SHED
Scotland's Historic
Environment Data

SHED Programme Board meeting, 07 May 2015

Present: Robin Turner (RT – *Chair*), Rebecca Jones (RJ), Stephanie Leith (SL), Allan Leslie (AL), Kirsty Lingstadt (KL), Peigi MacKillop (PM – *note taker*), Dave Sutton (DS), Jonathan Wordsworth (JW)

1.	**Apologies and note of the last Programme Board meeting (RT)** **Apologies:** David Brown (DB), Jane Brown (JB), Trevor Cowie (TC), Neil Curtis (NC), Jeremy Huggett (JH), Bruce Mann (BM), Laura Mitchell (LM), Matt Ritchie (MR) • The note of the last Programme Board was accepted.	
2.	**Draft Implementation Plan (BM) and Prioritisation Criteria (RT)** • The Chair noted BM's apologies and stated he was instrumental in the creation of the Implementation Plan. More work is needed to continue to build on the Plan as it stands. All to make suggestions where gaps in the plan might be addressed.	**AP 07May15 01**: RT to contact Katinka Stentoft to ask if she would like to join the Board.
	• In terms of the HS website, a suggestion was made that it would be helpful for conservation areas to be more prominent, perhaps with links to management plans.	**AP 07May15 02:** RJ to flag Conservation Area observation with HS re HES website.
	• It was noted that, as yet, only a few of the actions have a timescale.	**AP 07May15 03:** Susan Hamilton (SH) to investigate timescales.
	• The connection was noted with Jo Robertson's work with BEFS on measuring success?	**AP 07May15 04:** SH to liaise with Karen Robertson re measures of success.
	• A list of acronyms could usefully be appended to the draft Implementation Plan.	**AP 07May15 05:** SH to create acronym list.
	• A discussion took place about the need to have collective ownership of the Strategy, and ensuring it was a live document which challenged the sector.	

	• A discussion took place about data quality. Key points: ➢ The origins of the data need to be clear; ➢ The need for clear standards was reiterated; ➢ Many standards are already in place; ➢ Various issues should be taken into account including buffer zones; updating and future-proofing, setting and legislation. • The Open Data Strategy is not mentioned in this Plan; the Plan needs to anticipate how changes in policy will be implemented. It was noted that such changes would be accommodated in updates of the PID. All further comments to BM by email; the Plan will be re-circulated with a priority scale 1-3. Regular review of priorities, actions and activities will ensure progress is being made.	**AP 07May15 06:** KL to liaise with Nick Poole re SHED strategy. **AP 07May15 07:** KL to investigate how PID could link with policy changes.
3.	**Proposed Polygonisation Project (RT)** • RT asked for general comments and pointed the group to the beginnings of a SWOT analysis at the end of the draft document that had been circulated. Comments included: ➢ The aim could be wider, links could be made with e-planning, and that Miles Oglethorpe (MO - HS) or Iain McKay (IM - Improvement Service) may be able to provide contact details in this area. ➢ There needs to be a clear statement that differentiates the resulting data set from HLA. ➢ Resourcing is a big issue but funding may be available from FCS, HS, the Improvement Service and Registers of Scotland (with whom a meeting has been arranged). ➢ It is important the process is not tied by too many what ifs, and to acknowledge that things will change over the course of the project. ➢ Playing into different political strands could maximize funding opportunities. ➢ There is a goal to have a SHED web page with all standards clearly laid out. ➢ If the initiative is seen in part as a landscape project there could be a possibility of partnering with SNH Any further comments to RT by email.	**AP 07May15 08:** SH to ask MO and/or IM to provide contact in e-planning.
4.	Risk Register • There is nothing specific about IT infrastructure risks, at a local or national level. • Some organizations are unwilling to let go of their data, this is a buy-in issue.	**AP 07May15 09:** All to consider IT infrastructure risks.

		• An opportunities register be developed, as a counterpoint to the risk register.	**AP 07May15 10:** RT to consider adding to Risk Register. **AP 07May15 11:** RT to look at how this might fit.
5.	Workstream Updates		
		• *5.1 Management Group* - The SHED Management idea is working well, producing results and stimulating activity.	
		• A Management Group polygonisation discussion will be a priority.	**AP 07May15 12:** RT to organise meeting.
		• *5.2 PastMap update* - KL reported that WHS, Marine and battlefield data were available. Peter McKeague is looking at the strategy for PastMap in time for the PastMap Group meeting later in the year, including how it can dovetail into SHED. It is important that PastMap looks unique and has its own character. This will be a focus of the PastMap strategy.	
		• RJ offered thanks that longstanding HS layers were now available. It was noted that, at present, PastMap won't work on an iPad.	**AP 07May15 13:** KL to pass thanks on to the team.
		• *5.3 SMR Forum Technical Working Group* – SL reported that Iain MacKay from the Improvement Service gave a presentation on a council initiative to bring together several data sets into a web service. This may be a source of funding for this type of work. Looked at the SCHARP crowdsourcing project, where photographs and notes are taken by the public. George Geddes spoke to the TWG about maritime data and difficulties of presenting it. TWG activity is being linked to SHED objective numbers to tie it into the SHED strategy and all were asked to think of projects that are not on the list and feed back to SL by email.	**AP 10Nov15 14:** All feed back to SL
		• *5.4 Comms* - RT reported the website has been updated and the May 2014 minutes are up.	**AP 07May15 15:** RT/SL Minutes of last meeting to go on website
		• KL and PMcK gave a talk at TACOS referring to SHED (https://www.youtube.com/watch?v=sAFFMqm82zk) and Robin gave talks on SHED to the Historic Environment Record Forum in Birmingham, and at CiFA in Cardiff – video of the latter will be available in due course.	**AP 07May15 16:** RT to post link to CIfA talk once they are published.
		5.5 Other potential workstreams 1. *Data quality and enhancement with museums and archives*	**AP 07May15 17:** AL To scope what a data enhancement

	Possible opportunity for postgrad placements? Again, quality and standards issues are important here, and it is vital to be as inclusive as possible, not to 'silo' museums and archives, as this approach has not worked in the past. We needed to demonstrate the value of joint working to these communities through projects It is also important to recognize that these bodies have their own strategies signed off by the Cabinet Secretary. 2. *Data Related Skills* It is important that effort is not duplicated as there is already an Archaeology Training Forum. In 5.2 of the Strategy Implementation Plan there should be special mention of data-related skills. This should not be a specific workstream at the moment but could be in the future. 3. *Public participation* Pete Selman (PS) will be a useful person to speak to on this subject. This should not be a specific workstream at the moment but could be in the future. 4. *Digital Archive* There is a lot of work ongoing to bring the digital archive online, and to apply for accreditation. By January 2016 we should be in a better position to question what the sector might want from us. This should not be a specific workstream at the moment.	workstream might look like.
6.	**Stakeholders** • 6.1 A draft Stakeholder List had been circulated, and suggestions for stakeholders to RT by email. • 6.2 RT reported that BEFS are happy to co-organise a Stakeholder Workshop, with lunch. Following introductory talks, the focus should be on data specific questions. Polygonisation could be in the mix of questions. There could also be demos of New Canmore and PastMap.	**AP 07May1518:** All – pass stakeholder contacts to RT and suggest others for the list. **AP 07May15 19:** RT to contact Jo Robertson at BEFS re a date for a SHED Stakeholder Workshop.
7.	**Matters arising from last meeting not otherwise dealt with** • SL reported that the SHED web site has 11,670 unique visitors and 21,000 visits in the previous year. Most are from US and UK. The top referring websites were Archaeology Scotland, Historic Scotland and ALGAO. Most individual searches were for Local Authority contact details and SHED. The home page was the most visited, then the SHED page. Visits jumped from 10 to 86 on 17th April after a talk by RT at the CIfA Conference. • SL also noted that it was important that Scotland fed into the re-development of OASIS / Herald, for example how *DES* fits into it. KL wanted to ensure that everyone who could participate in OASIS did participate. Peter McKeague has now changed the quarterly	

	reporting method so areas not actively contributing to OASIS show clearly.	
8.	**AOCB** *10.1 Archaeology Strategy*: RJ reported on the progress of the Archaeology Strategy. There are a number of workshops coming up, and the Strategy was publicised at the recent Rhind lectures. Museums people are coming to workshops and exchanging information, and BEFS is running a workshop on the 18th of May. The Equalities Impact Assessment has been really interesting. RT thanked those who were able to attend for their contributions.	
	Date of next meeting: 10.00am, Tuesday 10 November, John Sinclair House Edinburgh.	

ACTION REGISTER

Action Point	Who	Details	By when	Status
		SHED Management Group, 25 March 2015		
25Mar15 03	SL/BM	Approach Edinburgh, Borders and Stirling to discuss interest in a test phase of the polygonisation project.	End June	Ongoing
25Mar15 04	RT	Produce outline of polygonisation project.	Prog Board Meeting	Completed
25Mar15 05	RT	Speak with Nicholas Shepherd re possible funding for polygonisation project.	End April	Completed
25Mar15 06	KL/RT	Explore with others whether Improvement Service might chip in to a polygonisation project.	Prog Board if poss	Progressing
25Mar15 08	RT	Continue to develop prioritisation criteria to help guide the delivery of the implementation Plan.	End June	Ongoing
25Mar15 09	MGT GROUP	Consider proposing other Workstream options, e.g.: • Museums/Archives • Skills • Participation • Digital Archive (incl. TDR)	End April	Completed
25Mar15 11	RT	Approach BEFS re possible workshop in November.	End June	Progressing
25Mar15 12	BM	Draft notes for stakeholders creating their own databases.	End June	Ongoing
		SHED Programme Board meeting, 07 May 2015		
07May15 01	RT	RT to contact Katinka Stentoft to ask if she would like to join the group.	Soon	Ongoing
07May15 02	RJ	RJ to flag Conservation Area observation with HS re HES website.	Soon	Ongoing
07May15 03	SH	Susan Hamilton (SH) to investigate timescales for actions on Implementation Plan.	Soon	Ongoing
07May15 04	SH	SH to liaise with Karen Robertson re measures of success.	Soon	Ongoing
07May15 05	SH	SH to create acronym list for draft Implementation Plan.	Soon	Ongoing
07May15 06	KL	KL to liaise with Nick Poole re SHED strategy.	Soon	Ongoing
07May15 07	KL	KL to investigate how PID could link with policy changes.	Soon	Ongoing
07May15 08	SH	SH to ask MO and/or IM to provide contact in e-planning.	Soon	Ongoing
07May15 09	All	All to consider IT infrastructure risks.	End of June	Ongoing

Action Point	Who	Details	By when	Status
07May15 10	RT	RT to consider adding issues of local buy-in to Risk Register.	Soon	Ongoing
07May15 11	RT	RT to look at how an Opportunities Register might fit, as a counterpoint to the Risk Register.	Soon	Ongoing
07May15 12	RT	RT to organise Management Group meeting to take forward polygonisation.	asap	Ongoing
07May15 13	KL	KL to pass thanks on to the team re HS PastMap designation layers.	Soon	Ongoing
07May15 14	All	All feed back to SL any projects or activities that are not on the list of projects.	End of June	Ongoing
07May15 15	RT/SL	Minutes of last meeting to go on website.	asap	Completed
07May15 16	RT	RT to provide link to CIfA talk once they are published.	In due course	Ongoing
07May15 17	AL	To scope what a data enhancement workstream might look like.	Next meeting or before	Ongoing
07May15 18	All	All – pass stakeholder contacts to RT and suggest others for the list.	End June	Ongoing
07May15 19	RT	RT to contact Jo Robertson at BEFS re a date for a SHED Stakeholder Workshop.	Soon	Ongoing