

Historic England Local Authority Staffing Survey 2023 Technical Report



Client
Historic England

Date:
June 2023



Report title:

Historic England Local Authority Staffing Survey 2020: Technical Report

1. Technical details

1.1. Background

Historic England commissioned Place Services to collect statistics for the number of staff employed by local authorities in building conservation and archaeology roles in 2023 (with a reference date of 1st April 2023).

Data were collected via an online survey (with a telephone chase of non-responding authorities). Alongside questions to collect building conservation and archaeology staffing numbers, the survey included:

- Questions on behalf of Historic England, asking about authorities' views on retrofit decision making
- Questions on behalf of ALGAO:England (for ALGAO members only)

Fieldwork was conducted between 11th April and 23rd June 2023. The survey sought responses from a total of 338 local authorities, national park authorities and local authority-owned or affiliated heritage organisations providing archaeological services to councils (e.g. shared services, heritage trusts) in England.

1.2. Questionnaire

The survey questionnaire included four sections:

1. Questions on behalf of ALGAO:England (asked of ALGAO members only)
2. Questions to collect building conservation and archaeology staffing full-time equivalent (FTE) numbers, and to collect information about staff funded through the Heritage Action Zone (HAZ) and High Street Heritage Action Zone (HSHAZ) schemes
3. Questions on behalf of Historic England exploring retrofit

Upon sign-off, the questionnaire was scripted by Place Services into the SmartSurvey online survey tool.

A copy of the 2023 survey questionnaire is included in Section 3.

1.3. Sample

The survey sought responses from a total of 354 organisations in England, comprised of:

- All 317 local authorities in England.
- All 10 national park authorities in England
- Eleven ALGAO members not included in the above categories, primarily local authority-owned or affiliated heritage organisations providing archaeological services to councils (e.g. shared services, heritage trusts):
 - Berkshire Archaeology
 - Cheshire Archaeology Planning Advisory Service
 - GLAAS
 - Greater Manchester Archaeological Advisory Service
 - Heritage Lincolnshire (Heritage Trust of Lincolnshire)
 - Humber Archaeology Partnership
 - Merseyside Environmental Advisory Service
 - South West Heritage Trust
 - South Yorkshire Archaeology Service
 - Tees Archaeology
 - West Yorkshire Archaeology Service

Where two authorities were identified which had shared/joint services, one was removed from the sample with the other asked to answer on behalf of both authorities. Twelve such cases were identified (covering 24 authorities), meaning that 12 authorities were removed from the sample, although these are still included in the final datafile.

1.4. Fieldwork

Fieldwork was conducted between 11th April and 23rd June 2023. All organisations included in the sample were emailed a survey invitation, which included a link to complete the online survey. Organisations were contacted using contact data confirmed during the 2022 survey and/or publicly available information e.g. published on council websites, in the IHBC yearbook or on the ALGAO membership webpage.

Authorities were sent one initial invitation followed by two reminders:

- 11th April 2023: Initial survey invitation
- 27th April 2023: 1st reminder
- 12th May 2023: final reminder to non-ALGAO members
- 23rd May 2023: final reminder to ALGAO members (sent by ALGAO)

Copies of the email invitations and reminders sent by Place Services are included in Section 2.

Following the initial online fieldwork phase, Place Services attempted to contact non-responding authorities by telephone, supplemented by direct email. Where appropriate, this included identifying alternative contacts within an authority and using wider contacts to provide missing information on behalf of specific authorities.

1.5. Response

A total of 258 responses were received, equating to an 79.1% response rate. A full breakdown by response category is provided below:

Response category	N	% of eligible sample
Total sample	338	-
Removed (shared services)	12	-
Total eligible / invited to participate	326	100.0%
Total responses received	258	79.1%
<i>Completed online survey</i>	244	72.8%
<i>Information collected via email/telephone</i>	14	14.6%
<i>Information provided by Place Services</i>	0	0.0%
Total non-responders	68	21.8%

1.6. Reporting

Staffing data is provided for 1st April 2023 using the template and guidance provided by Historic England. Notes are provided below where non-numeric fields have been used to aid understanding of the data by Historic England.

COLUMN	NOTES
RGN19CD	
RGN19NM	
HE OfficeRegion	
LAD19CD / GEOGCD	
Name of Authority	
2023 Total Conservation service (FTE)	<p>“Not provided” - where staffing information was not provided (or could not be derived based on the nature of the organisation)</p> <p>“Shared service” – where an authority was excluded from the sample as it had a shared/joint service with another authority, the linked joint authority (under which joint staffing figures are recorded) is highlighted</p>

COLUMN	NOTES
Change since 2022	<p>“N/A – data not provided in 2023” – where the 2023 Total Conservation service (FTE) is “Not provided”</p> <p>“N/A – data not provided in 2022” – where the 2022 Total Conservation service (FTE) was “Not provided”</p> <p>“N/A – newly formed authority since 2022” – where an authority was not in existence in 2022 and therefore no 2022 data is available</p> <p>“See XXX” - where an authority was excluded from the sample as it had a shared/joint service with another authority</p>
2023 Conservation Service Notes	<p>Where a conservation service is provided by another authority, this column includes the name of the authority providing the service. If an authority has a combination of its own staff plus provision from another authority, both the ‘2022 Total Conservation Service’ is populated with the number of in-house staff and the ‘2022 Conservation Service Notes’ is populated with the name of the authority also providing conservation support.</p> <p>Where the 2022 Total Conservation service (FTE) is “Not provided”, this column includes the latest available data from either 2021, 2020 or 2018</p>
Posts funded by Heritage Action Zone funding (FTEs)	<p>“Not provided” - where HAZ/HSHAZ information was not provided</p> <p>“Don't know if in receipt of HAZ/HSHAZ funding” – where the respondent answered ‘don't know’ for whether their authority had a HAZ/HSHAZ scheme</p> <p>“Don't know HAZ/HSHAZ funded staffing numbers” – where an authority stated they had a HAZ/HSHAZ scheme but the respondent did not know the FTE of funded staff</p> <p>NOTE: Zero indicates both those that did not have a HAZ/HSHAZ scheme, as well as those that did but did not have any funded staff</p>
2023 Archaeological service total (FTE)	<p>“Not provided” - where staffing information was not provided (or could not be derived based on responses from authorities providing archaeological services to other authorities)</p>
Change since 2022	<p>“N/A – data not provided in 2023” – where the 2023 Archaeological service total (FTE) is “Not provided”</p> <p>“N/A – data not provided in 2022” – where the 2022 Archaeological service total (FTE) was “Not provided”</p> <p>“N/A – newly formed authority since 2022” – where an authority was not in existence in 2022 and therefore no 2022 data is available</p>
2023 HER posts (FTE)	<p>This is a subset of (i.e. included within) the Archaeological service total</p>
2023 Archaeology Service Notes	<p>Where an archaeological service is provided by another authority, this column includes the name of the authority providing the service</p> <p>Where the 2023 Archaeological service total (FTE) is “Not provided”, this column includes the latest available data from 2022</p>

2. Survey invitations and reminders

2.1. Survey invitation (11th April 2023)

Invitation to take part in Historic England's Local Authority Staffing Survey 2022 – [LOCAL AUTHORITY NAME]

Historic England has commissioned **Place Services** to collect statistics for the number of staff employed by local authorities in building conservation and archaeology roles in 2023.

Historic England has collected staffing level statistics for local authorities since 2006 to support its management planning and policy formation and publishes the data annually as part of its [Heritage Counts indicator data](#). The survey also includes a number of questions on behalf of ALGAO:England.

Your participation is invaluable in ensuring the completeness of the data.

- The survey should be completed by the person(s) with knowledge of the conservation/heritage planning service in your authority, given it asks about staffing levels
- To ensure a full understanding of the sector across all authorities, we would appreciate you completing the survey even if you do not currently have an in-house conservation or archaeology service
- The survey should take **[TIME]** minutes to complete, depending on your answers

The deadline for completing the survey is **Wednesday 10th May**. To access the survey, please click the link below:

[LINK]

If you have any questions about this survey, please contact LStaffingsurvey@essex.gov.uk

Kind regards,
Adrian Gascoyne
Head of Place Services

***Historic England** is an executive non-departmental public body of the UK Government sponsored by the Department for Digital, Culture, Media and Sport. It is the public body that helps people care for, enjoy and celebrate England's spectacular historic environment.*

***Place Services** is a public sector provider of environmental assessment, planning, design and management services. Place Services operates as a traded service of Essex County Council.*

2.2. 1st survey reminder (27th April 2023)

Reminder to take part in Historic England's Local Authority Staffing Survey – [LOCAL AUTHORITY NAME]

We recently contacted you about **Historic England's Local Authority Staffing Survey**, which collects statistics for the number of staff employed by local authorities in building conservation and archaeology roles in 2023.

This is a reminder that the deadline for completing this year's survey is **Wednesday 10th May**. Your participation is invaluable in ensuring the completeness of the data.

To access the survey, please click the link: **[LINK]**

More about the survey:

- *The survey is being conducted by Place Services on behalf of Historic England and ALGAO:England. Historic England has collected staffing level statistics for local authorities since 2006 to support its management planning and policy formation and publishes the data annually as part of its [Heritage Counts indicator data](#).*
- *The survey should be completed by the person(s) with knowledge of the conservation/heritage planning service in your authority, given it asks about staffing levels.*
- *To ensure a full understanding of the sector across all authorities, we would appreciate you completing the survey even if you do not currently have an in-house conservation or archaeology service.*
- *The survey should take [TIME] minutes to complete, depending on your answers.*

If you have any questions about this survey, please contact LStaffingsurvey@essex.gov.uk

Kind regards,
Adrian Gascoyne
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2.3. 2nd survey reminder (12th May 2023)

Historic England Local Authority Staffing Survey – [LOCAL AUTHORITY NAME]

We recently contacted you about Historic England's Local Authority Staffing Survey, which collects statistics for the number of staff employed by local authorities in building conservation and archaeology roles in 2023.

To ensure a full understanding of the sector across all authorities, we will be telephoning any remaining authorities during May to finalise the data collection.

If you are yet to complete the survey, this can still be done via the link below:

[LINK]

If you have any questions about the survey, please contact LStaffingsurvey@essex.gov.uk

Kind regards,
Adrian Gascoyne
Head of Place Services

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More about Historic England's Local Authority Staffing Survey:

- The survey is being conducted by Place Services on behalf of Historic England
- Historic England has collected staffing level statistics for local authorities since 2006 to support its management planning and policy formation and publishes the data annually as part of its [Heritage Counts indicator data](#)
- The survey should be completed by the person(s) with responsibility for, or knowledge of, the conservation/heritage planning service in your authority, given it asks about staffing levels
- To ensure a full understanding of the sector across all authorities, we would appreciate you completing the survey even if you do not currently have an in-house conservation or archaeology service
- Analysis and reporting will be completed by Historic England and results will be published on their website

3. Survey questionnaire

SURVEY INTRODUCTION FOR NON-ALGAO MEMBERS



About the survey

Historic England has commissioned **Place Services** to collect statistics on the number of staff employed by local authorities in building conservation and archaeology roles in 2023.

This year we are also asking about an additional topic – retrofit decision making – to understand levels of casework in this area, confidence in making decisions and views on guidance.

The survey is therefore divided into two sections:

1. Building conservation and archaeology staffing levels in 2023
2. Decision-making related to retrofit

How the data will be used

Historic England has collected staffing level statistics for local authorities since 2006 to support its management planning and policy formation, through helping to understand the local authority workforce, how it is changing, and where the challenges and opportunities are.

- Local authority staffing data is published annually as part of Historic England's **Heritage Counts indicator data**. As such, data collected in Section 1 (Staffing Levels) will be published in **attributable form**.
- Data collected in Section 2 (Decision-making related to retrofit) will be **anonymised** prior to being shared with Historic England. Data may be retained for permanent preservation by Historic England.

Privacy notices

Place Services, as part of Essex County Council, fully complies with information legislation ([click for privacy notice](#)). The information collected will only be used for the purposes described above and will not be kept longer than is necessary to deliver the survey annually between 2020-24 on behalf of Historic England ([click for privacy notice](#)). The survey software is provided by SmartSurvey ([click for privacy notice](#)).

To start the survey, select NEXT

SURVEY INTRODUCTION FOR ALGAO MEMBERS



Working together with
Historic England

About the survey

Historic England has commissioned **Place Services** to collect statistics on the number of staff employed by local authorities in building conservation and archaeology roles in 2023. The survey also includes questions asked on behalf of **ALGAO:England**.

This year we are also asking about an additional topic – retrofit decision making – to understand levels of casework in this area, confidence in making decisions and views on guidance.

The survey is therefore divided into three sections:

1. ALGAO member questions
2. Building conservation and archaeology staffing levels in 2023
3. Decision-making related to retrofit

How the data will be used

Historic England has collected staffing level statistics for local authorities since 2006 to support its management planning and policy formation, through helping to understand the local authority workforce, how it is changing, and where the challenges and opportunities are.

- Local authority staffing data is published annually as part of Historic England's **Heritage Counts indicator data**. As such, data collected in Section 2 (Staffing Levels) will be published in **attributable form**.
- Data collected under Section 1 (ALGAO member questions) will be provided in **attributable form** to ALGAO:England only and not shared with Historic England.
- Data collected in Section 3 (Decision-making related to retrofit) will be **anonymised** prior to being shared with Historic England. Data may be retained for permanent preservation by Historic England.

Privacy notices

Place Services, as part of Essex County Council, fully complies with information legislation ([click for privacy notice](#)). The information collected will only be used for the purposes described above and will not be kept longer than is necessary to deliver the survey annually between 2020-24 on behalf of Historic England ([click for privacy notice](#)). The survey software is provided by SmartSurvey ([click for privacy notice](#)).

To start the survey, select NEXT

SECTION 1: ALGAO:ENGLAND MEMBER QUESTIONS

ASK ALL QUESTIONS IN THIS SECTION OF ALGAO MEMBERS ONLY

The following questions are on behalf of ALGAO:England.

Q1. We understand that your service ([contact(name)]) provides archaeological advice for the following local authorities. Please check the information below and amend if incorrect.

ENTER: Number of local authorities that your service advises (including your own authority)

SHOWS NUMBER FROM 2022 SURVEY

Names of local authorities that your service advises:

SHOWS NAMES FROM 2022 SURVEY

Q2. With how many (if any) do you have a Service Level Agreement (SLA)?

If you don't know, enter X in the response

ENTER:

Q3. Are any of your historic environment/archaeology services provided by other local authorities?

- Yes
 No
 Don't know

If yes, please provide details below – i.e. name of supplying authority and nature of service provided:

Q4. Are any of your historic environment/archaeology services outsourced to the private sector (i.e. long-term contractual arrangements)?

- Yes
 No
 Don't know

If yes, please state which:

Q5. What percentage of your service budget comes from the following?

Core funding	<input type="text"/>
Districts	<input type="text"/>
Contract income	<input type="text"/>
SLAs (Service Level Agreements)	<input type="text"/>
Agri environment	<input type="text"/>
Charging for HER (Historic Environment Record)	<input type="text"/>
Charging for planning applications	<input type="text"/>
Stand-alone project income	<input type="text"/>
Other	<input type="text"/>

Q6. Is your service a Registered Organisation with Cifa (Chartered Institute for Archaeologists)?

- Yes
- No
- Don't know

Q7. What percentage of staff are members of a professional institute at any level?

Cifa (Chartered Institute for Archaeologists)	<input type="text"/>
IHBC (Institute of Historic Building Conservation)	<input type="text"/>
RTPI (Royal Town Planning Institute)	<input type="text"/>
Other (please specify below)	<input type="text"/>

Comments:

SECTION [1/2]: ABOUT YOUR WORKFORCE

The following questions will provide Historic England with an overview of the building conservation and archaeology workforce (if applicable) in your organisation. We will ask about the number of full-time equivalent staff within your building conservation and archaeology services on the 1st April 2023.

DATA COLLECTED IN THIS SECTION WILL BE PUBLISHED BY HISTORIC ENGLAND IN ATTRIBUTABLE FORM [AND SHARED WITH ALGAO:ENGLAND]

NOTES ON COMPLETING THIS SECTION:

- You should include self-employed people and subcontractors as part of your workforce, i.e. as if they were employees BUT exclude trainees, work placements, and apprentices.
- Please do not guess answers. We expect you may need to consult colleagues.
- To save your response, select "Save and Continue Later" at the bottom of the screen (you will be prompted to provide your email address, in order to send you a unique URL link to pick up where you left the survey).

ASK IF ARCHAEOLOGY SERVICE PROVIDED BY ANOTHER AUTHORITY/ORGANISATION IN 2022

Q8. Which authority/organisation provided your Archaeology advisory service on the 1st APRIL 2023? Select all that apply

- [2022_archaeology_provider]
- We had in-house archaeology staff (including Historic Environment Record staff, temporary/project staff and directly employed private sector consultants)
- Don't know
- Other (please specify):

ASK IF CONSERVATION SERVICE PROVIDED BY ANOTHER AUTHORITY/ORGANISATION IN 2022

Q9. Based on your response to last year's survey, we understand that your Building Conservation service was also provided by another local authority. Who provided your Building Conservation service / advice on the 1st APRIL 2023? Select all that apply

- [2022_conservation_provider]
- We had in-house staff providing building conservation advice (including temporary or directly employed private sector consultants)
- Don't know
- Other (please specify):

ASK OF ALGAO MEMBERS AND OTHER LOCAL AUTHORITIES WHICH HAD AN IN-HOUSE ARCHAEOLOGY SERVICE IN 2022 OR THOSE WHICH INDICATE THAT THEY HAVE IN-HOUSE ARCHAEOLOGY STAFF AT Q8

Q10. Please provide separate full-time equivalent (FTE) figures for your [IF A LOCAL AUTHORITY/NPA: authority's] historic environment staff as follows (including administrative support and strategic/management input) on the 1st APRIL 2023.

INFO HOVER OVER: Full-time equivalent (FTE) refers to the number of working hours that one full-time employee completes within a fixed time period. So, if a full-time employee works 35 hours a week (1 FTE) and another employee works 14 hours a week (0.4 FTE), the FTE staffing would be 1.40.

Notes for completion

- Please exclude any field unit/contracting staff – stats for these posts are covered by other organisations
- Please exclude any trainees, work placements and apprentices
- For education and outreach/community engagement, please only include staff who are within your service area
- Temporary is defined as with a contract of 12 months or less
- Project staff are those who are employed to carry out specific tasks as part of a funded project and are not part of the core staff compliment
- Consultant refers to directly employed private sector consultants.
- If your Archaeology or Building Conservation Service is provided by another local authority this should be recorded at the bottom of the page.
- If you have a member of staff who carried out e.g. outreach tasks but is not technically part of their job role, please record this as a separate percentage of the FTE e.g. 0.2

If your organisation did not have any historic environment staff in any of the categories below on the 1st APRIL 2023 then tick this box and leave the grids below blank

Archaeology staffing (FTE on 1st April 2023)

	Permanent	Temporary	Voluntary	Project	Consultant	Vacant
a) HER (Historic Environment Record, including EUS and HLC)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
b) Archaeological planning / conservation advice	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
c) Education / outreach / community engagement	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
d) Other, including PAS (Portable Antiquities Scheme), admin/management time	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Building Conservation staffing (FTE on 1st April 2023)

	Permanent	Temporary	Voluntary	Project	Consultant	Vacant
a) Building Conservation officers	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
b) Other Building Conservation staff including management time	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please indicate below if either your Archaeology or Building Conservation Service (if applicable) was provided by another local authority on the 1st APRIL 2023. If yes, enter name of authority:

ASK OF ALL THOSE WHO DO NOT HAVE AN IN-HOUSE ARCHAEOLOGY SERVICE AT Q8 EXCEPT THOSE WHOSE BUILDING CONSERVATION SERVICE IS PROVIDED BY ANOTHER LA AT Q9

Q11. Please provide full-time equivalent (FTE) figures for your building conservation staff / officers on the 1st APRIL 2023.

INFO HOVER OVER: Full-time equivalent (FTE) refers to the number of working hours that one full-time employee completes within a fixed time period. So, if a full-time employee works 35 hours a week (1 FTE) and another employee works 14 hours a week (0.4 FTE), the FTE staffing would be 1.40.

Notes for completion

- Please exclude any trainees, work placements and apprentices
- Temporary is defined as with a contract of 12 months or less
- Project staff are those who are employed to carry out specific tasks as part of a funded project and are not part of the core staff compliment
- Consultant refers to directly employed private sector consultants.
- If your Building Conservation Service is provided by another local authority this should be recorded at the bottom of the page.

If your organisation did not have any building conservation staff on the 1st APRIL 2023 then tick this box and leave the grid below blank

Building Conservation staffing (FTE on 1st April 2023)

	Permanent	Temporary	Voluntary	Project	Consultant	Vacant
a) Building Conservation officers	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
b) Other Building Conservation staff including management time	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

If your Building Conservation Service was instead provided by another local authority then please record the name of the authority below:

ASK IF ANY ARCHAEOLOGY OR CONSERVATION STAFF AT Q8-11

Q12. Thinking just about the permanent and temporary staff you have included, please state (to the best of your knowledge) what proportion fall into each of the following career stages.

Please exclude any consultants or project and voluntary staff within your response.

	0%	1-25%	26-50%	51-75%	76-100%
Early career					
Mid-career					
Late career					

- Not applicable – we don't have any permanent or temporary building conservation or archaeology staff
- Don't know
- Prefer not to say

ASK ALL

Q13. Is your authority in receipt of funding from Historic England's Heritage Action Zone or High Street Heritage Action Zone scheme?

- No – neither of these
- Yes - Heritage Action Zone funding
- Yes - High Street Heritage Action Zone funding
- Yes – both of these
- Don't know

ASK IF Q13 = Yes - Heritage Action Zone funding

Q14. How many full time equivalent (FTE) historic environment specialist staff were funded by the Heritage Action Zone scheme on the 1st APRIL 2023?

If you don't know, enter X in the response

INFO HOVER OVER: Full-time equivalent (FTE) refers to the number of working hours that one full-time employee completes within a fixed time period. So, if a full-time employee works 35 hours a week (1 FTE) and another employee works 14 hours a week (0.4 FTE), the FTE staffing would be 1.40.

ENTER: FTE Staff - Heritage Action Zone

Comments:

ASK IF Q13 = Yes - High Street Heritage Action Zone funding

Q15. How many full time equivalent (FTE) historic environment specialist staff were funded by the High Street Heritage Action Zone scheme on the 1st APRIL 2023?

If you don't know, enter X in the response

INFO HOVER OVER: Full-time equivalent (FTE) refers to the number of working hours that one full-time employee completes within a fixed time period. So, if a full-time employee works 35 hours a week (1 FTE) and another employee works 14 hours a week (0.4 FTE), the FTE staffing would be 1.40.

ENTER: FTE Staff - High Street Heritage Action Zone

Comments:

ASK IF Q13 = Yes – both of these

Q16. How many full time equivalent (FTE) historic environment specialist staff were funded by the Heritage Action Zone and High Street Heritage Action Zone schemes on the 1st APRIL 2023?

If you don't know, enter X in the response

INFO HOVER OVER: Full-time equivalent (FTE) refers to the number of working hours that one full-time employee completes within a fixed time period. So, if a full-time employee works 35 hours a week (1 FTE) and another employee works 14 hours a week (0.4 FTE), the FTE staffing would be 1.40.

ENTER: FTE Staff - Heritage Action Zone

ENTER: FTE Staff - High Street Heritage Action Zone

Comments:

SECTION [2/3]: RETROFIT

SKIP SECTION IF NO BUILDING CONSERVATION STAFF AT Q9-11

Your responses to the remainder of the questionnaire will be fully anonymised prior to being shared with Historic England. Data may be retained for permanent preservation by Historic England in its anonymised format and anonymised reports may be published in the public domain.

The questions in this section relate to **building conservation staff** who make decisions **in the context of heritage protection**, with a focus on reducing greenhouse gas emissions through retrofit.

Retrofit is the process of improving the energy and environmental performance of buildings through technical changes. If necessary, please consult other colleagues who can help you in providing relevant information when completing these questions.

Q17. Thinking about the last year, has the total volume of casework involving decisions, advice or pre-application enquiries about retrofit increased, decreased or stayed the same?

- Increased a lot
- Increased a little
- Stayed the same
- Decreased a little
- Decreased a lot
- Don't know*

Q18. Again, thinking about the last year, for each of the following, please indicate whether the volume of casework involving decisions, advice or pre-application enquiries about retrofit has increased, decreased or stayed the same?

	Increased a lot	Increased a little	Stayed the same	Decreased a little	Decreased a lot	<i>Don't know</i>
Internal (cavity) wall insulation						
External (solid) wall insulation						
Other insulation (e.g. loft, roof, under-floor)						
Solar panels						
Double/triple/secondary glazing or replacement windows						
Upgraded heating systems (e.g. heat pumps)						

	Increased a lot	Increased a little	Stayed the same	Decreased a little	Decreased a lot	Don't know
Other renewable energy generation (e.g. small scale turbines)						

Q19. Overall, how would you rate staff confidence when making decisions, advising on plans or responding to pre-application enquiries related to retrofit?

Please answer on a scale of 1 to 5 where 1 is 'not at all confident' and 5 is 'very confident'.

- 1 - Not at all confident
- 2
- 3
- 4
- 5 - Very confident
- Don't know

Comments:

ASK IF Q19 = CODES 1-3

Q20. Which of the following types of support, if any, would be most useful to you/your organisation in improving staff confidence when it comes to decision making on retrofit?

Please select a maximum of three

- Training - online where I can hear from experts who understand what is needed
- Workshops - where I can meet other organisations with similar challenges
- Drop-in surgeries with experts - where I can get advice and answers to particular questions
- Webinars
- Signposting - to where I can find clear information online
- Resource packs - including templates for documents that I can re-use for my organisation
- Case studies - of similar organisations that have done this successfully that I can compare with my situation
- An online forum - where I can post questions and get answers back quickly from experts or other organisations
- Something else (specify)
- None of the above
- Don't know

Q21. To what extent do you agree with the following statement: building conservation staff have access to the right guidance and technical advice when making decisions or advising on plans or projects that include retrofit?

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree
- Don't know*

Q22. What improvements, if any, could be made to the guidance and technical advice currently available to building conservation staff around retrofit?

Leave blank if none

Q23. Finally, do you have any other comments about the topics in this section?

Leave blank if none

Q24. Thank you for taking the time to complete the survey. The survey was sent to your authority using the following contact details. If these are not the best contact details for your authority, please update these in the boxes below.

Your contact details will be securely stored by Place Services in a password protected file and used only by Place Services for the purposes of contacting your authority in relation to the Local Authority Staffing Survey (should we need to clarify any of your responses from this year’s survey and to invite you to participate in future years). Your contact details will not be shared with any third-party, including Historic England.

ONCE COMPLETE, PLEASE PRESS SUBMIT TO FINISH THE SURVEY

NAME:

EMAIL:

TELEPHONE:

Place Services

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