



# Redcar & Cleveland

## Historic Environment Record

### Information Services Policy

#### Purpose of the HER

The aim of the HER is to bring together information about the archaeology, historic buildings and historic landscapes of Redcar & Cleveland for everyone's benefit. It is therefore an important starting point for conservation, fieldwork and research into the historic environment and also informs local communities about their area. Using the information contained in the HER can help public understanding and enjoyment of the local historic environment. The Record originally developed as a planning control tool, to identify where historic remains are likely to be affected by development. Although this is still probably the most frequent use of the HER, its remit has expanded to include land-use planning and conservation initiatives, as well as research, tourism, education and local history projects.

#### Users of the HER

The professional and public user groups that the HER aims to serve include:

- Redcar & Cleveland BC staff
- Planners & Conservation Officers
- Commercial archaeologists and heritage professionals
- Countryside managers and their agents
- Developers and their agents
- Academics
- Students
- Teachers and trainers
- Local societies and groups
- Local List Selection Panels and consultation groups
- Museums
- Portable Antiquities Scheme/ Finds Liaison Officer
- Members of the public

#### Consultation Policy

The HER tries to be responsive to the needs of existing users, to be proactive in identifying potential new users and to seek out and overcome any barriers that may exist to using the record.

To these ends the HER:

- Maintains a log of all enquiries. The resulting data is regularly reviewed to inform the development of the service.
- Actively participates whenever possible in user research initiatives undertaken by Redcar & Cleveland Borough Council.

## **Access Statement**

Redcar & Cleveland HER makes every effort to ensure that all users are able to use the publicly available services. All users must be treated fairly, with respect, dignity, and understanding by anyone working for, or on behalf of the HER, without prejudice and discrimination.

How do I get information from the HER?

You can get information from the HER in a number of different ways. You can write, email, or telephone your query to the HER Officer at Strategic Planning, Redcar & Cleveland House, or make an appointment to visit in person.

## **Charges**

Details of the Redcar & Cleveland HER charging policy are available as a separate document: [Access and Charging Policy \[link\]](#)

## **Access to Information**

Redcar & Cleveland Borough Council is committed to the protection, conservation and enhancement of the historic environment. In order to ensure that information from the Redcar & Cleveland HER is used responsibly, those applying to consult it are requested to provide details about the nature of their enquiry and to follow the HER's Guidance for Users which can be found at: [Access and Charging Policy \[link\]](#). Please note that permission to use the HER may be refused or limited in certain circumstances.

Access to information held at Redcar & Cleveland HER is regulated by the Freedom of Information (The Stationery Office 2000), the Data Protection Act (HMSO 1998) and The Environmental Information Regulation 2004 (The Stationery Office 2004).

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Some information held in the HER may also be the copyright of others. It is the user's responsibility to ensure that copyright law is not breached.