

**SHED Programme Board, RCAHMS, 25 November 2014
MEETING NOTE**

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| 1. | <p>Apologies and Introductions</p> <p>Present: Robin Turner (RT), (<i>Chair</i>), David Brown (DB), Jeremy Huggett (JH), Rebecca Jones (RJ), Stephanie Leith (SL), Allan Leslie (AL), Kirsty Lingstadt (KL), Bruce Mann (BM), Matt Ritchie (MR), Jeff Sinton (JS) (<i>Minutes</i>), Dave Sutton (DS), Jonathan Wordsworth (JW)</p> <p>Apologies: Neil Curtis (NC), Trevor Cowie (TC), Laura Mitchell (LM)</p> | |
| 2. | <p>Review of progress</p> <ul style="list-style-type: none"> • Strategy: This was launched at IfA in April: we now have the final version, which is available on the SHED web page. BM noted that references were being made to SHED Strategy. • The notes of this meeting will also be made available on the website. | |
| 3. | <p>Matters arising from previous meeting of Development Group</p> <p>Action points still outstanding:</p> <ul style="list-style-type: none"> • BM - ALGAO website: BM to update it in relation to SHED • All – Think of potential users who might like/ be useful to join the Stakeholder Group and send suggestions back to RT • RT – Produce Stakeholder Group list and terms of reference • AL – Give KL the link to the Danish example of polygonisation | <p>Action point 08May01: BM to update by end of December</p> <p>Action point 08May02: ALL to think of potential users who might like/be useful to join the Advisory Group, and to get suggestions back to RT.</p> <p>Action point 08May03: RT to produce updated list and terms of reference.</p> <p>Action point 08May12: AL to give link to KL</p> |

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| <p>4.</p> | <p>Governance – development and structure</p> <p>KL was asked to write to SMA to ask for a Scottish representative on SHED Board.</p> <p>It was decided that a Stakeholder Group rather than an Advisory Group was the way forward. RT will redraft PID to include reference to Stakeholder Groups and circulate PID.</p> <p>BM will produce bullet points for the Stakeholder Group to consider how data that is linked and is properly signposted.</p> <p>RJ is to liaise with Jeff Sanders to discuss possible voluntary organisations to consult.</p> | <p>Action point 01: KL to write to SMA</p> <p>Action point 02: RT to redraft PID to reference Stakeholder Groups and circulate.</p> <p>Action point 03: BM to produce bullet points for Stakeholder Group</p> <p>Action point 04: RJ to liaise with Jeff Sanders</p> |
| <p>5.</p> | <p>Documentation</p> <p>5.1 Programme Initiation Document: This is a working document – nothing is set in stone.</p> <p>KL is to share Peter McKeague’s open data 5 star scoring system.</p> <p>RJ will liaise with Chris Fleet from NLS and Museum sector to encourage them to engage with SHED Strategy.</p> <p>DB will send contact details for Jane Brown so she can keep a watching brief.</p> <p>KL will liaise with Nick Pool.</p> <p>RT is to make all risks in PID of equal weight and to add those discussed, such as projects undertaken with no knowledge of SHED strategy and loss of data, including websites, lack of resources and political risks due to policy changes implemented by a new First Minister.</p> | <p>Action point 05: KL to share 5 star scoring system</p> <p>Action point 06: RJ to liaise with Chris Fleet and Museum sector.</p> <p>Action point 07: DB to send Jane Brown’s contact details.</p> <p>Action point 08: KL to liaise with Nick Pool</p> <p>Action point 09: RT to make all risks in PID equal weight and add risks discussed.</p> |

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| | <p>5.2 Draft Implementation Plan: BM is to adapt the Draft Implementation Plan to take account of comments made at the meeting.</p> <p>SL is to liaise with Ellie McCrone prior to SMR Forum to discuss how Listed Building-related polygons can be put into data sets.</p> <p>SL will send BM (and RT) a list of projects which contribute to Strategy.</p> <p>BM is to consider whether Implementation Plan 4.1 could be incorporated with 4.6 and use the term “Make HLF aware”.</p> <p>All comments about Draft Implementation Plan to be sent to BM.</p> <p>5.3 Draft Risk Register: RT to add enhanced risks to Risk register.</p> <p>Any comments on Risk register to be sent to RT by 5 December.</p> <p>5.4 Draft Communication Plan: It was decided that approval should be sought from the Programme Board for permission to use the SHED logo.</p> <p>MR will coordinate the development of a Communication Plan by the end of January.</p> | <p>Action point 10: BM to adapt Draft Implementation Plan</p> <p>Action point 11: SL to contact Ellie McCrone</p> <p>Action point 12: SL to send BM/ RT list of projects.</p> <p>Action point 13: BM to consider 4.1 and 4.6</p> <p>Action point 14: All to send comments to BM</p> <p>Action point 15: RT to add enhanced risks.</p> <p>Action point 16: All to send comments to RT</p> <p>Action point 17: MR to coordinate Comms Plan</p> |
| <p>6.</p> | <p>Resources</p> <p>6.1 People: For the time being we will need to use our current human resources.</p> <p>AL noted that there were many qualified archaeologists currently not in employment and wondered whether some of these would be prepared to volunteer their time. There are supervision and accommodation issues to be considered though.</p> | |

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| | <p>6.2 Finance: It was agreed that the Group should think about pieces of work that could fit in with SHED Strategy and also consider other funding sources.</p> | <p>Action point 18: All to consider work that fits Strategy and funding sources</p> |
| 7. | <p>Workstream Updates</p> <p>a. Programme Board – RT reported that the Programme Board had met.</p> <p>b. PastMap Programme Board: A meeting will take place on 12 February. Conservation areas, World Heritage Sites and Battlefields are now available. It is hoped that Marine Areas will be available by the end of February.</p> <p>c. SMR Forum Technical Working Group: SL gave a brief overview of the work of the SMR TWG.</p> <p>d. Comms: MR will give an update at the next meeting (see 5.4, above).</p> | |
| 8. | <p>Website updates: SHED documents are now on available on the web. SL will provide number of visitors to SHED website at next meeting in May.</p> | <p>Action Point 19: SL to provide number of visitors to SHED website.</p> |
| 9. | <p>Timetable:</p> <p>9.1 Programme Board meetings: Thursday 7 May John Sinclair House 10 – 2 Thursday 5 [changed to 10] November John Sinclair House 10 – 2</p> <p>9.2 Other meetings: 2 – 5 September EAA Conference, Glasgow</p> <p>The Group were asked to think about issues stakeholders could discuss with SHED Programme Board so that the Management Group could then see where priorities lay.</p> | <p>Action Point 20: All to consider issues stakeholders could discuss with Board.</p> |
| 10. | <p>AOCB</p> <p>10.1 Archaeology Strategy: RJ reported on the progress of the Archaeology Strategy.</p> <p>10.2 Historic Environment Record Forum: RT will be attending a meeting with English colleagues in Birmingham on 9 December, including a presentation on the SHED journey.</p> <p>10.3 British and Irish Archaeological Bibliography: RJ noted that this</p> | |

SHED Programme Board meeting note, 25 November 2014 (cont.)

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| | should suit the whole UK market rather than focus on the needs of any one UK home nation, and suggested BIAB as a stakeholder in the SHED Strategy. | |
| 11. | Date of next meeting: Thursday 7 May 10-2, John Sinclair House Edinburgh | |

SHED Programme Board meeting note, 25 November 2014 (cont.)

SHED Programme

ACTION REGISTER

| Action Point | Who | Details | By when | Status |
|---------------------|------------|---|-----------------|---------------|
| 08May14 1 | BM | Update the ALGAO website in relation to SHED | End of December | |
| 08May14 2 | ALL | Think of potential users who might like/ be useful to join the Stakeholder Group, and send suggestions back to RT | Soon | |
| 08May14 3 | RT | Produce Stakeholder Group list and terms of reference | Soon | |
| 08May14 12 | AL | Give KL the link to the Danish example of polygonisation | Early December | |
| 25Nov14 01 | KL | KL to write to SMA to ask for a Scottish representative on SHED Board | Soon | Completed |
| 25Nov14 02 | RT | Redraft PID to include reference to Stakeholder Groups and circulate | Soon | Completed |
| 25Nov14 03 | BM | BM to produce bullet points for Stakeholder Group to consider how data that is linked is properly signposted | Soon | |
| 25Nov14 04 | RJ | RJ to contact Jeff Sanders for suggestions of voluntary groups to contact | Soon | |
| 25Nov14 05 | KL | KL to share Peter McKeagues's open data 5 star scoring system | Soon | |
| 25Nov14 06 | RJ | RJ to liaise with Chris Fleet from NLS and Museum sector to encourage them to engage with SHED Strategy | Soon | |
| 25Nov14 07 | DB | DB to send contact details for Jane Brown | Soon | |
| 25Nov14 08 | KL | KL to liaise with Nick Pool | Soon | |
| 25Nov14 09 | RT | RT to make all risks in PID of equal weight and to add those discussed | Soon | |
| 25Nov14 10 | BM | BM to adapt Draft Implementation (Action) Plan to take account of comments made at meeting | End of January | |
| 25Nov14 11 | SL | SL to liaise with Ellie McCrone prior to HER in May to discuss how Listed Building-related polygons can be put into data sets | Soon | |
| 25Nov14 12 | SL | SL to send to BM [and RT] a list of projects which contribute to the Strategy | Soon | |
| 25Nov14 13 | BM | BM to consider whether Implementation Plan 4.1 could be incorporated with 4.6 and use the term "Make HLF aware" | End of January | |
| 25Nov14 14 | All | Email comments about Draft Implementation Plan to BM | End of December | |
| 25Nov14 15 | RT | RT to add enhanced risks to Risk register | Soon | |

SHED Programme Board meeting note, 25 November 2014 (cont.)

| Action Point | Who | Details | By when | Status |
|-----------------------|------------|---|----------------|---------------|
| 25Nov14 16 | All | Any comments on Risk register to be sent to RT | 5th December | |
| 25Nov14 17 | MR | Coordinate development of Comms plan | End January | |
| 25Nov14 18 | All | Think about pieces of work that could fit in SHED Strategy with other funding sources | Soon | |
| 25Nov14 19 | SL | SL to provide numbers of visitors to SHED website at next meeting in May. | May 2015 | |
| 25Nov14 20 | All | Think about issues stakeholders could discuss with SHED Strategy Board | End January | |