales; and to develop further via HIAS. | Open |
| 17/06/e | HS2: email the Historic Environment HS2 sub-group, to address concerns over getting data to and from HERs. | BW | SB will attended HS2 sub-group around end Oct/beginning Nov – issues: <ul style="list-style-type: none"> • how HS2 get data and get data to/from sub-contractors • issues with duplication for phases 1, 2a and 2b • how data gets data fed-back to HERs (e.g. Geophysics, LiDAR, Aps, etc) • timing | |

| | | | | |
|---------|---|----|-----------------------|----------------|
| 17/06/f | IFP: Ask Martin Newman if Section F.4.4 (Copyright, database right and licensing) can be updated | SM | This has been checked | Closed. |
|---------|---|----|-----------------------|----------------|

ALGAO website: Also asking for news and twitter articles. If committee members haven't a login to the website – please ask Ruth Beckly. Note: **Action: BW** to raise at next ALGAO-England committee meeting to look at regional ALGAO-England pages.

EIR and charging: Committee emphasised how complex charging was. BW has heard that HE (in an update to the “Future of local Government archaeology” report to the Redesdale report) were proposing to collect charging info and provide advice on charging – **Action: BW** to ask about this at ALGAO Exec.; and that we would really welcome an HER legal view.

Notes were produced from the meeting to discuss the Redesdale report – **Action: BW** to get these to be circulated to the HER Committee.

CITIZAN: BW had contact with MOLA. There are a few (low) thousand (maybe 10's or hundreds per HER) – so a manual import would be easiest. CITIZAN are looking to have an extension to this project.

HLF: NB suggested that the HLF (and others) should consider that depositing information with an HER fulfils the sustainability and accessibility aims of projects.

BW suggested that we need to be on-board for discussion with the HLF projects at the earliest opportunities. Ursula Spence (Nottinghamshire) and Norman Redhead (Greater Manchester) are lead ALGAO/HLF leaders. BW suggested that the Nottingham approach was good. Some good and bad examples:

SB: Chase Through Time project in Cannock Chase, Staffordshire was very good, and integrated results into HER.

AM: Recent HLF-funded LiDAR project (Forester's Forest) didn't integrate this data into the HER in Gloucestershire.

BW to attend the next ALGAO-HLF liaison meeting in December – if anyone has any other good/bad examples, please send them to BW.

Quality of contractor reports: BW has raised this at exec meeting.

NB highlighted the lack of info that there is around archaeological Development Management information – the need for something like IFP for Development Management; that pulls-together links to best-practice / specifications. **Action: BW** to raise this at the next exec meeting – asking ALGAO Planning & Exec to look at this.

“21st Century Challenges for Archaeology”: Recent online discussion about Archaeological Standards and Guidance (part of the “21st Century Challenges for Archaeology” project led by ClfA and Historic England))

JW noted that the “21st Century Challenges for Archaeology” project was not very accessible (at least 3 members of the committee couldn't access LinkedIn, for example) – and questioned the amount of curatorial/HER staff on these.

The committee suggested that the communication and accessibility of the project (both the LinkedIn and in the workshops) were initially lacking – but have got a bit better recently. And concerns over how this relates to HIAS recommendations?

Action: BW to formerly ask ClfA if we can comment on the workshop recommendations well in-time to be considered by the end of the project.

Action: BW to mention to HIAS programme board, that this project highlights an issue with a lack of understanding of HIAS by many people, and suggest a review of the HIAS communications.

HistBEKE: Many committee members have completed the survey. HER Committee members will try to go to get to the workshops to represent. All committee suggested that we would like to be involved, and get representative to attend a future meeting. To discuss at next meeting after workshops.

HIAS: HER backlogs project was part of HIAS. JG to collate previous thinking, and ALGAO provide a project brief for this to research HER backlogs (to understand them, and to quantify them, and ideas about how to deal with some of the backlog issues). These could then be resolved by HIAS or other projects.

HER Guidance: BW chatted to two people from Historic England (e.g. advice notes team). The guidance from this team is that the current draft document needs some work, and then it can get approved as an Historic England Advice Note.

Action GT: Get draft guidance on the ALGAO website (open to all).

3. Research Frameworks and HERs (Dan Miles, Historic England – guest speaker)

Connecting Research and people: Developing an interactive platform for research frameworks in England.

Dan miles gave a presentation about subject and regional-based research frameworks.

Strategic Review of Research Frameworks:

- Research Resources Strategy- 2013
- Pye Tait Review of Research Frameworks- 2014
- Community Generated Research Report- 2016

Pye Tait Review of Research Frameworks:

- Monograph publications
- Little cohesion & connectivity
- Awkward to use in a digital world
- Out of date / difficult to update
- Non inclusive- lack of community engagement

Next Steps ... new model:

1. Develop more inclusive research frameworks
2. Develop an online platform to deliver the frameworks in an accessible, updatable and inclusive way...

Not just about creating a "web site":

- A new approach to managing research frameworks
- A new approach to structuring the content
- A new process to engage people and promote the establishment of research communities

We are funding:

- 3 projects to develop revised regional research frameworks
- A project to develop a wiki based platform

3 pilot projects to develop more inclusive regional research frameworks: NE, NW, East of England:

- North East (Durham Uni)
- North West (NW ALGAO + Salford Uni + CBA NW)
- East of England (EofE ALGAO)

Three key areas of these projects:

1. Building the on line platform to host the Research Frameworks
 - Individual frameworks can be managed and updated online
 - Cross searchable and accessible network of online frameworks
 - Based on a wiki idea
 - Linked to OASIS

Hosting $\frac{3}{4}$ initially and then expandable to include... potentially 30+ research frameworks - period and thematic.

- Technically easy but culture change for content creators:
 - Monograph to web publication
 - Book to wiki
 - Freestyle texts to structured approach underpinned by standards
2. Creating content for the research frameworks
 - Structuring texts
 - Tagging with key words / controlled vocabularies
 - Thinking about the relevance of questions

Indexing syntheses texts with controlled terminologies

Defining research questions' relevance and associations (e.g. period / site/monument / location / theme) – these are indexed with the FISH terminologies, so they can be easily cross-searched.

Why?

- Enable searching across regional frameworks (and Scottish ones...)
- Updatable from OASIS
- Use of Symantec tools to search grey literature by research question

Linking to OASIS

- New OASIS creating "abstract" style information
- Research results | findings
- To be able to update specific period /place/question frameworks
- Aim to facilitate synthesis & updating of RFs

3. Building the research community

How to maintain the research framework and community

- Building the research space is easy
- Maintaining the research space is harder
- Building the community sustains the research space

There then followed some questions and comments:

NB asked how this will be linked to HERs – DM suggested by OASIS.

NB asked how this will be linked to academic (non-grey literature reports)? DM suggested that this can be done by the BIAB part of the new OASIS); but acknowledged that this was hard, and maybe we need to engage with HERs.

BW suggested that the Research Frameworks could encourage use of OASIS by academic reports.

DM stated that he hoped that briefs and specifications would say that fieldworkers should update the research frameworks as part of their work.

SB noted that we need this to be done for all the regional research frameworks in the UK.

SB suggested that HS2 could use this framework to record and make accessible their research frameworks?

DM noted that any research frameworks written in the future will be funded to use this (and not to write a monograph).

GT commented that this needs to be digitally archived with a trusted digital repository – e.g. the Archaeology Data Service.

4. Community archaeology (discussion with BW and Dan Miles)

BW – Wanted the committee to discuss community archaeology re: recent projects, research frameworks, OASIS, etc.

There has been good examples, and examples that have worked less-well.

DM – Noted that there was a workshop in May that looked at the results from the “Assessing the Value of Community-Generated Research” project. This touched on a number of projects and examples. This links to the HLF – making sure that community-led archaeology links into the Research Frameworks and getting data to the HERs.

It was noted that the CfA Community & Voluntary group has looked at those things. Also the CBA have guidance (e.g. [ISGAP](#)).

The committee agreed that we need to make sure the funders demand best practice, and we make sure that this guidance is easily available.

GT suggested that we need to make sure we show the value of this – mainly by making the data accessible online. SH mentioned that this was available on Canmore (Scotland's Past form – currently on soft-launch); and this was already a success.

5. Audit update (JG)

New audit. 6 audits started in May – 5 due to finish in October. 4 start in October. Will be starting to recruit in 2018/19 – 12 to do in that financial year.

Historic England have been evaluating the audits already gone through – and have therefore tweaked the guidance, as well as doing work on the online audit forms and the MIDAS compliance.

Historic England have been asked to do some work about how much an HER meets its outcomes – that an HER can provide evidence that it meets an indicator. Need some more discussion about which indicators are essential and which are less essential. Maybe discuss in about a year's time?

It was noted that there are now no revisit audits – just full audits only. Action will continue to be tracked from the Action Plans.

One of the HIAS indicators is about HER audits – and there is a recognition that there is no longer the capacity to do all the audits required. The committee suggested that the capacity to do this is increased, possibly as part of HIAS.

JG also said that the “HER Survey” should be tied into the Audit process, and could be yearly. BW suggested that this should start from 2018.

Accessibility of HER audits? This may address issues of HERs that have never had an audit. ALGAO HER Committee suggest that we would wish that all new HER Audits have a summary made available online on the HE HIPs website. **Action – JG** to share an example of what a summary will be.

Action all regional reps: For previous HER Audits – the regional reps will make check that there are no issues in making the date (or no date) of previous audits available on the HE website. If no – leave off list. If unable to contact – state “unable to contact”. **Action GT:** to collate - to do by 15th November.

6. Outcomes Framework discussion

JG asked what the next steps would be. No requirement in the new audit that an HER does an outcomes framework. This will be reviewed when the HER Advice Note is produced and when we have a whole year of new audits completed.

7. Coastal Risk and Priority Places project (JG)

Meredith Wiggins (Strategic Research & Partnerships Team, Historic England) has asked to generate awareness of a forthcoming HE project and to check HERs are comfortable with proposed involvement and outputs:

The project is Coastal Risk and Priority Places. The project stems from the increasing need for a targeted risk assessment framework for coastal heritage. Methodology will be a spatial one, overlaying BGS, EA, HER, NHLE, Shoreline Management Plan, and other datasets to pinpoint vulnerable areas. The output will be a simple, publically accessible “heat map” that can be linked to via the Historic England website, showing areas of high, medium and low risk. None of the background data will be downloadable, but the heat map created from the overlapping risks will be (there will be no sensitive data included in this). The budget has an allocation for HER search fees. The request to all HERs with coastal data will be the same - we'd like them to run a query along the coastline that includes data 2km inland from mean high water and 1km out to sea, and could create the buffer shape file ourselves for input into individual HER systems. The start date for the project is anticipated to be November 2017.

BW – suggested that they might need to think about what they want (just HER Monuments? What about aerial photograph transcription data?); and what questions they want to answer? The committee stated that they would need to charge by local rate. Suggest that Meredith Wiggins contacts CW to discuss this, as a committee representative.

8. HERs and large infrastructure projects (e.g. A14, HS2)

i. HS2:

SB will attend HS2 sub-group around end Oct/beginning Nov. Issues to raise:

- how HS2 get data and get data to/from sub-contractors
- issues with duplication for phases 1, 2a and 2b
- how data gets fed-back to HERs (e.g. Geophysics, LiDAR, Aps, etc) – make sure reports get submitted to OASIS.
- timing

- some reports that have been done, are not up-to-a-standard that some expect(e.g. there have been examples in Buckinghamshire).

ii. Highways Agency / Infrastructure / Utilities

SB noted that the Highways Agency were often not following their own guidance when consulting HERs.

BW noted that there were often issues with Highways Agency / Infrastructure / Utilities.

Action: BW to provide an update on this for the exec and/or Planning & Legislation Committees could follow-up.

Discuss at the next committee.

9. Informing the Future of the Past

Nothing to add.

10. Country updates.

See "Group Updates"

11. Regular updates from other meetings

See "Group Updates"

12. Any Other Business

i. HIAS

a. Heritage Gateway.

A bid has been approved to do work to update Heritage Gateway. It will be an Historic England website and project. There is a partnership board meeting in November; and a roadmap of what will happen will be discussed. (SB suggested that Research Frameworks are discussed around Heritage Gateway). BW confirmed that there will be a chance to comment on this.

b. NRHE to HERs project:

Costs were revised, as well as an assessment of costs for not doing this. This has gone in to be looked at by the HIAS programme board; and will go into a bigger bid for HIAS funding to the DCMS in the autumn 2017.

c. AMIE replacement

Arches is being looked-at as a replacement for AMIE.

d. National Marine Heritage Record

This project is ongoing.

e. OASIS/HERALD

This is ongoing – and will also look at HER record synchronisation. Will be discussed at the next HER Forum meeting.

ii. Mark Bennet

Mark Bennet (HER Officer, Lincolnshire) retired at the end of last week. Mark was involved with the committee for more than twenty years and wanted to thank the committee for all their help over the years, saying "The meetings were one of the more enjoyable meetings that I attended as an HER officer." The committee want to thank Mark for all his hard work he gave to the committee over the years, and wish him a happy retirement.

iii. Sarah MacLean

Sarah has left Historic England. The committee wanted to thank Sarah for all the work she has undertaken both with the committee and also with individual HERs.

iv. National geophysics project

AM asked what happened with this. **Action: JG** to look at this

v. Apprenticeships

BW to liaise with Historic England over this, and to comment on HER input into this.

13. Date of Next Meeting

Wednesday 24th January 2018

Appendix 1: The following table describes the OPEN ACTIONS.

| Number | Action | Remit | Comment | Status |
|---------|--|----------------------------------|--|--------|
| 14/06/b | Committee terms-of-reference: BW to update draft ALGAO-UK HER committee terms-of-reference, for comment and approval by the committee. | BW | BW to do | Open |
| 14/10/a | ALGAO website: Ensure content of http://www.algao.org.uk/subject/her is fit-for-purpose (including updating IfP link). | RE | RE volunteered to change (BW & GT to assist if necessary) | Open |
| 14/10/b | ALGAO website: Liaise with ALGAO Executive to include the Professional Access section of the Heritage Gateway website incorporated within the ALGAO website. | BW | BW to do. JG to send content to Ben. | Open |
| 15/06/a | IFP wiki: SB, SCa & BW to update the respective section(s) of the glossary, as defined in previous minutes. | SB, SCa & BW | To do | Open |
| 15/06/b | INSPIRE: add details on INSPIRE to IFP | BW | BW to do | Open |
| 16/01/a | CITIZAN: BW to contact CITIZAN to get an understanding of where they are and how they are interacting with HERs | BW | BW had contact with MOLA. BW to chase. | Open |
| 17/01/c | Church Heritage Record: Ask Church of England how they can best get parish and diocese boundaries to HERs | GT | Have asked – GT to chase. | Open |
| 17/01/f | HER Guidance: Amend current draft; then to consult ALGAO-UK HER Committee, HER Forum | BW | BW to do. Need doing soon. | Open |
| 17/01/h | Historic Buildings and HERs: get a project set-up to investigate issues between HERs and historic buildings sector | BW | See HistBEKE (below). To discuss at next meeting after workshops | Open |
| 17/06/a | EIR and charging: Create a page in IFP, outlining the legislation, the range of charging possibilities, and links to existing relevant Access & Charging Policies. Then, ask Information Commissioner's Office: 1. Are HER information covered under EIR? 2. If, so what are the rules for charging to members of the public, contractors, and others? | BW/ RE/ SCa (led by BW) | To do | Open |

| | | | | |
|---------|--|----|--|-------------|
| 17/06/b | Portable Antiquities Scheme: set-up a meeting (late Sept?) of HER/PAS working group. Consist of JW, CM, TG, BW (and possibly a contact of RE) and some other HERs, along with with ML and others at. A representative of the HER/PAS working group (ML?) will take a presentation and discussion to the HER Forum in early December 2017. | BW | BW to do as soon as possible. | Open |
| 17/06/c | HER backlogs project: look at a proposal to quantifying this | BW | See HIAS - below | Open |
| 17/06/d | Monument recording app: report on Scottish Monument recording app to HIAS board | BW | BW to chase this up with Scotland and Wales; and to develop further via HIAS. | Open |
| 17/06/e | HS2: email the Historic Environment HS2 sub-group, to address concerns over getting data to and from HERs. | BW | SB will attended HS2 sub-group around end Oct/beginning Nov – issues: <ul style="list-style-type: none"> • how HS2 get data and get data to/from sub-contractors • issues with duplication for phases 1, 2a and 2b • how data gets data fed-back to HERs (e.g. Geophysics, LiDAR, Aps, etc) • timing | Open |
| 17/10/a | ALGAO website: regional ALGAO-England web pages – raise at next Exec meeting | BW | | Open |
| 17/10/b | EIR and charging: Find out about possible HE collecting charging info and provide advice on charging; and get notes from the meeting to discuss the Redesdale report circulated to the HER Committee – ask at next Exec meeting | BW | | Open |

| | | | | |
|---------|---|-------------------|--|------|
| 17/10/c | Development Management advice: Need for something like IFP for Development Management; that pulls-together links to best-practice / specifications. Raise at the next exec meeting – asking ALGAO Planning & Exec to look at this. | BW | | Open |
| 17/10/d | “21st Century Challenges for Archaeology”: ask ClfA if we can comment on the workshop recommendations well in-time to be considered by the end of the project. Also comment to HIAS board that this project highlights an issue with a lack of understanding of HIAS by many people, and suggest a review of the HIAS communications. | BW | | Open |
| 17/10/e | HER Guidance: Get draft guidance on the ALGAO website (open to all). | GT | | Open |
| 17/10/d | HER Audits: Share an example of what an audit summary will be | JG | | Open |
| 17/10/f | HER Audits: Check with all other HERs in the region that there are no issues in making the date (or “no date”) of the last audit available on the HE website. [Note: if no – leave off list; if unable to contact – state “unable to contact”.] | All regional reps | | Open |
| 17/10/g | Highways Agency / Infrastructure / Utilities: provide an update on these bodies often not following their own guidance when consulting HERs – to Exec and/or Planning & Legislation Committees to follow-up | BW | | Open |
| 17/10/g | National geophysics project: Report back to committee with an update on this project. | JG | | 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>