

NORTH LINCOLNSHIRE COUNCIL

**SPORT, LEISURE AND CULTURE, HIGHWAYS,
PLANNING AND ENERGY and CORPORATE
SERVICES
CABINET MEMBERS**

**SITES AND MONUMENTS RECORD SERVICE -
FUTURE MANAGEMENT ARRANGEMENTS**

1. OBJECT AND KEY POINTS IN THIS REPORT

- 1.1 To consider the future management arrangements for the Sites and Monuments Record Service (SMR) in light of recent national changes.
- 1.2 The key points of the report are as follows.
- The North Lincolnshire SMR was established in 1997 located at, and line managed by the Museum Service now based in Asset Management & Culture, due to the archaeological focus of both services.
 - Recent changes nationally mean that the SMR will need to extend its remit to become an Historic Environment Records service (HER), to include the work undertaken by aspects of the Environment Team in relation to the built environment and landscape.
 - A unified HER can best be developed within a single line management arrangement.
 - It is suggested that this function would sit best within the Environment Team based within the Highways and Planning service.

2. BACKGROUND INFORMATION

- 2.1 The North Lincolnshire SMR was established in 1997 and based at North Lincolnshire Museum as part of the Museums' Service due to the archaeological focus of the service. This approach has worked well while the focus of the service was limited to historic sites and monuments.
- 2.2 Recent policy proposals aim to develop a unified approach to the historic environment with a single consent regime for dealing with developments affecting all designated heritage assets. The aim is to put the historic

environment at the heart of an effective planning system and maximise opportunities for inclusion and involvement, by developing a Historic Environment Record service (HER). These developments were reported to the Cabinet Member for Leisure, Arts and Culture in October 2007.

2.3 An effective HER in North Lincolnshire will require closer working between SMR staff and heritage and conservation staff in the Environment Team. Much of the SMR work such as development control casework, land management schemes and community projects is also undertaken by staff within the environment team.

2.4 As such a unified line management structure for the emerging HER based in the same location appears to offer a more efficient and effective way of delivering the service. A transfer of the SMR service to the Environment Team based in Highways and Planning is the best way of achieving this end.

3. **OPTIONS FOR CONSIDERATION**

3.1 **Option 1** - To transfer the SMR to the Environment Team to enable the development of a unified HER.

3.2 **Option 2** - To leave the SMR within the Museum Service.

4. **ANALYSIS OF OPTIONS**

4.1 Option 1 is the preferred option. A unified service offers the most effective way to develop an HER in line with recent national policy changes. A unified service will result in a better-protected and conserved Historic Environment through the amalgamation of information and resources. Creating a unified HER will also improve provision of information to the public to help them engage in the planning process, and the historic environment of their area.

5. **RESOURCE IMPLICATIONS (FINANCIAL, STAFFING, PROPERTY, IT)**

5.1 There are no additional resource or staff grading implications associated with the transfer. The current budget for the SMR of £64,754 for a full year, will transfer to the Environment Team.

5.2 The SMR currently comprises two employees in the posts of SMR Officer (grade 7) and Archaeology Assistant (grade 6). Their terms and conditions of employment are unaffected by the proposal, save for a change in line management arrangements and base, both relocating from North Lincolnshire Museum to Church Square House.

5.3 The SMR is currently based at North Lincolnshire Museum. It is proposed to transfer the service to Church Square House, Scunthorpe to co-locate with the Environment Team. This will free up much needed space at the

Museum. There is sufficient office space available at Church Square House to accommodate the transferred service. The cost of removal will be met from within existing budgets.

6. OTHER IMPLICATIONS (STATUTORY, ENVIRONMENTAL, DIVERSITY, SECTION 17 - CRIME AND DISORDER, RISK AND OTHER)

6.1 A unified service will improve decision making regarding proposed developments and their impact on the environment. It also has the potential to increase engagement with members of the public concerning the historic environment.

7. OUTCOMES OF CONSULTATION

7.1 Both SMR employees are fully supportive of the proposed change. Indeed they wrote to the Service Director Asset Management and Culture in January 2010 suggesting that the proposed change take place.

7.2 A copy of this paper has been sent to the full time officials of the relevant trade unions. No adverse comments were received.

8. RECOMMENDATIONS

8.1 That the SMR is transferred to with immediate effect to the Environment Team within Highways and Planning and re-located to Church Square House, Scunthorpe as a result.

8.2 That the Cabinet Member for Corporate Services approves the virement of the budget of £64,754 from the Museums Service to the Environment Team.

**SERVICE DIRECTOR ASSET MANAGEMENT AND CULTURE
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Background Papers used in the preparation of this report:

- ◆ **DCMS Draft Guidance for Local Authorities in England on Historic Environment Records (HERs) published in May 2008.**
- ◆ **Report to the Cabinet Member for Leisure, Arts and Culture approved on 12 October 2007, titled "Heritage Protection for the 21st Century"**