Portsmouth
CITY COUNCIL

NOTICE OF MEETING

CABINET MEMBER FOR CULTURE, LEISURE AND ECONOMIC DEVELOPMENT

FRIDAY, 18 NOVEMBER 2022 AT 10.00 AM

COUNCIL CHAMBER - THE GUILDHALL, PORTSMOUTH

Telephone enquiries to Anna Martyn Tel 023 9283 4870
Email: anna.martyn@portsmouthcc.gov.uk

If any member of the public wishing to attend the meeting has access requirements, please notify the contact named above.

Public health guidance for staff and the public due to Winter coughs, colds and viruses, including Covid-19

- Following the government announcement 'Living with Covid-19' made on 21 February and the end of universal free testing from 1 April, attendees are no longer required to undertake any asymptomatic/ lateral flow test within 48 hours of the meeting; however, we still encourage attendees to follow the public health precautions we have followed over the last two years to protect themselves and others including vaccination and taking a lateral flow test should they wish.
- We strongly recommend that attendees should be double vaccinated and have received any boosters they are eligible for.
- If unwell we encourage you not to attend the meeting but to stay at home. Updated government guidance from 1 April advises people with a respiratory infection, a high temperature and who feel unwell, to stay at home and avoid contact with other people, until they feel well enough to resume normal activities and they no longer have a high temperature. From 1 April, anyone with a positive Covid-19 test result is still being advised to follow this guidance for five days, which is the period when you are most infectious.
- We encourage all attendees to wear a face covering while moving around crowded areas of the Guildhall.
- Although not a legal requirement, attendees are strongly encouraged to keep a social distance and take opportunities to prevent the spread of infection by following the 'hands, face, space' and 'catch it, kill it, bin it' advice that protects us from coughs, colds and winter viruses, including Covid-19.
- Hand sanitiser is provided at the entrance and throughout the Guildhall. All attendees are encouraged to make use of hand sanitiser on entry to the Guildhall.
- Those not participating in the meeting and wish to view proceedings are encouraged to do so remotely via the livestream link.

Membership

Councillor Steve Pitt (Cabinet Member)

Councillor Linda Symes   Councillor Russell Simpson
Councillor George Fielding

(NB This agenda should be retained for future reference with the minutes of this meeting).

Please note that the agenda, minutes and non-exempt reports are available to view online on the Portsmouth City Council website: www.portsmouth.gov.uk

Deputations by members of the public may be made on any item where a decision is going to be taken. The request should be made in writing to the contact officer (above) by 12 noon of the working day before the meeting, and must include the purpose of the deputation (for example, for or against the recommendations). Email requests are accepted.

A G E N D A

Apologies for absence

Declarations of interest

Seafront Fees and Charges 2023/2024 (Pages 5 - 20)

Purpose
To seek approval for annual changes to the fees and charges levied for the use of Seafront and Events facilities for the financial year 2023-2024.

RECOMMENDED that the Cabinet Member approve the fees and charges in accordance with the attached schedule (Appendix A).

Gadgeteers: Annual Summer Reading Challenge 2022 (Pages 21 - 26)

Purpose
To inform the Cabinet Member on the Library and Archive Service's delivery of the Summer Reading Challenge in 2022, including the number of children participating in libraries and online; the Winners' Celebration Event at Southsea Castle and the second year of our involvement in a national pilot scheme to increase participation amongst disadvantaged pupils.

Historic Environment Record Audit Report (Pages 27 - 126)

Purpose

To review the outcomes of the Historic Environment Record (HER) Audit Report (Appendix 1).

RECOMMENDED that the Cabinet Member
1. **Notes the outcomes of the HER Audit Report.**
2. **Approves that the HER Officer creates and implements a Forward Plan based on the five- year action plan contained within the Audit Report.**
3. **Approves that HER Officer drafts an Access and Charging Policy, Recording Policy and Information Services Policy to be taken to a future Cabinet Member meeting.**

Silver City Exhibition Progress Report (Pages 127 - 132)

<u>Purpose</u>
To update the Cabinet Member on progress since the Silver City exhibition opened on 27 May 2022.

The Detectives - Conan Doyle Collection (Pages 133 - 138)

<u>Purpose</u>
To update the Cabinet Member on the details of the Arts Council funded project The Detectives and outcomes achieved so far.

Monitoring of the Second Quarter 2022/2023 Revenue Cash Limits (Pages 139 - 144)

<u>Purpose</u>
To inform the Cabinet Member and opposition spokespersons of the forecast revenue expenditure for the year compared with the cash limited budget as at the end of the second quarter 2022/2023.

This page is intentionally left blank

Portsmouth
C I T Y   C O U N C I L

Title of meeting:	Culture, Leisure and Economic Development Decision Meeting
Date of meeting:	18 November 2022
Subject:	Seafront and Events Fees and Charges
Report by:	Director of Culture, Leisure and Regulatory Services
Wards affected:	All
Key decision:	No
Full Council decision:	No

1.   Purpose of report

1.1   To seek approval for annual changes to the fees and charges levied for the use of Seafront and Events facilities for the financial year 2023-2024.

2.   Recommendations

2.1   That the fees and charges be approved in accordance with the attached schedule (Appendix A).

3.   Background

3.1.   In line with the Audit Commission recommendations and Financial Rules the fees and charges have been reviewed and market rates applied where appropriate in line with CPI.

3.2.   Please refer to Appendix A, 'Charges for 2023/24', for the proposed list of charges. As in previous years, the report covers several service areas.

3.3.   The service manages advertising sites in two formats located at key points across the city, to capture over 208,000 residents, 7,500 businesses, 24,000 students and 9.3 million visitors.

3.4.   There are 34 A1 poster sites and 7 'Entrance to the City' sites. During the year several of the sites have been repaired and parts replaced. There has been one instance of vandalism to the structures. The service regularly checks for any flyposting, stickering and graffiti and makes good, so that the poster sites are clearly displayed.

3.5 During the year, the poster sites have been used to support campaigns across areas of public health, sustainable transport and energy, including:

- 'Is This Love' campaign regarding relationship behaviours
- Home Care - carers campaign
- Better By Bus, Bus to Beach and Anti-Idling - transport campaigns
- Stomp - children's activity campaign
- Care in the Community - campaign to support independent living
- Smart meters - energy team campaign

3.6 To support cultural engagement, posters have promoted the Silver City Exhibition (Portsmouth Museums) and the Hotwalls Creative Markets. External bookings have included the city's local cinemas, theatres and arts and cultural trusts, together with promotions for events in the city.

3.7 It is proposed this year that the fees are increased by CPI only for A1 sites and 'Entrance to the City' sites to reflect increased supply costs for parts in the current market. No additional increase will be made on top of CPI, as the Council wishes to support organisations in promoting their offer for the city, at a time when marketing budgets are under pressure.

3.8 The service continues to support three key beach hut sites across the seafront at Eastney, St George's Road and Lumps Fort. A programme of maintenance and where possible works to prevent deterioration have continued throughout the year including repairs following vandalism/anti-social behaviour and general weathering.

3.9 A programme of winter repairs are currently underway with an initial tranche of work in the autumn and more programmed for March as the weather improves. Mostly this is work to doors and hinges but other works have occurred through the year with repairs on several roofs and floors.

3.10 The release of a beach hut part way through the season provided an opportunity to create another weekly beach hut offer which has been well received and brings our total weekly offer to three huts. Available from Friday to Thursday these have proved especially popular with people who have been on the waiting lists for a beach hut for many years and have enabled them to have the opportunity to use a hut for a short period of time. A Leisure Card discount of 40% remains in place for weekly beach hut hire to encourage usage form low income families.

3.11 The small changes in our land hire charges applied from the 1st April 2022 have been well received by event organisers as the simplification of our charging system has made it easier to understand what the charges will be. The clarification on charity events has provided assurance that the money is being received by the charities which is welcomed.

3.12   The service would like to introduce a price differential for events which are between 5,000 - 9,999 capacity and those where the event capacity is less than 5,000 as currently they are charged the same rates. It is understood that the number of events in this category is very small as most events are either below 5,000 or above 10,000. The proposed new rates are outlined in Appendix A and reflect the potential increased income generation an event with a larger capacity can achieve.

3.13   An alteration to the set up and strike down day charges for the 'Other Charity' prices is also proposed so these are proportionate to the charges made to local charities. Local charities currently pay 40% of the full day fee on set up or take down days and the service would like to charge the same proportion in the 'Other Charity' category to bring these into line.

3.14   This year charges have also been included for the Guildhall Square usage as these appear not to have been brought forward for consideration previously. In this instance the service has included both a whole day usage charge and a half day usage charge as well as different rates according to the nature of the organisation hiring the space. As with all the event spaces a separate charge is made to link to power and any other utilities.

4.   Reasons for recommendations

4.1.   Charges have been reviewed and adjusted, where appropriate, to reflect the rates currently being charged in the market, maximising income but also ensuring value for money and retaining discounted rates where possible to charitable organisations and Leisure Card holders.

5.   Integrated impact assessment

5.1.   Integrated impact assessment is attached at Appendix B.

6.   Legal implications

6.1   The Council has power to make the charges referred to in this report. The levels of the charges are not prescribed and can be set in line with market rates and other relevant considerations in the Council's discretion.

7.   Director of Finance's comments

7.1   These fees and charges have been reviewed and increased in line with inflation. Like most organisations, Portsmouth City Council has experienced significant increases in its cost base e.g. energy, timber, materials & labour costs. As a result

3

our fees and charges also need to rise in order to maintain the current service provision and ensure revenue budgets are sufficiently funded.

……………………………………………
Signed by:
Stephen Baily
Director of Culture, Leisure and Regulatory Services

Appendices:

Appendix A - Charges for 2023/2024
Appendix B - Integrated Impact Assessment

Background list of documents: Section 100D of the Local Government Act 1972

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location

The recommendation(s) set out above were approved/ approved as amended/ deferred/ rejected by ……………………………… on ………………………………

……………………………………………
Signed by:
Cabinet Member for Culture, Leisure and Economic Development

APPENDIX A: **Culture, Leisure & Regulatory Services**

Charges for 2023/24 to be operative from 1 April 2023 to show base rate including VAT where applicable.

	2022/23	2023/24
BEACH HUTS		
Annual Beach Hut Resident	1,140.00	1,255.00
Annual Beach Hut Non-Resident	2,040.00	2,246.00
Weekly Beach Hut Peak season (1st April - 30th Sept)	180.00	198.00
Weekly Beach Hut Off-Peak (1st Oct - 31st March)	105.00	116.00
Leisure Card Weekly Beach Hut Peak season	108.00	119.00
Leisure Card Weekly Beach Hut Off season	63.00	69.00
ROUND TOWER		
Whole Day Hire - 9am - 5pm	187.00	206.00
Half Day Hire	100.00	110.00
Evening Hire - 5pm - 9pm	187.00	206.00
Whole Day - Studio Artist rate	35.00	39.00
SITE FEES - LOCAL CHARITY EVENTS		
Castle Field/Area around Skatepark - per event day	490.00	539.00
Southsea Common - per event day	654.00	720.00
Castle Field/Area around Skatepark - per set up or de-rig day	196.00	216.00
Southsea Common - per set up or de-rig day	258.00	284.00
SITE FEES - OTHER CHARITY EVENTS		
Castle Field/Area around Skatepark - per event day	821.00	904.00
Southsea Common - per event day	1,045.00	1151.00
Castle Field/Area around Skatepark - per set up or de-rig day	196.00	216.00
Southsea Common - per set up or de-rig day	258.00	284.00
SITE FEES - COMMERCIAL EVENTS		
Seafront - per site per day up to 4,999 capacity	2,726.00	3001.00
Seafront - per site per day 5,000 - 9,999 capacity	n/a	6000.00
Seafront - per site set up or de-rig day	679.00	748.00
Seafront - per day over 10,000 capacity	On application	On application
SITE FEES - GUILDHALL SQUARE (last increased 2016)		
Community, local charity, schools & colleges - whole day	110.00	150.00
Community, local charity, schools & colleges - half day (4 hrs)	80.00	120.00
National charity - whole day	250.00	300.00
National charity - half day (4 hrs)	175.00	200.00
Commercial organisations - whole day	500.00	600.00
Commercial organisations - half day (4 hrs)	300.00	450.00
Large events - 2,500+ people	On application	On application
POSTERS		
A1 - per poster per week (5 - 9 posters)	8.50	9.40
A1 - per poster per week (10+)	6.40	7.00
Entrance to City boards - per poster per week	54.00	59.00

This page is intentionally left blank

Integrated Impact Assessment (IIA)

Integrated impact assessment (IIA) form December 2019

www.portsmouth.gov.uk

The integrated impact assessment is a quick and easy screening process. It should:

- identify those policies, projects, services, functions or strategies that could impact positively or negatively on the following areas:

  - Communities and safety
  - Regeneration and culture
  - Environment and public space
  - Equality & - Diversity - This can be found in Section A5

Directorate: Culture, Leisure and Regulatory Services

Service, function: Culture & Leisure

Title of policy, service, function, project or strategy (new or old) :

Seafront Fees & Charges 2023/24

Type of policy, service, function, project or strategy:

- (★) Existing
- ( ) New / proposed
- ( ) Changed

What is the aim of your policy, service, function, project or strategy?

Annual review & update for Seafront fees and charges

Has any consultation been undertaken for this proposal? What were the outcomes of the consultations? Has anything changed because of the consultation? Did this inform your proposal?
No

A - Communities and safety	Yes	No

Is your policy/proposal relevant to the following questions?

A1-Crime - Will it make our city safer?	☐	★

In thinking about this question:

- How will it reduce crime, disorder, ASB and the fear of crime?
- How will it prevent the misuse of drugs, alcohol and other substances?
- How will it protect and support young people at risk of harm?
- How will it discourage re-offending?

If you want more information contact Lisa.Wills@portsmouthcc.gov.uk or go to:

https://www.portsmouth.gov.uk/ext/documents-external/cou-spp-plan-2018-20.pdf

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How will you measure/check the impact of your proposal?

A - Communities and safety	Yes	No

Is your policy/proposal relevant to the following questions?

A2-Housing - Will it provide good quality homes?	☐	★

In thinking about this question:

- How will it increase good quality affordable housing, including social housing?
- How will it reduce the number of poor quality homes and accommodation?
- How will it produce well-insulated and sustainable buildings?
- How will it provide a mix of housing for different groups and needs?

If you want more information contact Daniel.Young@portsmouthcc.gov.uk or go to:

https://www.portsmouth.gov.uk/ext/documents-external/psh-providing-affordable-housing-in-portsmouth-april-19.pdf

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

A - Communities and safety	Yes	No

Is your policy/proposal relevant to the following questions?

A3-Health - Will this help promote healthy, safe and independent living?	☐	★

In thinking about this question:

- How will it improve physical and mental health?
- How will it improve quality of life?
- How will it encourage healthy lifestyle choices?
- How will it create healthy places? (Including workplaces)

If you want more information contact Dominique.Letouze@portsmouthcc.gov.uk or go to:

https://www.portsmouth.gov.uk/ext/documents-external/cons-114.86-health-and-wellbeing-strategy-proof-2.pdf

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

A - Communities and safety	Yes	No

Is your policy/proposal relevant to the following questions?

A4-Income deprivation and poverty-Will it consider income deprivation and reduce poverty?	★	☐

In thinking about this question:

- How will it support those vulnerable to falling into poverty; e.g., single working age adults and lone parent households?
- How will it consider low-income communities, households and individuals?
- How will it support those unable to work?
- How will it support those with no educational qualifications?

If you want more information contact Mark.Sage@portsmouthcc.gov.uk or go to:

https://www.portsmouth.gov.uk/ext/documents-external/cou-homelessness-strategy-2018-to-2023.pdf
https://www.portsmouth.gov.uk/ext/health-and-care/health/joint-strategic-needs-assessment

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?
Each service/functions have been considered independently & appropriate adjustments made. The discount provided by the Leisure Card continues to apply to many of the services offered as does the rate for hire by charities or organisations raising money on behalf of charities
How are you going to measure/check the impact of your proposal? Leisure Card statistics are kept and monitored with regard to the use of the card where applicable. The Leisure Card scheme is promoted through Libraries, Housing Hubs, the Council's website and Revenues and Benefits service.

A - Communities and safety	Yes	No

Is your policy/proposal relevant to the following questions?

A5-Equality & diversity - Will it have any positive/negative impacts on the protected characteristics?	☐	★

In thinking about this question:

- How will it impact on the protected characteristics-Positive or negative impact (Protected characteristics under the Equality Act 2010, Age, disability, race/ethnicity, Sexual orientation, gender reassignment, sex, religion or belief, pregnancy and maternity, marriage and civil partnership,socio-economic)
- What mitigation has been put in place to lessen any impacts or barriers removed?
- How will it help promote equality for a specific protected characteristic?

If you want more information contact gina.perryman@portsmouthcc.gov.uk or go to:

https://www.portsmouth.gov.uk/ext/documents-external/cmu-equality-strategy-2019-22-final.pdf

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

B - Environment and climate change	Yes	No

Is your policy/proposal relevant to the following questions?

B1-Carbon emissions - Will it reduce carbon emissions? ☐ ☑★

In thinking about this question:

- How will it reduce greenhouse gas emissions?
- How will it provide renewable sources of energy?
- How will it reduce the need for motorised vehicle travel?
- How will it encourage and support residents to reduce carbon emissions?

If you want more information contact Tristan.thorn@portsmouthcc.gov.uk or go to:

https://www.portsmouth.gov.uk/ext/documents-external/cmu-sustainability-strategy.pdf

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

B - Environment and climate change	Yes	No

Is your policy/proposal relevant to the following questions?

B2-Energy use - Will it reduce energy use? ☐ ☑★

In thinking about this question:

- How will it reduce water consumption?
- How will it reduce electricity consumption?
- How will it reduce gas consumption?
- How will it reduce the production of waste?

If you want more information contact Triston.thorn@portsmouthcc.gov.uk or go to:

https://www.portsmouth.gov.uk/ext/documents-external/pln-portsmouth-plan-post-adoption.pdf
https://democracy.portsmouth.gov.uk/documents/s24685/Home%20Energy%20Appendix%201%20-%20Energy%20and%20water%20at%20home%20-%20Strategy%202019-25.pdf
Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

Page 15

B - Environment and climate change	Yes	No

Is your policy/proposal relevant to the following questions?

B3 - Climate change mitigation and flooding-Will it proactively mitigate against a changing climate and flooding?	☐	★

In thinking about this question:

- How will it minimise flood risk from both coastal and surface flooding in the future?
- How will it protect properties and buildings from flooding?
- How will it make local people aware of the risk from flooding?
- How will it mitigate for future changes in temperature and extreme weather events?

If you want more information contact Tristan.thorn@portsmouthcc.gov.uk or go to:

https://www.portsmouth.gov.uk/ext/documents-external/env-surface-water-management-plan-2019.pdf
https://www.portsmouth.gov.uk/ext/documents-external/cou-flood-risk-management-plan.pdf
Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

B - Environment and climate change	Yes	No

Is your policy/proposal relevant to the following questions?

B4-Natural environment-Will it ensure public spaces are greener, more sustainable and well-maintained?	☐	★

In thinking about this question:

- How will it encourage biodiversity and protect habitats?
- How will it preserve natural sites?
- How will it conserve and enhance natural species?

If you want more information contact Daniel.Young@portsmouthcc.gov.uk or go to:

https://www.portsmouth.gov.uk/ext/documents-external/pln-solent-recreation-mitigation-strategy-dec-17.pdf
https://www.portsmouth.gov.uk/ext/documents-external/pln-portsmouth-plan-post-adoption.pdf

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

B - Environment and climate change	Yes	No

Is your policy/proposal relevant to the following questions?

B5-Air quality - Will it improve air quality? ☐ ☑★

In thinking about this question:

- How will it reduce motor vehicle traffic congestion?
- How will it reduce emissions of key pollutants?
- How will it discourage the idling of motor vehicles?
- How will it reduce reliance on private car use?

If you want more information contact Hayley.Trower@portsmouthcc.gov.uk or go to:

https://www.portsmouth.gov.uk/ext/documents-external/env-aq-air-quality-plan-outline-business-case.pdf

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

B6-Transport - Will it improve road safety and transport for the whole community? ☐ ☑★

In thinking about this question:

- How will it prioritise pedestrians, cyclists and public transport users over users of private vehicles?
- How will it allocate street space to ensure children and older people can walk and cycle safely in the area?
- How will it increase the proportion of journeys made using sustainable and active transport?
- How will it reduce the risk of traffic collisions, and near misses, with pedestrians and cyclists?

If you want more information contact Pam.Turton@portsmouthcc.gov.uk or go to:

https://www.portsmouth.gov.uk/ext/travel/local-transport-plan-3

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

B - Environment and climate change	Yes	No

Is your policy/proposal relevant to the following questions?

B7-Waste management - Will it increase recycling and reduce the production of waste?	☐	★

In thinking about this question:

- How will it reduce household waste and consumption?
- How will it increase recycling?
- How will it reduce industrial and construction waste?

If you want more information contact Steven.Russell@portsmouthcc.gov.uk or go to:

https://documents.hants.gov.uk/mineralsandwaste/HampshireMineralsWastePlanADOPTED.pdf

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

C - Regeneration of our city	Yes	No

Is your policy/proposal relevant to the following questions?

C1-Culture and heritage - Will it promote, protect and enhance our culture and heritage? ★ ★

In thinking about this question:

- How will it protect areas of cultural value?
- How will it protect listed buildings?
- How will it encourage events and attractions?
- How will it make Portsmouth a city people want to live in?

If you want more information contact Claire.Looney@portsmouthcc.gov.uk or go to:

https://www.portsmouth.gov.uk/ext/documents-external/pln-portsmouth-plan-post-adoption.pdf

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

The report includes an update on the services offered and a review of the past year to show the public how the new charges have been arrived at.

How are you going to measure/check the impact of your proposal?
An annual report will continue to go forward each year to Members.

C - Regeneration of our city	Yes	No

Is your policy/proposal relevant to the following questions?

C2-Employment and opportunities - Will it promote the development of a skilled workforce? ☐ ★

In thinking about this question:

- How will it improve qualifications and skills for local people?
- How will it reduce unemployment?
- How will it create high quality jobs?
- How will it improve earnings?

If you want more information contact Mark.Pembleton@portsmouthcc.gov.uk or go to:

https://www.portsmouth.gov.uk/ext/documents-external/cou-regeneration-strategy.pdf

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

C - Regeneration of our city	Yes	No

Is your policy/proposal relevant to the following questions?

C3 - Economy - Will it encourage businesses to invest in the city, support sustainable growth and regeneration?	☐	★

In thinking about this question:

- How will it encourage the development of key industries?
- How will it improve the local economy?
- How will it create valuable employment opportunities for local people?
- How will it promote employment and growth in the city?

If you want more information contact Mark.Pembleton@portsmouthcc.gov.uk or go to:

https://www.portsmouth.gov.uk/ext/documents-external/cou-regeneration-strategy.pdf

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

Q8 - Who was involved in the Integrated impact assessment?

Claire Watkins

This IIA has been approved by: Stephen Baily

Contact number: 02392 83 4175

Date:

![Portsmouth City Council logo]

Portsmouth
C I T Y   C O U N C I L

THIS ITEM IS FOR INFORMATION ONLY
(Please note that "Information Only" reports do not require Integrated Impact Assessments, Legal or Finance Comments as no decision is being taken)

Title of meeting:	Culture, Leisure and Economic Development Decision Meeting
Subject:	Gadgeteers: The Summer Reading Challenge 2022
Date of meeting:	18 November 2022
Report by:	Director of Culture, Leisure and Regulatory Services
Wards affected:	All

1. Requested by Cabinet Member for Culture, Leisure and Economic Development

2. **Purpose**

To inform the Cabinet Member on the Library and Archive Service's delivery of the Summer Reading Challenge in 2022, including the number of children participating in libraries and online; the Winners' Celebration Event at Southsea Castle and the second year of our involvement in a national pilot scheme to increase participation amongst disadvantaged pupils.

3. **Information Requested**

3.1 The Summer Reading Challenge, delivered by public libraries in partnership with The Reading Agency, encourages reading for pleasure for children aged 4 to 11 over the summer holidays. In 2021, a year of Covid recovery, the Summer Reading Challenge was delivered in 193 local authorities across the UK, with a total of 503,856 children participating nationally as well as an additional 7,400 children internationally through the British Council.

3.2 Children are encouraged to read anything they like, stories, poetry, non-fiction, graphic novels, eBooks and eAudiobooks. The recommended number of books to read is six but in recent years, children have been given the opportunity to set their own reading targets. Children receive stickers and other incentives as they progress, being given a certificate when they complete the Challenge and an invitation to a special celebration event at Southsea Castle, where they can claim a medal.

3.3 The Challenge has a different theme each year. This year, The Reading Agency partnered with the Science Museum Group and the theme, Gadgeteers, focused on science and innovation.

3.4 After a two-year hiatus due to the pandemic, library staff were once again able to visit school assemblies towards the end of the summer term to promote the Challenge in person. Around half of the city's primary schools were visited in person, with the rest receiving a PowerPoint presentation for school staff to deliver in-house. Bookmark invitations and other promotional materials were also sent to every primary school pupil in the weeks before the summer holiday.

3.5 Gadgeteers launched on Saturday 9 July. In the following ten weeks over 35,000 children's items were borrowed from Portsmouth Libraries. A total of 2895 children signed up to take part in the Challenge, either in a physical library or online and 1393 children went on to complete the Challenge. This is an increase of just over ten per cent from last year's total of 1266.

3.6 The option to participate online, which has grown during the pandemic was once again available, with children given the option of recording their reading choices and unlocking rewards and other incentives. As in 2021, the majority of families participating preferred to engage with library staff in our buildings. Physical library visits accounted for eighty-six per cent of these figures, an increase of six per cent on last year.

3.7 The mobile library worked in partnership with Cumberland House to promote the Challenge at its regular Canoe Lake stop on Fridays during the holidays. Museum colleagues created a children's trail on the theme of inventions inspired by nature with the answers located in and around the Museum and Mobile Library.

3.8 As a further incentive, Portsmouth School Library Service (SLS) have offered the top six schools (in terms of completers per number of pupils on roll) some book-themed beanbags as prizes for their school libraries. See Appendix 1 for more detail on pupil participation by school.

3.9 Libraries received funding from the Holiday Activities and Food (HAF) programme and purchased 3000 additional core packs that were distributed to a number of providers across the city and a small number of schools. The aim of this activity is to better target disadvantaged pupils and their families, so they can be encouraged to visit libraries and take part in the Challenge. Central Library also programmed six family days over the summer holidays, which

offered storytelling, craft and physical activity as well as a hot meal. These children were also actively encouraged to take part in the Challenge. In order to broaden the reach of this activity, the Library and Archive Service will provide similar activities in more library locations across the city in 2023.

4.0   Working in partnership with Museum colleagues, Southsea Castle once again proved a very popular location for the Winners' Event. The event was rescheduled to Sunday 2 October as the original date of Sunday 18 September was the day before the state funeral of HM Queen Elizabeth II. By using areas in front of the site as well as the Castle we could provide a number of activities that were well received by families including a storyteller; science workshops; facepainting, treasure hunts and special appearances from The Gruffalo. Around 3000 children and families attended. We were also joined by a PCC Countryside Officer and representatives from Groundlings Theatre, who welcomed the opportunity to engage with a diverse range of families from across the city. The event is a great opportunity to evaluate the impact of the Challenge on families (see Appendix 2).

……………………………………………
Signed by
Stephen Baily
Director of Culture, Leisure and Regulatory Services

Appendices:

Appendix 1 - Number of children completing the Challenge by school, as a percentage of pupils on roll.
Appendix 2 - Feedback received from families at Southsea Castle during the Winners' Event.

Background list of documents: Section 100D of the Local Government Act 1972

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location

Portsmouth
CITY COUNCIL

THIS ITEM IS FOR INFORMATION ONLY
(Please note that "Information Only" reports do not require Integrated Impact Assessments, Legal or Finance Comments as no decision is being taken)

Appendix 1

Number of children completing the Challenge by school, as a percentage of pupils on roll.

Cumberland Infant School	23.7%
Corpus Christi Catholic Primary School	18.0%
Langstone Infant School	14.6%
Southsea Infant School	13.1%
Bramble Infant School and Nursery	12.4%
St Swithun's Catholic Primary School	12.4%
Meon Infant School	11.1%
Solent Infant School	11.1%
St Jude's CofE Primary School	10.6%
Medina Primary School	10.5%
King's Academy College Park (Infant)	10.1%
Moorings Way Infant School	9.9%
Mayfield School	8.8%
St John's Cathedral Catholic Primary School	8.1%
Stamshaw Infant Academy	8.1%
Copnor Primary School	7.3%
Gatcombe Park Primary School	7.3%
King's Academy College Park (Junior)	7.3%
Court Lane Infant Academy	7.2%
Stamshaw Junior School	6.7%
Highbury Primary School	6.6%
Wimborne Primary School	6.5%
Cottage Grove Primary School	6.4%
Penbridge School	6.3%
The Flying Bull Academy	6.1%
Court Lane Junior Academy	6.1%
Solent Junior School	5.8%
Portsdown Primary School	5.4%
Devonshire Infant School	5.4%
Craneswater Junior School	5.4%
Beacon View Primary Academy	5.3%
Ark Ayrton Primary Academy	5.3%
Fernhurst Junior School	5.2%
Manor Infant and Nursery School	4.9%

4

www.portsmouth.gov.uk

THIS ITEM IS FOR INFORMATION ONLY
(Please note that "Information Only" reports do not require Integrated Impact Assessments, Legal or Finance Comments as no decision is being taken)

Arundel Court Primary Academy and Nursery	4.6%
King's Academy Northern Parade (Infant)	4.6%
Meon Junior School	4.4%
St Paul's Catholic Primary School	4.1%
New Horizons Primary School	4.0%
Milton Park Primary School	3.6%
Langstone Junior Academy	3.4%
Westover Primary School	2.6%
Newbridge Junior School	2.3%
King's Academy Northern Parade (Junior)	1.9%
St George's Beneficial Church of England (Voluntary Controlled) Primary School	1.5%
The Victory Primary School	1.0%
Mary Rose Academy	0.6%
Ark Dickens Primary Academy	0.3%

Appendix 2

Feedback received from families at Southsea Castle during the Winners' Event

The Challenge has boosted my son's confidence in his reading skills. He started the summer as an average reader and is now reading above his age level thanks mostly to the Challenge.

[Child] was excited to choose stories for the reading challenge. She was keen to use her letter sound knowledge when sharing the books.

She started reading more fluently after the Challenge.

We have really enjoyed taking part. We went to the library more than we would have and we will be going back. The girls have thoroughly enjoyed choosing themselves books at the library.

I liked it because I like reading and it made me want to read more. I liked the fact I'd get a medal. It made us go into Carnegie Library for the first time.

[Eleven year-old child] really enjoyed his last year of participating in the Reading Challenge. He has been doing it since he was five!

They enjoyed it like last year and are raring to do it again.

THIS ITEM IS FOR INFORMATION ONLY
**(Please note that "Information Only" reports do not require Integrated Impact
Assessments, Legal or Finance Comments as no decision is being taken)**
*Both girls enjoyed taking part in the reading challenge this year and it has helped their
understanding and reading skills.*

[The Challenge] made him excited to read and discover new genres.

*We love this idea. It really helped my daughter aged 6 get into reading a lot more. She
has become more confident in reading, too.*

*My son can't stop reading but he still loved the extra encouragement to complete the
Challenge. My daughter hates reading but this gave her a much-needed boost and was a
positive experience for her.*

*It was our first year and it was great. Wonderful incentive to get him reading to us for a
change.*

Our child enjoyed the Gadgeteers. Kept [him] interested in reading through the summer.

*My daughter has done the Summer Reading Challenge for five years and is excited to do it
each year. It definitely encourages her to read during the holidays.*

*The idea of The Gadgeteers was amazing for both children and parents. It kept the long
summer holidays well entertained with lots of reading. I have personally benefited more
than the kids as I learned about new authors.*

*Was brilliant to keep my daughter's reading on track over the summer. Fantastic day
today - science show amazing.*

*We had such a fun day and took some great books home from the mobile library. Thank
you for a great event.*

Great to encourage visits to the library. Amazing event as always.

Was a great way to read as a family and great to get an award for reading. Brilliant day.

*This is the fourth Reading Challenge we've done. We absolutely love it! We've been to
other districts during the summer and noticed that none do it better than Portsmouth! It's
super motivational for my daughter as we are so grateful for the winner's party.*

My son loved the Reading Challenge and the wooden medal is great for the environment.

*[Child] enjoyed taking part. He really enjoyed the medal event - especially meeting the
Gruffalo.*

[Child] loved the Reading Challenge and today was a brilliant free event for the family.

6

www.portsmouth.gov.uk

Portsmouth
C I T Y   C O U N C I L

Title of meeting:	Culture, Leisure and Economic Development Decision Meeting
Date of meeting:	18 November 2022
Subject:	Historic Environment Record Audit Report
Report by:	Director of Culture, Leisure and Regulatory Services
Wards affected:	All
Key decision:	No
Full Council decision:	No

1. Purpose of report

1.1 To review the outcomes of the Historic Environment Record (HER) Audit Report (Appendix 1).

2. Recommendations

It is recommended that:

2.1 The outcomes of the HER Audit Report are noted.

2.2 The HER Officer creates and implements a Forward Plan based on the five-year action plan contained within the Audit Report.

2.3 The HER Officer drafts an Access and Charging Policy, Recording Policy and Information Services Policy to be taken to a future Cabinet Member meeting.

3. Background

3.1 The Portsmouth Historic Environment Record (HER) is the primary source of information relating to the historic environment of the City of Portsmouth. It includes a database linked to digital maps that contains information about remains from the prehistoric period to the present day. The records provide information on buildings and other structures, earthworks, buried remains, stray finds, landscape features, archaeological investigations and historic sites that may have been destroyed or are known from documentary sources.

3.2 The HER is used to inform planning decisions and is consulted by planners, developers and archaeologists working on a variety of projects. It is also an

1

invaluable tool for anyone interested in the historic environment of the city, whether for academic research or personal interest, and HER data is accessed by a variety of users. The HER is based within Portsmouth Museums.

3.3   The HER began as a Sites and Monuments Record (SMR) which primarily recorded archaeological sites and findspots. The SMR appears to have been established in the 1960s by staff at Portsmouth Museum and consisted of a card index cross-referenced to annotated Ordnance Survey maps. Between 2003 and 2005 the original SMR index cards were computerised. Prior to 2012 the SMR/HER fell under the remit of staff who also had responsibility for other duties and therefore no real enhancement of the record was carried out between the mid-1980s and 2012.

3.4   Following the appointment of a part-time Historic Environment Record Officer (0.4 FTE) in 2012 a sustained programme of improvement and enhancement of the HER has taken place. Work has included addressing a large backlog of archaeological reports, adding missing designation data and assets recorded on the Local List and identifying and adding details of fieldwork and finds from museum files. The standard of existing HER records has been greatly improved, and research projects carried out with assistance from an HER volunteer. As a result of this work the database has more than doubled in size over the last ten years and now contains records for a broad range of sites relating to the historic environment of the city. The profile of the HER has been enhanced with engagement through social media and events such as the Festival of Archaeology and Heritage Open Days.

3.5   HER data must be recorded in line with national standards, including those set out by MIDAS Heritage (the UK Historic Environment Data Standard) and the Forum on Information Standards in Heritage (FISH). Historic England have issued guidance for managing HERs in line with best practice and accepted standards to ensure the record is kept up to date with accurate information in order to meet the requirements of the National Planning Policy Framework (NPPF).

3.6   Historic England (HE) run a national HER audit programme, which HERs are encouraged to participate in. The HER Audit Specification sets out the criteria by which the HER undertakes self-assessment against nationally agreed requirements for HERs with regard to content and coverage, data standards and security, access and engagement, and infrastructure (service delivery). The audit aims to encourage, support and document development of the HER in line with this guidance and the Principles of the Heritage Information Access Simplified strategy (HIAS). HIAS Principle 1 states that Local Authority HERs should be the first point of contact and primary trusted source of investigative research data and knowledge.

3.7   The HER undertook an audit between May and September 2022 in order to provide Portsmouth City Council and HE with an accurate picture of the HER's service and

data holdings. The strengths and weaknesses revealed by this exercise will enable the HER to identify forward actions and guide it through the process of continuous improvement.

3.8 The HER is now in a 'live' audit cycle. A detailed audit report (Appendix 1) has been produced by Historic England in liaison with the HER Officer. This includes a five-year action plan to be reviewed at the next audit in 2027. HE will contact the HER in two and a half years' time to review current progress on the tasks identified in the action plan.

4. Reasons for recommendations

4.1 The HER Audit Report (Appendix 1) and Audit Summary (Appendix 2) identify the HERs main areas of success and achievement, which include:

- Good record quality and record management. Significant enhancement over the last five years. Mission Statement and indexed reference collection. List of backlog items
- Inclusion of a range of other datasets providing comprehensive reference to the historic environment
- Fully MIDAS compliant. Detailed Recording Manual. Robust and clearly defined data back-ups and storage procedures further documented in a Data Management Statement
- Enables others to contribute to the record by engaging volunteers
- Proactively promotes access through outreach activities and social media
- The HER is covered by service/corporate Disaster and Business Continuity plans and has a Succession Plan
- The HER has highly qualified and experienced staff with more than 10 years' experience in work of this nature

4.2 The report has also identified a number of areas for future work which have been incorporated as specific tasks into a five-year action plan:

- Create a forward plan to timetable and prioritise the work of the HER over the next five years
- Create an Access and Charging Policy, Recording Policy and Information Services Policy
- Work through backlog tasks of high priority
- Undertake enhancement work to improve coverage for under-represented monuments and periods as detailed in the Portsmouth HER Enhancement Projects document
- Make HER data available online and join the Heritage Gateway
- Undertake research into user and non-user groups to understand the current user-base of the HER and target services to current and new audiences

- Seek formal adoption by the host authority (this may not be required if the Levelling Up Bill is passed, as this proposes to make HERs statutory)
- Undertake a staffing and resourcing review as a priority to appraise options for increasing staffing level and budget allocated to HER work

5.   Integrated impact assessment

5.1   The integrated impact assessment is included at appendix 3.

6.   Legal implications

6.1   There are no legal implications arising directly from the recommendations in this report.

7.   Director of Finance's comments

7.1   The recommendations contained in this report will be implemented within the existing approved budget resources of the Museums Service.

………………………………………………
Signed by:
Stephen Baily
Director of Culture, Leisure and Regulatory Services

Appendices:
Appendix 1 - Portsmouth City HER Audit Report 2022
Appendix 2 - Portsmouth HER Audit 2022 Summary
Appendix 3 - Integrated Impact Assessment

Background list of documents: Section 100D of the Local Government Act 1972

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location

The recommendation(s) set out above were approved/ approved as amended/ deferred/ rejected by ……………………………… on ………………………………

Portsmouth
CITY COUNCIL

…………………………………………………
Signed by:
Cabinet Member for Culture, Leisure and Economic Development

This page is intentionally left blank

Portsmouth City HER Audit Report 2022

Authors: Marion Page, Historic England; Jennifer Macey, Portsmouth City HER
Version: 1
Date: 31 August 2022

1

Contents

1. Introduction

Aims of the HER Audit

The aim of this audit is to provide Portsmouth City Council and Historic England with an accurate picture of Portsmouth City HER's service and its data-holdings. The strengths and weaknesses revealed by this exercise will enable the HER to identify forward actions and guide it through the process of continuous improvement.

The HER Audit Specification sets out the criteria by which the HER undertakes self-assessment against nationally-agreed requirements for HERs as laid out in *A Guide to Historic Environment Records (HERs) in England (2019)* with regard to content and coverage, data standards and security, access and engagement, and infrastructure (service delivery).

The audit aims to encourage, support and document development of the HER in line with this guidance and the Principles of the Heritage Information Access Simplified strategy (HIAS).[1] To assist this process, HER requirements from the *Guidance* have been translated into HER Service Areas and HER Service Outcomes to form the HER Audit Specification.

There are four main HER Service Areas with related HER Service Outcomes.

HER Service Areas			
A Content & Coverage	B Data Standards & Security	C Access & Engagement	D Infrastructure (Service Delivery)
HER Service Outcomes			
A1 The HER is maintained as a dynamic and constantly evolving resource.	B1 The HER complies with relevant UK national data standards and legislation.	C1 The HER readily makes its information available to all.	D1 The HER is actively managed enabling it to deliver an effective service.
A2 The HER contains and signposts information on the full range of heritage assets of a defined geographical area within the local planning authorities it serves.	B2 The HER is safeguarded by adequate data back-up and security procedures.	C2 The HER actively works to engage audiences.	D2 The HER is appropriately resourced.
HIAS Principles 1 and 4	HIAS Principles 3, 6 and 7	HIAS Principles 4 and 5	HIAS Principles 1, 6 and 7

Table (i): Relationship between HER Service Areas, HER Service Outcomes and HIAS Principles

---

[1] Heritage Information Access Simplified (HIAS) is an initiative designed to simplify and improve public access to heritage data held or generated by Historic England, by Local Authority HERs and by other bodies. It aims to create a single digital shared national heritage record. HIAS Principle 1 states that Local Authority HERs should be the first point of contact and primary trusted source of investigative research data and knowledge. A full list of HIAS Principles is available on the Historic England website.

Each HER Service Outcome is divided into a number of more detailed Outcomes.

The HER undertakes self-assessment by providing supporting evidence (referred to as an Indicator) to demonstrate how its efforts match the procedures and principles of good practice that underpin the achievement of the Service Outcomes.

The diagram below shows the relationship between the various components of the audit, using Service Area A: Content and Coverage as an example.
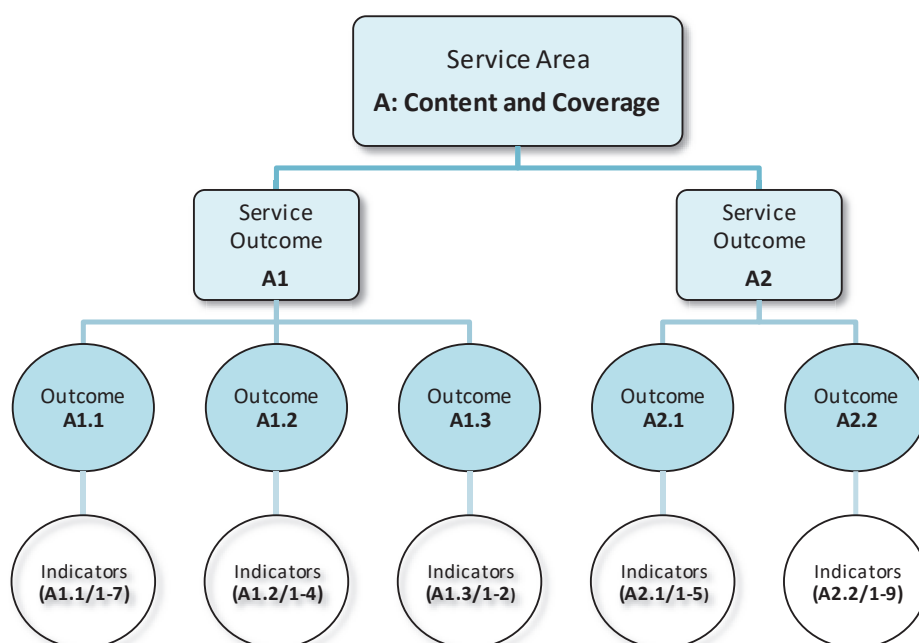
Progress against each Outcome is assessed by considering the number and range of Indicators met, combined with the work required by the HER to meet outstanding Indicators.

This report presents the results of the HER's self-assessment and Historic England's assessment against the Service Outcomes. The recommendations and forward work tasks identified are incorporated into an Action Plan agreed between Portsmouth City HER and Historic England.

4

History and Background of the Portsmouth City HER

There is no documented history of the Portsmouth HER, but an SMR appears to have been established prior to 1967 by staff at Portsmouth Museum Service. During much of its history the SMR fell under the remit of Archaeology Officers/Curators based at the museum who also had responsibility for other duties including development control related work (undertaking fieldwork until the 1990s), curatorial work and events. The term HER has been used since 2012.

The early records consist of ordnance survey maps annotated by museum staff which range in date from 1938 to 1972, and a card index. Some of the maps are stamped with the Archaeology Division of the Ordnance Survey 1959. This system had been in place since at least 1967, as a former member of staff contributed to the record after they joined the same year.

A previous audit report from 2002 records that the SMR was originally organised by broad chronological periods from the Palaeolithic to the Post-Medieval with the details recorded in a card index. According to the report this index was later reorganised into a system with each entry being assigned an SMR number according to the 1:10,560 base map corresponding to its find spot. It was thought this reorganisation probably took place around the early-mid 1980s in response to English Heritage and the Department of the Environment's concern to improve standards in SMRs. However, the source of this information about the HERs development is unknown and is not necessarily accurate. Little or no enhancement of the SMR is known to have taken place during the 1990s.

Following an audit in 2002 the SMR was computerised using exegesis HBSMR software. Inputting of data from the original card index took place between 2003 and c2005. Between 2005 and 2008/9 there was no Archaeology Officer in post and enquiries were answered by the Collections Assistant during this time. Between 2009 and 2011 the SMR came under the remit of the Assistant Curator (Archaeology) but beyond the downloading of designation data and minor additions, enhancement of the record was not possible due to other commitments. Therefore, no real enhancement of the SMR database took place between 2005 and 2011/12.

Following the appointment of an HER Assistant (0.4 FTE) in 2012 the HBSMR database was upgraded and linked to a GIS. The original base maps were used to re-point data which had been mapped incorrectly following the transfer to GIS. A sustained programme of record enhancement has taken place including addressing a large backlog of DC reports, adding missing designation data and assets recorded on the Local List and identifying and adding details of fieldwork and finds from museum files. An HER volunteer has been recruited to assist with enhancement of the record through research. The profile of the HER has also been enhanced with engagement through social media and events.

HER's Reasons for Undertaking the Audit

The HER has undergone a programme of sustained enhancement over the last ten years. It was felt that an audit would help assess the current situation and identify actions required for the continued development and enhancement of the HER.

2. Management Summary

Success and Achievements

This Audit has allowed the HER to make detailed self-assessment of its holdings.

This assessment has revealed strengths in Service Outcome A1: The HER has a list of backlog items that require incorporation into the HER. The HER records Monuments and Events separately and with equal status. Its database is linked to a GIS that is capable of interrogating it. Its strength in Service Outcome A2 is that an assessment and characterisations has been carried out within the HER coverage area and the assessment data has been fully or partly been incorporated into the HER database.

Furthermore, the HER is fully MIDAS compliant. Its strength in Service Outcome B2 is that it can demonstrate robust and clearly defined data back-ups and storage procedures. This provides assurance against loss of access to this important information resource. This is further documented in a Data Management Statement.

Users are able to receive responses to enquiries in a variety of formats (Service Outcome C1). The HER therefore provides choices to its user.
It proactively promotes access through outreach activities and enables others to contribute to the record by engaging volunteers. In fact, the engagement with volunteers is a great achievement, something that carried on even during the national pandemic. The HER reaches out to users using Social Media including its own dedicated Facebook page (Service Outcome C2).

One other main strength of the HER falls under Service Outcome D2: The HER is supported by highly qualified staff that had more than 10 years of experience in work of this nature. The HER has also good support in the administrative, IT and technical area and suitably accommodated. The service could therefore also be provided smoothly remotely during the pandemic.

Since the appointment of the HER Assistant in 2012 a substantial backlog of archaeological reports has been cleared, the standard of existing records greatly improved, and research projects carried out with a list of future enhancement projects identified. As a result of this work the database has more than doubled in size over the last ten years.

Storage of the HER reference collection has been improved with items being moved to a more secure and appropriate location.

Having a dedicated HER Officer has delivered a more seamless and consistent service for our users, with enquiries being answered in a timely manner.

The HER recruited a volunteer who has contributed to enhancement projects carrying out research into buildings on the local list and sites such as mills and farms.

The HER is now much more visible due to a presence on the Portsmouth Museum and Art Gallery website and promotion via social media and museum events. Linking the HER to museum collections and physical locations by producing videos for Heritage Open Days and the Festival of Archaeology has helped audiences to engage more with the records on the database. This has also led to networking with colleagues in other departments, such as the Portsdown Countryside Officer.

Areas of Future Work

The strengths and weaknesses of Portsmouth City Historic Environment Record have been identified by the HER Audit process in relation to nationally agreed requirements (as outlined in the HE HER Audit Specification v.2.5). A series of tasks for future action have been identified in order to maintain and deliver the national requirements. Undertaking the required work will help to maintain and develop the HER services' efficiency, responsiveness and relevance to the needs of the community that it serves.

Tables (iii)-(v) below provide an overview of the position of the HER against the HER Service Outcomes, including availability of data and supporting policy documentation.

The Action Plan (Section 4) sets out a number of tasks that should be pursued over the next five years in order to fully meet the Outcomes within each Service Area, the focus of these tasks is summarised in the following paragraph.

Over the next 5 years tasks should be focussed on areas identified in the Action Plan starting with those deemed as High priority. In particular the HER should draft a number of documents such as a Forward Plan, an Information Services Policy, a Recording Policy and an Access and Charging Policy. In order to play its part in the HIAS strategy and participate in the national record data transfer, the HER should make its data available online via the Heritage Gateway. A staffing review should also be carried out to enable more time to be devoted to HER enhancement projects.

Audit Overview

The Audit Rating table below (Table (iii)) provides an overview of the position of the HER against the eight Service Outcomes (see Table (i)). Progress against each Service Outcome is assessed by considering: **the number and range of Indicators met combined with the work required by the HER to meet outstanding Indicators** and is rated from 'No action required' to 'Significant action required' as shown in Table (ii).

	No future action required, maintain as existing	One or more actions required	One or more substantial actions required	A number of significant actions are required	Significant action is required in most/all areas
Audit Rating	●	●	○	●	●

Table (ii): Audit Rating Explanation

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

Table (iii): Audit Rating for each Service Outcome for Portsmouth City HER

HER Documentation

One of the main requirements for the HER is to have a strong suite of policy documentation, and to fully implement its content within daily practice. HER documentation should therefore: embed good practice and relevant standards, outline service provision and compliance, mitigate against risk, inform stakeholders, be reviewed regularly and incorporate feedback.

Table (iv) below provides an overview of which documentation the HER does or does not have, including a timetable for review. Some document templates are available from Historic England and the HER community and should follow the guidance provided within the HER Audit Specification, and within Informing the Future of the Past (IFP3). The different HER policies and documentation can relate to more than one Service Area; the main Service Areas are identified in the table below (colour-coded for reference).

☑ ☒	Document Name	Date of Last Update	Revision Required
☑	Backlog List	2022	2027
☒	Forward Plan		
☑	Mission Statement	2022	2027
☑	Index to supporting reference collections	2022	As changes require
☑	Disposals Policy	2022	2027
N/A	Service Level Agreement		
☑	List of Enhancements	2022	2027

Page 41

☒	Recording Policy		
☑ N/A	Recording Manual Systems Security Policy	2022	As changes require
☒ ☒ ☑ ☒	Information Services Policy Access and Charging Policy Enquiries Log User Research Report	N/A	Continuous
☑ ☑ ☑ ☑	Disaster Recovery Plan Business continuity plan Succession Plan Training and CPD Documentation	2021 2022 2022	Annually Annually Annually Annually

Table (iv): Availability of HER documentation and timetable for document review

Dataset Availability

In keeping with the aims of Principle 1 of the Heritage Information Access Strategy (HIAS) ('*Local Authority HERs should be the first point of call for and primary trusted source of investigative research data and knowledge'*) the HER should incorporate, reference or provide links to a range of datasets and data types (excepting those datasets which are presently managed by other teams within the host organisation). The following table shows whether or not the HER directly maintains or provides links to these relevant datasets. (In cases where no sites of this type exist within the HER's geographical area of responsibility, or where these datasets are managed elsewhere within the host organisation these are shown as 'not applicable').

☑☒	*Dataset*
☑	Listed Buildings
N/A	World Heritage Sites
☑	Registered Park and Gardens
☑	Conservation Areas
☑	Scheduled Monuments
☑	Non-designated Heritage Asset (NDHA)
☑	Heritage at Risk
N/A	Registered Battlefields
☑	Protected Wrecks
N/A	Heritage Coast
☑	Locally designated heritage asset
N/A	AONB

Page 42

N/A	National Park
☒	Historic Landscape Characterisation
☒	Historic Seascape Characterisation
☑	Extensive Urban Survey
☒	Historic Area Assessment
☒	Farmstead Characterisation

Table (v): Availability of datasets via the HER

3. Audit Against the HER Service Outcomes

This section comprises the full audit of the HER against the four main Service Areas: *A: Content and Coverage; B: Data Standards and Security; C: Access and Engagement and D: Infrastructure (Service Delivery)*. Each Service area is divided into HER Service Outcomes, which are further divided into a number of detailed Outcomes which, in turn, are underpinned by a range of Indicators.

Within the range specified under each Outcome, it is hoped that the HER will already be able to offer supporting evidence as defined by one or two Indicators and will work to meet others as appropriate within its next action-plan period. Progress against each Outcome is assessed by **considering the number and range of Indicators met combined with the amount of future work required by the HER to meet outstanding Indicators,** as detailed in Table (ii). An overall Audit Rating is given for each Service Outcome.

Table (vii) provides an Audit Rating for each HER Service Outcome. The remainder of Section 3 details the HER's self-assessment against each Indicator along with HE comments and recommendations.

Service Outcome	Audit Rating for Portsmouth City HER				
	1	2	3	4	5
A1 Overall	○	○	● (yellow)	○	○
A1.1	○	○	● (yellow)	○	○
A1.2	○	○	● (yellow)	○	○
A1.3	● (green)	○	○	○	○
A2 Overall	○	● (green)	○	○	○
A2.1	○	● (green)	○	○	○
A2.2	○	● (green)	○	○	○
B1 Overall	○	● (green)	○	○	○
B1.1	○	● (green)	○	○	○
B1.2	● (green)	○	○	○	○
B1.3	○	○	● (yellow)	○	○
B2 Overall	○	● (green)	○	○	○
B2.1	● (green)	○	○	○	○
B2.2	○	● (green)	○	○	○
B2.3	○	● (green)	○	○	○
C1 Overall	○	○	○	● (orange)	○
C1.1	○	○	● (yellow)	○	○
C1.2	○	○	○	● (orange)	○
C2 Overall	○	○	● (yellow)	○	○
C2.1	○	○	○	● (orange)	○
C2.2	○	● (green)	○	○	○
D1 Overall	○	● (green)	○	○	○
D1.1	● (green)	○	○	○	○
D1.2	○	○	● (yellow)	○	○
D2 Overall	○	● (green)	○	○	○
D2.1	○	○	● (yellow)	○	○
D2.2	● (green)	○	○	○	○
D2.3	● (green)	○	○	○	○

Table (vii): Audit Rating for each Service Outcome for Portsmouth City HER

AREA A: CONTENT AND COVERAGE

HER Service Outcome A1: The HER is maintained as a dynamic and constantly evolving resource.

Service Outcome	Overall Rating for A1
A1	

There are three Outcomes for Service Outcome A1 (A1.1, A1.2 and A1.3). Each Outcome with its definition and supporting Indicators is set out below.

There then follows a statement of the HER's current status against each Indicator, together with corresponding recommendations from Historic England as necessary.

Outcome A1.1: HER data is regularly updated, actively managed and is fit for purpose.

Definitions

The HER is regularly updated: *mechanisms exist through which the HER is continually updated and enhanced. This may be as a reactive process (for example involving the on-going processing of grey literature) or as part of a structured programme of enhancement (for example, thematic or geographic recording projects).*

The HER is actively managed: *there should be evidence for current and continuing updating and enhancement of the service's procedural infrastructure (for example its Backlog list and Forward Plan) and a demonstrable development and growth of the record itself.*

The HER is fit for purpose: *the HER's content and accessibility allows the service to fulfil the requirements of its users.*

There are 8 Indicators for whether the HER is updated, actively managed and fit for purpose.

14

There are 8 Indicators for whether the HER is updated, actively managed and fit for purpose. The Portsmouth City HER currently provides sufficient supporting evidence for 6 of these Indicators.
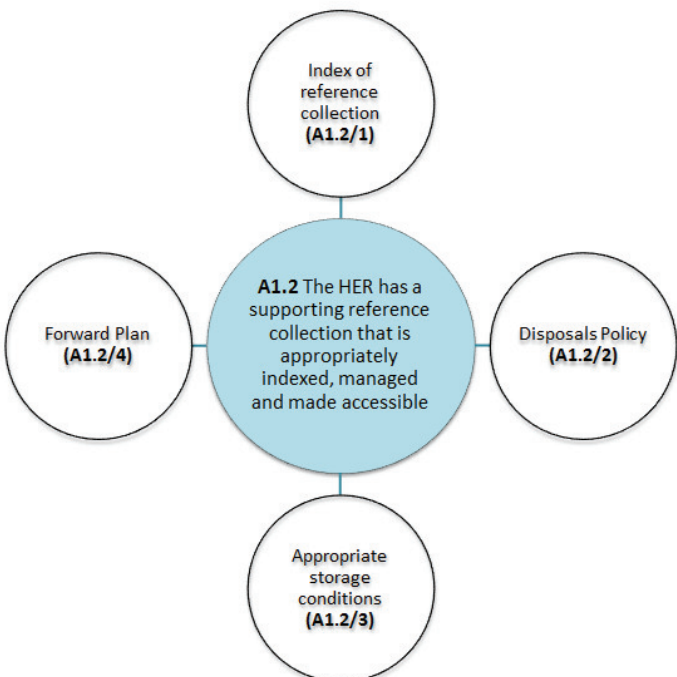
Outcome	Audit Rating
A1.1	◯—◯—🟡—◯—◯

Outcome Indicator	Indicator Met?	Status / Recommendation
Prioritised list of backlog items **(A1.1/1)**	☑	**HER Status:** *The HER has the following items of backlog:* *2 DC generated archaeology reports* *9 Historic England Research Reports* *4 items of Archaeological archive* *The HER has no backlog of information from historic maps (e.g. first edition OS, tithe maps. Research needs to be undertaken to identify sites that need adding/enhancing.* *The HER has a backlog of historic environment records already identified from aerial photographs the SERCZA assessment GIS data supplied by HE in November 2021.* *The HER has no backlog of historic environment records already identified from lidar models.* **HE Recommendation:** *The HER is encouraged to regularly review this list and keep it up to date.*
Forward Plan **(A1.1/2)**	☒	**HER Status:** *The HER does not have a current Forward Plan.* **HE Recommendation:** *It is recommended that the HER creates a Forward Plan to plan and timetable its work. The Plan should include tasks identified in the Audit Action Plan and Audit Tables 1 and 2.*
List of Future Enhancements **(A1.1/3)**	☑	**HER Status:** *The HER has a List of Future Enhancements. The list is regularly reviewed. It was last updated or reviewed in May 2022. The list states 11 themes of enhancements mainly concerning sites of C20 and First and Second World War.*

Page 47

15

		HE Recommendation: *Items from Audit Table 2 should be added to a Forward Plan to timetable the work of the HER.*
Dynamic Content **(A1.1/4)**	☑	**HER Status:**

HER Status:

Year Record Type	2017	2018	2019	2020	2021
Monument	1845	1918	1950	1982	1993
Event	217	224	236	238	243
Source	476	523	551	560	567

HE Recommendation: *The figures show a steady increase and proof that the HER has a dynamic record. The indicator is fully met.*

Significant Enhancement Projects **(A1.1/5)**	☑	**HER Status:** *The HER provided a list of nine enhancement projects that were undertaken in the past five years. They resulted in a total of 82 new records.* **HE Recommendation:** *This provides sufficient supporting evidence for this indicator.*
Mission Statement **(A1.1/6)**	☑	**HER Status:** *The HER has a Mission Statement or statement of purpose.* **HE Recommendation:** *None.*
Information Services Policy **(A1.1/7)**	☒	**HER Status:** *The HER does not have an Information Services Policy.* **HE Recommendation:** *It is recommended that the HER produces an Information Services Policy which details:* • *the purposes for which the HER is maintained* • *the professional and public user groups that the HER aims to serve* • *the HER's policies regarding consulting its users* • *its procedures in relation to UK GDPR* • *arrangements related to the Equality Act 2010* • *arrangements for user access or link/reference to its Access and Charging Policy*

Page 48

16

		• *any arrangements for deposition of information or link to alternative document* • *arrangements for providing feedback or making a complaint* • *statements regarding Freedom of Information Act and Environmental Information Regulations where relevant* *and:* • *is regularly reviewed and updated* • *is made easily available to HER users* *considers user feedback in its revision*
Record Quality **(A1.1/8)**	☑	**HER Status:** *The HER is not aware of any specific issues regarding data quality or consistency relating to changes in recording practice for Monument, Event or Source records. The HER is not aware of any specific issues regarding data quality or consistency which have arisen because recording practice had not been followed for Monument, Event or Source records. The HER is aware of any more general issues regarding data quality or consistency which are present in the HER database which need to be rectified. The Recording Manual provide sufficient detail to allow consistency of data recording by HER staff, volunteers and others.* *Date ranges could be tidied up for some monuments where monument type is recorded broadly as falling within a period e.g. post medieval. This would aid searches within specific date ranges.* **HE Recommendation:** *Overall the quality of the records is regarded as good. Tidying up the date ranges for some monuments would aid searches within specific date ranges.*

Outcome A1.2: The HER has a supporting reference collection that is appropriately indexed, managed and made accessible.
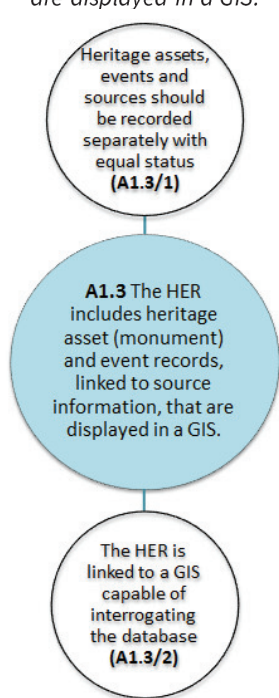
Definitions	
The HER has a supporting Reference Collection: a reference collection may include digital or paper material and can incorporate (but is not restricted to) aerial photographs, copies of early maps and antiquarian reports, characterisation studies, unpublished 'grey' literature and a reference library of secondary sources. This is material extra-mural to the database and to which the HER Officer makes regular reference. *Appropriately indexed:* the collection should be accompanied by an index of the entire collection. This index should specify the archive type, condition, ownership and location of each component collection and an assessment of its value to the HER. *Appropriately managed:* this would entail the collection being managed in such a way as to allow its continued use in supporting the HER; to permit adequate access to the collection for HER staff (and through them to the general public); and to ensure that its contents are kept secure and in a stable or improving physical condition. *Accessible:* see 'Appropriately managed' above.	*There are 4 Indicators for whether the HER has a supporting reference collection that is appropriate indexed, managed and made accessible.*

There are 4 Indicators for whether the HER has a supporting reference collection that is appropriately indexed, managed and made accessible. The Portsmouth City HER currently provides sufficient supporting evidence for 3 of these Indicators.

Outcome	Audit Rating
A1.2	

Outcome Indicator	Indicator Met?	Status / Recommendation
Index of reference collection **(A1.2/1)**	☑	**HER Status:** *The HER has a reference collection including digital, paper or other hard-copy material. The HER has a comprehensive index of its reference collection.* **HE Recommendation:** *This provides sufficient evidence for this indicator.*
Disposals Policy (**A1.2/2)**	☑	**HER Status:** *The Disposal Policy for the HER is included in that of the City Museum of which the HER is a part. The needs of the HER is specifically mentioned in the policy document.* **HE Recommendation:** *It is recommended that the HER together with the museum curator regularly review and update the document.*
Appropriate storage conditions **(A1.2/3)**	☑	**HE Recommendation:** *The indicator is met.*
Forward Plan **(A1.2/4)**	☒	**HER Status:** *The HER does not have a current Forward Plan.* **HE Recommendation:** *It is recommended that the HER creates a Forward Plan to plan and timetable its work. The Plan should include tasks identified in the Audit Action Plan and Audit Tables 1 and 2.*

Outcome A1.3: The HER includes heritage asset (monument) and event records, linked to source information, that are displayed in a GIS.

Definitions	
Heritage assets (monuments), events and sources should be recorded separately within the HER database with equal status being given to each: Source records should be recorded in their own right (as separate records) which can be linked to heritage asset (monument) and event records. *A list of site categories is provided by Historic Environment Records in England: Guidance (2016) p4.* *The locations and extent of heritage asset (monument) and event records should be capable of being displayed on a geographic information system (GIS):* "Geographic Information Systems are conventionally defined as systems that capture, store, manipulate and output geographical information" (Informing the Future of the Past v.2).	*There are 2 Indicators for whether the HER includes heritage asset (monument) and event records, linked to source information, that are displayed in a GIS.* Heritage assets, events and sources should be recorded separately with equal status **(A1.3/1)** **A1.3** The HER includes heritage asset (monument) and event records, linked to source information, that are displayed in a GIS. The HER is linked to a GIS capable of interrogating the database **(A1.3/2)**

There are 2 Indicators for whether the HER includes heritage asset (monument) and event records, linked to source information, that are displayed in a GIS. The Portsmouth City HER currently provides sufficient supporting evidence for 2 of these Indicators.

Outcome	Audit Rating
A1.3	🟢 ⚪ ⚪ ⚪ ⚪

Outcome Indicator	Indicator Met?	Status / Recommendation
Heritage assets, events and sources should be recorded separately with equal status **(A1.3/1)**	☑	*HER Status: The HER records Monuments and Events separately and with equal status. The HER does record sources as an independent module on the database of equal standing to monuments and events. 570 records for sources (bibliographic and archival) are held on the HER Database. The figure provided is Actual. 188 of these relate to bibliographic (published) sources. The figure provided is Actual.*

20

		HE Recommendation: *This provides sufficient supporting evidence for this indicator.*
The HER is linked to a GIS capable of interrogating the database **(A1.3/2)**	☑	**HER Status:** *The HER has a GIS which is MapInfo. The HER database is directly linked to a GIS. It is possible to search the HER through the GIS and the system is called MapLink in HBSMR.* **HE Recommendation:** *This provides sufficient supporting evidence for this indicator.*

HER Service Outcome A2: The HER contains and signposts information on the full range of heritage assets of a defined geographical area within the local planning authorities it serves.

Service Outcome	Overall Rating for A2
A2	○ ● ○ ○ ○

There are two Outcomes for Service Outcome A2 (A2.1 and A2.2). Each Outcome with its definition and supporting Indicators is set out below.

There then follows a statement of the HER's current status against each Indicator, together with corresponding recommendations from Historic England as necessary.
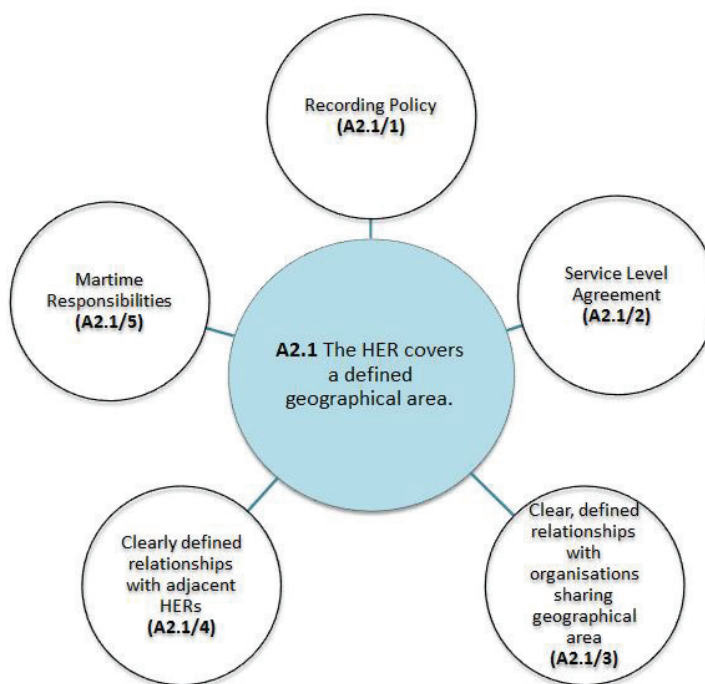
Outcome A2.1: The HER covers a defined geographical area

Definitions	
The HER should have a specific geographical remit: The service should have specified responsibilities for actively collecting, storing and making accessible historic environment data within this defined area. This will, in the majority of cases, correspond to the area(s) covered by the local planning authority (or authorities) that the HER serves. This geographical remit should be set out within the HER's Recording Policy. *The HER may, however, extend beyond this area to accommodate information necessary to underpin broader, management duties (for example to cover buffer zones with neighbouring HERs or maritime areas). In such circumstances the HER will not be the primary source for this information.*	*There are 5 Indicators for whether the HER covers a defined geographical area.* Recording Policy (A2.1/1) Service Level Agreement (A2.1/2) Maritime Responsibilities (A2.1/5) A2.1 The HER covers a defined geographical area. Clearly defined relationships with adjacent HERs (A2.1/4) Clear, defined relationships with organisations sharing geographical area (A2.1/3)

22

There are 5 Indicators for whether the HER covers a defined geographical area. The Portsmouth City HER currently provides sufficient supporting evidence for 2 of these Indicators and 2 are not applicable to the HER.

Outcome	Audit Rating
A2.1	◯ ───── 🟢 ───── ◯ ───── ◯ ───── ◯

Outcome Indicator	Indicator Met?	Status / Recommendation
Recording Policy **(A2.1/1)**	☒	**HER Status:** *The HER does not have a Recording Policy.* **HE Recommendation:** *It is recommended that the HER create a Recording Policy which contains:* • *details of the geographical remit of the service* • *details of arrangements for exchanging and sharing data with neighbouring records* • *details of other organisations or departments maintaining information about aspects of the historic environment that complement the information recorded within the HER* • *details of the periods and categories covered by the HER* *and:* • *is regularly reviewed and updated* • *is made easily available to HER users* • *considers user feedback in its revision*
Service Level Agreement **(A2.1/2)**	*N/A*	**HER Status:** *The HER does not operate under any Service Level/Section 101 Agreements.* *The HER sits within its planning authority (host organisation).* **HE Recommendation:** *This Indicator is not currently applicable to the HER as the HER sits within the structure of the host authority. No recommendations.*
Clear defined relationships with organisations sharing geographical area **(A2.1/3)**	*N/A*	**HER Status:** *There are no external organisations that share the HER's geographical area.*

23

HE Recommendation: *This Indicator is not applicable to the HER as there are no relevant organisations within the geographical area. No recommendations.*

Clear defined relationships with adjacent HERs **(A2.1/4)**	☑	**HER Status:** *The HER shares data with adjacent HERs. The HER has formal protocols regarding whether exchanged data for prescribed areas can be searched and shared.* *GIS data for Portsmouth supplied to Hampshire County Council as they provide archaeological planning advice to Portsmouth City Council. This data is only used by HCC to inform planning decisions and not supplied to any third parties.* **HE Recommendation:** *Document the details of any data exchange in a Recording Policy and Manual.*
Maritime responsibilities **(A2.1/5)**	☑	**HER Status:** *The HER records maritime related information/records. The HER's coverage is limited to a specific distance from the shoreline. The HER records sites located in the inter-tidal zone.* **HE Recommendation:** *Document details in Recording Policy and Manual.*

Page 56

Outcome A2.2: The HER covers all significant heritage assets with no temporal or thematic limits

Definitions	There are 9 Indicators for whether the HER covers all significant heritage assets with no temporal or thematic limits.
The HER will cover all Heritage Assets with no temporal limits: (as specified in the Historic Environment Records in England: Guidance p4) and will store or link to data regarding a wide range of assets including (but not restricted to) those listed in the HER Guidance. ***Coverage should aim to be inclusive of subject and period for all aspects of the historic environment:*** *HIAS (Principle 1) specifies that the HER should be the primary source of 'investigative research data and knowledge'.*	

There are 9 Indicators for whether the HER covers all significant heritage assets with no temporal or thematic limits. The Portsmouth City HER currently provides sufficient supporting evidence for 8 of these Indicators.

Outcome	Audit Rating
A2.2	○ ● ○ ○ ○

Outcome Indicator	Indicator Met?	Status / Recommendation
Recording Policy (A2.2/1)	☒	**HER Status:** *The HER does not have a Recording Policy.* **HE Recommendation:** *It is recommended that the HER create a Recording Policy which contains:*

Page 57

- *details of the geographical remit of the service*
- *details of arrangements for exchanging and sharing data with neighbouring records*
- *details of other organisations or departments maintaining information about aspects of the historic environment that complement the information recorded within the HER*
- *details of the periods and categories covered by the HER*

and:

- *is regularly reviewed and updated*
- *is made easily available to HER users*
- *considers user feedback in its revision*

Monument Type Coverage (A2.2/2)	☑	**HER Status:** *The HER has undertaken assessment of their Monument Type Coverage detailed in Audit Table 6. The coverage for the monument classes of Civil, Defence, Domestic, Industrial, Maritime and Transport have been assessed as Average, with all remaining classes being assessed as Good. The HER has identified related future enhancement tasks in Audit Table 2.* **HE Recommendation:** *The HER has undertaken an assessment of Monument Types that may be under-represented in the record and suggested areas of future research and enhancement. The HER could look to find resourcing for the enhancement work and schedule those deemed as Average coverage and high priority into a Forward Plan of work.*
List of Future Enhancements (A2.2/3)	☑	**HER Status:** *The HER has completed a List of Future Enhancements in Audit Table 2 (supplied as a separate document).* **HE Recommendation:** *Items from Audit Table 2 or the list of enhancement document should be added to a Forward Plan to timetable the work of the HER.*
Monument Period Coverage (A2.2/4)	☑	**HER Status:** *The HER uses a slightly different periods table to that which is promoted as the national standard. Differences include in the Saxon period (410-1065) but this equates to the FISH/HE period term of Early Medieval (410-1066). The HER period table diverges from the national standard as all the subdivisions of the Post Medieval by ruling royal houses, for example Tudor, Stuart etc. are omitted with the one exception of Edwardian. In addition, the HER uses the term of Modern (1901-2050).* **HE Recommendation:** *The HER is broadly conformant with the national standard but Historic England Data Standards (HEDS) recommends that to aid efficient data exchange that the HER considers adopting the subdivisions mentioned above. HEDS also suggests that the HER consider re indexing records that have the period type of Modern with more specific period terms from the HE/FISH period list and then*

removing that term. However, it is noted that the HER allows indexing using date ranges therefore more specific dates can be allocated to records.

The HE/FISH period list can be downloaded here: www.heritage-standards.org.uk/fish-vocabularies

Event Type Coverage (A2.2/5)	☑	**HER Status:** *The HER states that it uses Event Type thesaurus terminology and that it utilizes version 25 of the thesaurus, therefore the HER is fully compliant with the national standard.* **HE Recommendation:** *This provides sufficient supporting evidence for this indicator.*
Source Coverage (A2.2/6)	☑	**HER Status:** *The HER does record sources as an independent module on the database of equal standing to monuments and events. 570 records for sources (bibliographic and archival) are held on the HER Database. The figure provided is Actual. 188 of these relate to bibliographic (published) sources. The figure provided is Actual.* **HE Recommendation:** *The indicator is met.*

HER Status: *The following classifications are recorded against Heritage Asset (monument) records in the HER:*

	Yes we record these	We do not record but they do occur in our area	N/A
Listed Building	X		
World Heritage Site			X
Registered Park and Garden	X		
Registered Battlefield			X
Protected Wreck	X		
Conservation Area	X		
Heritage Coast			X
Other locally designated heritage asset	X		
Area of Outstanding Natural Beauty			X
National Park			X
Scheduled Monument	X		

(Nationally/locally designated asset coverage (A2.2/7))

Non-designated Heritage Asset (as defined in Planning Practice Guidance https://www.gov.uk/guidance/conserving-and-enhancing-the-historic-environment): we record these

Heritage at Risk (as appearing on the Historic England Heritage at Risk Register https://historicengland.org.uk/advice/heritage-at-risk/search-register/): We do not record but they do occur in our area

Page 59

27

The following datasets are incorporated into or made available/accessible in your HER or accompanying GIS:

	Yes	No, there are none in our area
Listed Building	X	
Scheduled Monument	X	
World Heritage Site		X
Registered Park and Garden	X	
Registered Battlefield		X
Protected Wreck	X	
Conservation Area	X	
Local List	X	

The HER is aware of the Historic England Data Download facility for designation datasets:
https://historicengland.org.uk/listing/the-list/data-downloads/

The HER does not use the Data Download facility to update designation datasets or HER records with designation status information. The HER regularly receives notification regarding changes to designated assets.

HE Recommendation: *The HER is encouraged to continue recording the above classifications against heritage asset records. It is recommended that records of buildings within conservation areas are added to the HER as a priority.*

It is also recommended that the HER uses the Designations Download facility found at: https://historicengland.org.uk/listing/the-list/data-downloads/ to access updated Listing Data and to continue to liaise with HE regional staff over the provision of new and amendment notifications.

Assessment and characterisation (A2.2/8) ☑	**HER Status:** *The following types of assessment been carried out for the HER's coverage area:*

	Assessment made for area?	Does the HER hold a copy?
Historic Landscape Characterisation	No	N/A
Extensive Urban Survey	Yes	Yes
Historic Area Assessment	No	N/A
Farmstead Characterisation	No	N/A
Historic Seascape Characterisation	No	N/A

28

	How is it related to the HER database?
Historic Landscape Characterisation	N/A
Extensive Urban Survey	The assessment data has been partially incorporated into the HER.
Historic Area Assessment	N/A
Farmstead Characterisation	N/A
Historic Seascape Characterisation	N/A

	Is the information made available to users?
Historic Landscape Characterisation	N/A
Extensive Urban Survey	Yes
Historic Area Assessment	N/A
Farmstead Characterisation	N/A
Historic Seascape Characterisation	N/A

An archaeological assessment for the town of Portsmouth (Old Portsmouth) was included in the EUS for Hampshire and the IOW. The HER holds a copy of the report for Portsmouth but does not hold any 'data'. Monument records have been created in the HER database for some of the sites identified in the report.

HE Recommendation: *None.*

Archaeological objects and findspots
(A2.2/9)

☑

HER Status: *The HER downloads data from the Portable Antiquities Scheme. The information from the Portable Antiquities Scheme has been partly integrated into the HER database. Data derived from any artefact studies (for example museum accessions) has not been incorporated into the HER. The HER has not undertaken any enhancement projects for periods primarily evidenced by archaeological objects (e.g. the early prehistoric). There are no museum artefacts studies for our area. Museum files and local journals etc. have been searched and relevant data added. This has included some findspots where objects are held in the museum collection but were not previously recorded on the HER.*

PAS data was last downloaded 2015.

Future downloads have not been identified in table 2 as many HERs in the SE group have previously said they do not incorporate PAS data due to the sensitivity of this data and instead signpost users to PAS.

HE Recommendation: *This provides sufficient evidence for this indicator. Please incorporate any PAS data as seen appropriate.*

Page 61

AREA B: DATA STANDARDS AND SECURITY

HER Service Outcome B1: The HER complies with relevant UK national data standards and legislation

Service Outcome	Overall Rating for B1
B1	○———●———○———○———○

There are three Outcomes for Service Outcome B1 (B1.1, B1.2 and B1.3). Each Outcome with its definition and supporting Indicators is set out below.

There then follows a statement of the HER's current status against each Indicator, together with corresponding recommendations from Historic England as necessary.

Outcome B1.1: The HER complies with UK national heritage data standards as recommended by the Forum on Information Standards in Heritage (FISH).

Definitions **The HER complies with the UK national heritage data standards as recommended by FISH:** *These would include use of FISH vocabularies and compliance with MIDAS data standard.* *https://historicengland.org.uk/images-books/publications/midas-heritage/*	*There are 4 Indicators for whether the HER complies with UK national heritage data standards as recommended by the Forum on Information Standards in Heritage (FISH).*

There are 4 Indicators for whether the HER complies with UK national heritage data standards as recommended by the Forum on Information Standards in Heritage (FISH). The Portsmouth City HER currently provides sufficient supporting evidence for 3 of these Indicators.

Outcome	Audit Rating
B1.1	

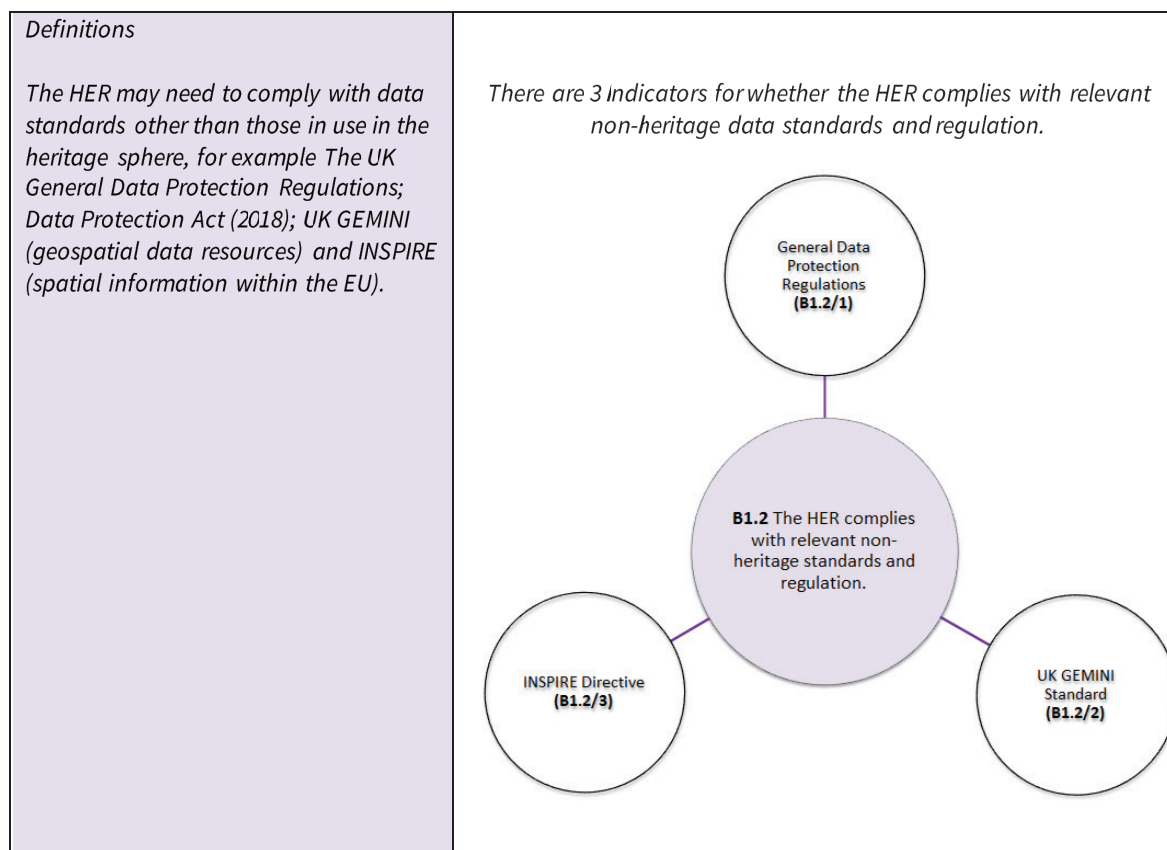| Outcome Indicator	Indicator Met?	Status / Recommendation
Use of FISH approved vocabularies and thesauri **(B1.1/1)**	☑	**HER Status:** *The HER is utilizing the latest Version 25 of the FISH thesauri and is therefore conformant with the most current terminology standards.* **HE Recommendation:** *HEDS recommends that the HER submit any local terms not currently present in national terminology to HEDS as candidate terms. We are keen to broaden the scope of existing reference data in an effort to be more inclusive of regional variations in terminologies, and*

Page 63

would benefit from having the chance to work with terms that are currently falling outside the scope of national standards but which there is a clear demand for amongst the HER community.

Similarly, in instances where the HER feels that the structure of a thesaurus is not properly representative in the case of a particular term or field of study HEDS would also like to encourage feedback. Reference data, especially thesauri, are dynamic tools which benefit from revision and refinement and should be shaped to meet the needs of their users. Candidate terms can be submitted by emailing terminologies@historicengland.org.uk

HER Recording Manual **(B1.1/2)**	☑	**HER Status:** *The HER has a Recording Manual or guidelines. The Recording Manual is adequate for the present needs of the service. The Recording Manual details the requirements placed on the HER by the UK General Data Protection Regulations (UK GDPR) in respect of collecting and recording personal data. It makes reference to the MIDAS standard. The Recording Manual provide sufficient detail to allow consistency of data recording by HER staff, volunteers and others* **HE Recommendation:** *The indicator is met. Review and update the recording manual regularly.*
Membership of FISH email group **(B1.1/3)**	☒	**HER Status:** *The HER is not a member of the FISH email group. Portsmouth City Council's IT security does not allow staff to join Jiscmail discussion groups.* **HE Recommendation:** *Subscribe to the Forum on Information Standards in Heritage e-mail group.* FISH@JISCMAIL.AC.UK *If the FISH Jiscmail discussion group cannot be joined, follow any discussions regularly by visiting the Jiscmail website. If the HER wants to contribute to any discussions, then a member of the HE HIPs team is happy to post on the HER's behalf.*
MIDAS compliance **(B1.1/4)**	☑	**HER Status:** *From the information supplied in the form of database screenshots we have assessed the HER database and found it to be mainly compliant with the national data content standard.*

Page 64

HE Recommendation: *In order to achieve full compliance HEDS recommends that the HER record consultations whenever possible.*

Outcome B1.2: The HER complies with relevant non-heritage data standards and regulation.

Definitions

The HER may need to comply with data standards other than those in use in the heritage sphere, for example The UK General Data Protection Regulations; Data Protection Act (2018); UK GEMINI (geospatial data resources) and INSPIRE (spatial information within the EU).

There are 3 indicators for whether the HER complies with relevant non-heritage data standards and regulation.

General Data Protection Regulations **(B1.2/1)**

B1.2 The HER complies with relevant non-heritage standards and regulation.

INSPIRE Directive **(B1.2/3)**

UK GEMINI Standard **(B1.2/2)**

There are 3 Indicators for whether the HER complies with relevant non-heritage data standards and regulation. The Portsmouth City HER currently provides sufficient supporting evidence for 1 of these Indicators and two are not applicable to the HER.

Outcome	Audit Rating
B1.2	🟢 ⚪ ⚪ ⚪ ⚪

Outcome Indicator	Indicator Met?	Status / Recommendation
UK General Data Protection /Data Protection Act (2018) **(B1.2/1)**	☑	**HER Status:** *The HER is confident that the collection, storage and provision of its data meets the requirement of the UK General Data Protection Regulations (UK GDPR). The*

Page 65

		Recording Manual detail the requirements placed on the HER by the UK General Data Protection Regulations (UK GDPR) in respect of collecting and recording personal data. **HE Recommendation:** *This provides sufficient supporting evidence for this indicator.*
UK GEMINI standard **(B1.2/2)**	**N/A**	**HER Status:** *N/A - The host authority has determined that the requirements of GEMINI UK are not applicable to HER data.* **HE Recommendation:** *None*
INSPIRE Directive **(B1.2/3)**	**N/A**	**HER Status:** *N/A - The host authority has determined that the requirements of INSPIRE are not applicable to HER data.* **HE Recommendation:** *None*

Outcome B1.3: The HER is capable of storing, providing and incorporating digital data in formats designed to assist data exchange between comparable information systems.

Definitions	
The HER should be able to demonstrate its ability to store, provide and add data in standardised formats that can be either readily exchanged or converted in order to facilitate the process of data exchange. Provision of accompanying metadata ensures that users of the information are fully informed regarding issues such as purpose, limitations, method of creation, origin, source, context, consistency and currency of the data	*There are 6 Indicators for whether the HER is capable of storing, providing and incorporating digital data in formats designed to assist data exchange.*
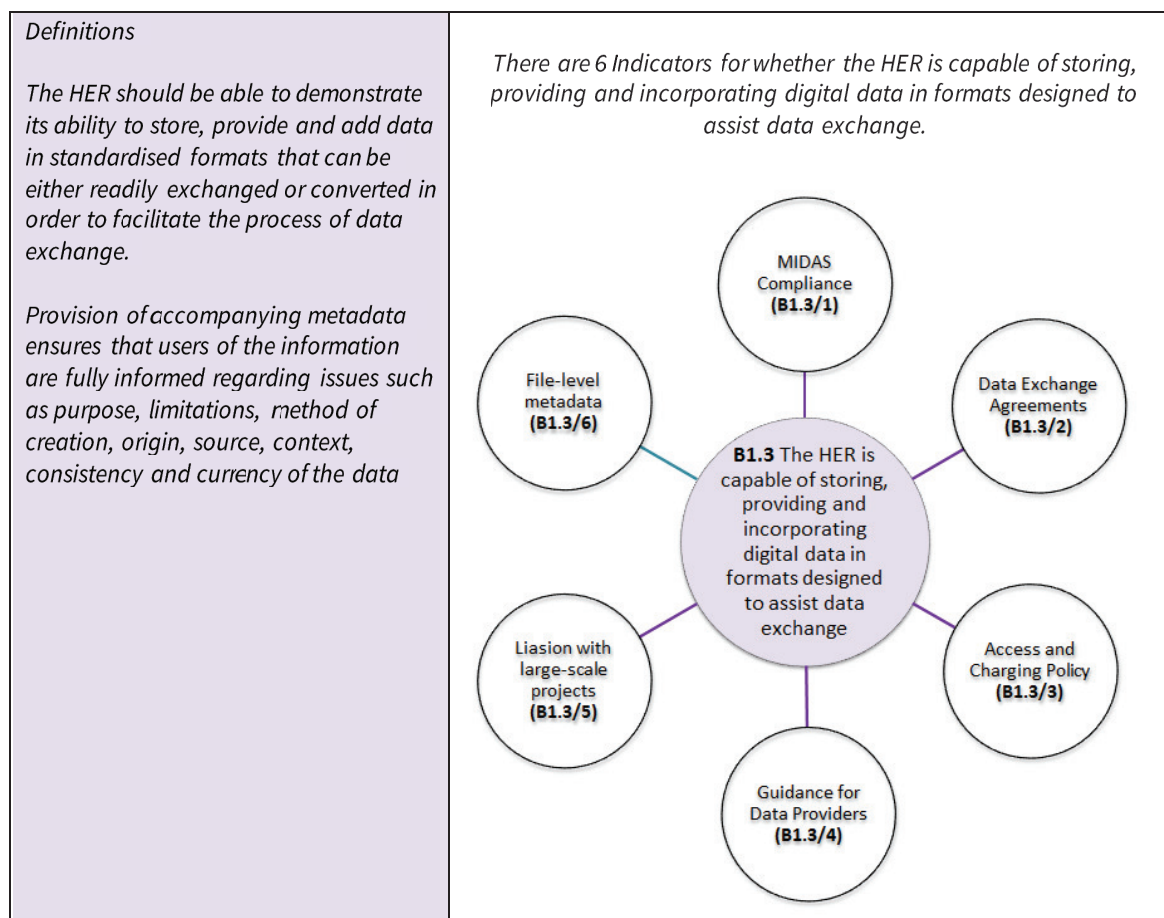
There are 6 Indicators for whether the HER is capable of storing, providing and incorporating digital data in formats designed to assist data exchange between comparable information systems. The Portsmouth City HER currently provides sufficient supporting evidence for 5 of these Indicators.

Outcome	Audit Rating
B1.3	○——○——●——○——○

Outcome Indicator	Indicator Met?	Status / Recommendation
MIDAS compliance **(B1.3/1)**	☑	**HER Status:** *From the information supplied in the form of database screenshots we have assessed the HER database and found it to be mainly compliant with the national data content standard.*

		HE Recommendation: In order to achieve full compliance HEDS recommends that the HER record consultations whenever possible.
Data Exchange Agreements **(B1.3/2)**	☑	**HER Status:** *The HER does has data exchange agreements with third parties. Data licence agreements are issued for all HER data that is supplied to any individual, including companies.* *HE Recommendation: **The indicator is met.** If any data exchange was to take place with other organisation (e.g. utilities company), then ensure a data exchange agreement is in place.*
Access and Charging Policy **(B1.3/3)**	☒	**HER Status:** *The HER does not have an Access and Charging Policy.* *HE Recommendation: Draft an Access and charging Policy detailing the following:* • *details of alternative access arrangements and provisions in relation to the Equality Act 2010, such as office facilities and the availability of braille or large print formats;* • *the HER's responsibilities under the terms the Environmental Information Regulations;* • *details for making a complaint.* • *information on Terms and Conditions of Access to the record;* • *the permitted use of HER data and need for any IPR statements or acknowledgements;* • *restrictions to access;* • *the range and levels of access options (including any charges, online provision);* • *user facilities;* • *link to privacy notice or reference to UK GDPR;* • *link to enquiry form; format of data provision.* *The policy document needs to be made publicly available, i. e. on the City's website and should be made available via post or email.*
Guidance for data providers **(B1.3/4)**	☑	**HER Status:** *Guidance is available to data providers on how to submit data. This is published on the HER webpage* https://portsmouthmuseum.co.uk/collections-stories/historic-environment-record/

Page 68

		HE Recommendation: *This provides sufficient evidence for this indicator.*
Liason with large-scale projects **(B1.3/5)**	☑	**HER Status:** *The HER has provided data to large scale projects. It has not received data from large scale projects. Data for the SERCZA has only recently been supplied in GIS format by HE (Nov 2021) as it is included in the Aerial Archaeology Mapping Explorer. The data had not sent to the HER on conclusion of the SERCZA project. The data will be incorporated into the HER.* **HE Recommendation:** *This provides sufficient evidence for this indicator.*
File-level Metadata **(B1.3/6)**	☑	**HER Status:** *The HER has file and asset level metadata available for its data holdings as reported in the Data Management Statement.* **HE Recommendation:** *This provides sufficient evidence for this indicator. Keep metadata up to date.*

HER Service Outcome B2: The HER is safeguarded by adequate data back-up and security procedures.

Service Outcome	Overall Rating for B2
B2	○——●——○——○——○

There are three Outcomes for Service Outcome B1 (B2.1, B2.2 and B2.3). Each Outcome with its definition and supporting Indicators is set out below.

There then follows a statement of the HER's current status against each Indicator, together with corresponding recommendations from Historic England as necessary.

Outcome B2.1: The HER is regularly backed-up; back-ups are stored securely and are retrievable.

Definitions	
Data back-ups: Copies of the HER digital database(s) and GIS layers should be made often and regularly (once a day is good practice). The copies should be stored securely to protect against data loss, either through accident, technical malfunction or malicious intent. *HERs hosted by local authorities will usually have this process carried out as part of the host organisation's back-up routine. This commonly involves daily back-ups combined with set procedures for restoring files which have been lost or corrupted. Stand-alone HERs will need their own back-up procedures (IFP B.10.2).* *Data Storage: Copies of the HER's digital database(s) and GIS layers made as part of back-ups (see above) should be put into secure storage to protect their contents from corruption or loss of data. An additional level of security frequently employed is to ensure that one or more copies are stored offsite. (IFP B.10.2)* *All procedures should be adequately documented to enable data retrieval and restoration should such an event be necessary.*	*There are 5 Indicators for whether the HER is regularly backed-up and back-ups are stored securely.*
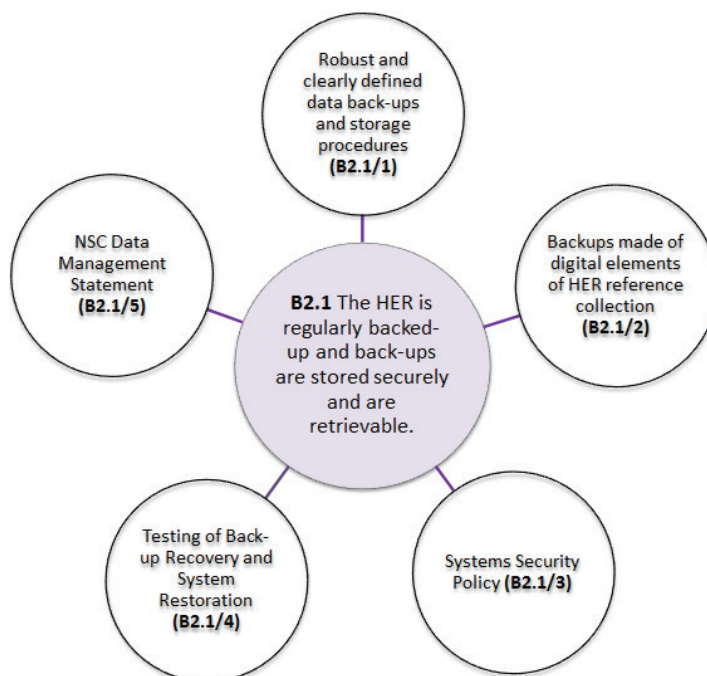
38

There are 5 Indicators for whether the HER is regularly backed-up, back-ups are stored securely and are retrievable. The Portsmouth City HER currently provides sufficient supporting evidence for 4 of these Indicators and 1 is not applicable to the HER.

Outcome	Audit Rating
B2.1	●———○———○———○———○

Outcome Indicator	Indicator Met?	Status / Recommendation
Robust and clearly defined data back-ups and storage procedures (B2.1/1)	☑	**HER Status:** *The HER has the following back-up procedures:* 		Backups made?	Type of Backup	Backup frequency	No. of copies	Backups retained for
---	---	---	---	---	---
HER Data	Yes	Incremental	Daily	14	60 days
GIS Data	Yes	Incremental	Daily	14	60 days
Digital Ref. Collection	Yes	Incremental	Daily	14	60 days
System Files	Yes	Incremental	Daily	14	60 days	 *PCC IT do six incremental backups and one full back-up each week. 14 backups are held on site and each backup is held off-site for a further 60 days.* **HE Recommendation:** *The HER has a regular cycle of back-ups for its key datasets. Ensure that documentation is kept up to date.*
Back-ups made of digital elements of HER reference collection (B2.1/2)	☑	**HER Status:** *The HER has the following back-up procedures:* 		Backups made?	Type of Backup	Backup frequency	No. of copies	Backups retained for
---	---	---	---	---	---
Digital Ref. Collection	Yes	Incremental	Daily	14	60 days	 **HE Recommendation:** *Back-ups of digital elements of the HER reference collection are made as detailed in the HER's Data Management Statement. Maintain existing arrangements.*
Systems Security Policy (B2.1/3)	*N/A*	**HER Status:** *The HER does not have a Systems Security Policy. However, all relevant details are recorded in the DMS.* **HE Recommendation:** *None*

39

| Testing of back-up recovery and system restoration **(B2.1/4)** | ☑ | **HER Status:** *The HER has the following backup testing and recovery for the HER database, GIS, digital reference collection and system files:* |

	Regular data recovery tests?	Backup copies monitored/ examined?	Successful recovery from backup?	Loss or corruption of data/files past two years?
HER Data	No	Yes	Yes, Partial	No
GIS Data	No	Yes	Yes, Partial	No
Digital Ref. Collection	No	Yes	Yes, Partial	No
System Files	No	Yes	Yes, Partial	No

The last recovery test was 2021 with another due to be taken in 2023. Backups are monitored by our datacentre teams and engineering team and any issues resolved within 24 hours. There has been no known loss or corruption of backup data in the last two years.

HE Recommendation: *Record incidents of recovery testing and/or data loss in the DMS Appendix.*

| NSC Data Management Statement **(B2.1/5)** | ☑ | **HER Status:** *The HER has submitted an approved DMS.*

HE Recommendation: *The indicator is met. Ensure DMS is reviewed annually.* |

Outcome B2.2: The HER is kept secure and implements the host organisation's physical and digital security policies and protocols for access, storage and dissemination.

Definitions

Digital security policy: *Specified procedures employed by the host organisation relating to its computer system and digital holdings. These would include (but are not limited to) procedures relating to tiered levels of data access; user permissions; data security and the use of firewalls.*

Physical security policy: *Specified procedures employed by the host organisation relating to the security of buildings, offices and equipment.*

Reference Collection: *Whilst it is not a repository for original archive or artefacts an HER may maintain a collection of reference material which is used on a day-to-day basis in the work of the HER. The usage can be either in the compilation of new computer records, the enhancement of existing data or to underpin advice or enquiry responses. The extent of a reference collection is limited to material (whether hard copy or digital) that is exclusively managed by the HER itself. This may include material on loan from other repositories but excludes collections not exclusively employed by the HER (for example collections which are used collectively by planning departments or conservations teams).*

Provision of copies of information comply with UK GDPR and Data Protection Act (DPA) 2018, IPR requirements and are provided under relevant data exchange agreements, licences or stated Terms and Conditions.

There are 5 Indicators for whether the HER is kept secure and implements the host organisation's physical and digital security policies.
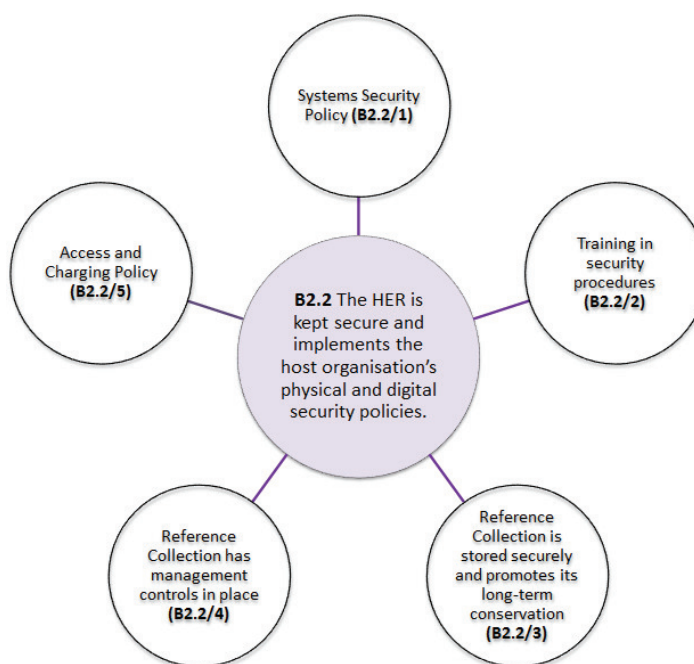
There are 5 Indicators for whether the HER is kept secure and implements the host organisation's physical and digital security policies and protocols for access, storage and dissemination. The Portsmouth City HER currently provides sufficient supporting evidence for 3 of these Indicators and 1 is not applicable to the HER.

Page 73

41

Outcome	Audit Rating
B2.2	○———●———○———○———○

Outcome Indicator	Indicator Met?	Status / Recommendation
Systems Security Policy (**B2.2/1**)	*N/A*	**HER Status:** *The HER does not have a Systems Security Policy. However, all relevant details are recorded in the DMS.* **HE Recommendation:** *None.*
Training in security procedures (**B2.2/2**)	☑	**HER Status:** *Engineers are trained on Disaster recovery during DR tests. In-house training is carried out on backup systems. All training in this area is undertaken by IT staff.* **HE Recommendation:** *Maintain level of training.*
Reference Collection is stored securely and promotes it long-term conservation (**B2.2/3**)	☑	
Reference Collection has management controls in place (**B2.2/4**)	☑	

		HE Recommendation: The indicator is met.
Access and Charging Policy **(B2.2/5)**	☒	**HER Status:** *The HER does not have an Access and Charging Policy.* **HE Recommendation:** *Draft an Access and charging Policy detailing the following:* • *details of alternative access arrangements and provisions in relation to the Equality Act 2010, such as office facilities and the availability of braille or large print formats;* • *the HER's responsibilities under the terms the Environmental Information Regulations;* • *details for making a complaint.* • *information on Terms and Conditions of Access to the record;* • *the permitted use of HER data and need for any IPR statements or acknowledgements;* • *restrictions to access;* • *the range and levels of access options (including any charges, online provision);* • *user facilities;* • *link to privacy notice or reference to UK GDPR;* • *link to enquiry form; format of data provision.* *The policy document needs to be made publicly available, i. e. on the City's website and should be made available via post or email.*

Outcome B2.3   The HER meets the requirements of relevant UK legislation regarding data storage, protection and security.

<table>
<tr><td>

Definitions

***UK General Data Protection Regulations and Data Protection Act (2018):*** *The regulations control how personal and sensitive information is used by organisations, businesses or the government.*

Everyone responsible for processing or managing (controlling) data has to follow strict rules called 'data protection principles'. They must make sure the information is:

- *used fairly, lawfully and transparently*
- *used for specified, explicit and legitimate purposes*
- *adequate, relevant and limited to what is necessary*
- *accurate and up to date*
- *kept for no longer than is necessary*
- *handled according to data subject rights and organisation's data protection and information security policies*
- *kept safe and secure and protected against unauthorised processing*

All relevant HER documentation such as policies, user forms and correspondence should include clear statements informing the user(s) of how their information may be collected, used, processed, shared, stored or retained (Privacy notices) and seek consent where necessary.

</td><td>

There are 3 Indicators for whether the HER meets requirements of relevant UK legislation regarding data security e.g. UK General Data Protection Regulations and Data Protection Act (2018).

</td></tr>
</table>
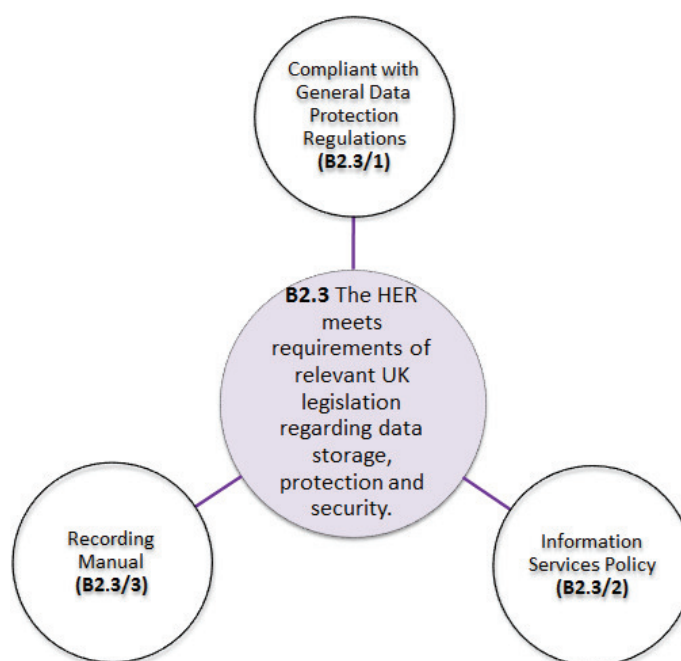
There are 3 Indicators for whether the HER meets the requirements of relevant UK legislation regarding data storage, protection and security. The Portsmouth City HER currently provides sufficient supporting evidence for 2 of these Indicators.

Outcome	Audit Rating
B2.3	◯ ── 🟢 ── ◯ ── ◯ ── ◯

Outcome Indicator	Indicator Met?	Status / Recommendation
Compliant with UK General Data Protection Regulations and Data Protection Act (2018) **(B2.3/1)**	☑	**HER Status:** *The HER is confident that the collection, storage and provision of its data meets the requirement of the UK General Data Protection Regulations (UK GDPR). The Recording Manual details the requirements placed on the HER by the UK General Data Protection Regulations (UK GDPR) in respect of collecting and recording personal data.* **HE Recommendation:** *The indicator is met.*
Information Services Policy **(B2.3/2)**	☒	**HER Status:** *The HER does not have an Information Services Policy.* **HE Recommendation:** *It is recommended that the HER produces an Information Services Policy which details:* • *the purposes for which the HER is maintained* • *the professional and public user groups that the HER aims to serve* • *the HER's policies regarding consulting its users* • *its procedures in relation to UK GDPR* • *arrangements related to the Equality Act 2010* • *arrangements for user access or link/reference to its Access and Charging Policy* • *any arrangements for deposition of information or link to alternative document* • *arrangements for providing feedback or making a complaint* • *statements regarding Freedom of Information Act and Environmental Information Regulations where relevant* *and:* • *is regularly reviewed and updated* • *is made easily available to HER users* *considers user feedback in its revision*
Recording Manual **(B2.3/3)**	☑	**HER Status:** *The HER has a Recording Manual or guidelines. The Recording Manual is adequate for the present needs of the service. The Recording Manual details the requirements placed on the HER by the UK General Data Protection Regulations (UK GDPR) in respect of collecting and recording personal data. It*

Page 77

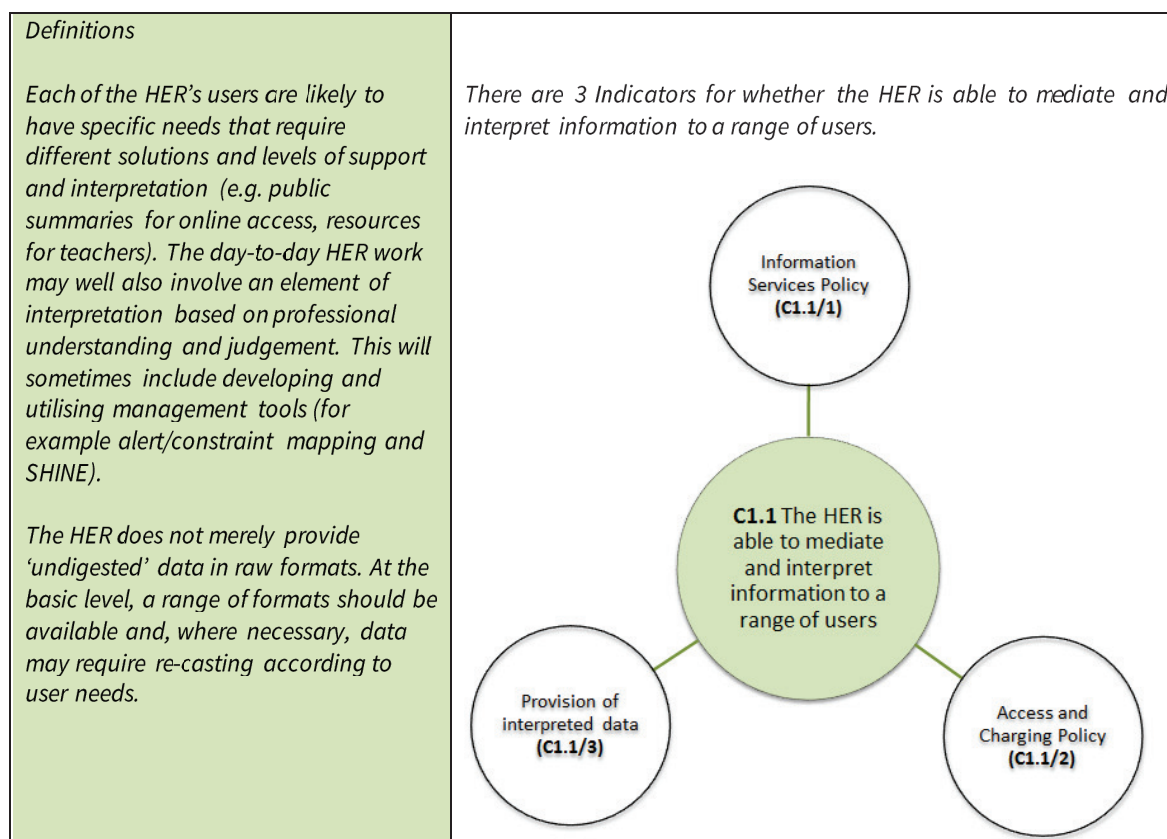|	*makes reference to the MIDAS standard. The Recording Manual provide sufficient detail to allow consistency of data recording by HER staff, volunteers and others.* **HE Recommendation:** *The indicator is met. Review and update the recording manual regularly.*

AREA C: ACCESS AND ENGAGEMENT

HER Service Outcome C1. The HER readily makes its information available to all.	

Service Outcome	Overall Rating for C1
C1	○——○——○——●——○

There are two Outcomes for Service Outcome C1 (C1.1 and C1.2). Each Outcome with its definition and supporting Indicators is set out below.

There then follows a statement of the HER's current status against each Indicator, together with corresponding recommendations from Historic England as necessary.

Outcome C1.1: The HER is able to mediate and interpret information to a range of users.

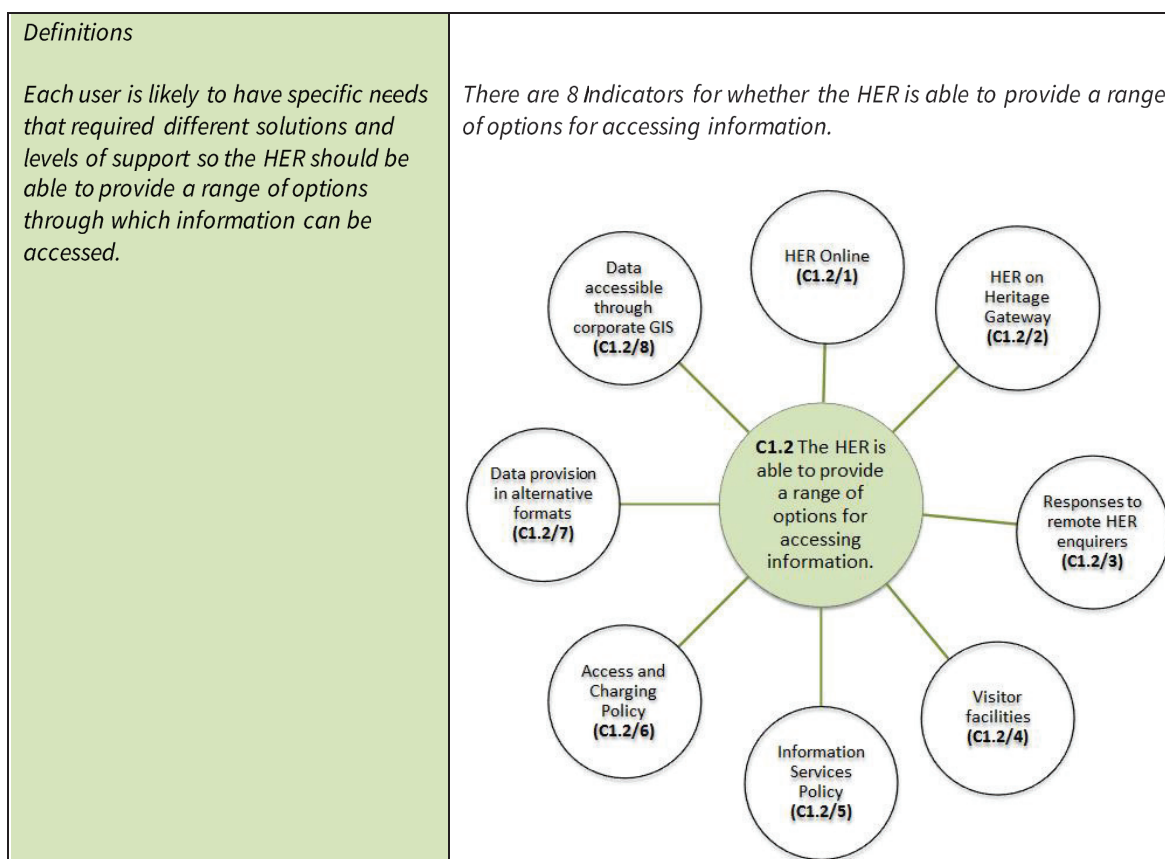| Definitions	
Each of the HER's users are likely to have specific needs that require different solutions and levels of support and interpretation (e.g. public summaries for online access, resources for teachers). The day-to-day HER work may well also involve an element of interpretation based on professional understanding and judgement. This will sometimes include developing and utilising management tools (for example alert/constraint mapping and SHINE). *The HER does not merely provide 'undigested' data in raw formats. At the basic level, a range of formats should be available and, where necessary, data may require re-casting according to user needs.*	*There are 3 Indicators for whether the HER is able to mediate and interpret information to a range of users.*

There are 3 Indicators for whether the HER is able to mediate and interpret information to a range of users. The Portsmouth City HER currently provides sufficient supporting evidence for one of these Indicators.

Page 79

Outcome	Audit Rating
C1.1	○———○———● ———○———○

Outcome Indicator	Indicator Met?	Status / Recommendation
Information Services Policy **(C1.1/1)**	☒	**HER Status:** *The HER does not have an Information Services Policy.* **HE Recommendation:** *It is recommended that the HER produces an Information Services Policy which details:* • *the purposes for which the HER is maintained* • *the professional and public user groups that the HER aims to serve* • *the HER's policies regarding consulting its users* • *its procedures in relation to UK GDPR* • *arrangements related to the Equality Act 2010* • *arrangements for user access or link/reference to its Access and Charging Policy* • *any arrangements for deposition of information or link to alternative document* • *arrangements for providing feedback or making a complaint* • *statements regarding Freedom of Information Act and Environmental Information Regulations where relevant* *and:* • *is regularly reviewed and updated* • *is made easily available to HER users* *considers user feedback in its revision*
Access and Charging Policy **(C1.1/2)**	☒	**HER Status:** *The HER does not have an Access and Charging Policy.* **HE Recommendation:** *Draft an Access and charging Policy detailing the following:* • *details of alternative access arrangements and provisions in relation to the Equality Act 2010, such as office facilities and the availability of braille or large print formats;* • *the HER's responsibilities under the terms the Environmental Information Regulations;* • *details for making a complaint.* • *information on Terms and Conditions of Access to the record;*

48

- *the permitted use of HER data and need for any IPR statements or acknowledgements;*
- *restrictions to access;*
- *the range and levels of access options (including any charges, online provision);*
- *user facilities;*
- *link to privacy notice or reference to UK GDPR;*
- *link to enquiry form; format of data provision.*

The policy document needs to be made publicly available, i. e. on the City's website and should be made available via post or email.

| Provision of interpreted data **(C1.1/3)** | ☑ | **HER Status:** *The HER provides interpreted/packaged information (i.e. not just HER records) for users.*

Alerts/Constraints mapping: This data is held by the County Archaeologist who provides archaeological planning advice for the LA. The Alert layers have been created using HER data as a guide. The HER has a SLA with the County Archaeologist to provide data. Enquiries requiring this information are directed to the County Archaeologist.

HE Recommendation: *This indicator is met. Maintain as before.* |

49

Outcome C1.2: The HER is able to provide a range of options for accessing information.

Definitions	
Each user is likely to have specific needs that required different solutions and levels of support so the HER should be able to provide a range of options through which information can be accessed.	There are 8 Indicators for whether the HER is able to provide a range of options for accessing information.

There are 8 Indicators for whether the HER is able to provide a range of options for accessing information. The Portsmouth City HER currently provides sufficient supporting evidence for 4 of these Indicators.

Outcome	Audit Rating
C1.2	◯ ◯ ◯ 🟠 ◯

Outcome Indicator	Indicator Met?	Status / Recommendation
HER online (**C1.2/1**)	☒	**HER Status:** The HER does not make data available online. **HE Recommendation:** We strongly recommend that the HER makes its data available online.
HER on Heritage Gateway (**C1.2/2**)	☒	**HER Status:** The HER does not data make data available online.

		HE Recommendation: We strongly recommend that the HER makes its data available online and joins the Heritage Gateway.
Responses to remote HER enquirers **(C1.2/3)**	☑	*HER Status:* The following methods are used to respond to remote enquiries under normal circumstances: ✓ Post ✓ Telephone ✓ E-mail ✓ Social Media *HE Recommendation:* Maintain level of service.
Visitor facilities **(C1.2/4)**	☑	*HER Status:* Although the HER does not have a dedicated office space for visitors and it is not possible to view the database, accommodation can be made to view associated records i.e. archaeology reports and files, via the research room at Portsmouth History Centre or at Portsmouth Museum *HE Recommendation:* The indicator is met.
Information Services Policy **(C1.2/5)**	☒	*HER Status:* The HER does not have an Information Services Policy. *HE Recommendation:* It is recommended that the HER produces an Information Services Policy which details: • the purposes for which the HER is maintained • the professional and public user groups that the HER aims to serve • the HER's policies regarding consulting its users • its procedures in relation to UK GDPR • arrangements related to the Equality Act 2010 • arrangements for user access or link/reference to its Access and Charging Policy • any arrangements for deposition of information or link to alternative document • arrangements for providing feedback or making a complaint • statements regarding Freedom of Information Act and Environmental Information Regulations where relevant and: • is regularly reviewed and updated • is made easily available to HER users

Page 83

		considers user feedback in its revision
Access and Charging Policy **(C1.2/6)**	☒	**HER Status**: *The HER does not have an Access and Charging Policy.* **HE Recommendation:** *Draft an Access and charging Policy detailing the following:* *details of alternative access arrangements and provisions in relation to the Equality Act 2010, such as office facilities and the availability of braille or large print formats;* *the HER's responsibilities under the terms the Environmental Information Regulations;* *details for making a complaint.* *information on Terms and Conditions of Access to the record;* *the permitted use of HER data and need for any IPR statements or acknowledgements;* *restrictions to access;* *the range and levels of access options (including any charges, online provision);* *user facilities;* *link to privacy notice or reference to UK GDPR;* *link to enquiry form; format of data provision.* *The policy document needs to be made publicly available, i. e. on the City's website and should be made available via post or email.*
Data provision in alternative formats **(C1.2/7)**	☑	**HER Status:** *The HER can provide raw data in the following formats under normal circumstances:* *Printed (i.e. paper hardcopy)* *XML* *CSV* *Word document* *PDF* *Shape files* *MapInfo files* **HE Recommendation:** *Continue to provide a range of format options for users.*

Page 84

		HER Status: *The host organisation has a corporate GIS. The following datasets are made available through corporate GIS: Monuments. The datasets that belong to other organisation/local authority are not made available through the corporate GIS. Archaeological planning advice is provided by an agreement with Hampshire County Council and therefore copies of HER Monument and Event layers are supplied to the County Archaeologist. HCC maintain the archaeological alert/constraints mapping.*
Data accessible through corporate GIS **(C1.2/8)**	☑	*HER GIS layers are not made widely available through the corporate GIS as we want to encourage colleagues in other departments to contact the HER for further information and advice. A copy of the HER Monument layer is made available on corporate GIS. The HER does not hold all of the datasets listed in question 19.*
		Planning maintain the conservation area mapping, which is made available on corporate GIS.
		HE Recommendation: *Maintain existing provision.*

HER Service Outcome C2. The HER actively works to engage audiences.

Service Outcome	Overall Rating for C2
C2	◯——◯——●——◯——◯

There are two Outcomes for Service Outcome C2 (C2.1 and C2.2). Each Outcome with its definition and supporting Indicators is set out below.

There then follows a statement of the HER's current status against each Indicator, together with corresponding recommendations from Historic England as necessary.

Outcome C2.1: The HER has a planned, customer-focused approach to improving access and engagement that enables it to respond continuously to the needs and interests of all users.

Definitions	There are 6 Indicators for whether the HER has a planned, customer-focused approach to improving access and engagement that enables it to respond continuously to the needs and interests of all users.
The HER should be able to demonstrate that appropriate consideration has been given to improving and expanding access and engagement. Also that is has developed mechanisms for gathering and collating user feedback and has active procedures in place to ensure that the information derived is fed into its forward planning processes and translates into its day-to-day management. These processes should form part of a continuous cycle of assessment and improvement as outlined by the HER's Information Services Policy and Forward Plan.	

There are 6 Indicators for whether the HER has a planned, customer-focused approach to improving access and engagement that enables it to respond continuously to the needs

Page 86

54

and interests of all users. The Portsmouth City HER currently provides sufficient supporting evidence for 2 of these Indicators.

Outcome	Audit Rating
C2.1	◯——◯——◯——🟡——◯

Outcome Indicator	Indicator Met?	Status / Recommendation
Information Services Policy **(C2.1/1)**	☒	**HER Status:** *The HER does not have an Information Services Policy.* **HE Recommendation:** *It is recommended that the HER produces an Information Services Policy which details:* • *the purposes for which the HER is maintained* • *the professional and public user groups that the HER aims to serve* • *the HER's policies regarding consulting its users* • *its procedures in relation to UK GDPR* • *arrangements related to the Equality Act 2010* • *arrangements for user access or link/reference to its Access and Charging Policy* • *any arrangements for deposition of information or link to alternative document* • *arrangements for providing feedback or making a complaint* • *statements regarding Freedom of Information Act and Environmental Information Regulations where relevant* *and:* • *is regularly reviewed and updated* • *is made easily available to HER users* *considers user feedback in its revision*
Enquiries Log **(C2.1/2)**	☑	**HER Status:** *The HER keeps a log of enquiries it received. No personal data is stored in the enquiries log. The following categories of enquiry are logged:* ✓ *Written enquiries.* ✓ *Telephone enquiries.* ✓ *Face to face enquiries.* ✓ *E-mail enquiries.* ✓ *Online enquiries (website etc).* ✓ *Internal enquiries.* *The log categorises enquiries according to specific types of user. Mechanisms/procedures do not exist to feed information*

Page 87

55

|		
		derived from analysis of the enquiries log into the HER's forward planning process. The information recorded in the enquiries log is managed under relevant protocols in line with UK GDPR. The enquiries log is a simple table recording the number of enquiries received for each category e.g. commercial, research, internal etc. ***HE Recommendation:*** *Maintain as existing. Use analysis of enquiry log data to feed into the HERs Forward Planning process*
Mechanisms to gather user feedback **(C2.1/3)**	☑	***HER:*** *Status: The following mechanisms are used by the HER to gather user feedback:* ✓ *Feedback forms provided as part of response to remote enquiries.* ✓ *Social Media.* *Mechanisms do not exist to feed the resulting information and suggestions into the HER's forward planning process.* ***HE Recommendation:*** *Use the information gathered in the feedback forms etc. to inform the HER's Forward Plan to identify where adjustments to service are required.*
Research into user and non-user groups **(C2.1/4)**	☒	***HER Status:*** *The HER groups its users into categories for the purposes of analysis. The HER does not employ processes or mechanisms that identify and categorise under-represented and non-user groups.* ***HE Recommendation:*** *The HER has not undertaken any research or analysis into the current user groups it serves, nor for any under-represented or non-user groups. It is recommended that as a starting point, the HER undertakes analysis and quantification of its current user base using details contained within the Enquiries Log; integrate the results of the research into Forward Plan actions for development of the HER and its user base.*
Access and Charging Policy **(C2.1/5)**	☒	***HER Status:*** *The HER does not have an Access and Charging Policy.* ***HE Recommendation:*** *Draft an Access and charging Policy detailing the following:* • *details of alternative access arrangements and provisions in relation to the Equality Act 2010, such as*

Page 88

office facilities and the availability of braille or large print formats;

- *the HER's responsibilities under the terms the Environmental Information Regulations;*
- *details for making a complaint.*
- *information on Terms and Conditions of Access to the record;*
- *the permitted use of HER data and need for any IPR statements or acknowledgements;*
- *restrictions to access;*
- *the range and levels of access options (including any charges, online provision);*
- *user facilities;*
- *link to privacy notice or reference to UK GDPR;*
- *link to enquiry form; format of data provision.*

The policy document needs to be made publicly available, i. e. on the City's website and should be made available via post or email.

Forward Plan **(C2.1/6)** ☒	**HER Status:** *The HER does not have a current Forward Plan.* **HE Recommendation:** *It is recommended that the HER creates a Forward Plan to plan and timetable its work. The Plan should include tasks identified in the Audit Action Plan and Audit Tables 1 and 2.*

Outcome C2.2: The HER is proactive in promoting access and enabling others to contribute to the record.

Definitions	
The HER should actively publicise its service and should have mechanisms in place to encourage wider usage and contributions from an expanding range of groups and individuals. These mechanisms should be driven and guided by a continuing programme of research and information gathering.	*There are 6 Indicators for whether the HER is proactive in promoting access and enabling others to contribute to the record.*
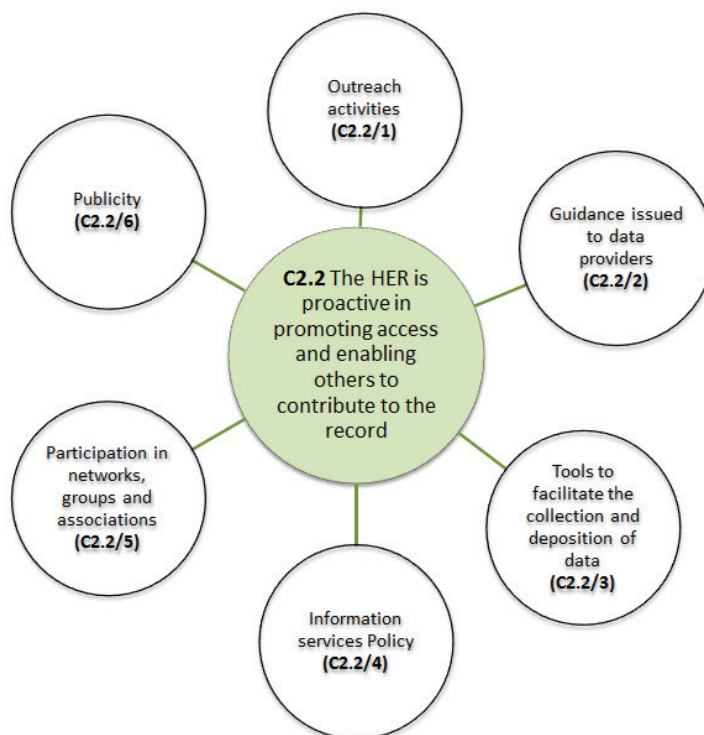
There are 6 Indicators for whether the HER is proactive in promoting access and enabling others to contribute to the record. The Portsmouth City HER currently provides sufficient supporting evidence for 5 of these Indicators.

Outcome	Audit Rating
C2.2	

Outcome Indicator	Indicator Met?	Status / Recommendation
Outreach Activities (C2.2/1)	☑	*HER Status: The HER participates in outreach activities.* *In 2020 the HER Assistant and museum Collections Registrar produced a series of videos for Heritage Open Days showcasing some of the finds held in the museum archaeology collection, many of which were from sites recorded on the HER. The videos*

58

were made available via the Portsmouth HER and Portsmouth City Museum Facebook pages.

For FOA 2021 the HER Assistant produced a video for museum and HER social media (Facebook, youtube, twitter) exploring the archaeology and history of Portsdown Hill highlighting some of the sites recorded on the HER.

In 2021 the HER Assistant also participated in the council's Blitz80 project using social media to highlight sites and buildings in Portsmouth relating to the Second World War.

The HER has its own dedicated Facebook page (@PortsmouthHER).

The HER have volunteers, work or student placements. The HER has one volunteer who undertakes research to help enhance records and subject coverage. Projects have included: researching assets on the local list, history of farms, mills and ironworks. The volunteer uses sources available online and held by Portsmouth Museum and Portsmouth History Centre. IT training has been given by the HER Assistant together with training on which sources to use (including an induction to Portsmouth History Centre), what information to collect and how to record it. The HER Assistant reviews information before adding new records/enhancing existing records on the database. The volunteer does not use the HER database.

Volunteers are recruited through the museum volunteer recruitment process and are managed by the HER Assistant and Collections Registrar.

Due to Covid19 there were no on the ground events in 2020 and 2021. The HER Assistant worked with the Collections Registrar to produce content for social media instead (see 43).

Volunteers were able to return to the museum in 2021 with appropriate safety measures in place and once individuals felt confident enough to return to the office.

		HE Recommendation: *This provides sufficient supporting evidence for this indicator. Maintain existing offers and engagement.*
Guidance issued to data providers **(C2.2/2)**	☑	***HER Status:*** *Guidance is available to data providers on how to submit data. This is published on the HER webpage* https://portsmouthmuseum.co.uk/collections-stories/historic-environment-record/ ***HE Recommendation:*** *This provides sufficient supporting evidence for this indicator.*
Tools to facilitate the collection and deposition of data **(C2.2/3)**	☑	***HER Status:*** *The HER does not issue any tools to users or data providers to assist with the collection and deposition of data.* *The HER validates records on OASIS. Records are not directly downloaded into the HER as it is preferred to use reports to create a more detailed record* ***HE Recommendation:*** *The HER may wish to consider providing additional tools e.g. data template for the receipt of data in other formats such as a database, or ensure that the GIS data requested is specified in terms of format; data fields required; expected metadata and so on to enable relevant information for HER records to be easily retrieved and more easily incorporated into the HER.*
Information Services Policy **(C2.2/4)**	☒	***HER Status:*** *The HER does not have an Information Services Policy.* ***HE Recommendation:*** *It is recommended that the HER produces an Information Services Policy which details:* • *the purposes for which the HER is maintained* • *the professional and public user groups that the HER aims to serve* • *the HER's policies regarding consulting its users* • *its procedures in relation to UK GDPR* • *arrangements related to the Equality Act 2010* • *arrangements for user access or link/reference to its Access and Charging Policy*

		• *any arrangements for deposition of information or link to alternative document* • *arrangements for providing feedback or making a complaint* • *statements regarding Freedom of Information Act and Environmental Information Regulations where relevant* *and:* • *is regularly reviewed and updated* • *is made easily available to HER users* *considers user feedback in its revision*
Participation in networks, groups and associations **(C2.2/5)**	☑	**HER Status:** *Staff at the HER have the following external contacts:* ✓ *Regional HER working party.* ✓ *HER Forum e-mail discussion list.* ✓ *HER Forum meetings.* ✓ *Local societies.** *The HER Assistant supplies summaries of archaeological work undertaken in Portsmouth to the Hampshire Field Club and Archaeology Society for inclusion in the annual Archaeology in Hampshire report.* **HE Recommendation:** *This provides adequate supporting evidence for this indicator.*
Publicity **(C2.2/6)**	☑	**HER Status**: *The HER actively publicises its service via presence on Social Media, at outreach events and a prominent presence on Portsmouth Museum and Art Gallery website.* **HE Recommendation:** *This provides adequate supporting evidence for this indicator. Continue as before.*

Page 93

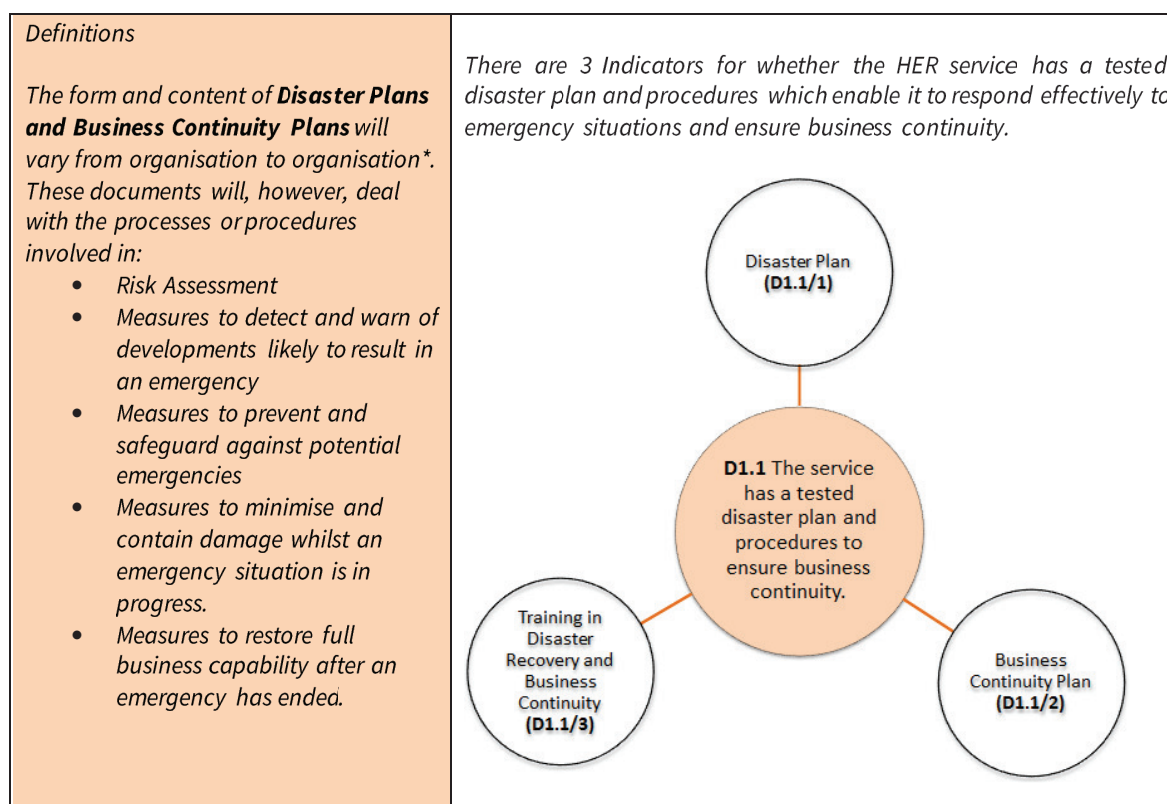## AREA D: INFRASTRUCTURE (SERVICE DELIVERY)

HER Service Outcome D1: The HER is actively managed enabling it to deliver an effective service.	

Service Outcome	Overall Rating for D1
D1	◯ 🟢 ◯ ◯ ◯

There are two Outcomes for Service Outcome D1 (D1.1 and D1.2). Each Outcome with its definition and supporting Indicators is set out below.

There then follows a statement of the HER's current status against each Indicator, together with corresponding recommendations from Historic England as necessary.

Outcome D1.1: The service has a tested disaster plan and procedures which enable it to respond effectively to emergency situations and ensure business continuity.

Definitions

*The form and content of **Disaster Plans and Business Continuity Plans** will vary from organisation to organisation*. These documents will, however, deal with the processes or procedures involved in:*
- *Risk Assessment*
- *Measures to detect and warn of developments likely to result in an emergency*
- *Measures to prevent and safeguard against potential emergencies*
- *Measures to minimise and contain damage whilst an emergency situation is in progress.*
- *Measures to restore full business capability after an emergency has ended.*

There are 3 Indicators for whether the HER service has a tested disaster plan and procedures which enable it to respond effectively to emergency situations and ensure business continuity.

There are 3 Indicators for whether the service has a tested disaster plan and procedures which enable it to respond effectively to emergency situations and ensure business

62

continuity. The Portsmouth City HER currently provides sufficient supporting evidence for 3 of these Indicators.

Outcome	Audit Rating
D1.1	🟢 ⚪ ⚪ ⚪ ⚪

| Outcome Indicator	Indicator Met?	Status / Recommendation
Disaster Plan **(D1.1/1)**	☑	**HER Status:** *The HER is covered by a Disaster (or Risk Assessment and Emergency Preparedness) Plan. The HER is covered by Portsmouth Museum and Visitor Services departmental Emergency Plan (Portsmouth City Council) as the HER is based within Portsmouth Museum Service and the Portsmouth Museum building. The plan is not considered as adequate for the present needs of the service.* *The Emergency Plan is currently being re-drafted and additional procedures are being added.* **HE Recommendation:** *We recommend re-drafting the Emergency Plan and add further procedures. As a start a template on the HE website can be consulted:* https://historicengland.org.uk/content/docs/her/her-disaster-management-plans-doc/
Business Continuity Plan **(D1.1/2)**	☑	**HER Status:** *The HER is covered by a Business Continuity Plan or equivalent that has been established for the overall department and the HER's needs are sufficiently represented.* **HE Recommendation:** *The indicator has been met.*
Training in disaster recovery and business continuity **(D1.1/3)**	☑	**HER Status:** *Engineers are trained on Disaster recovery during DR tests. In-house training is carried out on backup systems.* *All training in this area is undertaken by IT staff.* **HE Recommendation:** *None. The training in disaster recovery and business continuity is undertaken by IT staff.*

Page 95

Outcome D1.2: The purpose of the HER is formally recognised and is supported by the host organisation and local planning authorities it serves.

Definitions	
Formal recognition: In statutory terms HERs are underpinned by the process of formal adoption in accordance with the terms of the Town and Country Planning (General Permitted Development) Order 1995 and the Hedgerow Regulations 1997. *However, in terms of their recognised responsibilities, local planning authorities "should either maintain or have access to a historic environment record" (National Planning Policy Framework (2012) paragraph 169) and this may translate into definite statements regarding the HER (or the wider historic environment team) within the host organisations' Forward Plan.*	*There are 5 Indicators for whether the HER is formally recognised and is supported by the host organisation and local planning authorities it serves.*
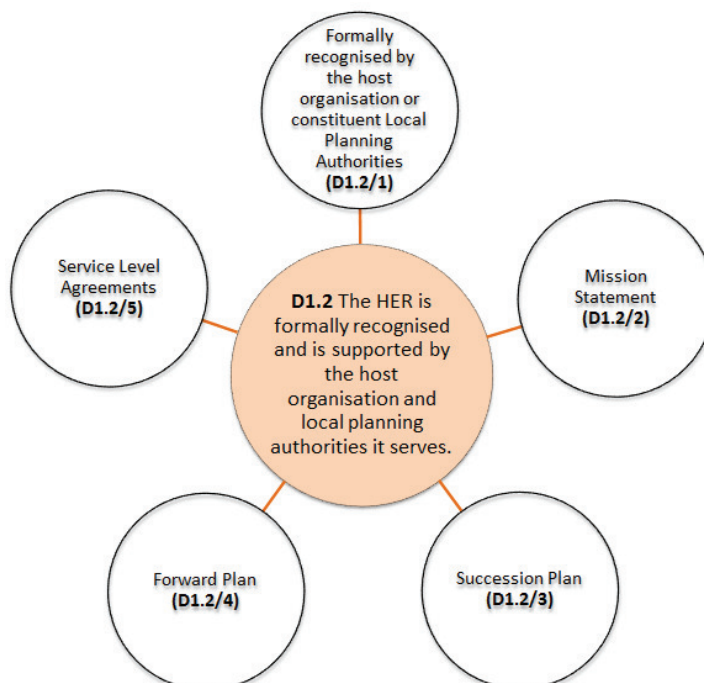
There are 5 Indicators for whether the HER is formally recognised and is supported by the host organisation and local planning authorities it serves. The Portsmouth City HER currently provides sufficient supporting evidence for two of these Indicators and 1 is not applicable to the HER.

Outcome	Audit Rating
D1.2	

Outcome Indicator	Indicator Met?	Status / Recommendation
Formally recognised by the host organisation or constituent Local Planning Authorities **(D1.2/1)**	☒	***HER Status:*** *The HER has not been adopted by its host organisation(s) in accordance with the terms of the Town and County Planning Act (General Permitted Development) Order 1995. The HER has not been adopted by its host organisation(s) in accordance with the Hedgerow Regulations 1997. The HER is maintained and accessed by relevant local authorities as*

Page 96

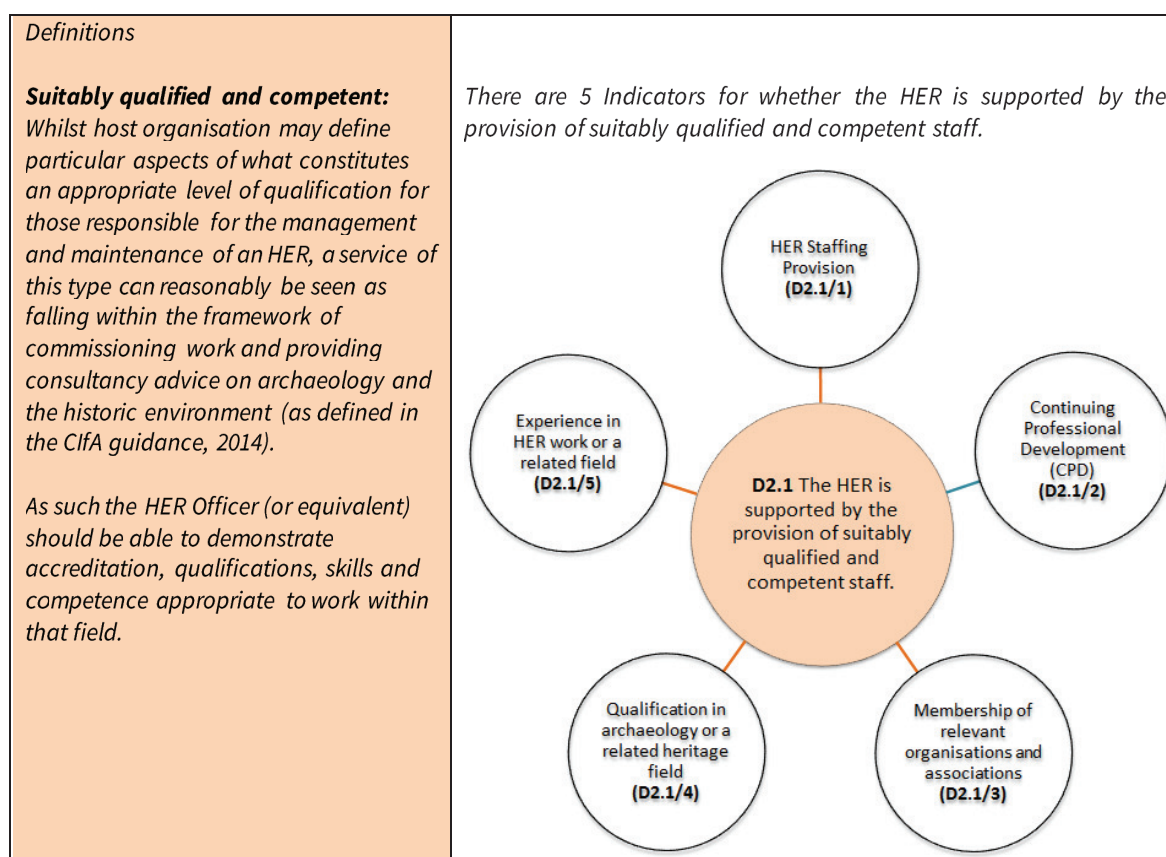|		
		described in National Planning Policy Framework (2021 paragraph 192). There is no reference made to the HER in the host organisation(s) service plan(s). There is no reference made to the work of the team or section within which the HER resides in the host organisation's service plan(s). *Portsmouth City Council does not have an overall service plan, plans are produced by each department within the council.* **HE Recommendation:** *This does not provide adequate supporting evidence for this indicator. It is recommended that the HER seeks formal adoption by its host authority according to the terms of these 2 items of legislation.* *The HER officers are encouraged in their intention to seek additional clarification regarding referencing of the HER's activities within the host authority's service plan.*
Mission Statement **(D1.2/2)**	☑	**HER Status:** *The HER has a Mission Statement or statement of purpose.* **HE Recommendation:** *None.*
Succession Plan (**D1.2/3**)	☑	**HER Status:** *The HER has a Succession Plan and succession planning is accounted for in other corporate documentation or procedures.* **HE Recommendation:** *The indicator has been met.*
Forward Plan **(D1.2/4)**	☒	**HER Status:** *The HER does not have a current Forward Plan.* **HE Recommendation:** *It is recommended that the HER creates a Forward Plan to plan and timetable its work. The Plan should include tasks identified in the Audit Action Plan and Audit Tables 1 and 2.*
Service Level Agreements **(D1.2/5)**	*N/A*	**HER Status:** *The HER does not operate under any Service Level/Section 101 Agreements.* *The HER sits within its planning authority (host organisation).*

65

HE Recommendation: N/A

HER Service Outcome D2: The HER is appropriately resourced

Service Outcome	Overall Rating for D2
D2	○ ——— ● ——— ○ ——— ○ ——— ○

There are three Outcomes for Service Outcome D2 (D2.1, D2.2 and D2.3). Each Outcome with its definition and supporting Indicators is set out below.

There then follows a statement of the HER's current status against each Indicator, together with corresponding recommendations from Historic England as necessary.

Outcome D2.1 The HER is supported by the provision of suitably qualified and competent staff.

Definitions

Suitably qualified and competent: *Whilst host organisation may define particular aspects of what constitutes an appropriate level of qualification for those responsible for the management and maintenance of an HER, a service of this type can reasonably be seen as falling within the framework of commissioning work and providing consultancy advice on archaeology and the historic environment (as defined in the CIfA guidance, 2014).*

As such the HER Officer (or equivalent) should be able to demonstrate accreditation, qualifications, skills and competence appropriate to work within that field.

There are 5 Indicators for whether the HER is supported by the provision of suitably qualified and competent staff.
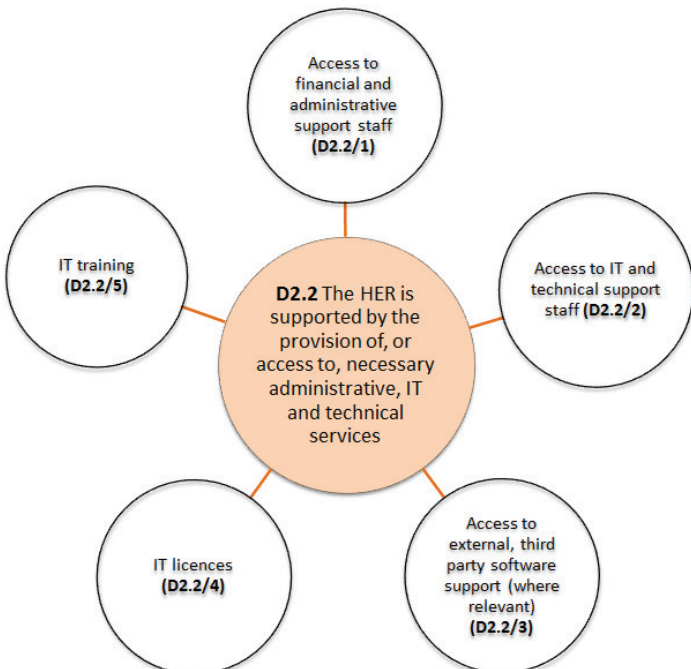

There are 5 Indicators for whether the HER is supported by the provision of suitably qualified and competent staff. The Portsmouth City HER currently provides sufficient supporting evidence for 4 of these Indicators.

Outcome	Audit Rating
D2.1	○──────○──────● ──────○──────○

Outcome Indicator	Indicator Met?	Status / Recommendation
HER staffing provision **(D2.1/1)**	☒	**HER Status:** *The number of full time equivalent (FTE) HER staff currently employed is 0.4. The staffing level is not seen as adequate by the HER for the needs of the service. The staffing level does not leave enough time for enhancement work, adding new records, documentation and promotion.* **HE Recommendation:** *It is strongly recommended that the Council considers potential opportunities for adding to the HER staffing resource and allocated budget. Running on 0.4 FTE is inadequate for the needs of the service as demonstrated by the incapability to undertake enhancement work. Extra resourcing would enable the HER to achieve measures identified in this report, Action Plan and Tables as well as maintain and improve service delivery to its users. Importantly, improved provision will ensure that the HER is as up-to-date and comprehensive as possible without further accumulating backlog.*
Continuing Professional Development (CPD) **(D2.1/2)**	☑	**HER Status:** *The HER operates a Continuing Professional Development (CPD) program.* **HE Recommendation:** *Make sure a PDR meeting is taking place each year and opportunities for staff training and development is offered.*
Membership of relevant organisations and associations **(D2.1/3)**	☑	**HER Status:** *The HERO) has current membership of the Museums Association (Associate of the Museums Association).* **HE Recommendation:** *The indicator is met. Continue with the membership.*
Qualification in archaeology or a related heritage field **(D2.1/4)**	☑	**HER Status:** *The HER Officer has the following qualifications in archaeology: Degree in Archaeology.*

Page 100

		HE Recommendation: *None.*
Experience in HER work or a related field **(D2.1/5)**	☑	***HER Status:*** *The collective professional experience of the staff in work relating to the management and maintenance of Historic Environment Records is More than 10 years.* ***HE Recommendation:*** *None*

Outcome D2.2: The HER is supported by the provision of, or access to, necessary administrative, IT and technical services.

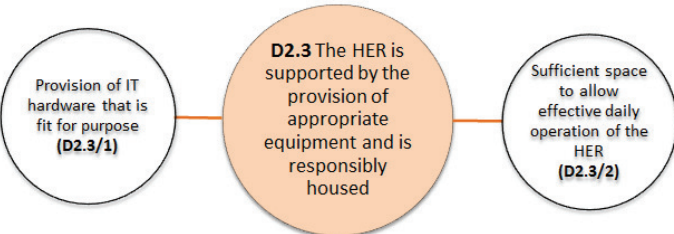| Definitions	
"HER computer systems may be based on a corporate network or on stand-alone PCs and may make use of standard commercial packages or bespoke systems. However, installed, computer systems need technical support for both hardware and software. Such support may be available from corporate IT departments but, even where centrally provided, the actual support may be supplied by contractors" (IFP B.10.1). *Beyond the sphere of IT, the HER's position within the structure of its host organisation should provide it with a supporting framework including (but not restricted to):* • *Administrative support (including financial administration, payroll and customer invoicing)* • *Training*	*There are 5 Indicators for whether the HER is supported by the provision of, or access to, necessary administrative, IT and technical services.*

There are 5 Indicators for whether the HER is supported by the provision of, or access to, necessary administrative, IT and technical services. The Portsmouth City HER currently provides sufficient supporting evidence for 5 of these Indicators.

Outcome	Audit Rating
D2.2	🟢 ⚪ ⚪ ⚪ ⚪

Outcome Indicator	Indicator Met?	Status / Recommendation
Access to financial and administrative support staff **(D2.2/1)**	☑	***HER Status:*** *Administrative support is provided to the HER by the host organisation. Support for customer invoicing, raising purchase orders and other aspects or financial administration are provided to the HER by the host organisation.* ***HE Recommendation:*** *The indicator is met.*

70

Access to IT and technical support staff **(D2.2/2)**	☑	**HER Status:** *Technical and IT support is provided to the HER by the host organisation.* **HE Recommendation:** *The indicator is met.*
Access to external third party software support (where relevant) **(D2.2/3)**	☑	**HER Status:** *IT support is provided for HER software from a third party.* The HER *considers the level of additional support adequate for the needs of the service.* **HE Recommendation:** *The indicator is met.*
IT licences **(D2.2/4)**	☑	**HER Status:** *IT licences are required for the key software components of the HER.* *The required licences and support are covered by the core budget.* **HE Recommendation:** *The indicator is met.*
IT training **(D2.2/5)**	☑	**HER Status:** *Those responsible for maintaining the HER do not receive regular IT training.* The *level of IT training presently available is seen as adequate for the needs of the service and training is available on request.* **HE Recommendation:** *The indicator is met however we recommend taking advantage of regular IT training if seen necessary.*

Outcome D2.3: The HER is supported by the provision of appropriate equipment and is responsibly housed.

Definitions	
The HER's position within the structure of its host organisation should provide it with a supporting framework covering the provision of equipment and facilities including (but not restricted to): • Computer equipment and hardware • Office and facilities maintenance	There are 2 Indicators for whether the HER is supported by the provision of appropriate equipment and is responsibly housed.

There are 2 Indicators for whether the HER is supported by the provision of appropriate equipment and is responsibly housed. The Portsmouth City HER currently provides sufficient supporting evidence for 2 of these Indicators.

Outcome	Audit Rating
D2.3	

Outcome Indicator	Indicator Met?	Status / Recommendation
Provision of IT hardware that is fit for purpose **(D2.3/1)**	☑	**HER Status**: The IT hardware currently used by the HER is seen as adequate for the needs of the service. **HE Recommendation:** The indicator is met.
Sufficient space to allow effective daily operation of the HER **(D2.3/2)**	☑	**HER Status:** Under normal circumstances, the office space presently allocated to the is HER seen as adequate for the needs of the service. **HE Recommendation:** The indicator is met.

Page 104

72

4. Action Plan

Using the evidence provided by the HER across the four Service Areas (Section 3) allows Historic England to identify those Indicators against which further development is required. The HER can now review the recommendations made and devise a forward work programme to further its progress within each Service Area. The enhancement work is broken down into detailed specific tasks and set in context within the HER Action Plan (below).

The Action Plan will guide the HER in developing its service over the next 5 years. The table below lists the tasks involved in implementing the recommendations made by Historic England in Section 3 of this report (above). Placed within the context of the framework of the HER's own priorities, available resources and development plans for the next five years, this collectively forms the Action Plan for this phase of the audit process (2022-2027). (These are tasks which will be undertaken in parallel to or integrated within the day-to-day work of the service).

The HER is encouraged to regularly review progress throughout this period. At the mid-way point (two and a half years after the plan 'goes live) we will get in touch again to see how things are going. The Action Plan will also form a foundation for a process of evaluation when progress is formally reviewed at the end of 5 years (corresponding with the next phase of audit).

Action Plan Task Log:

ID	Task	HER Service Outcome Indicator	Priority identified by HE	Priority identified by HER	Timetable	Resource	Reference to HER Forward Plan (where applicable)	Outputs (optional for HER to complete)	Outcomes (optional for HER to complete, links to other local or regional frameworks)
1	Create a **Forward Plan** to timetable and prioritise its work. A template can be found here: https://historicengland.org.uk/content/docs/her/her-forward-plan-template-doc/	A1.1/2 A1.2/4 C2.1/6 D1.2/4	High	High	2022-2023				
2	Create an **Information Services Policy** to include: • the purposes for which the HER is maintained • the professional and public user groups that the HER aims to serve • arrangements for access and alternative provisions in line with Equality Act 2010	A1.1/7 B2.3/2 C1.1/1 C1.2/5 C2.1/1 C2.2/4	High	High	2022-2023				

74

	• the HER's policies regarding consulting its users • any arrangements for deposition of information or link to alternative document; • information on how users can provide feedback or make a complaint reference to UK GDPR relating to how enquirer's details are stored or managed. A template can be found here: https://historicengland.org.uk/content/docs/her/information-services-policy-template-doc/							
3	Work through backlog tasks of High priority. These are the grey literature backlog: DC generated archaeology reports (2) and Historic England Research Reports (9).	A1.1/1 A2.2/5	High	High	2022-2023			

75

Page 107

4	Create a **Recording Policy** which includes: • details of the geographical remit of the service • details of arrangements for exchanging and sharing data with neighbouring records • details of other organisations or departments maintaining information about aspects of the historic environment that complement the information recorded within the HER details of the periods and categories covered by the HER. A template can be found here: https://historicengland.org.uk/content/docs/her/recording-policy-template-doc/	A2.1/1 A2.2/1	High	High	2022-2023				

							🟩		
5	Undertake enhancement work for Monument Type and Period Coverage as detailed in document **Portsmouth HER Enhancement Projects** to enhance average coverage (see Audit Table 5 for Monument Types and Audit Table 6 for Period).	A2.2/2	Medium	Medium	2023-2027	🟥			
6	Subscribe to the Forum on Information Standards in Heritage e-mail group.FISH@JISCMAIL.AC.UK	B1.1/3	High			🟥			
7	Draft an **Access and charging Policy** detailing the following: • details of alternative access arrangements and provisions in relation to the Equality Act 2010,	B1.3/3 B2.2/5 C1.1/2 C1.2/6 C2.1/5	High	High	2022-2023	🟩			

77

Page 109

such as office facilities and the availability of braille or large print formats; • the HER's responsibilities under the terms the Environmental Information Regulations; • details for making a complaint. • information on Terms and Conditions of Access to the record; • the permitted use of HER data and need for any IPR statements or acknowledgements; • restrictions to access; • the range and levels of access options (including any charges, online provision); • user facilities; • link to privacy notice or reference to UK GDPR;							

78

	• link to enquiry form; format of data provision. The policy document needs to be made publicly available, i. e. on the City's website and should be made available via post or email. A template can be found here: https://historicengland.org.uk/content/docs/her/access-charging-policy-template-doc/							
8	Make HER data available online and join the Heritage Gateway.	C1.2/1 C1.2/2	High	Medium	2024-2027			
9	Undertake research into user and non-user groups to understand the current user-base of the HER and target services to current and new audiences.	C2.1/4	Low	Low	2025-2027			

79

	As a first stage undertake analysis of the enquiries log.							
10	Seek formal adoption by the host authority according to the terms of the Town and County Planning Act (General Permitted Development) Order 1995 and the Hedgerow Regulations 1997 items of legislation. Seek additional clarification regarding referencing of the HER's activities within the host authority's service plan	D1.2/1	Medium	Medium	2023-2025			
11	The Authority should undertake a staffing and resourcing review as a priority to appraise options for increasing allocation of staff time and budget to HER work.	D2.1/1 A1.1/4 A1.1/5	High		2022-2023			

Example Resourcing Key:

	Achievable with existing staff
	Achievable with short-term additional resources and/or training
	Requiring additional long term resources and training

81

Page 113

This page is intentionally left blank

Historic England

Portsmouth HER
Audit 2022
Summary

Portsmouth CITY COUNCIL

Audit Rating

A1 A2 B1 B2 C1 C2 D1 D2
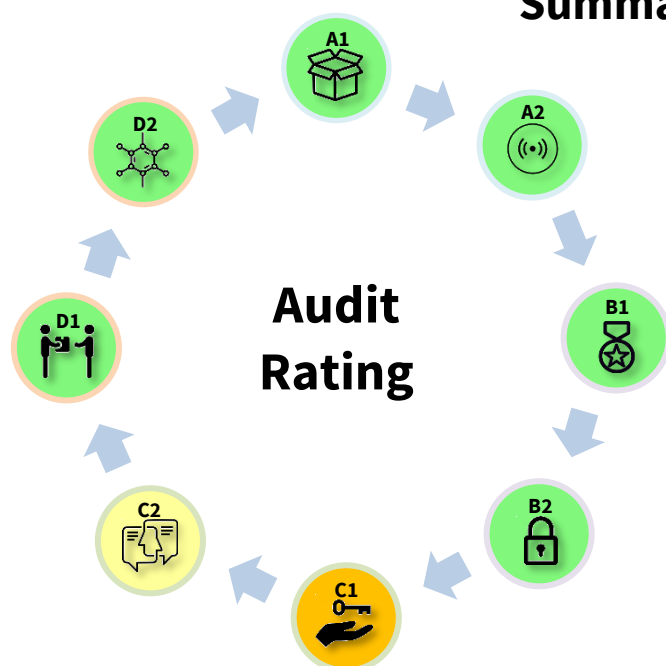
Audit Rating Key:

- No future action required, maintain as existing
- One or more actions required
- One or more substantial actions required
- A number of significant actions are required
- Significant action is required in most/all areas

A: Content and Coverage	
Success and Achievement: Dynamic content. Good record quality and record management. Significant enhancement over last five years. Mission statement and indexed reference collection. *Areas for Future Work*: Produce a Forward Plan and Information Services Policy.	*Success and Achievement:* Good Monument and Event coverage, from a variety of sources. Inclusion of a range of other datasets providing comprehensive reference to the historic environment. *Areas for Future Work:* Create a Recording Policy.

B: Data Standards and Security	
Success and Achievement: MIDAS compliant. Detailed up-to-date Recording Manual. Data Exchange agreements and up-to-date FISH thesauri. Compliant with GDPR. *Areas for Future Work*: Draft an Access and Charging Policy.	*Success and Achievement*: Documented regular back-up procedures. Appropriately stored and managed reference collection. Staff trained in IT security procedures. Up-to-date Data Management Statement. *Areas for Future Work*: Draft an Access and Charging Policy and Information Services Policy.

C: Access and Engagement	
Success and Achievement: Good enquiry service and visitor access; accommodates needs of user regarding data format. *Areas for Future Work*: Create user policy documentation to inform user of services offered: Information Services Policy, Access and Charging Policy. Make records available online.	*Success and Achievement*: Guidance issued to data providers. Staff participate in a number of networks and groups. HER offers outreach activities and is present on social media. *Areas for Future Work*: Undertake research into HER user groups.

D: Infrastructure (Service Delivery)	
Success and Achievement: Disaster, - Business Continuity, - and Succession Plan. *Areas for Future Work*: Seek formal recognition by the host authority. Draft a Forward Plan.	*Success and Achievement*: Highly qualified and experienced staff, that is fully equipped and trained and has access to financial and administrative support. *Areas for Future Work*: Increase staffing level.

For further details about Audit Outcomes A1, A2, B1, B2, C1, C2, D1 and D2 please see the HER Audit Specification.

This page is intentionally left blank

Integrated Impact Assessment (IIA)

Portsmouth City Council

Integrated impact assessment (IIA) form December 2019

www.portsmouth.gov.uk

The integrated impact assessment is a quick and easy screening process. It should:

■ identify those policies, projects, services, functions or strategies that could impact positively or negatively on the following areas:

- ■ Communities and safety
- ■ Regeneration and culture
- ■ Environment and public space
- ■ Equality & - Diversity - This can be found in Section A5

Directorate: Culture, Leisure and Regulatory Services

Service, function: Culture & Leisure

Title of policy, service, function, project or strategy (new or old) :

Historic Environment Record

Type of policy, service, function, project or strategy:

(★) Existing

( ) New / proposed

( ) Changed

What is the aim of your policy, service, function, project or strategy?

Updating the Cabinet Member about the results of the Historic Environment Record (HER) Audit

Has any consultation been undertaken for this proposal? What were the outcomes of the consultations? Has anything changed because of the consultation? Did this inform your proposal?
NO

A - Communities and safety	**Yes**	**No**

Is your policy/proposal relevant to the following questions?

A1-Crime - Will it make our city safer?	☐	★

In thinking about this question:

- How will it reduce crime, disorder, ASB and the fear of crime?
- How will it prevent the misuse of drugs, alcohol and other substances?
- How will it protect and support young people at risk of harm?
- How will it discourage re-offending?

If you want more information contact Lisa.Wills@portsmouthcc.gov.uk or go to:

https://www.portsmouth.gov.uk/ext/documents-external/cou-spp-plan-2018-20.pdf

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How will you measure/check the impact of your proposal?

A - Communities and safety	**Yes**	**No**

Is your policy/proposal relevant to the following questions?

A2-Housing - Will it provide good quality homes?	☐	★

In thinking about this question:

- How will it increase good quality affordable housing, including social housing?
- How will it reduce the number of poor quality homes and accommodation?
- How will it produce well-insulated and sustainable buildings?
- How will it provide a mix of housing for different groups and needs?

If you want more information contact Daniel.Young@portsmouthcc.gov.uk or go to:

https://www.portsmouth.gov.uk/ext/documents-external/psh-providing-affordable-housing-in-portsmouth-april-19.pdf

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

A - Communities and safety	**Yes**	**No**

Is your policy/proposal relevant to the following questions?

A3-Health - Will this help promote healthy, safe and independent living?	☐	★

In thinking about this question:

- How will it improve physical and mental health?
- How will it improve quality of life?
- How will it encourage healthy lifestyle choices?
- How will it create healthy places? (Including workplaces)

If you want more information contact Dominique.Letouze@portsmouthcc.gov.uk or go to:

https://www.portsmouth.gov.uk/ext/documents-external/cons-114.86-health-and-wellbeing-strategy-proof-2.pdf

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

A - Communities and safety	**Yes**	**No**

Is your policy/proposal relevant to the following questions?

A4-Income deprivation and poverty-Will it consider income deprivation and reduce poverty?	☐	★

In thinking about this question:

- How will it support those vulnerable to falling into poverty; e.g., single working age adults and lone parent households?
- How will it consider low-income communities, households and individuals?
- How will it support those unable to work?
- How will it support those with no educational qualifications?

If you want more information contact Mark.Sage@portsmouthcc.gov.uk or go to:

https://www.portsmouth.gov.uk/ext/documents-external/cou-homelessness-strategy-2018-to-2023.pdf
https://www.portsmouth.gov.uk/ext/health-and-care/health/joint-strategic-needs-assessment

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?
How are you going to measure/check the impact of your proposal?

A - Communities and safety	Yes	No

Is your policy/proposal relevant to the following questions?

A5-Equality & diversity - Will it have any positive/negative impacts on the protected characteristics?	☐	[★]

In thinking about this question:

- How will it impact on the protected characteristics-Positive or negative impact (Protected characteristics under the Equality Act 2010, Age, disability, race/ethnicity, Sexual orientation, gender reassignment, sex, religion or belief, pregnancy and maternity, marriage and civil partnership,socio-economic)
- What mitigation has been put in place to lessen any impacts or barriers removed?
- How will it help promote equality for a specific protected characteristic?

If you want more information contact gina.perryman@portsmouthcc.gov.uk or go to:

https://www.portsmouth.gov.uk/ext/documents-external/cmu-equality-strategy-2019-22-final.pdf

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

B - Environment and climate change	Yes	No

Is your policy/proposal relevant to the following questions?

B1-Carbon emissions - Will it reduce carbon emissions?	☐	★

In thinking about this question:

- How will it reduce greenhouse gas emissions?
- How will it provide renewable sources of energy?
- How will it reduce the need for motorised vehicle travel?
- How will it encourage and support residents to reduce carbon emissions?

If you want more information contact Tristan.thorn@portsmouthcc.gov.uk or go to:

https://www.portsmouth.gov.uk/ext/documents-external/cmu-sustainability-strategy.pdf

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

B2-Energy use - Will it reduce energy use?	☐	★

In thinking about this question:

- How will it reduce water consumption?
- How will it reduce electricity consumption?
- How will it reduce gas consumption?
- How will it reduce the production of waste?

If you want more information contact Triston.thorn@portsmouthcc.gov.uk or go to:

https://www.portsmouth.gov.uk/ext/documents-external/pln-portsmouth-plan-post-adoption.pdf
https://democracy.portsmouth.gov.uk/documents/s24685/Home%20Energy%20Appendix%201%20-%20Energy%20and%20water%20at%20home%20-%20Strategy%202019-25.pdf
Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

B - Environment and climate change	Yes	No

Is your policy/proposal relevant to the following questions?

B3 - Climate change mitigation and flooding-Will it proactively mitigate against a changing climate and flooding?	☐	★

In thinking about this question:

- How will it minimise flood risk from both coastal and surface flooding in the future?
- How will it protect properties and buildings from flooding?
- How will it make local people aware of the risk from flooding?
- How will it mitigate for future changes in temperature and extreme weather events?

If you want more information contact Tristan.thorn@portsmouthcc.gov.uk or go to:

https://www.portsmouth.gov.uk/ext/documents-external/env-surface-water-management-plan-2019.pdf
https://www.portsmouth.gov.uk/ext/documents-external/cou-flood-risk-management-plan.pdf

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

B4-Natural environment-Will it ensure public spaces are greener, more sustainable and well-maintained?	☐	★

In thinking about this question:

- How will it encourage biodiversity and protect habitats?
- How will it preserve natural sites?
- How will it conserve and enhance natural species?

If you want more information contact Daniel.Young@portsmouthcc.gov.uk or go to:

https://www.portsmouth.gov.uk/ext/documents-external/pln-solent-recreation-mitigation-strategy-dec-17.pdf
https://www.portsmouth.gov.uk/ext/documents-external/pln-portsmouth-plan-post-adoption.pdf

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

B - Environment and climate change	Yes	No

Is your policy/proposal relevant to the following questions?

B5-Air quality - Will it improve air quality?	☐	★

In thinking about this question:

- How will it reduce motor vehicle traffic congestion?
- How will it reduce emissions of key pollutants?
- How will it discourage the idling of motor vehicles?
- How will it reduce reliance on private car use?

If you want more information contact Hayley.Trower@portsmouthcc.gov.uk or go to:

https://www.portsmouth.gov.uk/ext/documents-external/env-aq-air-quality-plan-outline-business-case.pdf

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

B - Environment and climate change	Yes	No

Is your policy/proposal relevant to the following questions?

B6-Transport - Will it improve road safety and transport for the whole community?	☐	★

In thinking about this question:

- How will it prioritise pedestrians, cyclists and public transport users over users of private vehicles?
- How will it allocate street space to ensure children and older people can walk and cycle safely in the area?
- How will it increase the proportion of journeys made using sustainable and active transport?
- How will it reduce the risk of traffic collisions, and near misses, with pedestrians and cyclists?

If you want more information contact Pam.Turton@portsmouthcc.gov.uk or go to:

https://www.portsmouth.gov.uk/ext/travel/local-transport-plan-3

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

B - Environment and climate change	Yes	No

Is your policy/proposal relevant to the following questions?

B7-Waste management - Will it increase recycling and reduce the production of waste? ☐ ★

In thinking about this question:

- How will it reduce household waste and consumption?
- How will it increase recycling?
- How will it reduce industrial and construction waste?

If you want more information contact Steven.Russell@portsmouthcc.gov.uk or go to:

https://documents.hants.gov.uk/mineralsandwaste/HampshireMineralsWastePlanADOPTED.pdf

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

C - Regeneration of our city	Yes	No

Is your policy/proposal relevant to the following questions?

C1-Culture and heritage - Will it promote, protect and enhance our culture and heritage?	★	★

In thinking about this question:

- How will it protect areas of cultural value?
- How will it protect listed buildings?
- How will it encourage events and attractions?
- How will it make Portsmouth a city people want to live in?

If you want more information contact Claire.Looney@portsmouthcc.gov.uk or go to:

https://www.portsmouth.gov.uk/ext/documents-external/pln-portsmouth-plan-post-adoption.pdf

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

Historic Environment Record (HER) data is used to inform planning decisions and therefore helps to protect designated and non-designated assets in the city. The HER promotes the archaeology and heritage of the city at museum events and online via social media. HER data is available to anyone with an interest in the Historic Environment.

How are you going to measure/check the impact of your proposal?
The HERs' progress will be monitored by a forward/action plan and future audits.

C - Regeneration of our city	Yes	No

Is your policy/proposal relevant to the following questions?

C2-Employment and opportunities - Will it promote the development of a skilled workforce?	☐	★

In thinking about this question:

- How will it improve qualifications and skills for local people?
- How will it reduce unemployment?
- How will it create high quality jobs?
- How will it improve earnings?

If you want more information contact Mark.Pembleton@portsmouthcc.gov.uk or go to:

https://www.portsmouth.gov.uk/ext/documents-external/cou-regeneration-strategy.pdf

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

C - Regeneration of our city	Yes	No

Is your policy/proposal relevant to the following questions?

C3 - Economy - Will it encourage businesses to invest in the city, support sustainable growth and regeneration?	☐	★

In thinking about this question:

- How will it encourage the development of key industries?
- How will it improve the local economy?
- How will it create valuable employment opportunities for local people?
- How will it promote employment and growth in the city?

If you want more information contact Mark.Pembleton@portsmouthcc.gov.uk or go to:

https://www.portsmouth.gov.uk/ext/documents-external/cou-regeneration-strategy.pdf

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

How are you going to measure/check the impact of your proposal?

Q8 - Who was involved in the Integrated impact assessment?

Jennifer Macey Historic Environment Record Assistant

This IIA has been approved by: Jane Mee Museums and Visitor Services Manager

Contact number: 4788

Date: 6 October 2022

Portsmouth
CITY COUNCIL

THIS ITEM IS FOR INFORMATION ONLY

(Please note that "Information Only" reports do not require Integrated Impact Assessments, Legal or Finance Comments as no decision is being taken)

Title of meeting:	Culture, Leisure and Economic Development Decision Meeting
Subject:	Silver City Exhibition Progress Report
Date of meeting:	18 November 2022
Report by:	Director of Culture, Leisure and Regulatory Services
Wards affected:	All

1.   Requested by Councillor Steve Pitt, Cabinet Member for Culture, Leisure & Economic Development

2.   Purpose

2.1   The Purpose of this report is to update the Cabinet Member on progress since the Silver City exhibition opened on 27 May 2022.

3.   Information Requested

3.1   An initial report about the Silver City exhibition was taken to the previous Cabinet Member on 8 February 2022, prior to installation and opening.

3.2   The exhibition was opened on Friday 27 May by the Lord Mayor and the then Commander of the Naval Base. This was the first exhibition opening event that the museum had hosted since the start of the Covid-19 pandemic. The Young Creatives provided actors as silver statues, based on characters in the exhibition, and also performed for the public the next day.

3.3   The exhibition attracted a total of £67,000 of funding from six different sources - the Decorative Arts Society, the Silver Society, the Goldsmiths Charity, the Paul Mellon Centre for British Art, the Portsmouth Cultural Education Partnership and the National Lottery Heritage Fund. The project curators developed partnerships with specialist organisations such as the Silver Society and the Company of Goldsmiths and with academics and researchers.

3.4   The exhibition includes loans from the Royal Navy Trophy Centre, Portsmouth Cathedral, the Company of Goldsmiths and from private collections. The loan of the Seymour Salt from the Company of Goldsmiths is a major opportunity to show

THIS ITEM IS FOR INFORMATION ONLY
(Please note that "Information Only" reports do not require Integrated Impact Assessments, Legal or Finance Comments as no decision is being taken)

Portsmouth's wedding gift to Catherine of Braganza in the city for the first time since she married Charles II in 1662.

3.5   The process of developing content for the exhibition drew on lessons from the D-Day Story project. The displays have been framed around a number of themes - Royal City, Proud City, Naval City, Forces City, World City and People's City - and emphasise people and their stories as part of the city's wider story. Workshops were held to discuss objects and stories, including colleagues from the City Council, the Royal Navy and the University of Portsmouth.

3.6   An extensive outdoor marketing campaign kicked off in time for the opening of the exhibition and covered the city and the surrounding areas. Highlights included adverts using the fish imagery on the side of 25 buses. The campaign ran for an extra two weeks on top of the four weeks paid for and gave excellent reach to residents and commuters in our target area. The adverts were spotted in Fareham, Havant, Paulsgrove, Portchester and Hayling Island as well as frequently in Portsmouth. Another highlight was an advert editorial in the Art and Crafts section of The Guardian - the Saturday Guardian has a national circulation of 867,000. In addition to our outdoor and print advertising we have so far paid for sponsored Facebook posts, the first reaching 46,896 people and making 76,684 impressions, with a later post during July reaching 53,642 people. More marketing activity is planned for the winter months.

3.7   The engagement programme to complement the exhibition has benefited from external funding and has supported a range of events. Objects from the exhibition are the basis for the Libraries Service's Short Story Challenge and funding from the Portsmouth Cultural Education Partnership enabled us to develop a digital learning pack. We have hosted three Summer HAF events inspired by the exhibition, helped 12 young people in care achieve their bronze Arts Award through the exhibition and hosted a tour of the museum and exhibition for refugee teens working with the British Red Cross. Funding from the National Lottery Heritage Fund enabled us to engaged Play Practitioners who have conducted Silver City scavenger hunts and family tours of the exhibition and have also hosted Silver City collage workshop with women refugees from the City of Sanctuary group. We have also developed a Silver City trail for the whole museum and have plans for stop motion animation workshops in the winter for community groups to participate in.

3.8   We have hosted several tours as part of the 60+ festival and are hosting a range of talks and workshops based on elements of the exhibition. Speakers have included local silversmith Barbara Tipple and Rear-Admiral Roy Clare, the former Director of the National Maritime Museums. Future speakers include Rosemary Baird (Curator Emeritus of Goodwood), Peter Goodwin (former Curator of HMS Victory), Rosalinda Hardiman (former Curator of Art), Colin Farmery (Pompey History Society) and Dominic Fontana (former Senior Lecturer in Geography). We have also hosted a

www.portsmouth.gov.uk

THIS ITEM IS FOR INFORMATION ONLY
(Please note that "Information Only" reports do not require Integrated Impact Assessments, Legal or Finance Comments as no decision is being taken)

Silver City inspired Lino Printing workshop with Gabriella Grant and a silver ring making demonstration by Buckwild Bespoke.

3.9 Project funding from the National Lottery Heritage Fund has enabled us to appoint a dedicated Digital Engagement Officer. The museum's Facebook page has consistently reached more than 30,000 people over 28 day periods and increased levels of engagement, with interactions from 3,800 different profiles. Over the 90 day period up until 12 October the museum's Instagram had a 75% increase in account reach and an 83.6% increase in engagements. The growth in the museum's Instagram profile is very positive as it tends to reach a younger audience and is particularly suitable for sharing images and promoting exhibitions and events. In July 2022 the number of visits to the museums Twitter profile reached to 10,100 and tweets posted that month were seen by 10,900 people, and in August the tweets reached 17,200 impressions and 15,600 visits. These are impressive figures as the Twitter reach has more than tripled since the exhibition opened. The most popular tweet, sharing a Silver City blog post by a University of Portsmouth History student, earned 1,012 impressions. Social media has been a very important tool for the promotion and information sharing of exhibitions and events. We have been able to update our audience with new material about Silver City, including upcoming events, detailed posts about specific pieces and provide the audience an insight into the exhibition before they visit. Using social media regularly has grown our audience and engagement for Portsmouth City Museum as a long-term legacy.

3.10 We have produced a bespoke retail offer to coincide with the exhibition. The exhibition book by the co-curators, fully funded by the Paul Mellon Centre, has sold 59 copies at the time of writing at a total income of £941.24. Other products have included replicas of the articulated fish model and the town criers badge.

3.11 The exhibition has delivered a legacy for the museum in three new high specification display cases suitable for displaying high profile loans from major institutions. Infrastructure in the exhibition gallery has been upgraded and a number of objects from the collection were framed and conserved.

3.12 Visitor numbers for the period June to September 2022 were 13,605, compared to 11,200 in the same period last year and 14,114 in 2019. Comparisons of visitor numbers are still problematic in the post-Covid climate as visitors readjust to travelling and visiting attractions but a 21% increase on last year and only 3.6% under 2019 is positive.

3.13 The exhibition has recently been reviewed in the Burlington, a prestigious specialist art magazine with an international audience. This is a positive development and it is

encouraging to be able to highlight the exhibition, the silver collection and the city to a specialist audience.

3.14 We have been capturing feedback from visitors during the exhibition, including asking visitors to put silver stickers on a map of the city to let us know where they are visiting us from. We have asked visitors from further afield to fill out postcards to tell us where they have travelled from to visit Portsmouth. The responses ranged for all corners of the globe including Nigeria, Hong Kong, Canada, Australia, Nepal, India, Thailand, Poland, Hawaii, New Zealand, Denmark, USA, Italy, Trinidad and Tobago.

3.15 Feedback on the exhibition has been very positive. Oli, a young person from Artswork, said: 'I liked the exhibition, especially the fish, the pocket watch and the flask. I like these I would like to have them. I like pocket watches and flasks and they are historical and silver. I like silver.' Jade, age 30, from Southsea said 'This exhibition is wonderful! I love visiting Portsmouth Museums. Staff here are so lovely and welcoming and the displays are great! Thank you!' Mahbuba said: 'What a beautiful exhibition. It has brought so many memories for me. I arrived from Zanzibar in 1964 and have lived in Portsmouth since. My best memory as a 12 year old is going to Alec Rose('s) shop and he would give us veg for free because he knew we couldn't always afford it. God bless him and his wife.'

3.16 A significance assessment of the civic collection was carried out by Dr Tim Schroder, the President of the Silver Society and a former Prime Warden of the Company of Goldsmiths. This assessment found that the collection is of national importance, particularly for its 16th and 17th century objects. If it were an accessioned museum collection it would likely be worthy of consideration for designation by Arts Council England. The exhibition has also opened up the collection to new research by leading historians. The maker of the Great Mace and the Portsmouth Flagons, Wolfgang Howzer, has been identified for the first time. The Bodkin Cup has been attributed to Robert Amadas, Henry VIII's Master of the Jewel House, and work is ongoing to identify how it came to Portsmouth.

3.17 Long-term plans for the collection after the end of the exhibition are focused on options for redisplaying the Lord Mayor's corridor in the Guildhall to ensure the collection's long-term care and to improve access for visitors. We also want to ensure that the collection's potential for research is maximised. The whole collection has been photographed to a professional standard and these images are available for use by PCC.

3.18 It is intended to bring a full evaluation report to the Cabinet Member once the exhibition has closed in late February 2022.

THIS ITEM IS FOR INFORMATION ONLY

(Please note that "Information Only" reports do not require Integrated Impact Assessments, Legal or Finance Comments as no decision is being taken)

………………………………………………

Signed by

Stephen Baily

Director of Culture, Leisure and Regulatory Services

Appendices: None

Background list of documents: Section 100D of the Local Government Act 1972

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location

This page is intentionally left blank

Portsmouth
CITY COUNCIL

THIS ITEM IS FOR INFORMATION ONLY
(Please note that "Information Only" reports do not require Integrated Impact Assessments, Legal or Finance Comments as no decision is being taken)

Title of meeting:	Culture, Leisure and Economic Development Decision Meeting
Subject:	The Detectives - Conan Doyle Collection
Date of meeting:	18 November 2022
Report by:	Director of Culture, Leisure and Regulatory Services
Wards affected:	All

1.   Summary

1.1   This report sets out to inform the Cabinet Member of the Arthur Conan Doyle Collection's first successful year of the £100,000 Arts Council funding application 'The Detectives'. It details the overall project.

2.   **Purpose of the report**

2.1   To update the Cabinet Member on the details of the Arts Council funded project The Detectives and outcomes achieved so far.

3.   Background

3.1   Successful funding of £100,000 was secured in 2021 for a two-year project known as The Detectives from the Arts Council's Library fund, looking at Health and Wellbeing and Culture and Creativity, part of the Universal Libraries Offer, but also many outcomes sit well within Portsmouth's 2040 City Vision.

3.2   Volunteers known as Detectives who wished to gain work-based skills who have a disability or learning difficulty, come from a substance misuse or mental health background are given an opportunity to contribute, at their own level, to projects or tasks within a Cultural setting, giving Detectives the skills they request at application stage to realise their ambitions.

3.3   Skills are gained by using the Conan Doyle Collection as a resource to design and deliver projects led by the Detectives and overseen by artists, authors or creatives for the wider public, therefore spreading the word to a richly diverse audience about this amazing Collection.

THIS ITEM IS FOR INFORMATION ONLY
(Please note that "Information Only" reports do not require Integrated Impact Assessments, Legal or Finance Comments as no decision is being taken)

3.4   There has been a Community Development Officer post (22.2 hrs) recruited through this project, Alanna Burchett. Alanna recruits and manages the Detectives, supports them with their daily requirements with us, as well as signposting them after their time with us.

3.5   Detectives have mainly been recruited to each project or task individually via The Hive, Portsmouth Job Centre, Abri Housing, Salvation Army, Minstead Trust and others, with the exception to a fantastic relationship with Enableability who have brought small groups along to projects.

3.6   To date we have worked with 28 Detectives and showcased the Conan Doyle Collection in a variety of ways to an audience of over 5000 people. In our view this has been a clear demonstration of supporting the City Vision aim of a city with a thriving economy as we have built this project on strong partnerships to develop an excellent skills base with an often marginalised sector of the community.

4.   The Detectives Projects

4.1   There have been four projects completed to date, and three are underway. Each project has held a workshop on Handling Archives, and the content and inspiration has come directly from the Conan Doyle Collection archives, with Detectives directing every project:

- We Shine 2021: *Illusions of Mystery* - Menuhin Theatre, Central Library
- Art Exhibition - *Imaginarium of Conan Doyle* - Southsea Library
- Summer of Sherlock Make and Take - All libraries
- Summer of Sherlock Theatre - Groundlings Theatre

4.2   Detectives have had input into writing briefs, they have interviewed and selected four creative professionals to work with, to co-produce the projects and the outcomes.

4.3   Detectives have gained a wide range of new skills during their time on each project, from art or craft skills, specific knowledge about the Conan Doyle Collection and how to handle the archives, objects and books within it, health and safety awareness, to arriving on time for workshops, travelling unaided to different locations, gaining confidence and giving people a sense of purpose and meaning.

4.4   Detectives are currently working on:

THIS ITEM IS FOR INFORMATION ONLY
(Please note that "Information Only" reports do not require Integrated Impact Assessments, Legal or Finance Comments as no decision is being taken)

- Letters from the Archives project
- We Shine 2022
- Part two of the Worldwide Doyle 2022 project

4.5   We believe all the projects delivered to date and those planned for the future demonstrate activity against the following areas of the City Vision:

- *A city rich in culture and creativity*
- *A city of lifelong learning*
- *A green city - living healthy and active lives*

5.   The Detectives - Individual roles and achievements to date

5.1   Some Detectives do not wish to work as part of a group, and we have four people who undertake weekly tasks to support the Conan Doyle Collections social media and website pages, deliver a Book of the month Blog on the Conan Doyle Collection website https://www.visitportsmouth.co.uk/conan-doyle/blog showcasing the 16,000 books in the collection, and digitally catalogue magazines from the Collection onto Spydus.

5.2   Detectives have progressed in many ways so far:

- One Detective is now on an apprenticeship working as a Health Support Care Worker in Winchester Hospital. " *Without the help from the Detectives I wouldn't of had the confidence in myself to apply*"
- Two Detectives are undertaking research through a developed and deeper interest in the Conan Doyle Collection.
- A Detective who is a quadriplegic wheelchair user has engaged further after the We Shine 2021 event by working on his own presentation, something he has never had the opportunity to do before and he will show this in the Menuhin Theatre to members of the public.
- Another Detective engaged with the We Shine *Illusions of Mystery* event showed an interest in photography during the workshops. He went on a photography course before taking up a three-month placement at Hilsea Stores to photograph and catalogue the objects in the Conan Doyle Collection, supported by a Buddying Volunteer. He now travels to Hilsea unaccompanied, learned how to handle the objects, photograph and catalogue them for future reference.

5.3   The Literacy Hubs will be given letters selected and translated by the Detectives, from Sir Arthur Conan Doyle to his family members, for their 105 young readers (aged 9 - 11) to respond to. The Detectives will then work out the best way to

THIS ITEM IS FOR INFORMATION ONLY
(Please note that "Information Only" reports do not require Integrated Impact Assessments, Legal or Finance Comments as no decision is being taken)

showcase their work, to the wider public to see. This will run alongside the Letters from the Archives project.

5.4   Working with The Hive and other organisations to place people who do not fit into other voluntary roles available, or require additional skills, time and patience to achieve their goals, for example, taking on a Detective with short term memory loss.

5.5   Detective volunteers are having a meaningful and worthwhile experience with us, engaging in culture in a very hands on way and we are supporting Detectives in the current cost of living crisis by signposting them to other services and in ways which support them navigating the world from a neurodiverse or disability perspective which we hadn't anticipated doing. We are also signposting, giving confidence and supporting volunteers so they can complete their journeys to other organisations or into paid work or other voluntary roles at the end of their time with us.

5.6   A short summary of some of the feedback we have had from the Detectives to date can be found in the following extracts from evaluation we have undertaken with them:

"Happy, confident in art skills, great at relaxing me and calming me down. Good skills for everyday lives or work situation."

" For people with Learning Disabilities it was spot on." - From Karen at Interactiv

"I felt a bit nervous coming in..to bang..I'm awesome."

Mixing in a group, making new friends, helped with socialising. Gained confidence. - from group evaluation

"a sense of community. A safe place to rehearse and push myself. Fun. Gave a reason to perform out of my comfort zone. I felt valued and helpful."

"It helped to boost my low self-confidence. Initially I felt rather nervous about meeting the other Detectives. But this soon vanished when I realised what a friendly and inclusive group it was."

"I wanted to be a part of something again. Everything else that I went to has gone (post covid). The group element is important and all the things that come with it."

"got me out of my shell"

"It's going really well. Helped me with anxiety and meeting new people. Got a lot of friends now and got a job."

THIS ITEM IS FOR INFORMATION ONLY
(Please note that "Information Only" reports do not require Integrated Impact Assessments, Legal or Finance Comments as no decision is being taken)

"The consistency has really helped. I like my routine and it's good to be in a routine."

5.7   This information will form the basis of the interim report which will be due to the Arts Council in the near future required as the project moves into its second year of delivery.

……………………………………………
Signed by
Stephen Baily
Director of Culture, Leisure and Regulatory Services

Appendices: None

Background list of documents: Section 100D of the Local Government Act 1972

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location
Culture, Leisure and Economic Development Briefing Meeting The Detectives - Conan Doyle Collection, February 2022	CLED Decision Meeting 8 February 2022

This page is intentionally left blank

Agenda Item 8

THIS ITEM IS FOR INFORMATION ONLY
(Please note that "Information Only" reports do not require Equality Impact Assessments, Legal or Finance Comments as no decision is being taken)

Portsmouth
CITY COUNCIL

Title of meeting:	Culture Leisure and Economic Development Briefing Meeting
Subject:	Monitoring of the Second Quarter 2022/23 Revenue Cash Limits
Date of meeting:	Friday 18th November 2022
Report by:	Director of Finance and Resources
Wards affected:	ALL

1. Requested by

The Cabinet Member for the Culture Leisure & Economic Development Portfolio.

2. Purpose

2.1 To inform the Cabinet Member and Opposition Spokespersons of the forecast revenue expenditure for the year compared with the cash limited budget as at the end of the second quarter 2022/23.

3. Information Requested

3.1 Forecast outturn 2022/23

	£000
Forecast Net Overspend (before transfers to/from Reserves)	1,225
Less:	
Covid-19 costs met from Contingency	0
Windfall and Exceptional & Significant Items	1,009
Net Portfolio (under)/overspend	**16**

Analysis of this portfolio's variations is attached at Appendix A.

4. Revenue Expenditure

4.1 The overall net position for this portfolio (set out in para 3.1) is a net overspend of £15,700 after excluding windfall and exceptional & significant items (£1,029,900).

It is noted that the Budget approved by the City Council on 15th February 2022 included a provision within the Council's Corporate Contingency to meet estimated Covid-19 related costs and lost income. It is also noted that any variances within

www.portsmouth.gov.uk

THIS ITEM IS FOR INFORMATION ONLY
**(Please note that "Information Only" reports do not
require Equality Impact Assessments, Legal or
Finance Comments as no decision is being taken)**

Portsmouth
C I T Y   C O U N C I L

Portfolios that relate to windfall costs or windfall savings will be met / taken corporately and not generally considered as part of the overall budget performance of a Portfolio. "Windfall costs" are defined as those costs where the manager has little or no influence or control over such costs and where the size of those costs is high in relation to the overall budget controlled by that manager. "Windfall costs" therefore are ordinarily met corporately from the Council's central contingency. However, the portfolio holder and manager do have an obligation to minimise the impact of a 'windfall cost' from within their areas of responsibility in order to protect the overall financial position of the Council.

There are no windfall items within this portfolio.

Exceptional & significant items relate to higher utility costs across the portfolio and will be met from corporate contingency.

Information on the main variances set out in paras 4.3 to 4.10 should be read in conjunction with Appendix A

4.2   Item 1 Parks, Gardens and Open Spaces - overspend 66,800

The forecasted overspend relates to higher than budgeted energy costs £30.8k and the remaining £36k is due to staffing costs that will be offset with the forecast Golf underspend.

4.3   Item 3 Golf Courses - underspend £36,000

There is an additional energy cost forecast £1.9k offset by higher than expected income for Golf which will be used to offset the increased staffing costs in Parks.

4.4   Item 4 BHLive Leisure Sites - overspend £702,100

Overspending of £596,100 is forecast as a consequence of increased utility costs at Leisure sites. Energy consumption is being monitored at the Mountbatten Centre with a view to maximising energy efficiency. Changes in ways of working have recently reduced evening consumption by around 17%.

Other overspending of £106,000 arose from unexpected prior year repair costs on both the main and Pyramids contract and energy costs which materialised in the current year. This included electrical works, disabled access doors, safety access and alarms. There were also some replacements of furniture, fittings, and cleaning equipment.

4.5   Item 8 Libraries overspend £263,000

The current forecasted overspend in Libraries is due to higher than budgeted energy costs. This has been reduced slightly by £14K underspend due to periods of vacancy within the service

4.6   Item 9 Museums - overspend £93,400

www.portsmouth.gov.uk

THIS ITEM IS FOR INFORMATION ONLY
(Please note that "Information Only" reports do not
require Equality Impact Assessments, Legal or
Finance Comments as no decision is being taken)

Forecast overspending arises from the increase in energy costs

4.7   Item 16 Cemeteries - overspend £13,500

The current overspend is due to estimated energy costs, empty property premium (Ctax) which has recently been applied on empty dwellings and loss of rental income.

4.8   Item 16 City Centre & Business Support overspend £65,600

Some £12,000 of the forecast overspend relates to higher energy costs. There was a deficit on the Southsea Food Festival as a result of higher security costs, The remaining deficit relates to lost income from space rentals in retail environments.

4.9   Item 17 Economic Development underspend £55,600

The current forecast underspend in Economic Development is driven by a vacated Senior Management post being replaced by a manager splitting their time 50:50 between two roles

4.10   Item 18 Enterprise Centres overspend £99,700

Energy costs at the Enterprise Centres represent an overspend on budget of £188,000. This is partly offset by higher than anticipated income across Victory and Portsmouth Centres due to greater occupancy.

4.11   Item 19 Markets overspend £7,100

The current forecast overspend in Markets is driven by lower pitch income which has still not returned to pre-Covid levels.

4.12   The majority of the portfolio overspending is attributable to higher energy costs. This represents an exceptional and significant cost which will be met form the Council's Corporate Contingency.

5. Summary

5.1   The overall net forecast outturn position on the portfolio, after taking account of windfall and exceptional & significant items funded from Corporate Contingency, is a net overspend of £15,700.

5.2   Since 2013/14 portfolio underspends have been retained in a portfolio specific earmarked reserve to be used initially to cover future year end overspendings, budget pressures, and contingent items and spend to save schemes. Once these instances have been satisfied, the reserve may be used for other developments or initiatives.

www.portsmouth.gov.uk

THIS ITEM IS FOR INFORMATION ONLY
(Please note that "Information Only" reports do not
require Equality Impact Assessments, Legal or
Finance Comments as no decision is being taken)

The portfolio holder is responsible for approving any releases from the earmarked reserve in consultation with the Director of Finance and Information Services & S151 Officer and Cabinet.

As there is no uncommitted balance currently on the portfolio reserve, any net overspend on the portfolio at the year end will be clawed back in 2023/24.

……………………………………………
Signed Director of Finance and Resources

Appendices:

A **Forecast Revenue Variance Statement**

Background list of documents: Section 100D of the Local Government Act 1972

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location
Service Budget Monitoring files	CRS Accountancy team

Forecast Portfolio Variance 2022/23(Second Quarter) June 2022

Culture, Leisure & Economic Development Portfolio

ITEM No.	Budget Heading	BUDGET FORECAST 2022/23		
		Total Budget	Forecast	Variance
		£	£	£
1	Parks, Gardens & Open Spaces	2,218,100	2,284,900	66,800
2	Seafront Management	96,800	96,800	0
3	Golf Courses	(307,300)	(341,400)	(34,100)
4	BH Live Leisure Sites	1,191,300	1,893,400	702,100
5	Other Leisure Sites	14,700	18,100	3,400
6	Recreation Other	173,800	173,800	0
7	Departmental Establishment (Leisure)	555,000	555,000	0
8	Libraries	2,345,200	2,608,200	263,000
9	Museum Services	1,164,500	1,257,900	93,400
10	Cultural Partnerships	508,700	508,700	0
11	Community Centres	135,400	135,400	0
12	Events	344,300	344,300	0
13	Lord Mayor	213,100	213,100	0
14	Tourism	207,200	207,200	0
15	Civic Events	112,200	112,200	0
16	Cemeteries	(30,400)	(16,900)	13,500
17	Memorials	7,700	7,700	0
18	Portchester Crematorium	(170,000)	(170,000)	0
19	City Centre Business & Support	65,900	131,500	65,600
20	Economic Development	348,700	293,100	(55,600)
21	Enterprise Centres	(537,700)	(438,000)	99,700
22	Markets	(39,400)	(32,300)	7,100
23	Coastal Partnership	175,800	175,800	0
24	Sea Defences & Drainage	263,900	263,900	0
TOTAL		**9,057,500**	**10,282,400**	**1,224,900**

This page is intentionally left blank