

Introduction

SHINE-HLS is a new online portal for FEP surveyors to commission their FEP HER Responses. It replaces the paper-based system currently in operation on a Trial basis **for a selection of applications in 2014**. To enable closer working around Heritage At Risk, English Heritage will now use SHINE-HLS to provide information and management advice on designated historic assets to inform the FEP – to ensure any new HLS Agreement delivers for Scheduled Monuments.

Background to SHINE-HLS

The SHINE dataset is the ‘Selected Heritage Inventory for Natural England’. The dataset consists of 65,000 records of undesignated archaeological sites, monuments and historic landscape features. SHINE sites have been selected and verified by Local Authority Historic Environment Records (HERs) as features able to be, and benefitting from management under Environmental Stewardship. SHINE records have been presented to ELS applicants on the Environmental Information Map since 2008. Defra have supported dataset enhancements since 2009, focussing on ES & Classic ‘renewal’ areas. HERs continue to ‘convert’ their records to SHINE format.

The SHINE-HLS online service has been developed with Defra support to make it quicker and simpler for HERs to deliver the mandatory ‘FEP HER Response’, to bring English Heritage advice in to the pre-application stage, and most recently, to meet the upcoming NELMS ‘digital-by-default’ and ‘single-application date’ agenda. The service uses an online platform, SHINE and designated data as the starting point for the consultation, which the HER and EH build on to provide information and management advice to meet the NE-ALGAO-EH Service Standard for FEP Consultations, with the output being pretty much exactly the same as it is now to fit with the FEP.

A bit more detail: SHINE-HLS captures the same information supplied by the paper HER Consultation pro-forma and Map using Heritage Management Advice Areas (HMAAs). It uses SHINE and the designated asset datasets as the means of identifying the location and extent of features and allows EH and HERs to add advice to these features using the HMAAs, before flagging the consultations as complete, and ready for download by the FEP Surveyor.

Which FEP HER consultations will run through the SHINE-HLS Trial?:

Natural England has committed to Trial the new SHINE-HLS Online portal across some of our new 2014 HLS business:

<u>FEPs INCLUDED in the Trial</u>	<u>FEPs to use existing paper system for HER Consultation</u>	<u>Reason:</u>
	FEPs for any HLS agreement with 1-Apr to 1-Aug starts	FEPs likely to have already been commissioned for ESA renewals OR more likely to have RLR issues.
FEPs for any HLS agreement with 1-Sept start replacing ESA agreement	FEPs for any HLS agreement with 1-Sept start NOT replacing ESA agreement	Nearly all HERs selected for the Trial have been grant-funded to create ‘SHINE’ sites for these ‘renewal areas’.
FEPs for any HLS agreement with 1-Oct start replacing CSS agreement	FEPs for any HLS agreement with 1-Oct start NOT replacing CSS agreement	
	FEPs for any HLS agreement with 1-Nov or 1-Dec starts	Likely to have RLR issues and will not have been ‘SHINED’ by HERs
	Any Fast track cases	SHINE-HLS replaces the FEP consultation mechanism for Standard and Complex agreements only.

NE, ALGAO and EH have agreed the mandatory trial of SHINE-HLS in the following areas as the FEP HER consultation mechanism for their **1-Sept and 1-Oct 14 start dates, for applications replacing expiring Classic agreements only:**

any unforeseen changes will be published at www.myshinedata.org.uk and notified through NE Customer Services

HERName	No of FEP requests expected. Sept 1 starts	FEPs that include Scheduled Monuments Sept	No of FEP requests expected. Oct 1 starts	FEPs that include Scheduled Monuments Oct	Trial	
Nottinghamshire County			5	1	N	East Mids
Derbyshire County (Figs incl PDNP)			5	3	N	
Leicester City					N	
Nottingham City					N	
Peak District NP (Figs incl in Derbys)					Y	
Leicestershire County			8	2	Y	
Lincolnshire County			25	2	Y	
Northamptonshire County			6	1	Y	
Central Bedfordshire (not Bedford Borough)			7		Y	East of England
Bedford Borough (Figs in with Beds)					N	
Cambridgeshire County			19	4	Y	
Essex County	26	2	2	1	Y	
Hertfordshire County			3	1	Y	
Luton					N	
Norfolk County			22	3	Y	
Peterborough City					N	
Southend-on-Sea					N	North East
Suffolk County			9		Y	
Durham			5	2	N	
Northumberland County			12	4	Y	
Tees					N	
Tyne and Wear					N	
Cheshire County			6		Y	
Cumbria County			18	3	N	
Greater Manchester			2		N	North West
Lake District National Park					N	
Lancashire County	1		11	1	N	
Merseyside			2		N	
Berkshire Archaeology			3	1	N	
Buckinghamshire County			7	1	N	
Chichester District			3		N	
East Sussex County			14	1	Y	
Greater London SMR	1		1		N	South East
Hampshire County			3	1	Y	
Isle of Wight (Figs in with Hamps)					Y	
Kent County			7		Y	
Milton Keynes			1	1	N	
Oxfordshire County	19	3	17	6	Y	
Portsmouth City					N	
Southampton City					N	

Surrey County			5		N	
West Berkshire			7	0	N	
West Sussex County			3	0	N	
Winchester District					N	
Bath and North East Somerset					N	
Cornwall			14	11	Y	
Dartmoor NPA (Figs incl in Devon)					N	
Devon County (Figs incl DNPA & ENPA)	26	16	31	6	N	
Dorset County			12	4	N	
Exmoor NPA (Figs incl in Devon)					Y	
Gloucestershire County	51	24	4	1	Y	
Isles of Scilly					Y	
North Somerset			5		N	
Plymouth City					N	
Somerset County	2	1	10	4	N	
South Gloucestershire			1		N	
Torbay					N	
Wiltshire County			15	9	Y	
Birmingham City					N	
Black Country					N	
Bristol City					N	
Coventry District					N	
Dudley Borough					N	
Herefordshire County			25	2	N	
Sandwell District					N	
Shropshire County	34	15	26	5	Y	
Solihull Borough			3	1	N	
Staffordshire County			9		Y	
Stoke-on-Trent City					N	
Warwickshire County			9	1	Y	
Worcester City					N	
Worcestershire County			25	2	Y	
Humber Archaeology			10	2	N	
North East Lincolnshire					N	
North Lincolnshire			9	1	Y	
North York Moors NPA					N	
North Yorkshire	2		27	7	Y	
South Yorkshire			6		Y	
West Yorkshire			8	0	N	
York City					N	
Yorkshire Dales National Park			9	2	Y	

South West

West Mids

Yorks & Humber

How will I be told?: When you request your HLS Application Pack from NE Customer Services, an Adviser will confirm with you whether your HER consultation must be routed through SHINE-HLS online portal or the current 'paper' system. You cannot choose whether or not you use the online system.

Registering on and using the SHINE-HLS website

You will use the SHINE-HLS to initiate and retrieve the HER consultation. First, you will need to Register on the site, which will create you a User Account. This will then be authorised by the site administrator before the account can be used. You may register from today onwards. The system is expected to 'go live' week beginning 17-Nov-13.

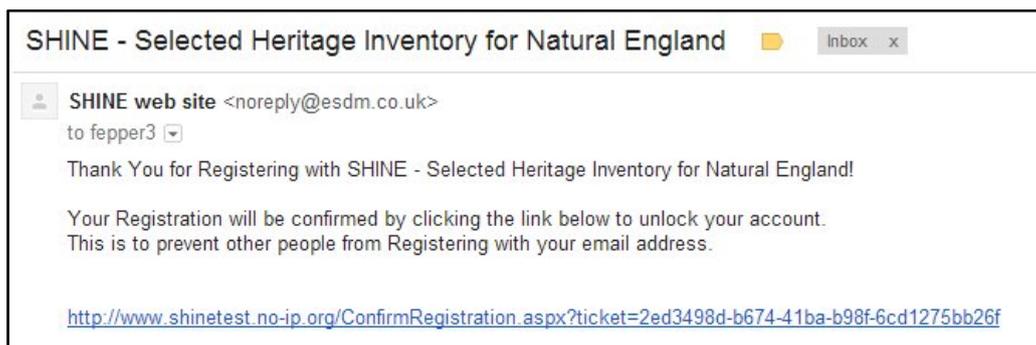
To register on website follow the instructions below:

1. Open the SHINE-HLS website at www.myshinedata.org.uk
2. Click on 'Register' at the top right-hand corner of the webpage.
3. Complete the 'Create a New Account' form as completely as possible, as explained below:

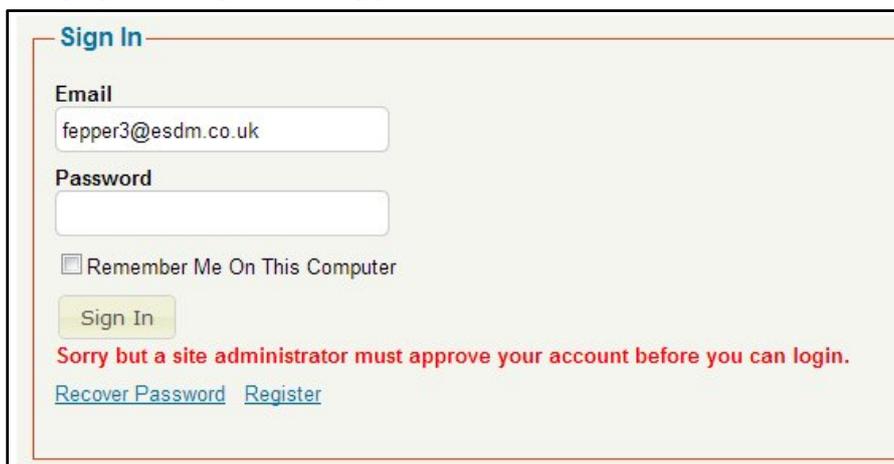
Data Field	Required Data
User ID	Enter the User ID by which you will be known on the website, it is best if this has some relationship to your name, function, or company rather than just 'FluffyBunny32'
Email	Enter your email address, the email address must be unique, i.e. there cannot be two accounts on the SHINE-HLS website that use the same address
Password	Enter the password that you will use to log on to the website, the password can be any combination of letters, numbers and special characters. We suggest your password should be at least 8 characters in length and include some uppercase letters, lowercase letters and numbers as a minimum
Confirm Password	Re-enter your password
Title	enter 'Mr', 'Mrs', 'Dr', etc. as appropriate
First name	enter your first name
Last name	enter your last name
Organisation / business name	enter the name of the organisation you are representing in the SHINE-HLS process
Address	enter your business address
Phone	enter your work phone number
Mobile	enter your mobile phone number (optional)
SHINE Role	select the <i>FEP Surveyor/Agent or Landowner</i> role
Role – more information	please add any additional information about the role you will be performing as this will help the administrator to determine what rights to give you to the site
Historic Map Counties	This applies to only HER and EH users. Use this list of check boxes to select the counties for which you will see the historic maps in the map layer control when creating the HMAA on the interactive map page. Please select only those counties you think you will need otherwise your map layer selector will become very crowded and may not draw correctly. You can alter this list at a later date if you so required
Enter the code shown	enter the code displayed to the left of this box, this is to ensure you are a genuine user and to prevent automated 'bots' from creating user accounts
I agree to the terms of use	tick this box to agree to the terms of use, you must do this before you can create the account

4. Once all of the data has been entered click the 'Create Account' button to create your account.
 - If you have completed the form correctly you will receive a message confirming that the account has been created and informing you that you will receive an email containing a link that you need to follow in order to confirm your registration.
 - If you have made any errors in completing the form the site will remain on the account creation page and display information about the errors at the bottom of the page above the 'I agree' tick box.

5. When you receive the email, simply click on the link and this will confirm your registration on the site. (Please note the links shown in the screenshots below are from the test website)



6. The message informs you that you can now log in to the site however your account will still need to be authorised by the site administrator before you can log in. If you try to log in before your account is approved the login page will display a message informing you of the error.



7. Once the account has been authorised by the site administrator you will receive another email informing you of this and then you will be able to log in and use the site.



8. **At your first login** you will see additional pages in the left hand side menu, including FAQ and HLS Consultations. Before you start playing, we want to guide you through how to use the system. You will be directed to a 'FEP Surveyor Training Manual' which explains step-by-step approach to initiating your HER Consultation Request and retrieving your completed HER Consultation Response. Please also check out the relevant FAQ.

For help, any queries or comments can be directed to SHINE-FEPSvyr-Help@esdm.co.uk. These will be picked up by a member of the SHINE-HLS Steering Group from Natural England, a technical adviser from the software developer, and experts in the process for HERs and EH.

What key differences should I expect from the SHINE-HLS FEP HER Response?

	<u>Paper-based FEP HER process</u>	<u>SHINE-HLS online process</u>
How does the FEP Surveyor initiate the FEP HER Consultation Request?	FEP Surveyor provides a paper map as the FEP search area. Requests the FEP HER Consultation by letter. HERs report search areas are often ambiguous & changed part-way through the contract.	FEP Surveyor inputs a list of field parcel numbers (derived from application AG number, emailed by Customer Services), verifies the FEP area, agreement start date and 'clicks' to request HER Response. Online portal automatically queries against HER area and EH area (if designated assets) and emails consultation request.
<p>Key benefits: The contract between a FEP surveyor and HER is based on a verified Application/FEP area which MUST include all land/key features under management control. Once started, no additions are permitted without a second consultation being initiated, triggering an additional cost to the FEP Surveyor.</p> <p>The correct parties are consulted immediately.</p>		
How does the HER start the consultation?	HER spends time 'digitising' search area to enable querying of HER GIS & to present mapped outputs.	Online portal does the searching based on RLR field parcel areas. HER can output as GI layer if needed.
<p>Key benefits: Big time-saving on paper-based approach. Accurate search area for the HER.</p>		
Who provides advice on designated assets (SMs, Reg Parks & Gardens, Battlefields, Listed Buildings Gr 11* or 1)?	HER provides 'draft management recommendations' on EH's behalf using local knowledge.	EH confirms Risk and Principle Vulnerability; maps areas of the designated asset requiring management (except Listed Buildings); Provides clear statement of advice; flags whether Consents or a site visit is necessary.
<p>Key benefits: Reduced workloads for HER. HER and EH can see each other's advice.</p> <p>FEP surveyor, applicant, EH and NE are better prepared at FEP stage –reduce risk of mistakes by NE.</p> <p>English Heritage state clearly what is required where to meet NE's Heritage At Risk standard.</p>		
How does the HER provide features information & management advice?	HER considers all their records and creates a list of FEP features. HER does not map parts of features requiring different management but splits features across different field parcels if appropriate and chooses an 'optimum outcome'.	HER checks holding to ensure all SHINE records are up to date and 'SHINES' any outstanding features, areas, buildings. Each SHINE record is considered for management advice or 'optimum outcome' for the asset. The online system maps Management Areas (HMAAs) which the HER can amend to capture different management needs.
<p>Key benefits: HER doesn't have to select features – system picks up SHINE features automatically. HER only has to check and add other SHINE sites. Each feature now has a management layer recorded on the system, amendable in future. Time-saving on manual approach. Accurate data.</p>		
How does the HER populate the	HER manually inputs 13 sets of data for each HER feature into Excel spreadsheet for FEP Surveyor	Online portal automatically populates 8 sets of data about each SHINE feature and creates the table & map; HER adds remaining 5 sets of data

Response table?	to import into Environmental Features Data Sheet (EFDS).	as normal. Table included in FEP Surveyor download, to import as normal.
Key benefits: Time-saving on manual approach. Accurate data.		
How does the FEP Surveyor receive the Consultation Response?	The HER will forward by email the full response, features table, map, covering letter.	The FEP Surveyor will receive an email saying the Consultation Response is complete and ready to download. FEP surveyor logs in, downloads features table, map, added guidance.
Key benefits: FEP Surveyor retrieves and prints/saves their own response.		
Where is the HER FEP Response kept?	HER keeps a copy; FEP Surveyor submits a copy as part of FEP; NE checks and logs on EDRM.	FEP surveyor submits as normal. NE can obtain copy from SHINE-HLS portal.
Key benefits: Full HER (and EH) Response available to NE adviser and in future, from archive.		

Changes to the HER response times from 28 days to a 'fixed window':

Natural England, English Heritage and ALGAO (Association of Local Govt Archaeology Officers) currently operate a Service Standard which aims to deliver the FEP HER Response within 28-days of receipt of a valid request. Natural England and ALGAO recognise this was relevant for FEP requests spread throughout the year and at peak times some HERs did not have capacity to deliver this service. Annual start dates require us to trial a different approach.

The peak in FEP HER Consultation Requests through mid Nov to January anticipated as a result of the planned 1-Sept and 1-Oct starts has led NE and ALGAO to change the approach to a 'fixed window' in which it is acceptable for the HER and EH to complete the consultation. This is being coordinated to allow FEP Surveyors sufficient time to carry out the FEP fieldwork after receiving the HER Response (a requirement of the FEP), and to submit an HLS Application within an acceptable timescale for NE Customer Services and Local Teams to process before the agreed start date.

For all remaining FEP HER Consultations, whether initiated through SHINE-HLS or the current 'paper' system, the window for requesting and closing HER Consultations will open on the 17-November 2013 and close early to mid February 2014 (to be confirmed).

- While some NE Local Teams are 'staggering' Permissions to FEP letters and application deadlines, this approach should meet everyone's needs on balance.
- FEP Surveyors should request their HER Response in a timely fashion **once they have an agreed Application/FEP area which MUST include all land/key features under management control**. Once commissioned, the FEP Surveyor should aim to resolve the application area and any RLR issues asap.
- HERs and EH will be reminded of the consultation once 28 days have passed since the request was submitted. Request and response times will be monitored by Natural England.

Should the HER and EH consultation not have been completed by the close of the fixed window, the FEP Surveyor will be at liberty to 'export' the Consultation Response from the SHINE-HLS website to enable them to complete the FEP. In the case of consultations initiated through the current paper system, the FEP surveyor will not be penalised for not receiving an HER Response within a reasonable timescale.

Please be aware that further notifications about the Trial may be posted at www.myshinedata.org.uk

Natural England, 24th October 2013