



Shropshire's Historic Environment Record: An information resource on the historic buildings and archaeology of the county

Policies for Management of the HER



Our mission is to be the primary source of trusted information on Shropshire's historic environment. As a continuously developing information resource, we will provide comprehensive, up-to-date and robust information on Shropshire's heritage assets, and their investigation, to:

colleagues within Shropshire Council and Telford and Wrekin Council, external historic environment contractors and consultants, members of the public (including community and local heritage groups), students and others engaged in academic research, developers, land-agents and managers and national and regional agencies.

The Shropshire Historic Environment Record (HER) is managed in accordance with national standards of good practice and aims to continue its development as an accurate, comprehensive and actively maintained resource.

About this document

This document presents an overview of policies involved in the management of Shropshire's Historic Environment Record (HER), maintained by the Historic Environment Team, Shropshire Council. It includes a series of policies related to the maintenance of the record, including a **forward plan**, **disposals policy**, **disaster management plan** and **succession policy**.

Volume 2 is a working document providing overall recording and compilation guidance.

It has been prepared in line with National Guidance, especially:



- **THE GUIDE TO HISTORIC ENVIRONMENT RECORDS (HERs) IN ENGLAND, PREPARED BY HISTORIC ENGLAND, AND THE ASSOCIATION OF LOCAL GOVERNMENT ARCHAEOLOGICAL OFFICERS (2019). HISTORIC ENGLAND GUIDANCE NOTE 266**

<https://historicengland.org.uk/images-books/publications/guide-to-historic-environment-records-england/>

- **INFORMING THE FUTURE OF THE PAST: GUIDELINES FOR HISTORIC ENVIRONMENT RECORDS, PREPARED BY HISTORIC ENGLAND, THE ASSOCIATION OF LOCAL GOVERNMENT ARCHAEOLOGICAL OFFICERS AND PARTNERS (2018).**

<https://archaeologydataservice.ac.uk/ifp/>

This document has been prepared by the Historic Environment Records Officer, in August 2021. It will be revised annually to reflect changes.



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The Context of the Historic Environment Record (HER)



Shropshire HER is a continuously expanding database of the historic environment of the county. It provides an integrated resource concerning over 37,000 archaeological sites, finds and features, historic buildings, structures and landscapes in the historic county of Shropshire, all linked to computerised mapping.

We are also the key repository for all reports on archaeological work and historic building recording carried out in Shropshire and Telford and Wrekin.

We make this resource available to a wide range of users – including planning agents, land managers, archaeological and historic building consultants, as well to other researchers and members of the public.

For further information on the contents and coverage of the record, please see our [User Policy](#).

Governance

Shropshire HER is managed and maintained by the Historic Environment Team, Planning Services Team, within Economic Growth, Places Directorate.

As a unitary authority, we provide specialist advice on management of archaeology, historic buildings and conservation areas within the county, directly to the Development Management Team. Our work also involves providing advice to other teams within Shropshire Council, such as the Property Services Group, Economic Development, Planning Policy etc., and to partners within local and national agencies, such as Historic England or to the Rural Payments Agency/DEFRA/Natural England through the Countryside Stewardship scheme.

We also provide a HER service, and archaeological planning advice to Telford and Wrekin Council via a Service Level Agreement, including information support to their Conservation Section.

The HER contributes to Shropshire Council's [Corporate Plan](#), in particular the core value:

Leading the way in protecting, enhancing and valuing our natural resources, and respecting our historic environment.

It also contributes to the [Economic Growth Plan](#) 2017-2021, which underpins the work of the Historic Environment Team.

The HER's role is embedded in the specialist advice offered by the Historic Environment Team through the planning process, and is clearly set out within Shropshire Council's Core Strategy:

...The richness of Shropshire's historic environment is reflected in...the wealth of non-statutory designated heritage assets recorded on the Historic Environment Record.

Shropshire Council [Core Strategy](#) p.13

...and as a key evidence base within the Sites Allocations and Management of Development (SAMDev) Plan, under Policy **MD13**:

...The Shropshire Historic Environment Record sets out Shropshire's non-designated heritage assets...

Shropshire Council [SAMDev](#) Plan Section 3.1.3.3

The SAMDev plan further identifies that the updating of the HER, and the addition of reports resulting from development proposals as key tasks in delivering and monitoring the effectiveness of policy **MD13**.

The role of the HER is also highlighted in the Telford and Wrekin Council [local plan 2011-2031](#), with reporting to the HER forming a key part of policies **BE3** (Ironbridge World Heritage Site), **BE4** (Listed Buildings), **BE5** (Conservation Areas), **BE6** (Buildings of local interest – ‘The Local List’), **BE7** (Parks and Gardens of Historic Interest), **BE8** (Archaeology and scheduled ancient monuments).

The HER is currently staffed by 1FTE member of staff (‘Historic Environment Records Officer’), with support from a well-provisioned volunteer team and by occasional student placements.

Forward Plan



Management Summary

This forward plan sets out the background and operational framework of the Shropshire Historic Environment Record (HER) and summarises the strengths and weaknesses of the record as identified during assessment work carried out in early 2019.

Please note: this forward plan has not been formalised as part of the audit process, so the conclusions herein should be considered interim.

In order to achieve the goals identified, a series of objectives and timetabled tasks are described which will need to be undertaken. This process will develop the HER service's efficiency, responsiveness and relevance to the needs of the community that it serves.

This forward plan has been devised for the period **2019-2023**. It forms the key document for informing the work of the HER Officer, volunteers and placements going forward, based on identification of the research context and backlog priorities of the HER.

Introduction

The Shropshire Historic Environment Record (HER) is an integral part of the Historic Environment Team within Planning Services Team, Economic Growth, Places Directorate, Shropshire Council. The HER is the core reference tool for the historic environment in both Shropshire Council's unitary authority area, and Telford and Wrekin Council unitary authority area. It underpins both conservation and management of the historic environment, for both Shropshire Council and Telford and Wrekin Council, as well as providing a publicly accessible archive for the heritage of the historic county.

This forward plan details the objectives, tasks and resources that will be required over the next 5 years to continue the development of the HER as a fully integrated record supporting the work of the service, in line with our mission statement to provide a **trusted, robust** and **reliable** evidence base for the whole historic environment of the historic county. This document has been prepared with reference to the Benchmarking standards outlined in [Historic England Guidance note 266](#).

It has also been prepared in broad consultation with the 2004/5 Data Audit report (Shropshire County Council Sustainability Group, 2006), particularly Section 8 *Management Summary and Action Plan*. It is recognised that the governance context, priorities, staffing etc. of the record has substantially changed during the period since the production of this plan, but it represents the last time a full formal audit of the HER was undertaken. References are given in the forward plan to this document as *2005 Data Audit*.

The principal strength of the HER is the support of a dedicated HER Officer, a post that has been provided by Shropshire Council since 2009, with a similar post existing from c.1984 within its predecessor authority. This provision has allowed the HER to develop and grow and to participate in local, regional and national projects and initiatives. It is however recognised that due to local authority austerity, there is pressure on the capacity and resilience of this role.

It is recognised that the HER benefits significantly from its position within a wider integrated historic environment team, particularly with internal links with Conservation Officers and Planning Archaeologists; with colleagues in Shropshire Archives and Shropshire Museums Service, Development Management and Land Charges; - as well as externally with Historic England (Designation) and West Midlands offices, and staff in other heritage agencies (e.g. the National Trust).

It is also recognised that the HER benefits significantly from its holistic approach to recording the historic environment, with both built heritage assets and archaeological features well represented in the expanding record; however, it also recognises that earlier built heritage records have not always been compiled in line with national guidance and best practice. Reviewing and enhancing these records where appropriate form a key part of this forward plan.

A number of weaknesses have been identified as a result of assessment work undertaken in early 2019 which form the foundation of the objectives and tasks detailed below (as well as weaknesses previously identified in the *2005 Data Audit*). In working to achieve these objectives, we are determined to continue to develop the record as an accurate and comprehensive information resource and to provide a relevant and useful service to the area.

In line with best practice, these tasks have been separated into **Backlog** projects (information waiting to be accessed into the HER) and **Enhancement** projects (improvements to existing data held in the HER, or projects which may lead to the creation of new HER datasets).

Considerable progress has been made over the last 5 years in clearing backlog projects, but it is recognised that the HER still holds a significant backlog of unprocessed material, some of which requires detailed assessment, prior to processing; in addition, a number of sources representing enhancement projects have been identified within this plan. In some instances, the aims of clearing backlog and carrying out enhancement will complement each other, so that clearing backlog can be synchronised with enhancement projects to ensure expediences of data entry.

This plan also provides a preliminary assessment of where additional funding may be required to achieve the objectives herein.

Mission statement

*Our mission is to be the **primary source of trusted information** on Shropshire's historic environment. As a **continuously developing** information resource, we will provide **comprehensive, up-to-date and robust information** on Shropshire's heritage assets, and their investigation, to:*

colleagues within Shropshire Council and Telford and Wrekin Council, external historic environment contractors and consultants, members of the public (including community and local heritage groups), students and others engaged in academic research, developers, land-agents and managers and national and regional agencies.

*The Shropshire Historic Environment Record (HER) is managed in accordance with national standards of good practice and aims to continue its development as an **accurate, comprehensive and actively maintained** resource.*

Our remit and role are governed by our position within the Historic Environment Team, an integrated team of professionals providing specialist advice on conservation areas, design in the historic environment, built heritage assets and archaeological advice, mainly through the planning process, and feeding into rural heritage advice.

We are well respected in this team for the breadth and depth of information we hold on both designated and undesignated heritage assets; HER information forms a key part of the wider planning function of the team. The HER works closely with Conservation Officer colleagues to ensure that the HER has access to high quality spatial and other information about built heritage assets.

The Historic Environment Team is located within the Planning Services Team, within Economic Growth, Places Directorate, Shropshire Council. Our work supports the day-to-day roles of colleagues within the Historic Environment Team and the wider Planning Services Team, as well as strategic work undertaken by the wider services, including through Planning Policy, Place Planning and Economic Growth.

As such it feeds into the [Economic Growth Strategy for Shropshire 2017-2021](#):

...Strategically understand Shropshire's natural and historic environment assets, knowledge and expertise, and the ways in which they can be used as resources.

Short/medium term action.

...We will also need to support the delivery of sustainable residential development which provides appropriate access to local facilities, services and infrastructure, whilst also conserving our high quality natural and historic environments.

Objective 3. Deliver infrastructure to support growth: Housing

At a higher level, the work of the Historic Environment Team supports the implementation of the Council's [Corporate Plan](#), particularly with regards to preserving and managing the "rich cultural heritage to discover and natural landscapes to explore, for residents and tourists alike". A key value of this plan is:

Leading the way in protecting, enhancing and valuing our natural resources, and respecting our historic environment.

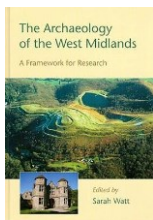
Corporate Plan, 2020-2021, p.22.

This forward plan has been written with reference to these objectives, and HER strategy has been formulated in response to our mission statement – primarily connected with regards to our aspiration to be **comprehensive, up-to-date** and **robust**, as an integrated and holistic resource for the historic environment of Shropshire, and its investigation.

Our [HER User Policy](#) contains our information services policy, outlining what our users can expect from the HER.

The HER Research Strategy

Future planning for the HER will take into account the latest local and regional research frameworks.



The Archaeology of the West Midlands: a Framework for Research

This sets out regional priorities for research, and maximising the returns from research and development control archaeology, on a chronological basis.

A key chapter in this is:

Bryant, V. and Shaw, M. 2011 *A common vision: priorities for Historic Environment Records (HERs) within the West Midlands Region*. Pp.241.

We believe that the provision of high quality HER information...should be one of the major priorities of the West Midlands archaeological community.

Key principles in this chapter, very much form the 'research principles' guiding the development of the HER:

- "...**consistent and comprehensive datasets** which can be searched to provide high quality data for a wide range of users, including local authority Conservation Officers.
- ...a **wide range of heritage and non-heritage datasets and expert knowledge** are used to develop and map models of past landscapes
- ...use these models and associated research questions to provide an **academic context for all fieldwork and research**...use the results of fieldwork and research to modify the models
- ...**improve access to all users** and create HERs which are used extensively in education and outreach and play a key role in social, economic and environmental development."

Bryant and Shaw, 2011: 242

Period priorities

The table below provides a summary of some selected priorities in appropriate regional research frameworks, together with some suggestions on how these might map to local backlog and enhancement projects. See below for further information on these backlog and enhancement projects. It is not intended to be definitive, but rather act as a starting point for chronological/thematic HER enhancement.

It is also offered in no particular order of priority.

It is intended that this will be updated as new priorities emerge.

Period	Selected Regional/County priorities	Backlog projects	Enhancement projects	Reference
Earlier prehistory	<ul style="list-style-type: none"> - Identification of monuments/sites, through aerial photography - Reassessment of existing aerial survey collections - Landscape scale remote sensing and surface collection - Assessment of particular classes of monuments e.g. round barrows at a county level 	<ul style="list-style-type: none"> - Continue work on Chitty archive, held in Shropshire Archives and cross-reference to the HER (B6) - Continue work on backlog of MUMP data awaiting processing (B3) 	<ul style="list-style-type: none"> - Possible further NMP project (M8) - Continued support of Historic England aerial survey programme (M6) - Further work on Google Earth aerial imagery (E1) - Continued liaison with the <i>Portable Antiquities Scheme</i> (M7) - Improved indexing of C14 dates within the county (E2) 	Articles in Garwood (ed.), 2007
Later prehistory	<ul style="list-style-type: none"> - Developing regional typologies e.g. of hillforts and pit alignments - Work on field systems and other forms of land division - Revision of chronologies - Understanding the distribution of finds e.g. metalwork 			Articles in Hurst (ed.), 2017
Roman	<ul style="list-style-type: none"> -Tying ongoing investigation into previous programmes of research - Use artefactual studies to seek economic links, technological developments and social change -Further characterisation of Wroxeter, including its chronology -Work to characterise rural settlement away from central Shropshire 	<ul style="list-style-type: none"> - Proper processing of the Wroxeter Hinterland project (B4) - Review <i>West Midlands Archaeology</i> and <i>Transactions of the Shropshire Archaeological Society</i> pre 2000 for new event/monument records (B5) 	<ul style="list-style-type: none"> - Revisit older records to enhance indexing of finds records (E3) - Work on improving searchability of scientific dates held in the HER (E2) - More granular characterisation of the cropmark evidence (E4) - Continued liaison with the <i>Portable Antiquities Scheme</i> (M7) 	Esmonde-Cleary 2011; White and Hodder, 2018; White and Wigley, 2018
Early Medieval	<ul style="list-style-type: none"> - Be aware of strong likelihood of settlement continuity (into the Med and Post-Med periods) within villages and other settlements - Identification of early minster sites - Continued work on Urban sites 	<ul style="list-style-type: none"> - Integration of work from Offa's Dyke conservation management plan (see B7) - Integration of Offa's Dyke Hill and Worthington archive recently deposited with CPAT (see B7) - Tidying up Shrewsbury UAD records (B8) 	<ul style="list-style-type: none"> - Refine HER chronologies for this period - Create/improve outline records for Saxon settlement cores using e.g. Domesday datasets (E5) -Improve identification of possible Anglo-Saxon churchyards (not routinely reviewed aside from by CMHTS) 	Hooke, 2011
Medieval	<ul style="list-style-type: none"> - Rural and urban settlement studies - Identify opportunities to better record medieval buildings - Improve knowledge of medieval industry 	<ul style="list-style-type: none"> - Tidying up Shrewsbury UAD records (B8) - Continue to work on IGMT report archive (B9) 	<ul style="list-style-type: none"> - Create/improve outline records for Medieval settlement cores using e.g. Domesday datasets, 1st edition OS mapping (cf Warwickshire) (E5) - Improve indexing/coverage of DMVs, particularly the RCHME Medieval Settlements project (not 	Hunt, 2011

			<p>directly reported to the HER) (E6)</p> <ul style="list-style-type: none"> -Finalise work on county-wide building works i.e. Moran, Mercer, Alcock – e.g. ensuring full indexing of crucks (E7) - Fill in gaps with regards to dendrochronological dating (E8) 	
Post-Medieval	<ul style="list-style-type: none"> - Explore post-medieval changes in urban centres - Work on identifying early industrial processes 	<ul style="list-style-type: none"> - Tidying up Shrewsbury UAD records (B8) - Work to clean some of the 1980s Industrial Survey records (B10) - Assess and work through the Caving and Mining Club backlog (B11) 	<ul style="list-style-type: none"> - Enhance records for individual features of Historic Parks and Gardens (E10) 	Belford, 2011
19th century and later		<ul style="list-style-type: none"> - Continue work on new sites identified by HLC officer/project e.g. squatter settlement 	<ul style="list-style-type: none"> - Identify opportunities for thematic work on particular classes of built heritage, and periods (cf. recent work in Worcestershire) (E9) - Enhance records for individual features of Historic Parks and Gardens (E10) - Work more routinely with Shropshire Archive collections e.g. photographic resources. (E11) 	Belford, 2011; Shaw, 2011

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Strategic strengths and weaknesses

This section of the forward plan outlines the perceived strategic strengths and weakness of the HER. Perceived strengths are marked in **green**, weaknesses in **red**, and neutral comments in **black**.

Context of operation

- As outlined above, the context of the operation of the HER, integrated within the wider Historic Environment Team, provides a **holistic** approach to recording the built and archaeological historic environment of Shropshire.
- This provides not only access to a wider range of accessioned material, but also to a wider range of expertise (particularly with regards to the historic built environment) than might be available within the HER alone.
- Our service-level agreement, and close working with colleagues in Telford and Wrekin Council, provides for economies of scale, and consistency of approach in recording historic environment assets across the **historic county**.
- Our aspiration to provide holistic historic environment information to the wider team has resource implications for the HER officer's time, in dealing with a wide range of internal and external enquiries.
- Traditionally, our context, away from the museum, has meant that detailed finds recording/access to finds data has been limited. Concentrated work with the PAS FLO (who is based within Shropshire Council) has allowed for the incorporation of PAS finds-data, alongside HER finds information, into the development management process, although it is recognised that opportunities for closer working with Shropshire Museums Service need to be maximised.
- The HER is also physically separated from Shropshire Archives; close liaison/joint-working is undertaken as capacity allows. Some recent volunteer projects have demonstrated the advantages of closer working.
- Until 2009, the HER largely operated somewhat separately from the development-control archaeologist. As such, there were inconsistencies in reporting to the HER, and a large number of reports were 'missing' from the HER collections. Many of these reports have been located, although this has created a legacy which forms part of the HER's backlog.

Resourcing

- As part of the duties of a Unitary Authority, the HER officer is engaged in wider initiatives (.e.g supporting access to information on designated assets; contributing to provision of Countryside Stewardship advice) within the Historic Environment and Development Management teams, which takes away capacity for the core duties of compiling, maintaining and managing access to the HER.
- Progressive cuts in core funding for HER staffing have left the service with little resilience in the face of staff absence/changes. The roles of two *Environmental Records Officers*, and an *HER data technician* (as outlined in the 2005 Data Audit) have been combined into 1 FTE post.
- The IT needs and requirements of the HER have not been strategically assessed and upgrades to IT hardware and software are dealt with on an *ad hoc* basis.
- The service is well supported by a team of experienced volunteers, and occasional placements. Managing volunteer projects remains a key part of the HER officer's role.

Accessibility of HER Information

- Discovering Shropshire's History (launched initially in 2005/6) continues to represent an innovative integrated resource, making available hundreds of thousands records from across Shropshire Archives, Shropshire Museums, local history societies and the HER. This resource is heavily used and continues to provide a major outreach service for the HER.
- However, *Discovering Shropshire's History* is running increasingly on ageing technology, and the sustainability of the resource is at risk, post HLF-funding. Plans are currently in place to upgrade the website, although resource needs to be properly allocated to this upgrade.
- The HER is accessible through Heritage Gateway and continues to provide updates biannually.

The HER reference collection

- The extent and breadth of the HER's reference collection, representing an extensive and well curated resource represents one of its principal strengths. The collection includes a wide range of primary and secondary sources, including thousands of aerial photographs (many not held in the Historic England Archive), grey literature and other reports, site visit forms, detailed record files and survey notes (particularly strong with regards to designated and undesignated built heritage assets). It also includes a library which is separately catalogued.
- Although well ordered, there are parts of this collection which have not been fully indexed into the HER (and as such form a backlog project of the HER), although they are regularly accessed and used.
- There are also some concerns with regards to the long-term suitability of storage of this primary archive material, as well as ongoing concerns regarding the availability of adequate physical storage for the long-term requirements of the HER.

- The aspiration must remain for large-scale digitisation of key parts of the collections, although it is recognised that the multi-media nature of the holdings makes this challenging; adequate digital storage and time and resource for meta-data management must be available before such digitisation work can begin.

Digital Data

- The acquisition and use of Library Link has significantly increased the appropriate cataloguing and direct linkages between HER entries and digital data. Procedures are in place for both the *ad hoc* digitisation of material (see above) and for the receipt of born-digital data, although as indicated in our [digital preservation policy](#) (p.16) concerns remain concerning the long-term preservation of this material.

Data Management

- The use of HBSMR software, appropriately updated, puts Shropshire HER in a strong position with regards to data structures, terminology and data entry procedures.
- The recent completion of the Compilation Manual sets out standards for data entry, although it is recognised that there are still issues with legacy data.

Coverage and content

- It is recognised that a main strength of Shropshire HER is the breadth of its coverage.
- There is no cut-off date for compilation of records, with particular strengths related to the built heritage of the medieval and early post-medieval periods, although less consistent datasets are held for post 19th century buildings.
- The HER covers the whole of the ceremonial county of Shropshire, including the area which is now Telford & Wrekin (services are provided to Telford & Wrekin Council under the terms of a Service Level Agreement).
- A particular strength of Shropshire HER is its holistic approach to recording historic buildings and archaeological monuments. The depth of information it holds with regards to built heritage assets is particularly useful in its operational context within the integrated Historic Environment Team, and in providing information to built heritage specialists.

Backlog

- It is recognised that moderate progress has been made against the clearance of 'backlog' as identified in the 2004/2005 Data Audit action plan. It was at that time recognised that the backlog would take at least eighteen and a half person years to clear!
- This backlog has reduced significantly in some areas, such as in accessioning (and locating missing) Event Reports, in work on built heritage assets and project work, such as the North West Wetlands Survey.
- The documentation below outlines, and prioritises, the backlog and enhancement task list, and establishes an outline plan over the next 5 years.
- The task list below identifies both [Content Backlog](#) (B) and [Content Enhancement](#) (E) tasks. Backlog tasks are identified as known items which acquire fully accessioning into the HER; enhancement tasks are identified as asset identification, or augmenting HER holdings.
- **In line with the capacity available, the task list presents an ambitious aspiration. It is acknowledged that HER Volunteer, and potentially HER Placement support might be available (although this is not guaranteed) but there are concerns over the achievability of this list, given current capacity. Ensuring this capacity remains available is vital to ensuring that backlog can be properly assessed, and volunteer projects can be designed, progress can be monitored and the quality of the resulting data can be assured.**

Task Lists

The following task lists have been informed by both the [HER research strategy](#) and assessment of the [strategic strengths and weaknesses of the HER](#). They are listed below separated into Major ongoing activities (M), Operational & user services (O), content backlog (B) and content enhancement (E) – cross-refer to the tables below for a consolidated priority list, outline timetable and resource allocation for all these tasks.

Elements of this work will require additional dedicated staff resources for the HER and a budget for funding associated work such as training, expert consultancy, office space, computer hardware/software development and publicity.

The following objectives have been identified over the next **five years**:

Major ongoing activities (M)

This list represents an outline of the commitments of the HER with regards to routine ongoing activity, including special project work that has already been timetabled.

M1. Enquiries and consultations. A core part of the ongoing, committed work of the HER officer. Commercial search requests are only likely to continue to increase as HER search process becomes embedded within the production of heritage assessment. As a guide, the HER officer deals with c.150 search requests per annum, and up to 200 Countryside Stewardship Applications.

M2. Processing of incoming reports. The HER officer is committed to the timely processing of incoming reports, largely from the planning process (although information is also received from a wide range of community users). This ongoing processing includes a wide range of desk-based heritage assessments, which frequently include substantial amounts of new information pertinent to heritage assets.

M3. Work on improving designated data spatial accuracy. This includes work undertaken on behalf of the Land Charges and Planning Services team, in light of the transfer of local land searches to the Land Registry.

M4. Supply of data under SLA to Telford and Wrekin Council. This is a requirement governed by the SLA with Telford and Wrekin Council.

M5. NRHE to HER reconciliation project. Sufficient resource needs to be allocated to ensure the successful migration of this data (dependent on funding from Historic England).

M6. Continue work with Historic England funded Aerial Survey Project (project 7762 MAIN). Ensure aerial photographs are catalogued effectively (suitable for supply to the Historic England Archive) and data is indexed appropriately, linked to appropriate GIS data and digital photographs. The continuation of this project is dependent on funding from Historic England.

M7. Continue liaison with PAS scheme. Includes annual updates to PAS data held within HER GIS for use within development control functions.

M8. Continue to pursue further National Mapping Projects (NMP). This will tie in with the results of the Shropshire Aerial Survey project in providing reliable transcriptions of cropmark/earthwork features identified. A project design in outline has already been prepared, but this will need to be updated in line with strategic development pressure. Dependent on external funding.

Operation and user services (O)

O1. Set out proposals for improving outreach and improving monitoring of user needs. Progress on this action point identified in the *Data Audit 2005* has stalled somewhat. An outline volunteer and outreach policy has been prepared (see [User Policy](#)) p. 17, but it is clear that a wider outreach policy is required. This will include a substantial element of user engagement, with support from an HER placement.

O2. HER documentation. Although there has been an attempt to rectify a number of key areas of missing HER documentation, it is recognised that the existing documentation will require updating in order to keep it current. Particular areas requiring further work include *outreach and volunteer policy* (see also O1), *our disposals policy* and *disaster management policy*.

O3. Upgrade Discovering Shropshire's History website. The planned upgrade of DSH will represent a significant upgrade in the web-based service we offer to our users.

O4. Carry out ongoing conservation to HER reference collection. The whole collection needs assessment to identify conservation needs. Recent pressures on space have led to consolidation of the collection and an outline appraisal of key conservation needs. Time needs to be allocated for the HERO to undertake further assessment of needs. There are currently no plans/resources for large scale digitisation of the collection, but this needs to be re-assessed in the medium term, to establish priorities and risks.

Content backlog (B)

B1. Clear event report backlog. Significant progress has been made on clearing the event report backlog, with approximately 4000 reports processed since the *2005 Data Audit*. This was a key part of the HER Data Technician's role (role ceased to exist in 2016), however, so there are concerns with regards to the capacity to continue to deliver on this objective. At present there are c.120 reports in this backlog (including missing reports).

B2. Clear Nuffield Survey backlog. Significant progress has been made on this with regards to clearing backlog and work is in hand, with volunteer support, to process outstanding items.

B3. Clear Marches Uplands Survey/Mapping Project (MUS/MUMP) backlog. A considerable portion of this backlog item has been dealt with in an *ad hoc* manner (c.75%). However, a more systematic approach is required to fully clear the backlog – this will be best tied in with the NRHE to HER project which has processed a significant proportion of this material.

- B4. Clear Wroxtter Hinterland Project backlog.** Elements of this backlog remain (partially assessed, partially unassessed). Work will include development of full event records for the project and working through unpublished and published reports. It is anticipated that this project will attempt to identify a suitable student placement to undertake part of the work.
- B5. Full review of pre-2000 West Midlands Archaeology, Shropshire Newsletter and Transactions of the Shropshire Historical and Archaeological Society.** These local journals are often the primary/only source of information on historic environment investigation carried out in the county (particularly for work happening prior to PPG16 or outside of a planning context). This will fill some gaps in our event report sequence.
- B6. Continue work on Chitty archive, held in Shropshire Archives.** Cross-reference to the HER. Best dealt with as a student project, but HERO to identify funding sources.
- B7. Clear backlog for Offa's Dyke.** Key sources are Hill and Worthington's archive (recently deposited with CPAT) and the 2018 Offa's Dyke Conservation Management Plan.
- B8. Final work on Shrewsbury UAD records.** These have largely been fully processed but further work needs to be undertaken to reconcile any outstanding issues (e.g. events recorded as monuments).
- B9. Clear IGMT report backlog.** The full IGMT collection of reports (many never passed to the HER) have been obtained digitally from Ironbridge Gorge Museum, but require processing.
- B10. Data cleansing of 1980s Industrial Survey Data.** Prioritise 'composite' records which were rapidly created to identify a whole range of dispersed industrial remains.
- B11. Work on assessing Shropshire Caving and Mining Club backlog.** Much of this information may have been acquired by the HER from other sources already but requires further assessment to determine what remains for input into the HER.
- B12. Capture data on unlisted buildings recorded by county-wide Buildings at Risk Surveys.** Assessment required to determine level of information available.
- B13. Process card index data from Dept of Classics, University of Keele.** Set of c.500 index cards; initial assessment indicates a number of key additions to the HER.
- B14. Indexing/processing of unsorted Aerial Photographs.** Initial assessment suggests that there are c.400 aerial photographs awaiting processing. A key collection is Gill Barrett and Martin Wilson's from the early 1990s.
- B15. Processing of MPP Industrial Reports.** In part a gazetteer style report, but there is significant information held in these reports for some key industrial sites in the county.
- B16. Small items backlog.** This includes a large amount of correspondence of the previous HERO, only a portion of which (50% estimate) has been acted on. Requires further assessment prior to processing.
- B17. Systematic review of primary material in Detailed Record Files.** This could be undertaken in tandem with a digitisation project. A considerable portion of this material has been added to the HER (maybe 75%) but further assessment required. Material is reviewed on an ad hoc basis in response to enquiries.
- B18. Processing of various student theses held in the HER collections.** A large number include primary material which has not been accessioned into the HER.
- B19. Add event data for 'site inspections' undertaken by the HET.** The data exists largely in paper form; consolidate and create digital index for accessioning into event records.
- B20. Digital data backlog.** A small backlog of digital HER contributions remain, unsorted, on the P drive. These require assessment and accessioning to the HER as necessary.
- B21. Review SMR Parish Files.** Many event reports have been removed from these, but a number contain records of small-scale archaeological work carried out pre-PPG16. Other thematic material remains within these files – potentially an enhancement project.

Content enhancement (E)

- E1. Undertake enhancement of cropmark record based on Google Earth imagery.** This will prioritise the identification/creation of new records, but can also be effectively used to enhance records where limited data exists.
- E2. Continue work to improve search ability of scientific dating held in the HER.** Some review work has begun. Student project.
- E3. Revisit older records to enhance indexing of finds records.** Many older records require further work to ensure that finds information is fully indexed in line with national guidance. Feasibly, this will only be carried out on an *ad hoc* basis.

- E4. More granular characterisations of the cropmark evidence.** A project was proposed two years ago which would carry out this work. HERO to identify funding sources.
- E5. Outline records for pre and post-conquest settlement records.** Use a standard set of resources e.g. Domesday Survey and identification of pre-conquest churchyards.
- E6. Improve indexing/coverage of recording of DMVs.** Particularly review the RCHME Medieval Settlements project (not directly reported to the HER; see also NRHE to HER project).
- E7. Finalise work on county-wide built heritage gazetteer works.** i.e. Moran, Mercer, Alcock – e.g. ensuring full indexing of crucks.
- E8. Fill in gaps with regards to dendrochronological dating.** E.g. from VAG reports.
- E9. Review information held on particular classes of built heritage and particular periods.** This will also include revisiting many records compiled in the 1980s for undesignated built heritage assets, to ensure baseline information is available in the HER. Key assets to focus on will also include *Public Houses*, and *20th century heritage assets*.
- E10. Enhance records for particular built/garden features recorded in Paul Stamper’s Historic Parks and Garden records.** This project could be undertaken in partnership with appropriate volunteers from the county Parks and Gardens Trust.
- E11. Work more closely with Shropshire Archive collections** e.g. photographic collections, which are now being ‘georeferenced’ by an Archives volunteer who also volunteers at the HER.
- E12. Work through BAR survey data,** ensuring any extra information on existing assets is indexed on the HER. BAR survey baseline data has already been input into the HER.
- E13. Ironbridge Institute Student projects backlog.** The focus was on reusing existing information, but new information may be identified.
- E14. Work through CBA watermills data.** A set of cards which appear to largely be input into the HER; consider long term archiving with Shropshire Archives.
- E15. Review Pevsner systematically** to enhance building records particularly for 19th/20th century buildings.
- E16. Catalogue photographic collections received from former district Conservation Sections.** With view to long term archiving with Shropshire Archives. Most formal photographic records/archaeological reports have already been removed from these collections.
- E17. Standardise recording of Conservation Area data in HER.** Review 128 Conservation Area maps which are made available to the public. Ensure digital data is indexed into the appropriate designation records.
- E18. Assessment and cataloguing of SSDC Mines Survey Data.** Detailed photographic record of mining features; needs assessment to establish extent of ‘backlog’ and extent of ‘enhancement’ required.
- E19. Review of resources held in HER Map Tanks.** Some of this material hasn’t yet been indexed.

Table: task list

See below.

	Task	Priority	Link to Period Priorities	Officer ¹	Resources required	Timetable
Major ongoing activities	M1. Enquiries and consultations	High	-	HERO		Ongoing
	M2. Processing of incoming reports	High	-	HERO		Ongoing
	M3. Work on improving designated data spatial accuracy	High	-	HERO/HETO	Considerable; at least 0.5 day per week	Ongoing; to be completed by Q1 2020
	M4. Supply of data under SLA to Telford and Wrekin Council	High	-	HERO		Annually in September
	M5. NRHE to HER reconciliation project	High	-	HERO	Dependent on funding application to Historic England (anticipated January 2020)	Q1-Q4 2020
	M6. Continue work with Historic England funded Aerial Survey Project	High	Prehistoric and Roman, in particular	HERO	Future work dependent on future application to Historic England	Ongoing but particular required during Q2-Q3 2019
	M7. Continue liaison with PAS scheme	High	Prehistoric and Roman, in particular	HERO/AA	Dependent on continued funding of PAS Scheme	Annually in September
	M8. Continue to pursue further National Mapping Projects (NMP)	Med	Prehistoric and Roman, in particular	HERO/HETM	Dependent on external funding.	Q1 2020 (develop project design)
Operation and user services	O1. Set out proposals for improving outreach and improving monitoring of user needs	Med	-	HERO	This requires adequate set-aside time for the HER officer to develop, deliver and monitor. Estimate: 5 days initial HERO time; 3-4 days per year subsequently.	Q2 2019 Q2 2020 Q2 2021 Q2 2022 Q2 2023
	O2. HER documentation.	High	-	HERO/HETM	Confirm timetable post audit Q3 2019 – revisions to existing documentation	Q4 2019
	O3. Upgrade Discovering Shropshire's History website	Med	-	HERO/SAA/HERV (identified)	Estimate: 5 days HERO time.	Q2 2019
	O4. Carry out ongoing conservation to HER reference collection	Med		HERO	Requires assessment prior to providing involved time estimate. Estimate: 15 days HERO time to carry out assessment	Q3 2020
Content backlog	B1. Clear event report backlog	High	All	HERO	c.120 reports in the backlog Estimate: 10 days HERO time	Q1-Q2 2020
	B2. Clear Nuffield Survey backlog	High	Post-Medieval	HERO /HERV (identified)	2 out of 4 reports await processing. Estimate: 2 days HERO time 14 days HERV time	Q2-Q3 2019
	B3. Clear Marches Uplands Survey/Mapping Project (MUS/MUMP) backlog	Med	Prehistoric and Roman, in particular	HERO/HERV (not identified)	c.25% of records need systematically checking and reviewing (cf M5. NRHE to HER reconciliation project) Estimate: 10 days HERO time 20 days HERV time	Q2-Q4 2020
	B4. Clear Wroxtre Hinterland Project backlog	High	Roman	HERO/HERV (not identified)	Requires assessment prior to developing volunteer project. Estimate: 20 days HERO time 40 days HERV time	Q4 2019 – Q1 2020
	B5. Full review of pre-2000 <i>West Midlands Archaeology</i> , <i>Shropshire Newsletter</i> and <i>Transactions of the Shropshire Historical and Archaeological Society</i>	Med	All	HERO/HERV (not identified)	Estimate: 30 days HERO time 50 days HERV time	Q3-Q4 2020 Q3-Q4 2021
	B6. Continue work on Chitty archive, held in Shropshire Archives	Low	Prehistoric and Roman	HERO/HERV (potential partnership with PAS)	Requires assessment prior to providing time estimate.	Q1-2 2021
	B7. Clear backlog for Offa's Dyke	Med	Early Medieval	HERO/HERV (potential partnership with UCS)	Requires assessment prior to providing time estimate.	Q2 2020
	B8. Final work on Shrewsbury UAD records	Med	Medieval and Post-Medieval	HERO/HERV (identified)	Requires assessment prior to developing volunteer project. Estimate: 25 days HERO time 50 days HERV time	Q3-Q4 2020
	B9. Clear IGMT report backlog	Med	Post-Medieval	HERO/HERV (identified)	Estimate: 1 day HER time 5 days HERV time	Q4 2020 – Q1 2021
	B10. Data cleansing of 1980s Industrial Survey Data	Low	Post-Medieval	HERV (identified)	Estimate: 10 days HERV time	Q1-Q2 2021
	B11. Accessioning Shropshire Caving and Mining Club backlog	Low	Post-Medieval and 19 th C	HERO/HERV (identified)	Estimate: 10 days HERO time 25 days HERV time	Q3 2021 Q1-Q2 2022
	B12. Capture data on unlisted buildings recorded by county-wide Buildings at Risk Surveys	Low	Post-Medieval and 19 th C	HERV (identified)	Estimate: 30 days HERV time	Q4 2021 – Q2 2022

¹ **HER Officer** (Giles Carey); **Historic Environment Team Manager** (Andy Wigley); **Historic Environment Technical Officer** (Joe Crook); **Archaeological Advisor** (Charlotte Orchard); **Senior Archaeological Advisor** (Hugh Hannaford); **HER Volunteer** (identified/not identified/partnership projects) – the HER volunteer team currently consists of 5 individuals working on a variety of short/med/long term projects; HER Placement – not yet identified but more formalised work programmes for students etc. who may be based within the HER.

	B13. Process card index data from Dept of Classics, University of Keele	Low	All	HERV (not identified)	Estimate: 15 days HERV time	Q1 2022
	B14. Indexing/processing of unsorted Aerial Photographs	Med	Prehistoric and Roman, in particular	HERO	Estimate: 30 days HERO time	Q3-Q4 2020 Q3-Q4 2021
	B15. Processing of MPP Industrial Reports	Med	Post-Medieval	HERV (identified)	Estimate: 30 days HERV time	Q4 2020 - Q1 2021
	B16. Small items backlog	Low	All	HERV (not identified)	Requires assessment prior to providing time estimate.	Q2 2021
	B17. Systematic review of primary material in Detailed Record Files	Low	All	HERO	Requires assessment prior to providing time estimate.	Q1-Q4 2023
	B18. Processing of various student theses held in the HER collections	Low	All	HERO	Requires assessment prior to providing time estimate.	Q1-Q4 2023
	B19. Add event data for 'site inspections' undertaken by the HET	Low	-	HERO/HERV (not identified)	Estimate: 2 days HERO time 5 days HERV time	Q3-Q4 2022
	B20. Digital data backlog	Low	-	HERO	Estimate: 3 days HERO time	Q4 2020
	B21. Review SMR Parish Files	Low	-	HERO	Requires assessment prior to providing time estimate.	Q3 2021 – Q 2022
Content enhancement	E1. Undertake enhancement of cropmark record based on Google Earth imagery	High	Prehistoric and Roman	HERO/HERV (part identified)	Some ad-hoc work has been undertaken but needs systematic review. Estimate: 3 days HERO time 10 days HERV time	Q1-Q2 2020; Review Q2 2021 Review Q2 2022 Review Q2 2023
	E2. Continue work to improve searchability of scientific dating held in the HER	Med	Prehistoric and Roman, in particular	HERO/HER Placement	Requires assessment prior to providing time estimate.	Q1-Q4 2021
	E3. Revisit older records to enhance indexing of finds records	Low	Prehistoric and Roman	HERO/HER Placement	Requires assessment prior to providing time estimate.	Q1 2023
	E4. More granular characterisations of the cropmark evidence	High	Prehistoric and Roman	HERO	Reliant upon external funding. Project design prepared.	Q1-Q2 2021 Q1-Q4 2022
	E5. Outline records for pre and post-conquest settlement records	Low	Early Medieval and Medieval	HERO/HER Placement	Requires assessment prior to providing time estimate – perhaps externally funded project.	Q1-Q4 2023
	E6. Improve indexing/coverage of recording of DMVs	Med	Medieval	HERO/HER Placement	Estimate: 10 days HERO time 30 days HER Placement Time	Q2-Q3 2023
	E7. Finalise work on county-wide built heritage gazetteer works.	Med	Medieval and Post-Medieval	HERV	Estimate: 10 days HERV time	Q4 2020
	E8. Fill in gaps with regards to dendrochronological dating	Low	Post-Medieval	HERV	Estimate: 5 days HERV Time	Q1 2022
	E9. Review information held on particular classes of built heritage and particular periods	Med	Post-Medieval, Modern	HERO/HERV/HER Placement	Potentially reliant on further funding for systematic review, based on model from Worcestershire. Estimate: 10 days HERO time; 30 days HERV Time	Q1-Q4 2023
	E10. Enhance records for particular built/garden features recorded in Paul Stamper's Historic Parks and Garden records	Med	Medieval and Post-Medieval	HERO/HERV/HER Placement (part identified)	Estimate: 10 days HERO time; 50 days HERV/HER placement	Q1-Q4 2020
	E11. Work more closely with Shropshire Archive collections	Low	Post-Medieval	HERO/HERV	Requires assessment prior to providing time estimate.	Q1-Q4 2022
	E12. Work through BAR survey data	Low	Post-Medieval	HERO/HERV	Requires assessment prior to providing time estimate.	Q1-Q4 2022
	E13. Ironbridge Institute Student projects backlog	Low	Post-Medieval	HERO/HERV	Requires assessment prior to providing time estimate.	Q1-Q4 2022
	E14. Work through CBA watermills data	Med	Post-Medieval	HERO/HERV	Requires assessment prior to providing time estimate.	Q1-Q4 2021
	E15. Review Pevsner systematically	Med	Post-Medieval	HERO/HERV	Requires assessment prior to providing time estimate.	Q1-Q4 2021
	E16. Catalogue photographic collections received from former district Conservation Sections	Low	Post-Medieval	HERO/HERV	Requires assessment prior to providing time estimate.	Q1-Q4 2022
	E17. Standardise recording of Conservation Area data in HER	High	Post-Medieval	HERO/HERV	Estimate: 10 days HERO time; 20 days HERV time	Q2 2020
	E18. Assessment and cataloguing of SSDC Mines Survey Data	High	Post-Medieval	HERO/HERV (identified)	Estimate: 3 days HERO time; 20 days HERV time	Q2-Q3 2020
	E19. Review of resources held in HER Map Tanks	High	All	HERO/HERV	Estimate: 2 days HERO time; 5 days HERV time	Q3 2020

Outline timetable

Refer to task list for details of all tasks. Colour indicates **high**, **medium** and **low** priorities. Indicative only.

Task	2019				2020				2021				2022				2023			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
M1	High	High	High	High	High	High	High	High	High	High	High	High	High	High	High	High	High	High	High	
M2	High	High	High	High	High	High	High	High	High	High	High	High	High	High	High	High	High	High	High	
M3	High	High	High	High																
M4			High				High				High				High				High	
M5					High	High	High	High												
M6		High	High	High																
M7			High				High				High				High				High	
M8					Medium															
O1		Medium				Medium				Medium				Medium				Medium		
O2				High																
O3		Medium																		
O4							Medium													
B1					High	High														
B2		High	High																	
B3						Medium	Medium	Medium												
B4				Medium	Medium															
B5							Medium	Medium	Medium	Medium										
B6									Low	Low										
B7						Medium														
B8							Medium	Medium												
B9								Medium												
B10									Low	Low										
B11										Low	Low		Low	Low						
B12												Low	Low	Low						
B13													Low							
B14							Medium	Medium			Medium	Medium								
B15								Medium	Medium											
B16										Low	Low	Low								
B17																	Low	Low	Low	
B18																	Low	Low	Low	
B19															Low	Low				
B20								Low												
B21												Low	Low	Low						
E1					High	High				Medium				Medium				Medium		
E2									High											
E3																	Low			
E4									High	High				Medium	Medium	Medium	Medium			
E5																	Low	Low	Low	
E6																		High	High	
E7								Medium												
E8												Low								
E9																	Medium	Medium	Medium	
E10					Medium	Medium	Medium	Medium												
E11													Low	Low	Low	Low				
E12													Low	Low	Low	Low				
E13													Low	Low	Low	Low				
E14									Medium	Medium	Medium	Medium								
E15									Medium	Medium	Medium	Medium								
E16							High													
E17							High	High												
E18							High													
E19																				

User feedback and research

At present, the HER holds very few results of formalised feedback and research.

Therefore, a key task for the work programme for the HERO is to create a plan for outreach and improving monitoring of user needs.

O1. Set out proposals for improving outreach and improving monitoring of user needs	Med	-	HERO	This requires adequate set-aside time for the HER officer to develop, deliver and monitor. Estimate: 5 days initial HERO time; 3-4 days per year subsequently.	Q2 2020 Q2 2021 Q2 2022 Q2 2023 Q2 2024
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An outline outreach plan is included in our user policy, but it is intended to expand this to include a significant programme of user feedback and review. This will be drafted in consultation with Shropshire Council's *Feedback and Insight Team*.

See <https://staff.shropshire.gov.uk/how-do-i/surveys-consultations-and-research/how-do-i-get-help-with-a-survey-or-consultation/>

Current mechanisms for feedback are limited to direct contact with the HER officer, but it is hoped to launch a suite of feedback tools:

- A simple online feedback form for regular users
- A detailed survey of all commercial users of the HER who have made an enquiry in the last 2 years
- An outline survey of commercial "non-users" of the HER. The distribution list for this survey will be drawn from the wider distribution list of the Historic Environment Team, to include agents who frequently work on heritage assets, historic building consultants and other heritage professionals.
- A detailed survey of all non-commercial users of the HER who have made an enquiry in the last 2 years
- An outline survey of all non-commercial "non-users" of the HER. It is anticipated that this will initially be trialled with two groups – the Wrekin Local Studies Forum, a grouping of local archaeological and historical societies in the E of the county, and with volunteers and other contacts known to the PAS.

All feedback and research exercises will be carried out in accordance with our privacy policy and the requirements of the GDPR (General Data Protection Regulations).

Staff training requirements

In order to fulfil the set of tasks set out in this forward plan, and in line with the HER research strategy, the following training requirements have been identified:

- HBSMR System Admin training: The current HER officer is an experienced HBSMR/ArcGIS user but has had no formal system admin training. This should be rectified as a matter of priority.
- HBSMR User training: In order to build resilience within HER staffing, it is recommended that an additional member of the core Historic Environment Team (e.g. the Archaeological Advisor) receives formal training as an HBSMR User, with local training in some system admin functions to be given informally by the HER officer.
- GIS training: The current HER officer has no formal GIS training. A short-course would provide a wider skillset for GIS data management.
- WMHER Forum: The HER officer currently regularly attends these meetings of the West Midlands HER forum, held on a biannual basis. These meetings provide an overview of wider regional issues and initiatives, and allow for sharing of best practice. This arrangement should continue.
- National HER Fora: The HER officer currently attends the biannual national HER Forum on a sporadic and irregular basis. Often there are issues with regards to travel to these, but attendance should be encouraged as it represents an opportunity to learn about national issues.
- HER-Forum email list: The HER officer subscribes to the HER-Forum email list.
- Period specific workshops/conferences: Provision should be made for the HER officer to attend period specific training events; the appropriateness of these should be determined in line with the HER research strategy, and regional Research Priorities. Such training is especially useful for keeping up-to-date with the latest developments and networking with colleagues in the academic sector.

Disposals policy



The HER is not seen as an appropriate repository for original archive material (for example historic maps and documents or unpublished archive generated during the investigation of archaeological sites or historic buildings). Likewise it does not collect or hold archaeological artefacts or other antiquities. Recommendations as to suitable repositories for material of this nature are outlined below.

HER Reference Collection

Whilst it is not a repository for original archive or artefacts the HER does presently maintain a selected collection of reference material. This consists of books, maps, photographs and other sources which are used on a day-to-day basis in the work of the HER. This can be either in the compilation of new computer records, the enhancement of existing data or to underpin advice or enquiry responses.

The contents of this reference collection are listed within a catalogue which also details current storage location, copyright, licensing and any restrictions regarding reproduction. This catalogue is held by the HER within its database, and in its library catalogue.

A moderate part of the HER's collection is available digitally. The range of digital material is outlined in our [information and recording policy](#); these resources are linked directly to the HER database. Our reference collection is held until such time as its relevant content has been processed into the HER database (or is digitally available elsewhere through an accredited digital archive) and all paper and hard copy material has been appropriately archived.

Disposals Policy

For fieldwork projects the archaeological archive, including paper archives and finds and digital material, should be deposited with the relevant collecting museum and/or digital archive repository (see below for full list). A copy of the fieldwork report must be submitted to the HER in both hard and digital copy.

Photographic archives will also normally be submitted to the relevant collecting museum along with the paper archives. The HER acts as an interim digital archive for historic building records, pending their deposition in an accredited digital archive.

- **Shropshire Archives:** Formerly known as Shropshire Record Office and Shropshire Records and Resources Centre, Shropshire Archives are based in Castle Gates, Shrewsbury SY1 2AQ. Their website contains extensive advice and guidance to the records they hold, including an online catalogue. Provides an archive service for Telford and Wrekin under a service level agreement.
<https://www.shropshirearchives.org.uk/>.
- **Shropshire Museums Service:** Shropshire Council runs five museum sites, as well as Ludlow Museum Resource Centre. They are the only repository for archaeological archives within Shropshire² as well as curating nearly 120,000 archaeological objects covering prehistory to the present day, as well as archive and photographic, geological and social history collections, amongst others. See <https://shropshire.gov.uk/museums> for further information.

Individuals who find objects should contact:

Peter Reavill, Finds Liaison Officer: Shropshire and Herefordshire, British Museum's Portable Antiquities Scheme
Email: peter.reavill@shropshire.gov.uk Telephone: 01743 25 4748

Current details regarding the initiative as a whole can be obtained from <http://www.finds.org.uk/>. If the object is defined as treasure, the finder must contact the coroner, in accordance with the Treasure Act 1996.

² See their Collection Policy at <https://shropshire.gov.uk/media/7127/collections-policy-2017-2020.pdf>

Disaster Management Plan



Key contacts

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See <https://staff.shropshire.gov.uk/how-do-i/information-management-and-governance/>

Insurance

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<https://staff.shropshire.gov.uk/how-do-i/risk-management-and-insurance/>

Property/buildings

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See <https://staff.shropshire.gov.uk/policies-and-guidance/facilities-management/>

Health and safety

See <https://staff.shropshire.gov.uk/policies-and-guidance/health-and-safety/health-and-safety/>

Introduction

This disaster management plan has been prepared in accordance with advice from Shropshire Council's [Risk Management Team](#).

Disaster planning for the HER is covered by the council's [Business Continuity Management Policy \(2018\)](#). This corporate policy document covers:

- The overall Business Continuity Plan for the Council in responding to significant incidents.
- Provides measures for the continuation of key services in the event that an incident affects the operation of the Shirehall building (the base for the HER; the location of the HER's physical collections).
- Outlines plans for maintaining and restoring Business continuity (including of IT systems).

In line with this policy, two key documents have been prepared using templates, to outline the HER/ Historic Environment service disaster management plan:

- Service recovery plan and business impact analysis (prepared for the wider Historic Environment Team).
- ICT test plan for Disaster Recovery

[see <https://staff.shropshire.gov.uk/policies-and-guidance/risk-management-and-insurance/service-recovery-plan-template/>]

Service recovery plan

A service recovery plan and business impact analysis has been prepared for the wider Historic Environment Team; this covers:

- General information and key contacts
- Statutory/mandatory/critical functions and dependencies
- Business as usual functions and dependencies
- Levels of resources
- Functions calendar
- Required recovery resources
- Contact details of external dependencies

Service Recovery Plan and Business Impact Analysis							
Date: August 2019							
SECTION 1: GENERAL INFORMATION							
Directorate:	Places	Service Area:	Development Management	Maximum Tolerable Period of Disruption (MTPD) The time it takes for adverse impacts to become unacceptable to this service (Y)			
Team:	Historic Environment	Team Manager/SRP Owner:	Andy Wigley	1 Day	3 Days	7 Days	One Month
Head of Service:	Ian Kilby	Contact Details (including out of hours):	01743 258718 Mob. 07990 088033			Y	
Team Manager:	Andy Wigley	Contact Details (including out of hours):	01743 254605 Mob. 07458 120824				
SECTION 2: STATUTORY/MANDATORY/CRITICAL FUNCTIONS AND DEPENDENCIES							
Statutory/ Mandatory/ Critical Functions	Internal Dependency (i.e. other functional business areas)	External Dependency (i.e. key 3rd Party Supplier)	IT Critical Application/System/Data	Recovery Time Objective (RTO) The period of time when this function must be recovered (Y)			
				1 Day	3 Days	7 Days	One Month
Access to building.	Property Services Group				Y		
Provision of responses to Planning Consultations	Development Management	IDOX Uniform	IDOX Uniform			Y	
Communications - to include email and telephone service to deal with enquiries	Customer Services		Skype for Business/Network Access		Y		
Access to HER Library							Y
Access to HBSMR HER database	IT services - SQL server team (Sandra Hill), network access (IT Helodesk)	Exegesis SDM	HBSMR Application; ArcGIS; SQL server			Y	
Access to IGIS mapping system	IT services - GIS Team (Julie Edwards/Andrew Carlin)	ESRI	IGIS system (Esri ArcGIS online)		Y		
SECTION 3: BUSINESS AS USUAL FUNCTIONS AND DEPENDENCIES							
Business as Usual Functions	Internal Dependency (i.e. other functional business areas)	External Dependency (i.e. key 3rd Party Supplier)	IT Application/System/Data	Recovery Time Objective (RTO) The period of time when this function must be recovered (Y)			
				1 Day	3 Days	7 Days	One Month
Ability to carry out response work to LBC and Planning Applications	Development Management	IDOX Uniform			Y		
Deal with formal and informal enquiries	Customer Services		Access to H drive; access to IGIS mapping system			Y	
Carry out HER searches		Exegesis SDM	HBSMR Application; ArcGIS; SQL server			Y	
Facilitate access to HER digital collections		Exegesis SDM	HBSMR Application; LibraryLink; P drive			Y	
Facilitate access to HER physical collections	Property Services					Y	
Host volunteers	Property Services						Y
Host HER enquirers	Property Services						Y
SECTION 4: NORMAL LEVEL OF RESOURCE							
Location	No. of employees	No. of workstations	No. of PC's	No. of Laptops	No. of Phones	No. of Printers	
Shirehall - 5th floor	9	14		14	9	1	
Shirehall - 5th floor storage bays x3	n/a	n/a					
SECTION 5: FUNCTIONS CALENDER							
Are there service specific processes that have to be performed at a specific time (week, month, yearly) (i.e. payroll)							
Process	Undertaken - week (1-52)	Undertaken - month (J-D)	Undertaken - yearly (date)				
SECTION 6: REQUIRED RECOVERY RESOURCES							
Resources	1 Day	3 Days	7 Days	One Month			
No. of Employees required who cannot work from home (use numericals)		3	6				
No. of Workstations (use numericals)		3	7	4			
No. of PC's (use numericals)							
No. of Laptops (use numericals)		3	7	4			
No. of Phones (Lync etc) (use numericals)		3	6				
No. of Printers (use numericals)							

Other (free text)			Ensure access/security of HER physical collections
SECTION 7: CONTACT DETAILS - EXTERNAL DEPENDENCIES			
Name	Address	Contact Details	
0			
IDOX Uniform	c/o Susie Jones, Performance & Engagement Team, Planning Services	susie.jones@shropshire.gov.uk	
0			
Emergeis SDM	evxGesis Spatial Data Management Ltd, Great House Barn, New Street, Talgarth, Brecon, Powys LD3 0AH	hbm@esdm.co.uk	
ESRI	c/o Julie Edwards, ICT Team	jed@warris@shropshire.gov.uk	
0			
0			
IDOX Uniform	As above		
0			
Emergeis SDM	As above		
Emergeis SDM	As above		
0			
0			
0			
0			

ICT test plan

This test plan has been devised for the HER only. It proposes that the restoration of read-only access to GIS layers (via IGIS, powered by ESRI's ArcGIS Online) maintained by the HER should be considered as a critical function, with write access to the HER (via HBSMR and ArcGIS) being considered as a secondary priority.

Test no.	Critical (C) or Non-Critical (NC) Function	Action to be tested	Actual functional test
ICT Testing for Disaster Recovery			
(Before you fill this in please be mindful of what you have identified as critical functions as these must be prioritised)			
1	C	Access to HER Mapping via IGIS	Access HER layers via [internal link]: https://sw12agsportal.shropshire.local/arcgis/apps/webappviewer/index.html?id=3ac8131ebd1f4b60a08cc9c11de85670
2	NC	Full access to HER database	Open HBSMR on P:// [\\SCCNASENV] drive
3	NC	Full access to GIS, including HER layers	Open ArcGIS 10.1; open MXD and test communication with P:// [\\SCCNASENV] and K:// [\\SW16GIS] drive
4	NC	Full access to HER digital assets	Check data integrity of digital assets used in ThumbsPlus/Library Link, as stored on P:// [\\SCCNASENV] drive

Systems Security Policy

Access control

The security of the HER, and restrictions to access, are maintained according to the Council's Information Security Policy (contact Chris Warrender for further information) and [Acceptable Use of Electronic Services Policy](#).

In short, this applies to:

- Network logins for access to HER digital collections
- Network logins for access to HBSMR database, GIS data and IGIS.
- HBSMR password control for user permissions, particularly access and editing rights, configured on a per-module basis.

Annual mandatory training is taken by all Shropshire Council officers in Data Protection, Information Security and the requirements of GDPR.

Anti-Virus software and firewalls

Anti-virus software and firewall technology is in use across the Shropshire Council network, and this covers the HER application, map data and digital collection folders. The solution is a corporate Sophos Endpoint and Security package.

For further information, contact Chris Warrender (details above).

Backup procedure and recovery

Backup procedure is as outlined in the compilation guide; this complies with [Section 5.3 of the Historic England guidance](#).

Backup procedure and restoration should be fully tested annually. Data is backed up via the following methods:

Automated

The SQL server data is backed-up nightly with data retained for 4 week cycles. This is carried out using Microsoft's Data Protection Manager (DPM). A copy of the whole Virtual machine is stored off-site at the Nuneaton DR Datacentre.

The H drive (HET operational files) is backed up via normal network procedures (Virtualisation to Nuneaton DR Datacentre).

The P drive (HER front-end database; Library Link catalogue; Library Linked digital assets) is on a Storsimple Internet platform (Microsoft Azure) with a local appliance which caches the most recently used files on-site for performance, so all files are protected by the Microsoft Azure storage architecture, and are offsite.

The K drive (ancillary GIS files) is backed-up via normal network procedures (Virtualisation to Nuneaton DR Datacentre).

Manual

In addition, a manual weekly backup is carried out by the HER officer of the P drive files, including the database, HBSMR map data, and Library Link catalogue. This is undertaken following the steps below, on a Friday afternoon at 4pm.

1. Repair and compact database – via BAT file on desktop.
2. Carry out backup via BAT file on desktop.
3. Data is backed up to a dated set of folders in P:\HBSMR Backups – this includes the Application Folder [P:\HBSMRv4\app], LibraryLink Catalogue Folder [P:\HBSMRv4\LibraryLink\LibraryLinkCatalogue] and Map Data Folder [P:\HBSMRv4\MapData].
4. Check most recent backup folders and delete old ones.

Risk Register

The following outline risk register has been prepared to cover some of the key potential disasters, following the corporate template.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O		
1	RISK REGISTER	Historic Environment Record					Aug-19						Risk Register Owner			
3	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
4	Risk No.	Description of Risk	Officer responsible	Current Controls In Place	Residual Risk Rating (with current controls in)	Likelihood Impact	Risk Rating (L X F)	Risk Exposure High Medium Low Very Low	Rationale for risk changes	Shropshire Council Outcomes	Healthy People	Resilient Communities	Prosperous Economy	Operation of the Council	Additional Controls / Actions Required	Timescale for implementation of additional controls/actions required
5	1	Water damage to HER collections	HER Officer	All HER collections are stored in shelving/map tanks that can be sealed to protect against immediate water ingress, pending relocation to another area of the building	2	2	4	Med						x	Facilities upgrades are taking place e.g. roof improvements, to reduce the likelihood of this risk.	Next year
6	2	Fire damage to HER collections	HER Officer	Standard Shropshire Council Fire safety arrangements - http://staff.shropshire.gov.uk/policies-and-guidance/health-and-safety/fire-safety-arrangements/	1	4	4	Low						x	Key Historic Environment staff to go on fire training to better understand risks and protections that can be taken.	Next year
7	3	Theft of HER collections	HER Officer	All visitors to HER are accompanied and building security arrangements are followed.	1	2	2	V Low						X		
8	4	Theft of HER equipment (laptops)	HET Manager	As above. All data is network backed-up (see Systems Security Policy) so only impact would be operational.	1	1	1	V Low						X	Ensure all users are using network storage rather than local storage.	Immediately
9	5	Digital storage for HER collections is compromised	HER Officer / IT Services	Ensuring Systems Security Policy is followed to mitigate any operational or data impacts.	1	1	1	V Low						x		
0	6	Loss of key staff	HET Manager	See Succession Policy. Ensure Compilation Guidance is maintained.	2	2	4	Med						x	Consider providing trickle training to other key members of the Historic Environment Team	Next 6 months
1	7	Space allocation for HER physical collections sufficiently reduced	HER Officer / Property Services Group	Short term: continue to rationalise collections to maintain storage capacity and liaise with PSG to ensure needs are understood. Medium term: Small-scale digitisation of selected resources, with a view to rationalisation (in line with disposals policy). Long term: Wider digitisation programme.	3	2	6	Med						x	Consider preparing a custom office move plan in liaison with the Accommodation Group; see http://staff.shropshire.gov.uk/how-to-office-moves/office-moves/	Next year
2																

Succession plan



Compilation guidance

It is intended that the current compilation guidance will form an authoritative guide on the day-to-day operation of the HER – a desk manual for system administration, maintenance, management and compilation of the record, in accordance with local and national guidance and standards.

As such, the compilation guidance forms the basis for succession between staff members.

Measures for short/medium-term staff cover

In the event of the HER Officer leaving, they are required to provide 2 months notice. In this time, the priority will be on ensuring:

- Staff responsibilities for short and medium-term staff cover for key tasks are established.
- Documentation for key tasks is established.

Key tasks might be defined as follows:

M1. Enquiries and consultations. This will form a priority; full documentation exists.

M2. Processing of incoming reports. Minimal processing is anticipated; but registration of the sources and create of ESA red events should be considered as a minimum (see compilation guidance).

M4. Supply of data under SLA to Telford and Wrekin Council. This is a requirement governed by the SLA with Telford and Wrekin Council.

It is anticipated that the Archaeological Advisor, as an experienced HBSMR and GIS user may be able to take on core duties of the role as an interim measure.

These procedures will also apply in the case of prolonged staff sickness.

Recruitment Policy

The Historic Environment Team Manager will be responsible for recruitment of a replacement officer. This will be carried out in line with the [Shropshire Council Recruitment Policy](#).