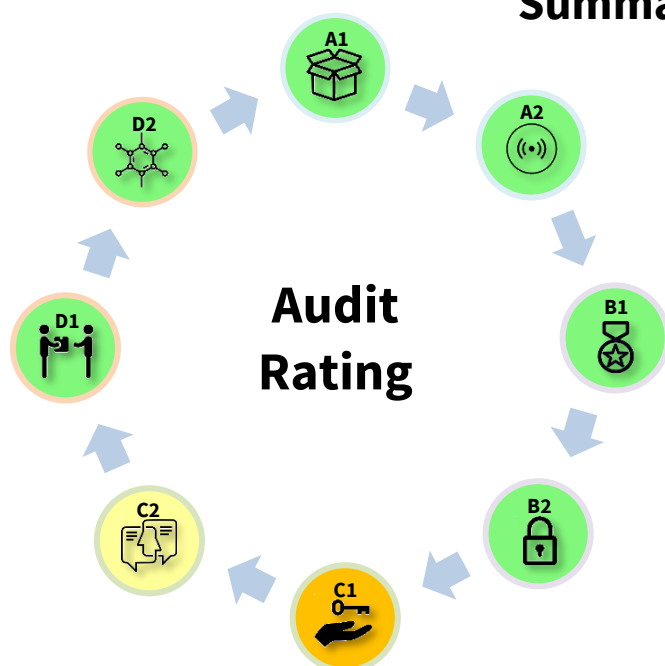










Portsmouth HER Audit 2022 Summary



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	
 <p><i>Success and Achievement:</i> Dynamic content. Good record quality and record management. Significant enhancement over last five years. Mission statement and indexed reference collection.</p> <p><i>Areas for Future Work:</i> Produce a Forward Plan and Information Services Policy.</p>	 <p><i>Success and Achievement:</i> Good Monument and Event coverage, from a variety of sources. Inclusion of a range of other datasets providing comprehensive reference to the historic environment.</p> <p><i>Areas for Future Work:</i> Create a Recording Policy.</p>
B: Data Standards and Security	
 <p><i>Success and Achievement:</i> MIDAS compliant. Detailed up-to-date Recording Manual. Data Exchange agreements and up-to-date FISH thesauri. Compliant with GDPR.</p> <p><i>Areas for Future Work:</i> Draft an Access and Charging Policy.</p>	 <p><i>Success and Achievement:</i> Documented regular back-up procedures. Appropriately stored and managed reference collection. Staff trained in IT security procedures. Up-to-date Data Management Statement.</p> <p><i>Areas for Future Work:</i> Draft an Access and Charging Policy and Information Services Policy.</p>
C: Access and Engagement	
 <p><i>Success and Achievement:</i> Good enquiry service and visitor access; accommodates needs of user regarding data format.</p> <p><i>Areas for Future Work:</i> Create user policy documentation to inform user of services offered: Information Services Policy, Access and Charging Policy. Make records available online.</p>	 <p><i>Success and Achievement:</i> Guidance issued to data providers. Staff participate in a number of networks and groups. HER offers outreach activities and is present on social media.</p> <p><i>Areas for Future Work:</i> Undertake research into HER user groups.</p>
D: Infrastructure (Service Delivery)	
 <p><i>Success and Achievement:</i> Disaster, - Business Continuity, - and Succession Plan.</p> <p><i>Areas for Future Work:</i> Seek formal recognition by the host authority. Draft a Forward Plan.</p>	 <p><i>Success and Achievement:</i> Highly qualified and experienced staff, that is fully equipped and trained and has access to financial and administrative support.</p> <p><i>Areas for Future Work:</i> Increase staffing level.</p>