

# Local Authority Involvement in the Historic Environment

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*Association of Regional and Island Archaeologists*

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## Introduction

This document was prepared to help inform the Historic Environment Advisory Council for Scotland's working group charged with reporting on "the role of local authorities in Scotland in conserving the historic environment". The authors, who both work in a local authority capacity and were co-opted onto the group, were anxious that any discussion of local authority activities should be based on a proper understanding of the scope of relevant responsibilities, initiatives and actions in which councils engage.

This table is therefore a first attempt to map out the full range of conservation work undertaken by local authorities in Scotland. The allocation of responsibilities will vary from council to council but will be along broadly similar lines. Few, if any, councils will undertake all the activities shown but many will cover most.

The table identifies actions and activities undertaken but is not concerned with the resources, skills or competencies required to deliver them. However, it is hoped that it could assist further research into these aspects of the provision of an effective service at local authority level. It is anticipated that the table will also have a role in informing the development of professional standards, job specifications and reviews, key performance indicators, training and continuing professional development initiatives for local authority officers.

Early reactions to the mapping have included surprise at the range and depth of local authority involvement in the historic environment. The document could also, therefore, form the basis for a survey or identification of exemplary work on the ground across the country.

Although written from a Scottish perspective it should have applicability elsewhere.

The table was compiled with input from individual members of the Institute of Historic Building Conservation and the Association of Regional and Island Archaeologists. Particularly helpful were the comments from Fiona Newton, Andy Millar, Mark Douglas, John Preston, Rory McDonald, Dr. Seán O'Reilly, Paul Mitchell, Dorothy Maxwell, Jane Brann and Lorna Main.

Action or Activity	Statutory Requirement	Typical Lead Department	Typical Responsible Officer
<b>Information</b>			
Provide HER/SMR information to Historic Scotland for scheduling programmes		Planning, Museums, shared archaeological service or special arrangement	Archaeologist/SMR Officer
Maintain copies of the statutory and descriptive lists for local consultation	Yes	Planning	Conservation officer/SMR officer
Maintain the Sites and Monuments Record or Historic Environment Record, including digital photographs and other databases		Planning, Museums, shared service, special arrangement	Archaeologist, SMR Officer, Conservation Officer
Prepare and maintain GIS information on the location of Listed Buildings, Gardens and Designed Landscapes, Scheduled Ancient Monuments, Conservation Areas, archaeological sites and areas		Planning	Conservation Officer, archaeologist, GIS support staff
Maintain a register of and monitor all heritage assets in council guardianship		Planning, Property	Conservation officer, property officer, archaeologist/SMR Officer
Maintain a Buildings at Risk Register for the council area and assist the Scottish Civic Trust with its national BAR database		Planning	Conservation officer
Maintain statistics and other management data in relation to the historic environment		Planning	Conservation officer, archaeologist
Provide information for local history and local studies including photographic collections		Museums, Libraries	Librarian, curator, archaeologist
Manage archives including Dean of Guild drawings and key files relating to listed buildings, listed building consents etc...		Archives, Libraries	Archivist, curator, librarian, archaeologist
<b>POLICY</b>			
Prepare and implement Structure Plans including policies relating to the historic environment	Yes	Planning	Planning officer, conservation officer, archaeologist
Prepare and implement Local Plans including	Yes	Planning	Planning officer, conservation

policies relating to the historic environment			officer/archaeologist input or chapter authoring
Prepare Supplementary Planning Guidance		Planning	Conservation officer, landscape architect, archaeologist
Undertake, commission, assess or require Strategic Environmental Assessments of plans		Planning	Conservation officer, archaeologist
Prepare, maintain and implement local Heritage Strategy		Planning	Conservation officer, archaeologist
Prepare Community Plan and form Community Planning partnerships		Chief Executive	Planning officer, conservation officer, archaeologist, heritage/museum officer
Prepare research frameworks for archaeology		Planning, Museums, shared service, special arrangement	Archaeologist, Museum Officer
Prepare local archaeology strategies		Planning, Museums, shared service, special arrangement	Archaeologist, Museum Officer
Publish local guidance on the conservation of the historic environment		Planning	Conservation officer, archaeologist, planning officer
Prepare local archaeological guidance for developers		Planning	Archaeologist
Prepare of state of the historic environment reports		Planning	Conservation officer, archaeologist
Advise Historic Scotland on potential listing		Planning	Conservation officer
Identify, designate and review conservation areas	Yes	Planning	Conservation officer and archaeologist
Undertake conservation area appraisals and deliver conservation area strategies		Planning	Conservation officer, consultants, archaeologist
Prepare, consult and implement Article 4 Directions covering development in Conservation Areas		Planning, Legal	Conservation officer, legal officer
Take part in policy liaison on matters to do with the Historic Environment e.g. IHBC, ARIA, ALGAO, HEACS		Planning, Museums, shared service, special arrangement	Conservation officer, archaeologist
<b>MANAGEMENT</b>			
Advise on alterations to listed buildings, conservation areas		Planning	Planning officer, conservation officer, archaeologist
Establish, manage and contribute to local amenity and heritage forums.		Planning	Planning officer, conservation officer
Advise on development impacts on archaeology		Planning	archaeologist

Process applications for listed building consent, conservation area consent and for works in conservation areas	Yes	Planning	Planning officer, conservation officer input or handling in sensitive cases, archaeological input in some cases
Process Planning Applications with reference to impact upon the Historic Environment	Yes	Planning	Planning officer, conservation officer, archaeologist
Participate in local public inquiries		Planning	Planning officer, conservation officer, archaeologist
Serve Building Preservation Notices as required		Planning	Conservation officer
Monitor the implementation of approved alterations to listed buildings and conservation areas		Planning	Planning officer, monitoring officer, enforcement officer, conservation officer
Take enforcement action in the case of unauthorised works to listed buildings and conservation areas and archaeological sites	Yes	Planning	Planning officer, monitoring officer, enforcement officer, conservation officer, archaeologist, council solicitor
Prepare briefs for new development affecting the historic environment		Planning	Planning officer, conservation officer, archaeologist
Investigate and record sites and buildings to be affected by proposals		Planning, Museums	Conservation officer, archaeologist, consultant, contractor oversight
Monitor, advise, process and instruct works to trees in conservation areas		Planning, Parks	Tree officer, conservation officer
Recommend and progress Tree Preservation Orders (often of historic significance)		Planning, Parks	Tree officer, conservation officer
Specify developer funded contract work and monitor professional standards in contract archaeology		Planning, Museums, shared service, special arrangement	Archaeologist
Advise on battlefields, designed landscapes, cultural symbols, parks, cemeteries etc		Planning, Museums, shared service, special arrangement	Archaeologist, conservation officer
Provide audits for agri-environment scheme applications under a national agreement		Planning, Museums, shared service, special arrangement	Archaeologist
Provide archaeological advice to the Forestry Commission		Planning, Museums, shared service, special arrangement	Archaeologist
Provide archaeological advice to Scottish Water and Scottish Water Solutions under a national agreement		Planning, Museums, shared service, special arrangement	Archaeologist
Provide archaeological		Planning, Museums,	Archaeologist

advice to statutory undertakers e.g. power companies and on permitted development in general		shared service, special arrangement	
Monitor condition of unscheduled archaeological sites		Planning, Museums, shared service, special arrangement	Archaeologist, Museum Officer
Work with other partners to encourage the inscription of World Heritage Sites and work on the management of inscribed sites.		Planning	Conservation officer, archaeologist
Liaison with major property and asset owners in area e.g. NTS		Planning, Museums	Conservation officer, archaeologist
Assess impact of Core Path Network on heritage assets		Planning	Conservation officer, archaeologist, access officer
Contribute to local tourism forums including production and implementation of tourism strategy			Tourism officer, conservation officer
Contribute to local geodiversity audit		Planning	Conservation officer, archaeologist, biodiversity officer
Act as point of contact for Historic Scotland		Planning, Museums	Conservation officer, archaeologist
<b>IMPLEMENTATION</b>			
Bring forward schemes to preserve and enhance conservation areas	Yes	Planning	Conservation officer, highways engineer
Prepare, administer and part fund Town Schemes		Planning	Conservation officer, dedicated project officer, consultant
Initiate and manage projects for the conservation of individual sites and buildings		Planning, Property	Conservation officer, architect, dedicated project manager
Develop, fund and implement partnership regeneration schemes		Planning	Planning officer, conservation officer
Maintain historic bridges and viaducts		Planning, Highways	Highways engineer
Prepare and administer Townscape Heritage Initiative projects		Planning	Conservation officer, dedicated project officer, consultant
Contribute to urban regeneration initiatives.		Planning	Project manager, conservation officer
Manage City Conservation Trusts		Planning	Dedicated officer
Advise on the maintenance and repair of listed buildings and buildings in conservation areas		Planning	Conservation officer
Provide advice to owners and others on the management of		Planning, Museums, shared service, special arrangement	Archaeologist

unscheduled archaeological sites			
Administer grants for the repair of listed buildings and conservation areas		Planning	Conservation officer
Promote, seek and administer external funding for the historic environment e.g. ERDF, Heritage Lottery Fund		Chief Executive, Planning	Conservation officer, funding officer, lottery officer, archaeologist
Maintain built heritage assets in council guardianship. Develop and agree management guidelines for local authority historic assets. Produce (or manage the production by consultants) of conservation statements and conservation plans for local authority assets		Property, owning departments	Property officer, service heads, archaeologist
Advise on the disposal of heritage assets within council guardianship e.g. redundant school buildings or affected land		Property	Property officer, planning officer, advice from conservation officer/archaeologist
Establish, manage and/or work with local building preservation or conservation trusts		Planning	Conservation officer, dedicated officer, archaeologist
Take action over buildings at risk in the council area		Planning, Building Control	Conservation officer, building control officer, council solicitor, enforcement officer
Identify, liaise with and maintain lists of local conservation contractors and craft workers		Planning, Museums	Conservation officer, museums officer
Advise on the building and adaptation of public buildings e.g. schools and halls to new uses or to meet DDA		Property,	Property officer, architect' input from conservation officer, input from archaeologist
Maintain and replace street surfaces and furniture		Highways, Planning	Highways engineer, planning officer
Administer architectural salvage store		Planning	Conservation officer
Provide professional training via seminars, CPD, student placements etc		Planning, Museums, shared service, special arrangement	Archaeologist, Conservation officer, Museum Officer
<b>PROMOTION</b>			
Work with national organisations charged with the promotion and conservation of the historic environment e.g. RCAHMS, CSA		Planning	Conservation officer, archaeologist
Undertake outreach/publicity on the		Planning, Cultural Services	Conservation officer, archaeologist, heritage

historic environment through lectures, talks exhibitions etc...			officer, museum officer, SMR officer
Run local Doors Open Day and Scottish Archaeology Week or Month.		Planning, Libraries, Museums	Conservation officer, museums officer, librarian depending on where function resides within council, archaeologist.
Prepare/contribute to council Cultural Strategy (see COSLA/SE Guidance for Scottish Local Authorities, 2003)		Varies	Museums, libraries, archives, conservation officer, archaeologist
Provide museums service (including the collection, recording and preservation of artefacts)		Museums	Museums officer
Manage and interpret heritage sites and attractions		Planning, Museums, Property	Museums officer, archaeologist, curators, rangers
Author, contribute to, edit, fund and publish local architectural and archaeological guides.		Planning, Libraries	Conservation Officer, archaeologist, local history officer
Act as point of contact for the public for local archaeology		Planning, Museums, shared service, special arrangement	Archaeologist, Museum Officer
Specify, or provide advice, on non-rescue led excavations e.g. for interpretation purposes		Planning, Museums, shared service, special arrangement	Archaeologist
Foster voluntary archaeological work		Planning, Museums, shared service, special arrangement	Archaeologist, Museum Officer
Provide or take part in education on the historic environment		Education, Museums, Culture Services	Education officer, teachers, community education, rangers, museums, libraries, archaeologist
Administer and contribute to national and local conservation and archaeological award schemes		Planning	Planning officer, conservation officer, archaeologist