

TERMS OF REFERENCE

Historic Environment Record Open System (HEROS) Development Group

Version 2: November 2015

1. DEFINITION

The Historic Environment Record Open System (HEROS) Development Group was formed in November 2014 by organisations that use HEROS.

HEROS (Historic Environment Record Open System) is an information management system originally developed by the four *Welsh Archaeological Trusts* (WATs) to manage their regional *Historic Environment Records* (HERs). Work on the system began in 2008. Since then the number of organisations using the system has increased, and both they and the WATs have continued to develop the system.

For a full description of HEROS please refer to the software documentation. A summary of the key elements is outlined in the HEROS component overview document.

2. PURPOSE

The purpose of the HEROS Development Group is to promote the wider use of HEROS, to ensure developments to the system benefit the group as a whole, and to provide a forum for collaborative development.

3. OBJECTIVES

- To work to encourage new member organisations to join the Development Group
- To agree and implement a low-cost mechanism for managing the Development Group
- To promote software developments within Development Group, via the on-line shared development log, and to share these developments within the system.
- To provide opportunities for members to share the costs of developing the system
- To communicate regularly and effectively with the HER Forum to ensure that their members are aware of HEROS, the Development Group and its community of users
- To seek new opportunities to promote the functionality and versatility of HEROS
- To share expertise

4. MEMBERSHIP

HEROS has a community of users and developers who have an interest in the continued development and support of the system: a current list can be found in Appendix 1.

Members of the HEROS Development Group currently comprise representatives from the following organisations: Clwyd Powys Archaeological Trust, the Council for British Archaeology (CBA), Dyfed Archaeological Trust, Gwynedd Archaeological Trust, Glamorgan Gwent Archaeological Trust, Heritage Planning Service, InkGIS, National Botanic Garden of Wales, South Downs National Park Authority, South Gloucestershire Council and South West Heritage Trust.

Membership of the Development Group is open to all parties using or involved with the development of HEROS, subject to the agreement of the majority of members to admit new members.

Member organisations must nominate an attendee with appropriate skills, interest and expertise to participate in the group, through correspondence and attendance at meetings. Each organisation will have one voting member, nominated by them.

Current voting members are:

Louise Austin	National Botanic Garden of Wales
Paul Driscoll	Archaeology and Historic Environment Record Officer, South Gloucestershire Council
Charina Jones	Historic Environment Manager, Glamorgan Gwent Archaeological Trust
Emily La Trobe-Bateman	Head of Heritage Management, Gwynedd Archaeological Trust
Chris Martin	Regional Archaeologist, Clwyd Powys Archaeological Trust
Marion Page	Historic Environment Manager, Dyfed Archaeological Trust
Steve Smith	Developer, InkGIS
Chris Webster	South West Heritage Trust
Sam Driscoll	Heritage Planning Consultancy

5. QUORUM

The Development Group will be quorate if any five voting members are present at meetings.

6. FREQUENCY OF MEETINGS

The Development Group will meet twice a year. Further remote meetings may be held via teleconference/Skype facilities.

7. REPORTING ARRANGEMENTS

The Development Group will report to their member organisations through the Chair.

A digital media strategy will form an integral part of the group's work to promote HEROS, to include a website with smart phone operability, member's area and

social media promotion. All documentation will be made available via an on-line content and document management system.

8. ADMINISTRATIVE ARRANGEMENTS

- A Chair and minute taker will be elected on an annual basis, at the autumn meeting.
- The Chair will be responsible for arranging the meetings on a biannual basis in advance, to ensure maximum attendance.
- The Chair will draw up the agenda for each meeting.
- The agenda and papers will be distributed at least 5 working days in advance of the meeting.
- The minute-taker will be responsible for the minutes.
- An administrator will be responsible for HEROS email.
- A website administrator will be responsible for maintaining the HEROS website.
- Draft minutes will be circulated for comment to all attendees.
- Final minutes will be circulated to member organisations within 4 weeks of meetings.
- A separate role of treasurer will be considered when the Development Group grows to more than 10 members, until then the Chair will take on the role of Treasurer.

9. FEES AND MEMBERSHIP

Members of the Development Group will be required to pay a modest annual administrative cost; this will be agreed at the annual meeting, currently £150.

The membership fee will cover basic running costs of the HEROS Development Group and will support the creation and maintenance of a website for the HEROS software suite, including hosting and domain fees, and hire of meeting rooms.

10. TENURE

The HEROS Development Group is a permanent group.

11. DATE OF AGREEMENT FOR TERMS OF REFERENCE AND DATE OF NEXT REVIEW

The agreement will be reviewed annually at the autumn meeting. The next date of review will be autumn 2016.

12. GLOSSARY OF TERMS

Historic Environment Record (HER)

HERs (Historic Environment Records) developed out of SMRs (Sites and Monuments Records). SMRs were established from the 1960s onwards in response to the loss of the archaeological resource through urban and rural development. From their original remit of recording archaeological sites, they have been developed

to encompass a wide range of information about the historic environment which has been reflected in the change of name in England and Wales from SMR to HER. Today they provide a unique information resource, forming the basis for sustainable conservation and playing an important role in informing public understanding and enjoyment of the local historic environment.

The historic environment includes all aspects of our surroundings that have been built, formed or influenced by human activities from earliest to most recent times. An Historic Environment Record stores and provides access to systematically organised information about these surroundings in a given area. It is maintained and updated for public benefit in accordance with national and international standards and guidance. An HER makes information accessible to all in order to:

- advance knowledge and understanding of the historic environment;
- inform its care and conservation;
- inform public policies and decision-making on land-use planning and management;
- contribute to environmental improvement and economic regeneration;
- contribute to education and social inclusion;
- encourage participation in the exploration, appreciation and enjoyment of the historic environment.

The information held in HER databases and collections thus provides a starting point for management processes, conservation, fieldwork and research into the historic environment and also informs local communities about their area. In turn, many of these activities generate new information which feeds back to HER managers in the form of reports and archives that are used to enhance the HER.

InkGIS

InkGIS™ has been created by Steve Smith. It is a collaborative cloud GIS for VECTOR, RASTER, GRID, TIN and NETWORK data which runs in a web browser without plugins. It is developed using PHP & MYSQL to be hosted by commercial web space providers using shared space or dedicated servers. InkGIS™ can also be installed on in-house servers or run standalone on a laptop using one of the many available installers for Apache/PHP/MySQL (e.g. XAMPP). It can be installed and run on a USB pen drive.

South Gloucestershire Council

South Gloucestershire Council is a unitary authority in the southwest of England and is responsible for maintaining the Historic Environment Record (HER) within its boundary. This includes terrestrial and maritime zones incorporating the River Severn and Severn Estuary.

Welsh Archaeological Trust (WAT)

There are four Welsh Archaeological Trusts in Wales: Clwyd Powys Archaeological Trust; Dyfed Archaeological Trust; Glamorgan Gwent Archaeological Trust and Gwynedd Archaeological Trust. They were established in the early 1970s as educational charitable trusts. Each Trust is responsible for maintaining the regional Historic Environment Record for the area that they cover.

Appendix 1: Organisational use of HEROS, November 2015

ORGANISATION	HER host organisation
Anglesey County Council	Gwynedd Archaeological Trust
Blaenau-Gwent County Borough Council	Glamorgan Gwent Archaeological Trust
Brecon Beacons National Park Authority	Dyfed Archaeological Trust
Bridgend County Borough Council	Glamorgan Gwent Archaeological Trust
Cadw	Clwyd Powys Archaeological Trust Dyfed Archaeological Trust Glamorgan Gwent Archaeological Trust Gwynedd Archaeological Trust
Caerphilly County Borough Council	Glamorgan Gwent Archaeological Trust
Carmarthenshire County Council	Dyfed Archaeological Trust
Ceredigion County Council	Dyfed Archaeological Trust
City and County of Swansea Council	Glamorgan Gwent Archaeological Trust
City of Cardiff Council	Glamorgan Gwent Archaeological Trust
Conwy County Borough Council	Clwyd Powys Archaeological Trust Gwynedd Archaeological Trust
Council for British Archaeology	Council for British Archaeology
Denbighshire County Council	Clwyd Powys Archaeological Trust
Flintshire County Council	Clwyd Powys Archaeological Trust
Gwynedd County Council	Gwynedd Archaeological Trust
Merthyr Tydfil County Borough Council	Glamorgan Gwent Archaeological Trust
Monmouthshire County Council	Glamorgan Gwent Archaeological Trust
Neath Port Talbot County Borough Council	Glamorgan Gwent Archaeological Trust
Newport City Council	Glamorgan Gwent Archaeological Trust
Pembrokeshire County Council	Dyfed Archaeological Trust
Pembrokeshire National Park Authority	Dyfed Archaeological Trust
Powys County Council	Clwyd Powys Archaeological Trust
Rhondda, Cynon, Taff County Borough Council	Glamorgan Gwent Archaeological Trust
Snowdonia National Park Authority	Gwynedd Archaeological Trust
South Downs National Park Authority	South Downs National Park Authority
South Gloucestershire Council	South Gloucestershire Council
Somerset County Council	South West Heritage Trust
Torfaen County Borough Council	Glamorgan Gwent Archaeological Trust
Vale of Glamorgan Council	Glamorgan Gwent Archaeological Trust
Wrexham County Borough Council	Clwyd Powys Archaeological Trust

Note: The HERs in Wales are maintained by regional Welsh Archaeological Trusts, and used to inform the planning process in Wales. Some Welsh HERs give their Local Authorities read-only access to the online HER, some do not, but all are considered to be 'users' of the system. Two of the three National Park Authorities have read-only access to their local HER via the system.