

THOSE WITH WHOM DISCUSSIONS WERE HELD

National Library of Wales	<ul style="list-style-type: none"> - Andrew Green, Librarian - Dr Rhidian Griffiths, Director of Public Services - Gwyn Jenkins, Director of Curatorial Services - Avril Jones, ICT Department
Quinquennial Reviewer of National Library of Wales	<ul style="list-style-type: none"> - Robin Moulson
Historic Buildings Council	<ul style="list-style-type: none"> - Tom Lloyd, Chairman
Ancient Monuments Board	<ul style="list-style-type: none"> - Professor Rees Davies, Chairman
National Museums and Galleries of Wales	<ul style="list-style-type: none"> - Eurwyn Williams, Deputy Director
Clwyd Powys Archaeological Trust	<ul style="list-style-type: none"> - Bill Britnell, Director
Dyfed Archaeological Trust	<ul style="list-style-type: none"> - Gwilym Hughes, Director
Gwynedd Archaeological Trust	<ul style="list-style-type: none"> - David Longley, Director
Flint County Council	<ul style="list-style-type: none"> - Peter Jones-Hughes, Conservation
Powys County Council	<ul style="list-style-type: none"> - Tudfil Adams, County Librarian - Catherine ??, Acting County Archivist
Cambrian Archaeological Projects Ltd	<ul style="list-style-type: none"> - Kevin Blockley
Gifford and Partners, Chester	<ul style="list-style-type: none"> - Tim Strickland
Forest Enterprise	<ul style="list-style-type: none"> - Trefor Owen - James Laing
Royal Commission for the Ancient and Historical Monuments of Scotland	<ul style="list-style-type: none"> - Roger Mercer, Secretary
English Heritage	<ul style="list-style-type: none"> - Nigel Clubb - Humphrey Welfare - Rowan Whimster
Heritage Consultant (and Vice Chairman of Royal Commission)	<ul style="list-style-type: none"> - Professor Geoffrey Wainwright

Welsh Assembly Government

-
- Cadw
 - Tom Cassidy, Chief Executive
 - Richard Avent, Chief Inspector
 - Jeff Jenkins
- Arts, Libraries and Sport Division
 - Jane Edmonds
- Culture Division
 - Peter Harding
- GIS Unit
 - Dr Katie Medcalf

Royal Commission

- Chair
 - Professor Ralph Griffiths
- Staff
 - Peter White, Secretary
 - Stephen Hughes
 - David Browne
 - Hilary Malaws
 - David Percival
 - Patricia Moore
 - Gareth Edwards
 - David Thomas

Royal Commission on the Ancient and Historical Monuments of Wales
 Quinquennial Review: Position Statement

1. Purpose

The Royal Commission on the Ancient and Historical Monuments of Wales is responsible for the survey and record of the historic environment of Wales. It is currently empowered by a Royal Warrant of 2000 to survey, record, publish and maintain a national database of archaeological and historical sites, structures and landscapes within Wales and up to the limit of its territorial waters. It is also responsible for the National Monuments Record of Wales, an archive open daily for public reference; for the supply of archaeological information to the Ordnance Survey for mapping purposes; for the co-ordination of archaeological aerial photography; and for the sponsorship of regional Sites and Monuments Records.

2. The Historic Environment

An understanding of the surroundings in which we live is fundamental to an understanding of society and national identities and contributes to an effective policy for sustainable development.

The Valetta Convention, ratified by the UK Government in September 2000, identified the 'archaeological heritage' as **structures, constructions, groups of buildings, developed sites, moveable objects, monuments of other kinds as well as their context, whether situated on land or under water** – in other words, the historic environment. The Royal Commission's remit relates to four of the Articles of the Convention:

Article 2: *...the maintenance of an inventory of its archaeological heritage....*

Article 7: *...to make or to bring up to date surveys, inventories and maps of archaeological sites in the areas within its jurisdiction.*

Article 8: *...to facilitate the national and international exchange of elements of the archaeological heritage for professional scientific purposes while taking appropriate steps to ensure that such circulation in no way prejudices the cultural scientific value of those elements.*

Article 9: *...to conduct educational actions with a view to rousing and developing an awareness in public opinion of the value of the archaeological heritage for understanding the past and of the threats to this heritage.*

3. Background

The Royal Commission was established in 1908, along with similar organisations in England and Scotland. Legislation enabling the preservation of archaeological sites had been enacted about 25 years earlier, but had achieved little because of the lack of an effective information base and indifferent co-operation and sometimes hostility from landowners. Royal Commissions were appointed to address this problem because they could be set up quickly, they are 'neutral' investigative bodies, and they

can draw on the best available expertise. All three attributes remain important to this day. As an expert body RCAHMW preceded the advisory Ancient Monuments Board for Wales, which was established by statute in 1913.

The organisation's role has expanded and changed considerably over the past forty years. The significant milestones are:

- 1963, under a revised Warrant, when the Welsh material of the National Buildings Record, a London-based charitable body set up to record historic buildings damaged by war-time action, was incorporated in the Royal Commissions and retitled the National Monuments Record. The new name reflected the largely archaeological archives already held by the Royal Commissions;
- 1983, following the Serpell Report of 1979, when the Archaeology Division of the Ordnance Survey was wound up. The OS sites index, together with the responsibility for surveying, interpreting, and maintaining a record of archaeological sites depicted on OS maps, was transferred to the Royal Commissions;
- 1992, following the KPMG Report, which led to a further revision of the Warrant. The responsibility for oversight of local Sites and Monuments records was transferred to RCAHMW, together with the requirement to maintain a national index of archaeological and maritime databases of material covering all periods up to the present day. The requirement to compile inventories was withdrawn;
- 2000, the current Warrant, following the formation of the National Assembly for Wales, transferring day-to-day responsibility for RCAHMW to that body. RCAHMW falls under Schedule 4 of the **Government of Wales Act 1998: Public Bodies subject to reform by Assembly**, Part IV 'Bodies which may only gain functions and only with consent'.

4. Organisation

The Royal Commission at present comprises a Chairman and ten Commissioners, together with thirty-three members of staff headed by the Secretary. The structure of the organisation reflects its core functions, namely to investigate, understand and record the historic environment, to manage the resulting information, and to make it available as widely as possible. Over 85% of the staff are deployed in three branches covering **Survey** (air survey, archaeological ground survey, historic buildings survey), **Information Management** (data management, archaeological mapping, archive management) and **Publications and Outreach** (reader services, publications, website). The work of each branch is overseen by a committee of Commissioners to facilitate the highest level of interaction between the expert governing body and the expertise of the staff.

The Secretary heads a small administration team comprising a finance officer, human resources officer, procurement officer and administration assistant.

Business is conducted under *Standing Orders* approved by Commissioners.

5. Strategic Direction

The Royal Commission publishes its forward programme annually in a Corporate Plan, which is addressed to the Minister for Culture, Sport and the Welsh Language. The Plan is developed in the context of the National Assembly's policies and

prioritises work programmes to take account of both these policies and certain statutory requirements:

- Emergency Recording of Historic Buildings. Under the Planning Acts 1990 and the circular WO 61/96 local planning authorities are required to notify RCAHMW of listed building consent applications to demolish, and if consent is granted the owner is then obliged to grant access, if required, for RCAHMW staff to survey and record. The resulting records are deposited in the National Monuments Record;
- The National Monuments Record is recognised as a *place of deposit* under the Public Records Act 1957. Public Records Office staff regularly inspect NMRW storage arrangements and management;
- The Royal Commission is required to conform to the Welsh Language Act, and a Scheme under the Act was submitted and approved in April 2002;
- As 'major occupier' of Plas Crug, a Crown freehold building open to the public, the Royal Commission has statutory obligations with regard to fire, health and safety.

RCAHMW drafted its first Corporate Plan a little over ten years ago, following the KPMG Report on the three Royal Commissions in England, Scotland and Wales. Shortly afterwards, in 1992, the revised Royal Warrant clearly established the change of direction. In the simplest terms, the compilation of an 'inventory' was replaced by the National Monuments Record as the primary core function or *raison d'être* for the organisation. Instead of the principal and recognisable **outcome** of the organisation's work being large, printed volumes concerned with themes within historic counties, published on average about every eighteen months, the primary requirement became the enhancement of the NMRW and the improvement of public access to it. Publications are now more frequent and are descriptive, analytic and synthetic.

Inputs are all-Wales based and comprise air survey, archaeological survey of the Welsh uplands, and buildings surveys driven by threat and NMRW need. Because the resulting data must be structured and stored to strictly observed standards, the management of NMRW data and collections is a very high priority. Indeed, without a high level of structural compliance data will not be capable of on-line delivery to the OS for mapping or to public users through Geographic Information Systems. In the areas of survey and data management RCAHMW is a standard-setting body for Wales, and to this end it works with its partners in Wales and the UK to define, develop and promulgate the appropriate protocols.

6. Performance

Up to 1992 the 'inventory' system provided the only comprehensive methodology and a clearly measurable output. Since then, over a period of fundamental change, performance measures have been put in place as a substitute for this system. The measures are largely quantitative and related to process. They were designed to measure the flow of material from the field to the point of delivery to the public, to measure the efficiency of statutory activity and to identify the effectiveness of resource management. The yearly targets which have been set have very largely been achieved. Recently there has been a shift into qualitative measures, notably with the introduction of a user satisfaction target. By regularly reviewing its running costs RCAHMW has managed to achieve required efficiency savings, some of which have been redeployed to recruit staff into emerging specialist areas, such as computer-aided mapping and education.

7. Partnerships

The Royal Commission carries out its remit with an active involvement in partnerships. It is an active partner in a number of consortia within Wales, and in others within UK. Of particular significance within Wales are:

- *Gathering the Jewels*. RCAHMMW is a partner in a group of Welsh archive and museum organisations, led by the National Library of Wales, digitising elements of their collections for on-line delivery. Funded by the New Opportunities Fund;
- *Blaenavon World Heritage Site*. An initiative led by Torfaen County Borough Council. RCAHMMW is both a founding and a funding partner, providing professional support to historic environment interpretation and a GIS-based information system;
- *ENDEX*. RCAHMMW is the convening partner of this group comprising Cadw, NMGW and the four Welsh Archaeological Trusts' Sites and Monuments Records. Its on-line output is *CARN- Core Archaeological Record Index*;
- *Chapels survey*. RCAHMMW is in partnership with *Capel*, the University of Wales's Board of Celtic Studies and the National Library of Wales to provide records for NMRW and an on-line database of Welsh chapels.

Within UK:

- *Ordnance Survey*. RCAHMMW has supplied 'antiquity models' to OS for map depiction since 1983. It is now finalising arrangements to 'populate' the heritage layer for Wales of the on-line MasterMap series.
- *HEIRNET: Historic Environment Information Resources Network*. Partnership of Council for British Archaeology, NMRs of England, Scotland, Wales and other national agencies and museums formed to find new ways to help people to access UK-wide information about the historic environment.
- *SWISH: Shared Web Information Systems for Heritage*. The embryonic partnership to link up the Scottish and Welsh National Monuments Records' computing systems.

8. Achievements

During the period of transition since 1992 RCAHMMW has made notable achievements, which can be seen in the context of its published, high level objectives:

Objective 1: Compiling information by surveying, recording and interpreting terrestrial and maritime archaeological and historical sites, structures and landscapes, particularly those of national or local importance which are threatened with destruction.

- **Completion of survey and record of all Welsh chapels traceable from documentary sources;**
- Completion of Radnorshire Farmsteads survey;
- Emergency recording of at least fifty historic buildings each year;
- Integrated air/terrestrial survey of Welsh Uplands 42% complete after ten years (all land over 244m OD); on schedule for completion in 2012.

Objective 2: Creating and maintaining a comprehensive archive in the form of a National Monuments Record, including a national index to regional Sites and Monuments Records.

- **NMRW currently holds 1.2 million photographs, 67,000 drawings, and 18,000 special collection maps;**
- The ENDEX Agreement provides for on-line access to CARN, an index to the Welsh historic environment databases held by the SMRs, National Museums & Galleries of Wales and Cadw, and the establishment of standing technical working group on data standards;
- Following PRO designation all public records of heritage administration in Wales are held in NMRW

Objective 3: Publicising the scope and publishing the results of investigations carried out in pursuit of the above objectives.

- The RCAHMW website provides full information about the organisation, its staff, its governance, and links to kindred bodies;
- The publication programme has completed the 'inventory' series of volumes and launched a new series of thematic publications;
- COFNOD, twice-yearly newsletter established;
- Regular exhibitions at *eisteddfodau*, agricultural shows and other events;
- Welsh Language Scheme approved.

Objective 4: Advising on the survey, interpretation, preservation and conservation of ancient and historical monuments and constructions.

- Industrial Archaeology Panel convened regularly by RCAHMW to support work across Wales in that sector;
- Partner in Mynnydd y Fynnon agri-environmental initiative, Cambrian Mountains;
- Archaeological input to Integrated Land Management Programme, MoD Training Area Sennybridge;
- Advice on historic farmsteads and buildings for *Tir Gofal* initiative;
- Aerial monitoring of scheduled ancient monuments for Cadw;
- Scheduling recommendations to Cadw resulting from Uplands survey.

Objective 5: Setting standards and providing guidance and funding to other organisations and individuals to survey, record and interpret the archaeological landscapes and historic buildings of Wales

- Uplands Forum convened regularly by RCAHMW to support research and survey work – publication in preparation

- ENDEX partnership (including technical working-group meetings) convened regularly by RCAHMW; funding to Sites and Monuments Records.
- Partner in Blaenavon World Heritage Site initiative
- Partner, *Gathering the Jewels* initiative
- Partnership with *Capel* with regard to Welsh Chapels survey

Objective 6: *Seeking to achieve progressive improvements in the quality and efficiency of the services provided*

- Physical access to the NMRW collections greatly improved by the provision of a purpose-designed search room with facilities for disabled persons. User satisfaction, 2001-2: 89% (target 80%);
- Redirection of activities including comprehensive use of ICT largely achieved through staff flexibility and retraining;
- On-line access to increasing range of RCAHMW services.

9. Current Work Programme

The current work programme includes activities which are ongoing, those which are winding down, and those which are coming on stream.

Survey: ongoing. The three core survey activities of air survey, uplands survey and emergency buildings survey account for the bulk of the available resource.

Air survey staff monitor a minimum of 650 Scheduled Ancient Monuments each year in addition to exploratory work and flights in support of uplands survey within a flying programme of about 60 hours. There is also a small grant-aided regional flying programme.

Uplands survey, working to a revised method, is programmed to cover 15,000 hectares each year for a further ten years, double the average for the years up to 2001-2, when work was suspended due to Foot & Mouth Disease. In order to maintain standards, evaluate methods and monitor contractors' work, two senior staff archaeologists also carry out survey work.

Emergency buildings survey staff are in the first year of a revised programme to double their output to 100 buildings recorded, following the introduction of state-of-the-art equipment. In 2001-2 referrals totalled 480, of which 378 were Listed Building Consent cases.

Survey: winding down.

The Chapels recording programme will wind down, with residual work subsumed within the *Detailed Building Surveys* project. The outcome is an on-line database with more than 8,500 entries, an image collection and selected drawn surveys. Similarly, work will finish on the *Radnorshire Farmsteads* study; in addition to the publication, about 2,500 building records will have been prepared for archiving and on-line access by autumn 2002, to complement the hard-copy publication due in 2003.

Survey: coming on stream. Following the introduction of GPS equipment, the in-house archaeologists will commence a programme of *Detailed Archaeological*

Survey of recently discovered upland sites. With regard to historic buildings there is an increasing reactive workload as a result of the Cadw listing programme and the *Tir Gofal* initiative.

Information Management: ongoing.

The maintenance and development of existing databases, including monitoring the SMR grant-aid Action Plans, includes the editing of more than 7000 records comprising the Ordnance Survey published antiquities database at the rate of 650 records per person month.

The management of archive collections, and the improvements to the stores and liaison with the PRO are major core activities. Over the past six months there have been 4939 additions to the NMRW catalogue (target 2000).

The archaeological mapping team's work in support of the uplands survey (qv) is currently compiling mapping at the rate of 150 sq km per person year.

Information management: winding down. No programmes are winding down.

Information management: coming on stream. Information Management staff are bearing the brunt of change in two areas. They are in the lead with regard to the *renewal of the computing platform* and the proposed *partnership with RCAHMS*. Immediately this involves detailed discussions on data compatibility and putting in hand the data editing required. The *archaeological mapping* team is also involved with the RCAHMS partnership and is also liaising with regard to the *graphic outputs required for the OS partnership*.

Publications and Outreach: ongoing. The core activities are the *Public reader and enquiry service*, which handled 1100 enquiries in 2001-2, an increase of 8.7% over the previous year; the *Web site*, through which 6700 enquiries to the CARN database were made over the past four months, and the *Publications programme*, which averages the production of at least one book a year, together with the Annual Report, two newsletters, leaflets on demand and exhibitions at major shows.

Publications and Outreach: winding down. No programmes are winding down.

Publications and Outreach: coming on stream. The existing engagement with the educational sector at all levels will be strongly reinforced during the year by the *appointment of a dedicated education officer*

10. The Future

The Royal Commission's immediate tasks, with which work is already under way, are clear. They are:

- To bring the new, more powerful computing platform into use, in partnership with RCAHMS, as soon as possible to enable the availability of GIS and images on line;
- To digitise NMRW collections beyond those selected for the *Gathering the Jewels* scheme, and along the lines recommended in the CWLIS consultant's report, to enable on-line availability to the public at large;
- To work within the schools sector to develop the awareness of young people to the historic environment and as a means of engaging more closely with communities;
- To bring the emerging partnership with the Ordnance Survey to fruition, so that map users can follow up historic environment interests on line;
- To review and maintain survey and data standards which will ensure the greatest integrity and enable the widest transmission of information;
- To complete the survey of the Welsh uplands within ten years to enable the compilation of an archaeological resource map;
- To maintain the existing air and historic buildings survey programmes, deploying digital technology as far as possible whilst maintaining standards;
- To compile 'electronic atlases' of Welsh key building types commencing with chapels;
- To maintain and develop the book publication and exhibitions programmes to inform the widest audience of the scope, significance and depth of the NMRW collections and databases.

These objectives align closely with those of the Welsh Assembly Government with regard to life-long learning, social inclusiveness and sustainability. In addition, these tasks align with the First Minister's recently issued strategic themes of **building our opportunities as a small smart nation by increasing skills and innovation; harnessing our creative strengths and strengthening our action to support communities.**

RCAHMW
July 2002



CADW
WELSH HISTORIC MONUMENTS

P White Esq
Royal Commission of Ancient and
Historical Monuments
Crown Building
Plas Crug
Aberystwyth
Dyfed SY23 2HP

Eich Cyfeirnod
Your Reference

Ein Cyfeirnod
Our Reference 26th February 2002

Dyddiad 6599
Date

Llinell Uniongyrchol
029 2082
Direct Line 029 2082

REMIT AND BUDGET ALLOCATION LETTER (2002-03)

This Remit Letter sets out the targets, which the Royal Commission is asked to deliver in 2002-03 on the basis of the financial support, which the Assembly has allocated for the year. The letter should inform the content of your Corporate Plan for the year.

Assembly Financial Support

I can confirm that your allocations in the Assembly budget for 2002-03 are:

	2002-03	2003-04 (Indicative Plans)	2004-05 (Indicative Plans)
Running Costs (salaries including NI and ASLC; General Admin Expenditure)	1,318	1,392	1,416
Capital	15	15	15
Specialist Services/Grants	101	101	101
Capital Charging for Property on Civil Estate	75	75	75
Capital Charging for Property receipts	(75)	(75)	(75)
EYF	400		
Capital and Depreciation	83	80	76
Receipts	(28)	(28)	(28)

Net Total	1,889	1,560	1,580
-----------	-------	-------	-------

The Finance Minister has agreed an uplift of £70K for 2002-03, £74K for 2003-04 and £23K for 2004-05. This has been included in your running cost total to cover the impact of the August 2001 pay settlement.

End Year Flexibility money of £400K was agreed in the Budget Planning Round for the following:

Essential roof repairs

Year 1 costs of the IT Strategy

The retention for the Disabled Access works.

Payment of the budget is subject to the compliance of the Royal Commission with its Management Statement and Financial Memorandum as issued by the Assembly in September 2000.

Assembly Strategy and Principles

All Assembly sponsored public bodies are expected to acknowledge and act in accordance with the principles and priorities set out in the Assembly's Strategic Plan. This includes commitments set out in the Government of Wales Act 1998 to sustainable development, social inclusion, equal opportunities, working in partnership with local government, the voluntary sector and the private sector. The Assembly's expectations have also been set out in CEO letters that have been issued to you. The targets set out below take their context from these strategies.

To reinforce the "partnership" point, Ministers are keen for the public to recognise the contribution which the Assembly Government makes through its ASPBs and Agencies. They would like to see a clear acknowledgement of the links between the Royal Commission and the Assembly Government, through clear branding which makes the relationship explicit. Corporate guidance will shortly be issued to assist the Commission with the way in which this is to be achieved.

Corporate Governance

I look forward to the completion of the Commission's Quinquennial Review during the year and the implementation of any action plans that arise from it. The Commission should also keep the Agency informed of developments in risk management and Asset Plans.

Priorities and Targets

During the year we expect particular priority to be given to completion of the disabled access scheme, progress on the new IT system and essential repairs to the roof at Plas Crug.

Targets will be discussed and agreed between us in the near future.

Operational and Corporate Plans

The “Guidance on Corporate Planning by Executive Sponsored Public Bodies” sets out the Assembly’s expectations for operational and corporate plans. I should be grateful if you would submit your Corporate Plan for 2002-03 (which I understand is already in preparation) by early March 2002, progress against which will be discussed at our regular monitoring meetings: and your annual report for 2001-02 by September 2002.

Community Strategies

The Royal Commission must engage with the process of preparing community strategies which is now underway in each local authority area in Wales.

The background and principles involved were set out in CEO/03/01 and the Assembly guidance to local authorities on preparing community strategies published in December 2001. Local authorities have a leadership role but it is essential that all organisations which have a key role to play in promoting economic, social and environmental well-being should be involved.

The community strategy will be an over-arching strategy for each local authority area, encompassing the main priorities and objectives for the area and its inhabitants in the round. The Commission will need to ensure that it has made contact with each local authority and identified how it will liaise with them in order to contribute its own views about local priorities, to listen to views being expressed by other partners and to engage in dialogue with a view to reaching consensus. It will also need to examine its own planning mechanisms in order to be clear about how it will take account of emerging community strategies and reflect them in its own programmes.

T J CASSIDY
Chief Executive