

Stonehenge and Avebury WHS Partnership Panel Meeting

Meeting Notes

Aix-en-Provence Room, Guildhall, Bath
10 AM, 5th July, 2016

Present:

Alistair Sommerlad, Chair
 Nick Snashall, National Trust
 Cllr. Stuart Wheeler, Wiltshire Council
 Andrew Vines, Historic England
 Roger Fisher, Stonehenge WHS Steering Committee
 Andrew Williamson, Avebury WHS Steering Committee
 Kate Davies, English Heritage
 Colin Shell, ASAHRG

In attendance: Sarah Simmonds

Item		Action
1.0	<p>Apologies</p> <ul style="list-style-type: none"> • Kate Davies, Jan Tomlin, Cllr Wheeler • Nick Snashall was deputising for Jan Tomlin • AS recorded disappointment that Wiltshire Council had no representative at the meeting. This makes it difficult to discuss substantive issues and reach decisions. It would be helpful to identify an appropriate substitute if members are unable to attend 	<p>Members to identify an appropriate substitute to attend if they are unable to attend.</p>
2.0	<p>Minutes of last meeting</p> <ul style="list-style-type: none"> • Agreed with change to venue of the meeting to County Hall 	
Partnership Panel Priority Actions: Stonehenge and Avebury Joint Projects		
3.0	<p>WHS Plaques</p> <ul style="list-style-type: none"> • SS tabled a proposed simplified wording in response to comment received on the first draft circulated by BT. The group agreed the draft but suggested that <i>complex of</i> might be confusing. The wording should be changed to reflect the monuments relationship in a wider landscape. • Location for the plaques was discussed. This should be in a prominent position where the largest number of the public/visitors is likely to see them. 	<p>Wording to be passed to EH for design</p> <p>SS to send agreed wording to KD so that EH</p>

	<ul style="list-style-type: none"> A decision needs to be made on the material once the design is finalised. CS suggested that bronze would be the most suitable. 	<p>can work up a design</p> <p>SS to circulate the design for final comment to the group</p>
4.0	<p>WHS 30th Anniversary Conference</p> <ul style="list-style-type: none"> SS updated the group. The tickets are now on sale via Eventbrite AS suggested that as the CEO's of EH, HE and the NT will be at the Conference it would be a good opportunity to brief them on the concept of the WHS Trust. This could be done over lunch As part of raising the profile for the WHS there was a suggestion to invite MPs and possibly the Minister for Culture. MPs could be invited to the evening reception if sponsorship is identified. There will be publicity beforehand and following the conference. Press releases have already been sent out and there will be further social media CS suggested that a representative of ICOMOS-UK should be invited to the reception as well as the CBA. Both organisations have already received press releases. 	<p>AS to follow up on opportunities for briefing CEO's on 19th November</p>
<p>Partnership Panel Priority Actions: Resourcing/Advocacy</p>		
5.0	<p>WHS Coordination Unit Fund and Structure and ToR</p> <ul style="list-style-type: none"> The group did not have any points to raise on the briefing paper circulated prior to the meeting. The proposal to restructure the Unit to contain a senior strategic role and a second operational role were accepted as well as the proposed transition to a trust. AS noted that the transition could occur before the two year period set out in the briefing paper. It was noted that additional support in the form of resources would be necessary to achieve the transition as discussed in the paper on the trust discussed prior to the last meeting in April. Partners will need to identify these resources as soon as possible. The group required a number of changes to the ToR. NS pointed out that point 1 in the accountability section needs to be aligned with the first point under management. The group agreed that this did need 	<p>AS to report the changes to MPK for amendment of the ToR</p> <p>NS to report accountability and structure point 3 back JT</p> <p>AW/RF to circulate TOR once amended to Steering Committees if required</p>

to be clarified. The steering committees are represented on the WHSPP so it is clearer to rephrase point 1 under accountability and structure as: *The WHSPP set the strategic direction for the Unit.* AW proposed that to emphasise accountability under the management section, and ensure it is aligned with the above, point 1 should read: *The WHSPP sets the strategic direction of the Unit based on the priorities identified in the Stonehenge and Avebury Management Plan.* This was agreed by the group.

- AS proposed adding national and international to point M under function and roles. This would help underpin the USP of the trust which underpins its identity. The members of the Panel wanted to add WH:UK and ICOMOS-UK to this point. The group agreed with the additions so the point should read: *to liaise with other world heritage professionals and specialists both nationally and internationally to develop a best practice approach to the management of the Stonehenge and Avebury WHS. This should include links with WH:UK and ICOMOS:UK*
- AS wanted to add managing to point E so that it reads: *facilitating, managing and implementing the delivery.* The group agreed. The role of the WHSCU will depend on whether they are identified as lead or key partner in the Management Plan.
- NS requested on behalf of JT that point 3 under the accountability section be returned to its original wording to reflect the contribution of archaeological advice by the NT to the WHSCU. AV did not want to limit the remit of the NT to only this area of contribution in the future and suggested keeping the proposed wording. The group discussed amalgamating the previous ToR with the revised wording to emphasise the potential for wider support whilst identifying the contribution of archaeological advice as one example of this. NS explained retaining the example will help to ensure that there is an ongoing commitment of staff time in the area of archaeological advice. The sense of the point would then be: *There is also additional staff support from the Council and the National Trust, including time and expertise on a non-statutory basis from the National Trust Archaeologist across the whole WHS as required to support the effective*

operation of the Unit. Administrative support is currently provided by the Council and additional support can be provided in times of high demand such as the production of a revised management plan. NS will report back to JT.

- Under accountability and structure AW and CS emphasised that the Unit needs to be seen by the partnership as operating independently. AW asked if this should be more clearly articulated at point 2. The group agreed that the current balance was probably correct. The reference to the governance structure reflects the need for an active Unit operating independently. HR requirements regarding accountability also need to be articulated and these appear in the second sentence. AS identified that the way the Unit is managed will also affect their ability to operate independently. This can be discussed under the management section.
- AS underlined the fact that the Chair of the WHSP would be involved in the appraisal process for the Unit. He questioned whether HE would still want to be involved. AV would like to retain the *as required* clause as HE remain a core funder. NS suggested that HR processes may not allow direct involvement in appraisal and might require this to be via consultation. This point will need to be checked with Wiltshire Council HR.
- AS raised the fact that clarity was important on the meaning of day-to-day management at point 2 under the management section. CS stated that the role had always been to meet HR requirements and that there should be a clear distinction between this and day-to-day management. NS added that legal HR functions need to be met under employment law. The group agreed that point 2 should be simplified and worded to cover legal obligations. The County Archaeologist, as line manager for the staff in the Unit, is responsible for fulfilling legal requirements related to the HR function. CS added that the relationship of the senior role to the junior member of the Unit needs to be defined somewhere in the ToR. AS suggested that day-to-day management was more relevant in the relationship between the senior coordinator and junior member of the Unit. CS added that the senior member of the Unit should have a clearly defined independent budget. The group agreed the process for providing an

	<p>independent budget for the Unit needs to be identified. AS underlined that the period of transition to working as a trust should enable the Unit to prepare an independent and agile approach to working.</p> <ul style="list-style-type: none"> • Under operations at point 2 the group agreed that it should be emphasised in the wording that the Liaison Group is an operational one that exists to seek, not ensure, a common approach. Under resources AS proposed that the work small be removed from point 1 and the phrase read simply Project funding is provided by Historic England and Wiltshire Council. • Under review AS proposed that the Liaison Group, as an operational group, was not included. It is the WHSPP who should review whether the Unit is configured correctly with the correct resources to meet the strategic direction. This was agreed by the group. • AS will report the changes recommended by the Panel to Melanie Pomeroy Kellinger for amendment of the ToR. NS will take the accountability and structure point 3 back to JT. 	
6.0	<p>Stonehenge and Avebury WHS Trust</p> <ul style="list-style-type: none"> • AS reported that there had been no substantive progress. He sent some draft comments to JT and KD for comment based on whether they were complimentary to the aims of both the NT and EH. They underlined the USP of the trust as related to the whole WHS and its international status as well as the Management Plan. Although discussed verbally further feedback is still required. • AW reported that he and SS had met with the Wiltshire Community Fund to review and gained useful advice on trusts and fundraising and an offer of further advice. • SS has met with Sarah Nichols a new member of the Avebury Steering Committee who has a background in corporate branding/marketing who may be able to offer assistance in shaping the USP of the trust and looking at campaigns to raise its profile. • CS reported that he had met with an influential county figure who may be able to assist with 	<p>JT and KD to feed back on AS's proposed charitable objects</p> <p>CS to contact SS to discuss</p>

	<p>establishing the trust. He will contact SS to discuss.</p> <ul style="list-style-type: none"> SS reemphasised the need for partners to commit to the priority action of establishing the trust and provide resources to employ the necessary assistance to do this in the coming months. This was outlined in the briefing paper in April. SS will explore possibilities for match funding under the new HLF resilience fund that is soon to be launched. 	<p>possible figure to assist with establishing the trust</p> <p>AS to discuss resources for work on trust with funding partners. SS to explore HLF resilience fund.</p>
External Strategic Projects/Matters affecting the WHS		
7.0	<p>Strategic projects update</p> <ul style="list-style-type: none"> A303 AV reported that Highways England has entered a consultation phase as part of a preparatory review of options before publication of options in January 2017. HE's analysis of research south of the A303 is underway and the results will be lodged with the HER. They will be published imminently. This will assist in filling any gaps in the HER with good quality research results. RAML AV reported that although unsuccessful in their last bid the team is still enthusiastic and is preparing a new bid for November. 	
8.0	<p>AOB N/A</p>	
9.0	<p>Date of next meeting</p> <ul style="list-style-type: none"> 10.30 AM Thursday, 6th October 	