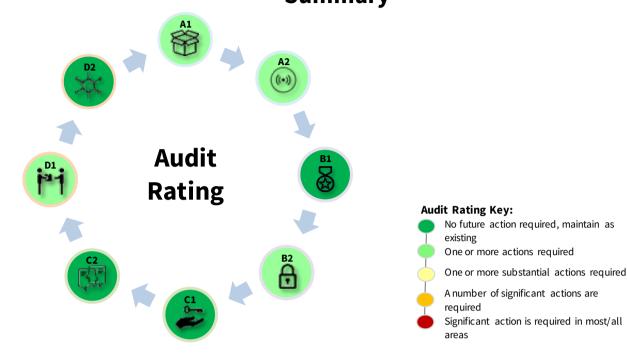


# West Berkshire HER Audit 2021 Summary





## A: Content and Coverage



Success and Achievement: 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.





Success and Achievement: Good Monument and Event coverage from a variety of sources. Inclusion of a range of other datasets providing comprehensive reference to the historic environment.

Areas for Future Work: Define relationships with organisations sharing geographical area and adjacent HERs. Continue record enhancement.

### **B: Data Standards and Security**



Success and Achievement: MIDAS compliant. Compliant with UK GDPR and UK GEMINI standard. Detailed up-to-date Recording Manual. Use of FISH thesauri. File-level

Areas for Future Work: Slight updates for Access and Charging Policy.



Success and Achievement: Documented regular back-up procedures. Systems Security Policy and Data Management Statement. Up-to-date documentation.

Areas for Future Work: Complete digitisation and relocation of reference collection.

# C: Access and Engagement



Success and Achievement: HER accessible online including Heritage Gateway. Good enquiry service; accommodates needs of user regarding data format. Up-to-date user documentation.

Areas for Future Work: None.



Success and Achievement: 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.

Areas for Future Work: Undertake research into non-user groups.

### D: Infrastructure (Service Delivery)



Success and Achievement: Up-to-date Disaster Plan, Business Continuity Plan and Succession Plan.

Areas for Future Work: Gain formal recognition of the HER from host authority.



Success and Achievement: Operates Continuous Professional Development programme. Qualified and experienced staff that have access to financial and administrative support. Adequately equipped with IT hard- and software. Areas for Future Work: None.