

Clwyd-Powys Historic Environment Record Information Services Policy

A written policy for information services setting out:

1. The purposes for which the historic environment record is maintained
2. The professional and public user groups that it aims to serve
3. The arrangements for providing information and access for those users according to their particular needs.

1. The purposes for which the Historic Environment Record is maintained.

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 Historic Environment Record 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*

(ALGAO / English Heritage SMR Working Party 2002).

The Clwyd-Powys Historic Environment Record (HER) is a valuable source of information for anyone interested in the historic environment of northeast and mid Wales, whatever their level of interest.

2. The professional and public user groups that it aims to serve.

Professional user groups

The principal users of the HER are the staff of CPAT themselves. There are no members of staff (outside the administration sections) who do not use the HER on a regular (often daily) basis.

Teachers, lecturers, academics and professional archaeologists and historians make regular use of the HER for teaching and research purposes.

It is a resource for use by heritage and countryside managers based at national organisations such as the Welsh Assembly Government, Cadw, National Trust, Countryside Council for Wales, Forestry Commission and the Environment Agency.

The HER aims to serve museum, library and tourism professionals.

Local planning authorities, developers, utility companies, consultants, contractors and solicitors also benefit from consultation with the HER and its staff. In the case of local authorities, service level agreements (SLAs) exist for the provision of HER data exchange and other historic environment

services. The local authorities make an annual financial contribution towards these Services. In return the Trust allows the Council the use of the part of the Regional Historic Environment Record relating to the relevant local authority for its normal internal business use.

Public user groups

The HER also aims to serve the general public, both as individuals and groups, who may be involved in private or family-history research, and community projects. Amateur archaeologists and historians, and students at undergraduate and postgraduate levels are encouraged to make use of the record for their research and studies. Farmers and landowners can discover the locations of, and learn more about, known archaeological sites on their land.

All of the above ‘user groups’ contribute to the enhancement of the HER by sending in information on relevant fieldwork, new research, recent finds and tales associated with sites.

3. The arrangements for providing information and access for those users according to their particular needs.

The following documents deal with the arrangements in place at CPAT to provide information from, and access to, the Historic Environment Record.

- a) Clwyd-Powys Historic Environment Record (HER) *Public Access and Search Facilities* document (1st stage HER performance measure 1.2a (i)).
- b) Clwyd-Powys Historic Environment Record (HER) *Cost Recovery Policy* document (1st stage HER performance measure 1.2a (ii)).
- c) The Welsh Archaeological Trusts Regional Historic Environment Records *Access and Charging Policy* document.
- d) The Welsh Archaeological Trusts *Request for Information From The Regional Historic Environment Record* form.

To develop, improve and broaden the appeal of the Historic Environment Record the following aims will be tackled at the second stage of HER performance measures.

- a) A questionnaire to consult existing HER users in order to confirm their needs, establish their satisfaction with the service and establish whether there are any barriers to their use of the HER, will be written.
- b) A plan to increase the number of users and target specific groups in the community not currently using the HER will be formulated. This will include improvement in the service provided to people wanting to use the Welsh language.
- c) A plan to target increased use of the HER by academics and university students will be devised.
- d) Development, and particularly utilities companies, will be encouraged to provide enquiry search area information in a digital format that can be handled easily by CPAT.

Jeff Spencer
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October 2009