
















Audit Rating

Audit Rating Key:

-  No future action required, maintain as existing
-  One or more actions required
-  One or more substantial actions required
-  A number of significant actions are required
-  Significant action is required in most/all areas

A: Content and Coverage	
 <p><i>Success and Achievement:</i> Dynamic content. Good record quality and record management. Significant enhancement over last five years. Mission statement, Information Services Policy and Disposals Policy. Record is linked to GIS.</p> <p><i>Areas for Future Work:</i> Complete digitisation and relocation of reference collection. Progress backlog.</p>	 <p><i>Success and Achievement:</i> Good Monument and Event coverage from a variety of sources. Inclusion of a range of other datasets providing comprehensive reference to the historic environment.</p> <p><i>Areas for Future Work:</i> Define relationships with organisations sharing geographical area and adjacent HERs. Continue record enhancement.</p>
B: Data Standards and Security	
 <p><i>Success and Achievement:</i> MIDAS compliant. Compliant with UK GDPR and UK GEMINI standard. Detailed up-to-date Recording Manual. Use of FISH thesauri. File-level metadata.</p> <p><i>Areas for Future Work:</i> Slight updates for Access and Charging Policy.</p>	 <p><i>Success and Achievement:</i> Documented regular back-up procedures. Systems Security Policy and Data Management Statement. Up-to-date documentation.</p> <p><i>Areas for Future Work:</i> Complete digitisation and relocation of reference collection.</p>
C: Access and Engagement	
 <p><i>Success and Achievement:</i> HER accessible online including Heritage Gateway. Good enquiry service; accommodates needs of user regarding data format. Up-to-date user documentation.</p> <p><i>Areas for Future Work:</i> None.</p>	 <p><i>Success and Achievement:</i> Staff participates in a number of networks and groups. Participates in outreach activities and engages volunteers. Gathers feedback from users and stakeholders of the service. Undertakes research into HER user groups. Publicises the HER.</p> <p><i>Areas for Future Work:</i> Undertake research into non-user groups.</p>
D: Infrastructure (Service Delivery)	
 <p><i>Success and Achievement:</i> Up-to-date Disaster Plan, Business Continuity Plan and Succession Plan.</p> <p><i>Areas for Future Work:</i> Gain formal recognition of the HER from host authority.</p>	 <p><i>Success and Achievement:</i> Operates Continuous Professional Development programme. Qualified and experienced staff that have access to financial and administrative support. Adequately equipped with IT hard- and software. <i>Areas for Future Work:</i> None.</p>