



SHED Management Group

HES, Secretary's Office, John Sinclair House, Bernard Terrace, Edinburgh
27th March 2018, 1300-1500

NOTES

Present: Robin Turner (Chair), Alex Adamson, Susan Hamilton, Stephanie Leith (East Lothian Council)

Apologies: Rebecca Jones

<p>1.</p>	<p>Welcome, apologies and note of the last Board & Management Group Apologies were received from Rebecca Jones.</p> <p>1.1 Notes of Programme Board (22nd Nov 2017) meeting The Group was content with these.</p> <p>1.2 Membership of Management Group – Workstream Leads It was decided to broaden membership representation via inviting the leaders of all workstreams to be part of the Management Group. Corresponding membership would be appropriate in some cases. In the case of Workstream 2 an approach to the leader should be made after the next TWG meeting.</p>	<p>Action 1 - 3 RT to invite Ian Scrivener-Lindley to join Management Group</p> <p>RT to invite Eila Macqueen (WS3) to join Management Group</p> <p>RT to invite Peter McKeague (WS1) to join Management Group</p>
<p>2.</p>	<p>Workstream Updates</p> <p>AA reported that he had revised the Implementation Plan, with the workstreams separated out from the spreadsheet. SL commented that the last TWG meeting (WS2) was not well attended and she could give a fuller report after the next. AA reported that there would be no deletions from the Implementation Plan apart from update dates. RT will organize an update to the table for the 2017-18 SHED Annual Review.</p> <p>2.2 Workstream 1: PastMap (Led by AA) AA reported that the PastMap update has now been implemented; a blog will be created to publicise It was recommended that PastMap should be further developed to allow more variety of searches. HER updates, via the Improvement Service, are likely to be quarterly. Regarding PastMap map being used in the Designations Portal, AA responded that it did not yet have the right functionality, but that could</p>	<p>Action 4 RT to liaise with SH and Hannah Smith to produce an annual table for updates of all workstreams (by financial year)</p>

<p>be built if it is seen as a priority. One mapping system would be ideal in the medium term, and this would probably be PastMap. AA agreed to arrange to publicise PastMap at the next Community Heritage Conference. RT noted that a Camtasia tutorial to assist users had been drafted for PastMap.</p> <p>Point 4.2 - considered complete Point 1.1.6 - completed Point 1.1.1 to be reviewed annually – report in May 2018</p> <p>2.3 Workstream 2: SMR Forum Technical Working Group (Led by SL) SL reported that polygon technical specifications are available on the SHED pages, and TWG will consider creating new specifications.</p> <p>Point 1.4.6 – RT content to work on Listed Buildings but not curtilage. Point 1.2 - to remain as “ongoing with annual reviews”. Point 1.2.1 – It was noted that this point is linked to Workstream 4. AA commented that it would be useful to keep users abreast of developments via worked examples. Point 1.2.2 – Agreed to be unenforceable, but HES is encouraging the sharing of data. SL commented on auditing in England. It was agreed that SL would make notes on Workstream 2 list and forward these to the rest of the Management Group. It was further agreed that the list would be revisited post-TWG.</p> <p>2.4 Workstream 3: Comms –Annual Update (Led by RT) RT reported that an annual update with hyperlinks would be available by the end of April 2018. RT due to meet up with Eila.</p> <p>2.5 Workstream 4: Museums and Archives (Led by AA) AA reported that a second meeting of the Workstream had been held, and that at the first meeting a mission statement had been agreed.</p> <p>SH commented that at the recent Jacobite exhibition 10% of objects could be matched to Canmore</p>	<p>Action 5 AA to arrange a PastMap presentation at the community heritage conference</p> <p>Action 6 RT to develop the video tutorial for Pastmap</p> <p>Action 7 AA to request Peter McKeague to check INSPIRE-compliance of designation polygons</p> <p>Action 8 SL to send updates on Workstream 2 to AA</p> <p>Action 9 SL to make notes on Workstream 2 list and forward to rest of the Management Group.</p> <p>Action 10 SH and AA to forward post-TWG updates to SL</p> <p>Action 11 RT to convene meeting with Eila regarding Comms</p>
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	<p>AA reported that some of Edinburgh University's online collections could be linked to Canmore, and that the Playfair records have links between physical objects and their images.</p>	
<p>3.</p>	<p>Polygonisation Project update (Led by AA) AA reported Scottish Borders/Stirling/Clackmananshire project would now be a commission rather than a grant from HES.</p> <p>AA reported that a meeting in Stirling, with Chris Bowles, Keith Elliot, Mark Douglas and Murray Cook had gone well, and that Shetland was being completed.</p> <p>Polygons had been created for building in Edinburgh, based on MESH data.</p>	
<p>4.</p>	<p>Risk Register – update (Led by RT) AA reported that Risk 2 was higher due to TWG issues. Point of Agreement: To revisit this during the next Management Group meeting.</p> <p>Points of Agreement: B2 to be lower.</p>	
<p>5.</p>	<p>Matters arising from previous meetings Action Point 1 of 7th Nov 2017 Programme Board meeting - RT reported that Canmore data is not being integrated.</p> <p>There was discussion on the Open Data Project and how the data is made available to the general public perhaps via SEWeb.</p>	
<p>6.</p>	<p>AOCB As regards future involvement in the Management Group, RT suggested that he step back as Chair, and AA step forward. It was agreed to propose a change of Chair to the Programme Board.</p>	<p>Action 12 RT to prepare a proposal for change of Chair of the Management Group to submit to Programme Board at their next meeting</p>
	<p>Date of next meeting: September 2018 (exact date TBD)</p>	