



ENGLISH HERITAGE

NATIONAL

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MONUMENTS

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R E C O R D

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## **NMR SIX MONTH REVIEW**

**APRIL-SEPTEMBER 2002**

## **PART ONE**

### **OVERVIEW**

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## 1. **Highlights -**

### **NMR Services and Projects**

- 130 images were included in *The Bombing of Exeter*, a locally organised exhibition which explored the effect of the Blitz and postwar planning policy on the architecture of the city centre.
- *The Building Exploratory* was supplied with a scanned set of vertical air photographs, which, when rectified and mosaiced, will provide a complete aerial picture of Hackney as it was in 1946.
- 364 people attended the *Wiltshire Local History Fair* held at STEAM – Museum of the Great Western Railway. The event was organised by the NMR in conjunction with STEAM and the Swindon and Wiltshire Record Office as part of Local History Week (4-12<sup>th</sup> May).
- During *Local History Week* special guided tours and workshops were organised at the NMR to celebrate and increase awareness of local history. A display stand to promote the NMR was set up at a one-day conference in London organised as the keynote event for the Week.
- 75 people found out how to *Research the Buildings Around You* during a day school held in conjunction with the Spring Meeting of the Wiltshire Local History Forum.

### **Archives**

*Acquisitions* in the period include:

- An album of over 200 nineteenth century photographs taken by Flaxman Spurrell and others covering archaeology and architecture in Kent. Views include the excavation of Darenth Roman Villa (c.1895) and very early flash photography of an underground structure at Stankey Wood, Bexley (1866).
- Nine views of Westminster by Valentine Blanchard c.1860. Blanchard was the first photographer to capture traffic and street movement in London.
- an album of 26 prints by the architectural photographers Bedford Lemere purchased at auction: all the images are from the period 1870-80 and pre-date existing NMR holdings
- Bedford Lemere & Co: business documents and deeds donated by Tom Samson, director of the successor company. The papers include portraits of both Bedford Lemere and Harry Bedford Lemere, letters of condolence on the death of Bedford Lemere and a small number of prints. They give further depth to the NMR's extensive holdings relating to these key architectural photographers.
- Constantin Uhde: *Baudenkmaeler in Grossbritannien*. Two folio volumes illustrated with 175 collotypes of British monuments and buildings,

published by Ernst Wasmuth, Berlin, 1894. These large format collotype images represent the apogee of late-Victorian photographically illustrated art-historical publications.

- *Cataloguing of several collections was completed:*
  - A small group of 136 prints of church furnishings taken by William Ellis between 1890 and 1910
  - 523 sketches of Roman Catholic sites by P F Anson, mostly dating from the 1930s and originally drawn for publication in the Universe magazine
  - Aerial photography of Hadrian's Wall taken by Tim Gates, a local flyer, in 2000 in support of the National Mapping Programme survey of the area
  - Cataloguing of incoming EH project records has resulted in the following complete projects being made fully available: photographs of Durham, Darlington and Manchester taken for Buildings of England; and the Tin Mining project
- A glass plate negative from the Country Life collection was loaned to the Sir John Soane Museum for an exhibition on "England's Lost Houses".
- Library staff have completed the retrospective cataloguing of the NMR London Library at Blandford Street. This collection is now fully searchable via the Intranet on the Adlib Library OPAC
- The upgrading and enhancement of just over 13,400 records catalogue records for the Henry Taunt collection was completed. This work supports the NOF-digitisation project (*Viewfinder*).
- The Signposting team have received the first online reporting forms from the OASIS 2 regional pilot. These have come from a range of archaeological contractors, and demonstrate the successful working of the online form.

### ***Images of England-***

- The *Images of England* project passed the 300,000 targets allocated for photography milestone.
- A recruitment campaign took place at the end of April, focusing on 17 counties where there had been a shortage of volunteers. It resulted in 111 articles appearing in regional and photographic press, and attracted over 1300 photographers requesting further information on volunteering.
- The survey team briefed 405 new volunteers around the country. There are a further 400 awaiting briefing.
- Edition 7 of the *Images of England* project's Newsletter was produced and circulated to all English Heritage staff, volunteers and members of the public on the projects mailing list.

- During this six-month period, there were a further 90 press mentions about the project.
- A comprehensive submission was made to the Heritage Lottery Fund, putting the case for the introduction of time-limited exemptions, for photographs of private houses visible from publicly accessible land.

### ***Heritage Data Management***

- The Multi-Agency Geographic Information for the Countryside Project (MAGIC) was formally launched by the Minister of State for Rural Affairs, Rt Hon Alun Michael MP, at an event in London on Thursday 25<sup>th</sup> July. The launch celebrated success in bringing together countryside and rural information in one place for the first time.
- HDM became responsible for the curation of the English element of the Defence of Britain database, transferred from the CBA to the NMRs for England, Scotland, Wales.
- Prototype and system testing for the HITITE (illustrated thesaurus) project was completed. User evaluation sessions, focusing on the interface, with members of the NMR User Group, the Young Archaeologists Club, a group of children from Oxford and staff within the NMRC were extremely successful and provided very positive feedback. The project will be completed by the end of October.
- DMU completed desk based input to a pilot project to assess the implications of creating a heritage element to the Countryside Survey, a quinquennial survey to record high level data on national land-use trends.
- The backlog of published listed building “bluebacks” were indexed.
- The wreck of the Bonhomme Richard has been designated under the 1973 Protection of Wrecks Act. The site is of significant interest as the vessel was sunk in 1779 during a battle of Flamborough Head, North Yorkshire and her master was John Paul Jones, generally regarded as the father of the United States Navy.
- Agreement was reached on the thesaurus software for the HEREIN 2 and HEREIN 2E (European Heritage.Net) projects. The software will be provided by Adlib Information Systems and will be used to construct a multilingual thesaurus for the indexing and retrieval of cultural heritage information policy documents.
- A training strategy review was completed. The results of this review will be used to develop a training plan for the next two years and beyond.

## 2. Principal Targets-

### PROVIDING HERITAGE INFORMATION TO THE PUBLIC

Providing heritage information and archives to the public	Planned target for 2002/03	Total for the period(April-Sept)	% of annual target achieved to date
NMR Services	Maintain conventional public enquiries at 18,000	8945	49.7
Self service electronic enquiries	Increase self-service enquiries to 40,000	20,528	51%
Successful image requests on the <i>Images of England</i> Web site	2.2 million	1,815,807	83%
Achieve at least 90% satisfaction among users of NMR services	Achieve at least 90% satisfaction among users of NMR services	92%	46%
NMR Services Income invoiced <sup>1</sup>	£248,000	£138, 800	56%

This includes the income from the EH Photo Library

### DEVELOPING AND MAINTAINING THE NMR

Developing and Maintaining information and archives at national level	Planned Target for 2002/3	Total for the period Apr-Sept	% of annual target achieved to date
Cataloguing, printing, conservation	Further 115,000 archive items made publicly available	60,029	51%
Total number of items available on line <sup>1</sup>	554,500	434,500 <sub>1</sub>	78.3%

<sup>1</sup> Including 370,000 listed buildings records linked to 43,000 images available through the *Images of England* website.

## 3. Review of Performance-

- Principal targets have either been exceeded or are broadly satisfactory at this point in the year.
- There are some signs of a shift in the balance of enquiries from external to internal EH enquiries.

#### 4. Progress on priorities for 2002/03-

##### NMR Services

- Ensure delivery of web access to the statutory data sets
  - *LBS Online continues to progress rapidly..*
  - *The LB Online website is also nearing completion ready for user trials, and will appear at [www.english-heritage.org.uk/lbonline](http://www.english-heritage.org.uk/lbonline) once web hosting arrangements are finalised.*
  - *The design stages for the xml schema for download to local authorities by CD are approaching a conclusion.*
- Continue to exploit the quality and range of NMR images through programmes of digitisation, exhibitions and publication.
  - *Over 12,000 images have now been scanned, and 9,000 captioned, for the NOF project which is on target for completion in December 2002*
  - *The photoLondon website continues to be enhanced in preparation for its October launch*
  - *150 further images were supplied to HIP*
- Develop and improve the NMR component of the corporate Web site, in accordance with user needs
  - Proposals to significantly revise the structure and content of the NMR's web pages have been developed and will be implemented and tested once new software is in place.*
- Continue to provide resources for students and teachers engaged in formal education and for lifelong learning
  - *The Study Programme, which attracted 1391 participants during this quarter, has continued to provide a varied programme for lifelong learners, including exhibitions, group visits to the NMRC, lectures and research days. The NMR Study Group held its first meeting.*
  - *Teachers' web pages have been devised for Images of England*

##### Communications-

- Successfully launch the NOF web service in December/January 2002/03 as per the project communications plan; provide communications services to other e-NMR projects including LBS online, *Pastscape* and *GetMapping*. **(January 2003)** *All on schedule. Policy and Communication staff in London now pulling together detailed plans.*
- Ensure the NMR logo has a page in the EH Corporate Design Manual *Put on hold pending post –modernisation review.*

*Policy and communication staff in London will be responsible for NMR communications from 20 December 2002.*

## **Archives**

- Mobilisation of the static shelving in a further archive strongroom, subject to the availability of funding, and development of business case for construction of extension to archive store.  
*A quote has been obtained for mobilisation of an additional storeroom. Funding for this is being sought*
- Online delivery of NMR catalogue data through the national Access to Archives (A2A) project.  
*NMR catalogue data should be available on A2A website in next quarter*
- Enhancement of coverage of EH properties through cataloguing programme  
*Blue books covering EH properties have been identified and prepared for cataloguing, which will start next quarter*
- Review of the Photonet system used for cataloguing aerial photographic holdings  
*The review has started and an initial series of recommendations has been considered by the project board*
- Participation by the signposting team in the OASIS2 project to test on-line reporting of archaeological interventions  
*OASIS2 Management Team has met and initial training seminars for contributors have taken place. Data reporting forms from the regional pilot have begun to be received*
- Further development of digital archiving capability, including contributing to Heritage IS review and other appropriate fora.  
*A contribution has been made to HEIST seminars, in particular to seminar on technical standards*

## **Images of England**

- Expand the volunteer base, especially in key areas and increase the rate of survey.  
*A highly successful press campaign in April, aimed at recruiting new volunteers in 17 counties, resulted in an overwhelming response from photographers interested in participating. Between April and September 42 briefing sessions were held at a range of locations throughout England and the number of active volunteers rose from 1,032 to 1,478. For five of the six months, the survey exceeded all previous years, with September being the most productive month ever (with 351 films completed).*
- Development and implementation of the *Images of England* e-commerce facility, enabling the purchase of digital and hard copy images.  
*The Phase II (e-commerce) requirements were agreed with the contractors and drafts of both the high-level and detailed design documents received. Work on drafting the Phase II contract schedules was progressing well by the end of September, in parallel with the contractor completing outstanding work on Phase I.*



- Completion and launch of the first teachers pages on the *Images of England* website, including development of the first on-line learning packages and the first specific case study for educational use.  
*The prototype Learning Zone was presented to the IOE Project Board in July after which further changes were made. User testing is scheduled to start in October.*
- Following the production of a Marketing Strategy for *Images of England*, start work on developing derived products using selected images from the digital image library.  
*Outline drafts of the Business Plan and Marketing Strategy were produced in July but further work was postponed as a result of the need to re-divert resources to other areas of project activity. EH's new Commercial Director, Gordon Seabright, spent a day finding out about the project as he will be part of the team developing the commercial potential of Images of England.*

### **Heritage Data Management**

- Continue to work in close partnership with ALGAO to develop proposals and recommendations to inform the Government's consultation paper on a range of options for enhancing SMRs.  
*AN EH/ALGAO stakeholder seminar was held on 10<sup>th</sup> July to discuss the draft Benchmarks for Good Practice, prepared by Gill Chitty.*
- Work in partnership with ALGAO and other heritage bodies to specify the requirement for a portal and a network for historic environment information and identify mechanisms for delivering them.  
*The Historic Environment Information Network options paper is in the process of being finalised and will then be circulated within EH and externally.*
- Continue to take a lead role for EH in partnership projects to increase access to heritage data and other relevant information, eg MAGIC, the Planning Portal and OS MasterMap.  
*Both the Planning Portal and MAGIC were launched during the period. MAGIC was formally launched on 25<sup>th</sup> July. A meeting has taken place between EH and the MAGIC Project team to review progress, develop plans for awareness raising within the organisation and within the historic environment community and to discuss future priorities. Meetings have also taken place with RCAHMS, RCAHMW and the OS to progress work on the OS flowline and the population of the heritage layer to MasterMap.*
- Support the on-line dissemination of priority heritage data sets, as part of internal and external initiatives, through targeted programmes of data quality improvement and development.  
*Quality improvements have been targeted at legacy data sets, in particular NBR index records, to ensure accessibility and retrievability within PastScape. A seminar was held to explain the potential role of the CIDOC Conceptual Reference Model in facilitating interoperability between EH heritage data sets. DSU has renewed its secondment of a team member to HEIRNET to continue developing the registry of HEIRS.*
- Take a lead role in actively promoting and implementing corporate data standards to support interoperability, in liaison with Information Systems.  
*Following on from the series of HEIST seminars held earlier in the year, the DSU has been actively engaged in taking forward proposals to develop a metadata*

*directory of heritage data sets. Two new temporary members of staff have been recruited to start work on this in October 2002. Additional support is also being given to the Web Team on identifying metadata requirements for the English Heritage web site. The GIS Team within the DSU has been contributing to the GIS Strategy Group and will be facilitating the review currently taking place. The DSU Standards Team has continued to support the work of the CyberRecords project, circulating a draft metadata standard in September.*

- Continue to encourage regular consultation by SMRs regarding the provision of advice and guidance in the development of bids to the Heritage Lottery Fund to support access to and broadening understanding of SMR information resources. *Advice was given to the Kent and Norfolk SMRs on draft lottery bids. The new HLF grant guidelines were reviewed and discussed with the EH/ALGAO HERs Working Party. Preparation is underway for two workshops to be held in December to assist SMR officers in preparing HLF bids.*
- In collaboration with the GLSMR, implement joint working arrangements for maintenance of the Greater London data set. (September 2002)  
*Heritage Information Partnerships is supporting the data audit of the GLSMR.*
- Complete the HITITE project, funded by the European Commission's IST 2000 Research programme, to develop of an online heritage illustrated thesaurus in partnership with ADLIB Information Systems.  
*A demonstration database has been produced containing 500 indexed images selected from the NMR archives linked to the English Heritage Monuments Type Thesaurus. A user interface has been developed and tested in a number of sessions using a variety of different audiences. The results of this testing have been evaluated and, where possible, have been used to modify the prototype. Final reporting on the project is now in progress.*

## 5. Dissemination Partnerships- Status Update-

Project	Partner/s	Objective	Lead within NMR	Status
photoLondon	The Guildhall Library, London Metropolitan Archives, The Museum of London, Westminster Archives	Web portal to public collections of London photography	NMR Services	Current
National Heritage Image Library	Other National image archives, Ibase	Commercial digital picture library of major national museums/libraries	NMR Services (also Archives)	current
CMVA	Courtauld Institute	Digitisation of 10,000 images of national stained glass windows and development of Web-site	NMR Services (also Archives)	Public launch of web site now expected in early 2003
Living Library	Research Machines	Digital resources for schools	NMR Services	current
New Libraries Network	NOF	Provision of digitised content	NMR Services (also Archives)	current
Lifelong Learning	OU DCE, STEAM and others	Collaboration on exhibitions, events and publicity	NMR Services	current
Signposting	Archaeology Data Service	Developing OASIS project and on-line collection of data	NMR Archives	OASIS2 project launched: data collection forms for sample areas now being submitted online
SMR Software	ALGAO and ExeGesIS	To foster widespread use of MIDAS data standards and inscription	NMR Heritage Data Services	A new release of the HBSMR software was issued. Comments on the draft revised contract are still awaited from exeGesIS.
Archive catalogues on the Internet	A2A Working Party (PRO, HMC, BL, local authorities) HLF	To provide on-line access to selected NMR archive catalogues	Archives (with NMR Services)	Catalogue entries for approximately 75k archive objects should be available on A2A website in next quarter
<i>Images of England</i>	Royal Photographic Society (also HLF)  The project is also working with a network of individual volunteer photographers throughout England	Provision of volunteer photographers for national photographic survey of listed buildings	<i>Images of England</i>	current
National Geospatial Data Framework	FRCA, NGDF, DETR, BG S., Soil Survey, Environment Agency (Invest to Save and funding)	To foster widespread use of geographic data	NMR Services/Heritage Data Management	No development of Ask Giraffe has taken place recently as negotiations were taking place to transfer responsibility for the UK GI portal to the AGI. This has now happened. The portal is now part of the AGI web site and has been relaunched as the GI gateway.
FRCA Environmental Data System (MAGIC)	FRCA, Government departments Invest to Save Bid	To establish a 'one-stop shop' for government environmental information through Invest to Save funding	NMR Services/Heritage Data Management	MAGIC was officially launched by the Rt Hon Alun Michael MP on 25 <sup>th</sup> July.

On line access to aerial photography	Getmapping.com Wildgoose	To develop a pilot system	NMR Archives/NMR Services	Discussions under way re possible approaches to comprehensive digitisation of 1946-8 RAF cover.  Have also contributed to an expression of interest with RCAHMS and other partners in respect of European funding of online ap catalogue
Developing an illustrated on line heritage thesaurus	ALGAO ADLIB Information Systems		Heritage Data Management	User evaluation of the HITITE interface was very successful and provided useful feedback. Work on linking the interface and underlying database needs to be undertaken before the prototype is fully functional.
MIDAS, 2 <sup>nd</sup> Edition	ADS,msa,ALGAO. National Trust,BIAB,RCAHMS, RCAHMSW,CADW, DOENI	To support consistent recording of the historic environment by extending the MIDAS standard to meet the current and developing information needs of the UK wide heritage community	HDM	Progress has concentrated on preparatory work for an XML schema for MIDAS. Support has been given for the LBS Online project which has been used as a means of exploring the requirements for the broader requirements of MIDAS.  A licence agreement was completed with the University of Taiwan.
INSCRIPTION, Terminology programme	FISH,HEIRNET	Support interoperability between data sets by harmonising terminology,and developing additional terminology resources	HDM	The INSCRIPTION website has been updated to reflect the broader range of DSU reference data.  A FISH Contents Panel has been established to provide a mechanism for the discussion of candidate terms for INSCRIPTION lists  An expression of interest in EU funding submitted to IST 6 <sup>th</sup> Framework.
Victoria County History Web Site	Victoria County History	Provision of images for Buildings Web site	NMR Services/Archives	Current
Buildings of England Web Site	The Pevsner Architectural Guides	Provision of images for Buildings Web Site	NMR Services/Archives	Current

## 6. *Resource Issues*

- Pressures on most parts of the NMR are increasing, chiefly as a result of internal EH demand. The Data Standards Unit is over-committed to internal , national and international projects and activities.

## 7. Risk Management

Risks to English Heritage from NMR activities:

Identified Risk	Potential Impact	Current Management	Future Controls	Update on Progress
Gap in NMRC stair banisters may pose risk to small children	Injury/death to small child	NMRC rules for visitors state that children under the age of 7 must be accompanied by an adult at all times	Risk is greater on NMRC Open Days; temporary restraints may be necessary on these occasions.	Awaiting comment from EH Health and Safety advisor on adequacy of our response.
Third party liability arising from <i>Images of England</i> volunteers	Injury/Death to third parties	DCMS will not allow EH to take out insurance (estimated at £12k) during project life, but has allowed EH to extend its indemnities  Volunteers receive briefings which include Health and Safety advice	No change planned given DCMS policy	Nothing to report
<i>Images of England</i> survey likely to over-run as a result of the loss of momentum owing to Foot and Mouth disease	Extension of project with attendant costs or reduced number of images on final website	Temporary increase in the size of the Survey Team, to enable as many volunteers to be recruited and briefed as possible. Measures introduced to re-motivate existing volunteers	Call for new volunteers to increase rate of survey with press campaign. Re-forecasting and contingency planning	The press campaign resulted in a gratifying response from photographers interested in volunteering. 42 briefing sessions were held, at which 721 new volunteers were briefed.  HLF have confirmed that the period for the existing grant can be extended until October 2003.

## 8. Staff Issues-

### **NMR Services**

- Richard Satchwell joined the support team on 2<sup>nd</sup> April. Since then the team has been fully staffed.

### **Archives**

- There have been several changes within the NMR Library. The Assistant Librarian Claire Field left on a career break, and from the beginning of May Felicity Gilmour and Diana Thomas began job-sharing the post of NMR Librarian. Jackie Sims joined the team as Library Assistant at the end of May.
- Christopher Morton joined the External Cataloguing Team in a temporary post covering the maternity leave of Zoe Parsons. Paul Adams joined the Internal Cataloguing Team in a 3 year appointment. Mike Evans, previously in a temporary post in the Photographic Services Section, has been appointed to a permanent post in the same area. Having previously held the post on a

temporary basis, Rachel Gale was appointed to the post of Photographic Services Team leader.

### ***Images of England***

- It was agreed by EH and HLF that all staff contracts be extended until the end of January 2003.
- Alyson Curtis, Office Manager gave notice during the period and left on 5<sup>th</sup> July. Interviews were held for a replacement and Charlotte Hill, Contract Administrator was appointed and started in post on 4<sup>th</sup> July.
- Interviews were held for the vacant Contract Administrator post and Deborah Edmonds was appointed and is due to start in post on 14<sup>th</sup> October.
- Meg Smallshaw, Support Team, left the project in June. As a result of the large number of enquiries being received by the project, it was decided to re-organise the role to focus on handling enquiries. The post was re-named Customer Liaison Officer. Interviews were held for this post and Nicola Maybury was appointed on a 6 month secondment from EH Customer Services. Nicola started in post on 14<sup>th</sup> August.
- Ann Vink, Communications Officer tendered her resignation and left the project on 24<sup>th</sup> September. Interviews were held for a replacement and the post was offered to and accepted by Alexandra Saxon. Alexandra is due to start in post on 14<sup>th</sup> October.
- Interviews were held to fill the 8<sup>th</sup> Image Selector post. Mary Jones was appointed and started in post on 2<sup>nd</sup> September.

### ***Heritage Data Management***

- Robin Page joined the Projects Team as Projects Officer. Hugh Borrill (Data Standards Supervisor) left the DSU and is hoping to find more time for his own research interests.
- Gillian Grayson returned from maternity leave on 1<sup>st</sup> July.
- Chris Shoebridge had his contract extended until the end of March 2003. Kate Fernie's secondment to the Archaeology Data Service was extended until September 2003. Louise Goldie began her maternity leave on 28<sup>th</sup> October. Petra Wade and David Hilton will take over Louise's responsibilities during this period.

<b>9. Staff Training and Professional Development</b>
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**Period- April-Sept 2002**

	<b>Course Title</b>	<b>Nos Attended</b>
<b>NewHIS</b>	1 x NewHIS Archives Recording & Searching	2
	1 x NewHIS Archives Management	2
	1 x NewHIS Phase I General Enquiries	2
	1 x NewHIS Coaching	1
	1 x NewHIS Overview	3
<b>Internal Courses</b>		
	Selection Interviewing Course	2
	Appraisal skills for line managers and new staff	8
	Characterisation Seminar	5
	Induction Training	5
	Word Advanced	3
	Microsoft Project	4
	Health and Safety Awareness for new staff	2
	Intorduction to Management	6
	Project Management	4
	Corporate Induction	3
	Rural Issues Seminar	1
<b>External/Centrally Based</b>	Chairing Meetings	2
	Powerpoint	15
	Excel	21
	Access	11
	IT Induction Training Course	3
	Introduction to British Sign Language	3
	Oracle SQL for End Users	1
	Coaching - Use of SQL with NewHIS	1
	Advanced Media Training	1
	Copyright for Local Studies Libraries (Library Assoc)	1
	GIS Professional Training Programme (Distance Learning)	1
	Vocational Qualifications CLMG 10 June 2002	1
	Coaching - Designing Discoverer Training	1
	Oracle SQL for End Users	1
	Coaching - Use of SQL with NewHIS	1
	Dream weaver Course (HTML authoring skills training)	4
<b>Conferences</b>	NAPLIB	2
	'All Together Now 2002' (London's Museums, Archives and Libraries)	1
	Computer Applications in Archaeology	2
	NMP Progress Meeting, Chelmsford	1
	The Close of Durham and the Impact of the Reformation	1
	British Cartographic Society's 39 <sup>th</sup> Annual Symposium and Map Curator' Group Workshop	1
	Digital Resources in the Humanities 2002	2
	GEM Reminiscence and Oral History	3
	MDA Conference	1

	EVA 2002	2
	Intergraph User Group	1
	ADS Introduction to GIS Seminar	2
	Museums and Galleries 'How can we learn from our heritage'	
	Developing Digital Collection Conference	1
<b>Visits Made</b>	Tour of CfA	27
	Surrey SMR	1
	Environment Agency	1
<b>Personal Development</b>		
	Osborne House, talk at SR	3
	Lost Country Houses, talk at Christies auctioneers	4
	Postgraduate Diploma in Professional Archaeology	1
	Postgraduate Certificate In Architectural History- <i>Ongoing Course</i>	1
	Diploma in Professional Studies in Archives and Records management- <i>Ongoing Course</i>	1

Action is also planned in the next quarter on training requirements identified as part of the Annual Appraisal reviews.

## **9.1 Investors In People**

On the 1 May, Colin Simpson, (EH's IIP Project Manager) met with the NMR Management Team to review the outline NMR IIP Action Plan. During the meeting managers were also briefed on progress corporately with regard to the EH overall IIP programme.

### **9.1.1 NMR IIP Action Plan**

Managers agreed that specific actions identified in the draft NMR Action Plan would be followed up/ monitored during the course of the year as appropriate. In the interim, arrangements were made for the updating of the Plan taking into account comments provided by Managers and Colin Simpson.



**10. Financial Summary-**

<b>As at 30 September 2002</b>	Income				Expenditure - Non Staff Costs incl Capital			
	<b>Cost Centre</b>	Total Full Year Budget	Year to Date Budget	Year to Date Actuals	% Achiev ed of Total Budget	Total Full Year Budget	Year to Date Budge t	Year to Date Actuals
NMR Services	347.0	182.7	138.8	40.00%	181.6	81.6	64.2	35.35 %
Archives	0.0	0.00	0.0	-	185.5	88.7	42.1	22.70 %
Heritage Data Management	45.8	22.9	32.5	70.96%	86.9	38.9	17.2	19.79 %
IS/IT Projects	0.0	0.0	0.0	-	598.7	364.1	192.3	32.12 %
NMR Office	0.0	0.0	29.6	-	106.9	27.3	-53.0	- 49.58 %
Total	392.8	205.6	200.9	51.15%	1,159.6	598.6	262.8	22.66 %
Images of England	521.0	260.5	184.6	0.00%	657.6	314.3	324.8	49.39 %
Maritime	0.0	0.0	0.0	0.00%	9.7	2.3	1.3	13.40 %

**11. Staff Against Complement as at 30 Sept 2002**

<b>NMR STAFF COMPLEMENT</b>	<b>Staff Complement</b>	<b>Total Strength</b>	<b>Strength Over/Under</b>
NMR Office	3	3	-
NMR Services	31	30	-1
The Gallery	2	2	-
Archives	37	37	-
Heritage Data	21	20.5	-.5
Sub Total	94	91.5	-1.5
<i>Images of England</i>	19	19	-
Maritime	3	3	-
Total	116	114.5	-1.5