

Tees Archaeology

Service Plan



2017/18

Front Cover:

Top: Remains of the Prior of Durham's Manor House at Low Grange, Billingham in the 1960s prior to demolition.

Bottom: Re-enactors at English Civil War Conference held as part of the River Tees Rediscovered Project

The Vision

‘To work with the people and organisations of the Tees Valley in order to raise awareness of the Historic Environment, to ensure its protection for future generations and improve its accessibility and enjoyment.’

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1. Introduction

1.1 Welcome to the Tees Archaeology Service Plan. This is supported by further information contained in:-

- 'Tees Archaeology Background Information'

1.2 All are available as downloads on the Tees Archaeology website.

2. Who are we?

2.1 The Organisation

Tees Archaeology provides archaeological services to the people and local authorities of Hartlepool and Stockton-on-Tees and operates throughout the Tees Valley.

It is based in the Heritage and Countryside Team of Regeneration and Neighbourhood Services at Hartlepool Borough Council.

2.2 The Team

Tees Archaeology has a staff of three people:-

The Archaeology Officer, Robin Daniels is head of service and responsible for its direction and liaison with the partner authorities.

The Archaeologist (Planning), Rachel Grahame leads on development management activities, providing advice and guidance on the archaeological impact of development and how to minimise it to a wide range of organisations and individuals.

The Archaeologist (Historic Environment Record), Janice Adams manages and improves the database, digital mapping and other records of the historic environment of the area. This includes providing information to individuals and organisations on the archaeology of the area.

Over many years Tees Archaeology has encouraged and trained volunteers and many local people to take part in the wide variety of projects the service carries out. These people make an invaluable contribution to the archaeology of the area and the work of the service.

2.3 The Location

Tees Archaeology is based on the first floor of Sir William Gray House, Hartlepool. This holds the office accommodation of the service and its paper and photographic archives.

Equipment held by Tees Archaeology is stored in a building in the grounds of Sir William Gray House. The archaeological collections are held in an Archaeology Store within Sir Wm Gray House.

2.4 The Budget

The local authorities provide c. 50% of the funding required, the remainder is earned through externally funded projects. The Archaeology Officer and Archaeologist (Planning) both work 30 hours a week, the Archaeologist (HER) works 18.75 hours a week.

The funding from Hartlepool and Stockton-on-Tees is frozen at its 2011/12 levels of:-

Hartlepool	£19,798
Stockton-on-Tees	£38,158

The service's budgets since 1996 are set out in Appendix 1

3. What do we want to achieve and how do we deliver it?

3.1 The service's Vision, Mission Statement and Aims and Objectives are agreed with its partner authorities and reflect a determination to provide a relevant and effective service to the area.

3.2 The Vision is set out at the beginning of this document; our Mission Statement indicates how we will address this Vision; while the Aims and Objectives bear more directly on the activities involved.

3.3 The Mission Statement is:-

Tees Archaeology will:-

- **Make a positive contribution to the Corporate Objectives of the Partner Authorities.**

- **Provide its partnership authorities and the people of the area with a professional archaeological service.**
- **Provide advice on the preservation and conservation of archaeological sites within the partner authorities.**
- **Maintain and enhance the Historic Environment Record (HER) of the area.**
- **Provide identification and curation of archaeological material to the highest museum standards.**
- **Raise the awareness and accessibility of the archaeology of the area.**

3.4 The **Aims** of the service and how we seek to achieve them are set out below

3.4.1. To develop good working relationships with partner authorities and relevant organisations and assist in the delivery of their Corporate Objectives.

Tees Archaeology holds regular liaison meetings with representatives of its partner authorities. These meetings provide progress reports and the ability to react quickly to changing circumstances as well as discussing the objectives for inclusion in the service plan.

3.4.2. To monitor, protect and conserve the archaeological sites of the area.

This is largely achieved through the monitoring of all planning applications in the area, and advising the local planning authority on a suitable response should a proposed development affect an archaeological site.

These responses might include:-

A desk-based study of the area involved

Pre-determination investigations of the site

Post-determination recording or investigation of the site.

This function is carried out in fulfilment of government policy as set out in the 'National Planning Policy Framework' and the accompanying Practice Guide. (<https://www.gov.uk/government/publications/national-planning-policy-framework--2>)

Year	Development Proposals checked	No of Archaeological Recommendations	Active Archaeology & Development Files
2012/13	4,010	74	331
2013/14	4,058	57	367
2014/15	4,070	60	359
2015/16	4,223	57	331
2016/17	3935	42	336

3.4.3. To maintain and enhance the archaeological record of the area.

Tees Archaeology maintains a record (Historic Environment Record, hereafter HER) of all the known archaeological sites of the area. This is a digital record linked to a Geographical Information System (GIS) and includes many different types of site, from prehistoric settlements to occasional finds of coins and metalwork and WWII Pillboxes.

Projects which enhance existing records and generate new ones are continuously developed in conjunction with the partner authorities. A Historic Landscape Character Assessment of the area has been completed and particular emphasis is being placed on adding buildings. The record includes shipwreck sites out to the 12 mile limit.

Year	HER Records	% Enhancement	HER Projects
2012/13	4,587	12.3%	English Heritage Data Audit carried out. Hartlepool farmsteads added.
2013/14	4,719	21.4%	Changes to bring 'Condition' fields into line with national standards.
2014/15	4,834	18.5%	Editing to allow creation of online HER
2015/16	5268	23.8%	Hartlepool Local List added
2016/17	5296	5.4%	Keep existing records up to date. Post vacant for 8 months

3.4.4. To provide a continuous programme of collections and archive management.

Tees Archaeology curates a range of archaeological material on behalf of its partner authorities. It holds the area's paper and photographic archive in relation to archaeological sites and material which has yet to be fully reported. In addition it serves to extend the storage capacity of the partner museums

and to provide a research facility for those wishing to study archaeological material.

Material in the Collection

Approx figs	Hartlepool	Stockton-on-Tees
No of sites	15	118
No of Boxes	166	729

3.4.5. To promote awareness and knowledge of the archaeology and Historic Environment of the area.

The service will raise awareness of the historic environment through the continued maintenance of its website and the provision of such guided walks and talks as the staff are able to provide. It will look to develop volunteer based programmes by accessing external funds which will in addition help it meet its budget targets.

3.4.6 Internal Audit

Tees Archaeology was the subject of an Internal Audit by Hartlepool Borough Council in February 2013. This focussed on a number of areas:-

- Service Level Agreement for the shared service
- Service Plan
- Performance Management
- Budget Monitoring
- Risk Management
- Asset Management

The outcome was that ‘**Reasonable Assurance**’ can be provided that the risks identified are well controlled. This is the highest measure of satisfaction that Internal Audit provide.

Two outcomes of this in 2014/15 were :-

- Development of a Medium Term Financial Strategy
- Development of a Service Level Agreement with partner organisations (Stockton & Hartlepool Borough Councils)

4. What did we achieve last year?

4.1 Activities

In 2016/17 Tees Archaeology activities came under four headings; **Archaeological Collections; Historic Environment Record & Planning Advice; Improving Knowledge and Public Awareness** and **Service Administration**.

4.2 Performance Indicators

Tees Archaeology has a suite of four local performance indicators and these are set out in **Appendix 2**.

Archaeological Collections

Action	Purpose	Applies to	Partners	Target	Performance
Maintain store inventory	To ensure best care of collections	All partners	HBC SBC	This is a continuous process	This was achieved

Planning Advice

Action	Purpose	Applies to	Partners	Target	Performance
Achieve Performance Indicator targets for planning advice	To ensure provision of good quality service	All partners	HBC, SBC, planning	Meet PI targets	These were achieved despite the Archaeologist (Planning) taking up a new post and the subsequent vacancy.

Historic Environment Record

Action	Purpose	Applies to	Partners	Target	Performance
Implement the HER Data Audit Action Plan	To maintain continuous improvement of the HER	All Partners	HBC SBC	Achieve two elements of the Action Plan.	This was not achieved due to the Archaeologist (HER) taking the planning role and the post being vacant for 8 months

Action	Purpose	Applies to	Partners	Target	Performance
Develop programme of adding the Events backlog to the HER data. The current backlog is 115 Projects.	To improve the content of the HER	All Partners	HBC SBC	Add a minimum of 10% of the backlog to the HER	This was not achieved due to the Archaeologist (HER) taking the planning role and the post being vacant for 8 months

Improving Knowledge and Public Awareness

Action	Purpose	Applies to	Partners	Target	Performance
Provide a series of talks about the archaeology of the area at Preston Hall Museum	To increase awareness and knowledge of the heritage of the area	All partners	SBC	Deliver programme of talks to agreed timetable.	This was achieved with very good attendances
Provide input to the additional activities of SBC Townscape heritage programme for Stockton	To increase awareness of the area	All partners	SBC	Deliver workshop, public session on 11 th May and presence at Heritage Market in September	These both took place
Provide input to HBC additional activities for Church St Townscape Heritage area.	To increase awareness and knowledge of the heritage of the area	All partners	HBC	Agree timetable and deliver activities as required	Changes to the implementation of this mean that the service will not be providing activities
Work with Teesside Archaeological Society to deliver programme of recording of WWI sites in the area.	To increase awareness and knowledge of the heritage of the area	All partners	TAS	Agree timetable and deliver activities and support as required.	Two workshops and a guided walk have been provided as well as HER information.

Action	Purpose	Applies to	Partners	Target	Performance
Develop a downloadable guide to English Civil War sites in the area and a conference on the 17 th Century	To raise awareness of the heritage of the period in the sub-region	All Partners	SBC HBC RTR BT Dorman Museum	Provide guide and Conference by October 2016	A conference with re-enactors took place in October 2016. The guide has been delayed as there is now a possibility of a hard copy publication

In addition:-

- Tees Archaeology carried out projects at Low Worsall and Dalton on Tees (N Yorks) as part of the River Tees Rediscovered project
- A number of Anglo-Saxon burials and a structure of the same period were excavated on Hartlepool headland
- A public event was held at Low Grange, Billingham (site of medieval manor house of Prior of Durham) in conjunction with Stockton Museum Service
- An Archaeology Open day was held at Ingleby Barwick Library
- A Prehistory Loan Box for schools was developed for Ingleby Barwick Library and Preston Hall Museum in conjunction with River Tees Rediscovered, Preston Hall Museum and Ingleby Barwick Library

Service Administration

Action	Purpose	Applies to	Partners	Target	Performance
Ensure that the service achieves its budgeted income requirement for 2016/17	To ensure financial sustainability of the service	Tees Archaeol	HBC SBC	£50,378	This was achieved through salary savings, earned income and a contribution of £3k from reserves

Abbreviations: BT – Battlefield Trust: HBC – Hartlepool Borough Council: HE – Historic England: NYMNP – North York Moors National Park: RTR – River Tees Rdiscovered: SBC – Stockton Borough Council: TAS – Teesside Archaeological Society

5. What do we want to achieve in 2017/18?

5.1 The activities of the service have been grouped into four sections, while the four performance indicators for the service can be seen in **Appendix 2**.

Archaeological Collections:- This relates to the continued curation of archaeological artefacts and records on behalf of the partner authorities.

Historic Environment Record and Planning Advice:- This includes the provision of the record of the Historic Environment for the area and its constant enhancement and updating as well as dealing with development queries of all types.

Improving Knowledge and Public Awareness:- This will cover activities such as guided walks and talks that raise public awareness as well as externally funded projects that will improve knowledge of the Historic Environment of the area and engage the public.

Service Administration:- The administration of the service and liaison with the partner authorities

5.2 Programme for 2017/18

Archaeological Collections

Action	Purpose	Applies to	Partners	Target
Maintain store inventory	To ensure best care of collections	All partners	HBC SBC	This is a continuous process

Planning Advice

Action	Purpose	Applies to	Partners	Target
Achieve Performance Indicator targets for planning advice	To ensure provision of good quality service	All partners	HBC, SBC, planning	Meet PI targets

Historic Environment Record

Action	Purpose	Applies to	Partners	Target
Implement the HER Data Audit Action Plan	To maintain continuous improvement of the HER	All Partners	HBC SBC	Achieve two elements of the Action Plan.

Action	Purpose	Applies to	Partners	Target
Develop programme of adding the Events backlog to the HER data..	To improve the content of the HER	All Partners	HBC SBC	Add a minimum of 10% of the backlog to the HER

Improving Knowledge and Public Awareness

Action	Purpose	Applies to	Partners	Target
Provide a series of talks about the archaeology of the area at Preston Hall Museum	To increase awareness and knowledge of the heritage of the area	All partners	SBC	Deliver programme of talks to agreed timetable.
Provide activities for Stockton Townscape Heritage 2 programme	To increase awareness of the area	All partners	SBC	Carry out programme of work and provide briefs & costs for second phase
Work with SBC to deliver activities at Low Grange, Billingham	To increase awareness and knowledge of the heritage of the area	All partners	SBC	Deliver activities to agreed timetable
Work with Teesside Archaeological Society to deliver a programme of recording of WWI sites in the area.	To increase awareness and knowledge of the heritage of the area	All partners	TAS	Deliver a guided walk and support as required.
Develop a downloadable guide to English Civil War sites in the area.	To raise awareness of the heritage of the period in the sub-region	All Partners	SBC HBC RTR BT Dorman Museum	Provide guide by Xmas 2017

Service Administration

Action	Purpose	Applies to	Partners	Target
Ensure that the service achieves its budgeted income requirement fro 2017/18	To ensure financial sustainability of the service	Tees Archaeol	HBC SBC	£42,251

Abbreviations: BT – Battlefield Trust: HBC – Hartlepool Borough Council: HE – Historic England: NYMNP – North York Moors National Park: RTR – River Tees Rdiscovered: SBC – Stockton Borough Council: TAS – Teesside Archaeological Society

Appendix 1: Tees Archaeology Budgets 1996 onwards

	Salaries	Supplies & Services	Office Costs	Gross Budget	Earned Income	Net Budget
1996/97	106,760	27,151	8,116	142,027	9,790	132,237
1997/98	106,622	12,850.58	8,116	123,588.58	12,000	111,589
1998/99	90,440	22,691	8,137	121,268	10,602	110,666
1999/00	94,381	18,037	8,850	121,268	10,602	110,666
2000/01	100,275	11,899	9,092	121,268	10,602	110,666
2001/02	104,435.26	12,214	9,298	126,327.26	11,100	115,227
2002/03	108,266	11,943	9,298	129,507	11,400	118,107
2003/04	114,185	11,664	9,577	135,426	12,000	123,426
2004/05	117,694	11,930	9,864	139,488	12,360	127,128
2005/06	120,872	12,289	10,160	143,320	12,731	130,588
2006/07	131,343	11,425	10,465	153,233	14,000	139,233
2007/08	136,114	11,769	10,779	158,662	14,500	144,162
2008/09	147,790	7,312	11,102	166,204	14,500	151,704
2009/10	154,078	4,910	11,380	170,368	16,000	154,368
2010/11	159,374	7,385	11,665	178,424	16,000	162,424
2011/12	108,843	4,191	11,957	124,991	4,999	119,992
2012/13	90,715	3,965	11,957	106,637	48,681	57,956
2013/14	88,871	4,038	11,957	104,866	46,910	57,956
2014/15	88,003	4,038	11,957	103,998	46,042	57,956
2015/16	89,996	4,038	11,957	105,991	48,035	57,956
2016/17	92,835	3,547	11,957	108,339	50,383	57,956
2017/18	84,708	3,547	11,957	100,212	42,256	57,956

Notes

1. Job Evaluation increased salaries significantly from 2008/09 onwards.
2. Middlesbrough and Redcar & Cleveland withdrew from funding the service from 2012/13.
3. From 2017/18 the Archaeologist (HER) post was reduced from 40 hours to 18.75

Appendix 2: Tees Archaeology performance Indicators

PERFORMANCE INDICATORS (Including targets for 20017/18)

Performance Indicator	2012/13		2013/14		2014/15		2015/16		2016/17		2017/18	
	Target	Perf	Target	Perf	Target	Perf	Target	Perf	Target	Perf	Target	
<p><u>Tees Archaeology Indicator 1</u> Percentage of archaeological work required of a developer through the planning process which provide positive archaeological results.</p> <p><i>Identifies quality of archaeological records and competency of staff.</i></p> <p>This ensures a consistent level of performance</p>	75%	82%	75%	81%	75%	83%	75%	81%	75%	77%	75%	
<p><u>Tees Archaeology Indicator 2</u> Percentage of Historic Environment Record reviewed and entries edited.</p> <p><i>Measure of quality and currency of record.</i></p>	10%	12.3%	10%	21.4% 8.7% plus global change to adopt national standards	10%	18.5%	10%	23.8%	10%	5.4%	The HER post was vacant for 8 months	10%
<p><u>Tees Archaeology Indicator 3</u> Number of archaeological projects monitored.</p> <p><i>Ensures work carried out to brief and provides quality control.</i></p> <p>Target raised to 80% due to past performance</p>	80%	100%	80%	71%	80%	77%	80%	85%	80%	89%	80%	
<p><u>Tees Archaeology Indicator 4</u> (formerly 6) Achievement of annual objectives as set out in Forward Plan</p> <p><i>Management Efficiency of the service</i> Target 75% Tees Archaeology & 80% Partners</p>	75% Tees Archaeol	90%	75% Tees Archaeol	70%	75% Tees Archaeol	75%	75% Tees Archaeol	92%	75% Tees Archaeol	33%	(due to staff vacancy)	75% Tees Archaeol
	80% Partners	90%	80% Partners	100%	80% Partners	92%	80% Partners	85.7%	80% Partners	85.7%	85.7%	80% Partners
									80% Partners	100%	100%	80% Partners



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