

# Statement of Good Research Conduct

## 1 Introduction and scope

The Historic Buildings and Monuments Commission for England (HBMCE), known as Historic England (henceforth referred to as ‘HE’) and incorporating the English Heritage Trust (henceforth referred to as ‘EHT’), is committed to fostering the highest standards of research integrity and conduct. As outlined in HE and EHT’s *Principles of Research Integrity*, both organisations are committed to promoting a research culture based on **Honesty, Rigour, Transparency and Open Communication, Care and Respect, and Accountability**. Breaching these basic principles leads to **poor research practice**<sup>1</sup> and potentially **research misconduct**.<sup>2</sup>

HE and EHT recognise the dedication of their staff to the delivery of ethical and high-quality research. The overarching aim of the *Statement of Good Research Conduct* is to provide guidelines to support and foster a culture of research at HE and EHT which is based on encouraging good conduct and practice in research and helps prevent misconduct. It forms part of an overarching *Research Governance Framework* that additionally includes:

- Principles of Research Integrity
- Research Ethics Policy and Procedures

The *Statement* complements existing internal and external guidance and standards on good research conduct (see [Appendix](#)).

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1 Any breach of commonly accepted standards for responsible conduct in research, including the standards described in the [Concordat to Support Research Integrity \(2019\)](#), and in guidelines published by funding bodies, scientific and learned societies, and other relevant professional bodies.

2 Honest errors and differences in, for example, research methodology or interpretations do not constitute research misconduct. Therefore, research misconduct is characterised as deliberate or grossly negligent research practices that fall short of the standards of research and ethics required to ensure research integrity. As such, failure to meet the standards of research and ethics may (1) harm people and the environment (2) wastes resources (3) mislead researchers, research practices and knowledge-base in the heritage and historic environment sector and (4) pose a threat to the social impact of research by undermining the public’s trust.

## Who should read the *Statement of Good Research Conduct*?

Research within HE and EHT goes beyond the traditional parameters of activities focused on scholarly contributions, but rather in most cases is **applied** in nature. Therefore, research not only consists of intellectual activities and work which aim to discover, create, and advance knowledge connected with the historic environment, heritage, and collections; but has evolved to encapsulate day to day activities that bring people of all ages and backgrounds the opportunity to discover, explore, understand and be inspired by the historic environment.

Against this backdrop, the *Statement of Good Research Conduct* is for all staff in HE and EHT who take part in research activities as part of their job function as well as staff whose work is focused on delivering core corporate strategies, henceforth referred to as **Researchers**. Researchers are therefore all **staff, contracted staff, external collaborators, individuals or organisations** who receive grant funding from HE and EHT (i.e. **grantees**), **volunteers, doctoral students** and **placement students** undertaking research related activities within or on behalf of the two organisations.

## Oversight of good research conduct

Good research conduct at both organisations is overseen by the National Head of Research Development at Historic England and the Head Collections Curator at English Heritage Trust, who are formally the first point of contact for anyone wanting more information on matters of good research conduct and good research practice. In these roles, Jo Byrne and Matt Thompson currently oversee good research conduct at HE and EHT, respectively.

## 2 General guidance for the promotion of good practice in research

- 2.1 HE, EHT and Researchers must comply with all statutory, regulatory and ethical requirements and standards that govern collections, heritage and historic environment research (see [Appendix](#)).
- 2.2 HE and EHT have the responsibility to:
  - 2.2.1 Ensure that Researchers are aware of the *Principles of Research Integrity*, the *Statement of Good Research Conduct* and the *Research Ethics Policy and Procedures*, as well as other statutory, regulatory, and ethical requirements and standards that govern collections, heritage and historic environment research as specified above and, where appropriate, apply these to their research activities.
  - 2.2.2 Provide training, resources and support to Researchers to ensure that they are aware of and comply with these policies, procedures and standards.
  - 2.2.3 Encourage Researchers to consider good practice in research as a routine part of their work.
  - 2.2.4 Work collaboratively with Researchers to undertake timely reviewing and revising of the *Principles of Research Integrity*, *Statement of Good Research Conduct* and the *Research Ethics Policy and Procedures* where necessary.

- 2.3 Principal investigators and those responsible for Researchers have the responsibility to:
- 2.3.1 Ensure that research activities they oversee adheres to all statutory, regulatory, and ethical requirements and standards, as well as the *Principles of Research Integrity*, the *Statement of Good Research Conduct* and the *Research Ethics Policy and Procedures*.
  - 2.3.2 Encourages open communication, participation and collaboration amongst Researchers.
  - 2.3.3 Encourage and support Researchers to think critically about their career development, and to develop their research skills and experience.
  - 2.3.4 Ensure that Researchers under their supervision are aware of and undergo training that is relevant to their research related roles.
  - 2.3.5 Ensure that HE and EHT sustain healthy environments in which to undertake research so that good research conduct and practice flourish.
- 2.4 Researchers have the responsibility to:
- 2.4.1 Follow the leadership of Researchers in leadership positions (including, the leadership of principal investigators/heads of research teams and departments).
  - 2.4.2 Seek guidance from principal investigators, supervisors, line managers, or the National Head of Research at Historic England and the Head Collections Curator at English Heritage Trust, where necessary, in matters related to good research conduct and practice.

### 3 Leadership, supervision, training and mentorship

- 3.1 HE and EHT should:
- 3.1.1 Create a research culture and environment that fosters collaboration and the open and honest exchange of ideas.
  - 3.1.2 Support Researchers in meeting statutory, regulatory, and ethical requirements and standards of conducting research.
  - 3.1.3 Provide career development opportunities for Researchers at all career stages to enable them to carry out their research related activities.

3.1.4 Provide specific support and mentorship for Early Career Researchers (ECR)<sup>3</sup>.

3.1.5 Ensure that Researchers are aware of and undergo training that is relevant to their research related roles.

3.2 Researchers should:

3.2.1 Undergo training that is relevant for carrying out their research activities effectively.

3.2.2 Identify their training needs as they arise to their supervisors or line managers.

## 4 Research design and procedures

4.1 When designing research projects, Researchers should follow the recommendations of good practice for a research project as set out in HE or EHT's project management guidance and templates (for example, the [Management of Research Projects in the Historic Environment: MoRPHE](#)). There is further useful information in the [UKRIO Recommended Checklist for Researchers](#).

4.2 Researchers should ensure that the research design is appropriate and addresses the most important potential sources of bias.

4.3 Researchers should ensure that the equipment, materials and/or resources that they use to carry out research satisfies all relevant standards.

4.4 In accordance with the *Research Ethics Policy and Procedures* and HE and EHT's corporate risk policies Researchers should conduct a risk assessment, to determine whether there are any ethical issues (for example, are their potential risks to the wellbeing of participants, communities, or collections or artefacts).

4.5 Where research has received ethical approval from either internal or external regulatory peer review, Researchers should ensure, where appropriate, that any subsequent amendments to the methodological design undergo appropriate review to determine that the amendments will not compromise the integrity of the research, or any terms of ethical approval previously granted.

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3 The Arts and Humanities Research Council (AHRC) defines an ECR as someone who is either:

- within eight years of their PhD award (this is from the time of the PhD 'viva' oral test), or equivalent professional training and/or experience.
- within six years of their first academic appointment (the first full or part time paid employment contract that lists research or teaching as the primary function).

These periods exclude any career break, for example due to:

- family care
- health reasons
- reasons related to COVID-19 such as home schooling or increased teaching load.

- 4.6 Researchers should anticipate any risks prior to the conduct of research and report any risks to, and/or seek guidance from, appropriate person(s) (for example, principal investigator, supervisor or line manager; the National Head of Research at Historic England or the Head Collections Curator at English Heritage Trust as appropriate) and take action to minimise those risks.

## 5 Collaborative working with other researchers

- 5.1 Where research related activities take place outside of the United Kingdom (UK) Researchers must not only comply with UK standards and regulations, but additionally be compliant with the statutory and regulatory requirements of the country where the research is being undertaken.
- 5.2 Researchers should formally agree (i.e. via a signed collaboration agreement) with their external collaborator(s) (for example, Researchers at Universities) on the common standards, regulations, and procedures that they will comply with during life course of a research project, as well as agree on how they will work collaboratively to identify and resolve any issues (for example, ethical or risk related issues) and investigate any allegations of misconduct in research.
- 5.3 Researchers should be aware of the standards and procedures for the conduct of research of their collaborators based at other institutions and any contractual requirements involving their collaborator(s) institution, and as such seek guidance from and report any concerns to the appropriate person(s) (for example, principal investigator, supervisor or line manager; the National Head of Research at Historic England or the Head Collections Curator at English Heritage Trust as appropriate), where necessary.

## 6 Co-productive work with communities and individuals (including vulnerable, marginalised, and indigenous peoples)<sup>4</sup>

- 6.1 Co-production in research aims to put principles of empowerment into practice by building a collaborative relationship with communities and individuals. In co-productive research communities and individuals have significant control and participation in the research process (including the specification of research questions, research methodology and dissemination). Co-production also provides Researchers with the opportunity to learn and reflect on the research process. Importantly, co-production enhances research as it includes not only knowledge from experts but also insight from experiential expertise.

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4 Guidelines have been adapted from the National Institute for Health Research (NIHR) [A practical guide to being inclusive in public involvement in health research Lessons learnt from the NIHR Reaching Out programme April 2021](#).

- 6.2 When taking part in co-productive work Researchers should be aware of the balance of interactions with communities and individuals. In some cases where research involves communities and individuals there can be a power imbalance. Researchers should reflect on these power dynamics, their role as researchers, and how to promote and support inclusion and diversity in the research process when engaging in co-productive research.
- 6.3 In addition to 6.2, Researchers should consider more broadly the potential bias and power imbalance relations which could arise within and between communities that they could inadvertently perpetuate<sup>5</sup>.
- 6.4 Researchers should value the work of the communities and individuals, and be aware that this goes beyond financial compensation; but can potentially include, but is not limited to, certification of involvement, and being named on research outputs.
- 6.5 Researchers should be aware of the personal safety, wellbeing and safeguarding risks that may impact on communities and individuals and take action to minimise these risks.
- 6.6 Researchers should be conscious of the language they use when developing co-productive research with communities and individuals. As such, Researchers should take a community-led approach by creating open dialogue with communities and individuals to explore and identify appropriate language and words to use and avoid.
- 6.7 When Researchers approach communities and individuals, often these communities and individuals do not have experience in research. Therefore, Researchers should have an open discussion with communities and individuals about what taking part and conducting research involves.
- 6.8 Researchers should be adaptable and responsive to different communication needs, which not only includes the use of language, but also modes of communication, particularly with marginalised and/or vulnerable individuals.
- 6.9 Researchers should decide collaboratively with communities and individuals about when, where, and how public involvement can be most inclusive.
- 6.10 Researchers should aim to evaluate and capture learning throughout the research process through reflection and formal feedback from communities and individuals.
- 6.11 Researchers should feel empowered to contribute to the evidence base for inclusive involvement and co-productive research by sharing their reflections of their experience with other Researchers in the heritage and historic environment sector.

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5 For example, a focus on one community could exclude perspectives from other communities. Whilst this does not always mean that a specific focus is unacceptable, it is nevertheless important to be aware of and acknowledge this focus and perspective.

## 7 Research involving living human participants, human material<sup>6</sup> or personal data<sup>7</sup>

- 7.1 Researchers should ensure that research involving live human participants, human material or personal data complies with internal corporate policies (for example, HE's Data Protection Policy; and Managing Information at EHT), with legal and ethical requirements and standards (for example, the [Department for Digital, Culture, Media & Sport Guidance for the Care of Human Remains in Museums](#); the [British Association for Biological Anthropology and Osteoarchaeology's Updated guidelines to the standards for recording human remains](#), the [Declaration of Helsinki \(2013\)](#); the [Royal Anthropological Institute](#); [Chartered Institute for Archaeologists](#); [Human Tissue Act \(2004\)](#); the General Data Protection Regulation (GDPR)<sup>8</sup> and associated legislation [i.e. [Data Protection Act \(2018\)](#)]).
- 7.2 Researchers should pay particular attention to research that involves marginalised communities and/or vulnerable individuals (including children and young people) and ensure that their dignity, rights, safety and wellbeing are prioritised in the research process. As such, Researchers should anticipate any risks and take action to minimise those risks, or even terminate the research if they anticipate that the risk to participants would outweigh the benefits of the research.
- 7.3 If Researchers consider that human participants will experience unreasonable risk or harm, they must report their concerns to appropriate person(s) (for example, supervisor or line manager; the National Head of Research at Historic England or the Head Collections Curator at English Heritage Trust as appropriate), and, where required, to the appropriate regulatory authority.

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6 The UKRI broadly defines research participants as including living human beings, human beings who have recently died (cadavers, human remains and body parts), embryos and fetuses, human tissue and bodily fluids, and human data and records (such as, but not restricted to medical, genetic, financial, personnel, criminal or administrative records and test results including scholastic achievements).

7 Personal data, as defined in the UK GDPR, means any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person. Special category data is personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation. Personal data relating to criminal convictions and offences is given additional protection under UK GDPR.

8 UK General Data Protection Regulation (GDPR) sits alongside the Data Protection Act 2018 to form primary data protection law in the UK. UK GDPR retains very similar principles, rights and obligations to those found in EU GDPR.



- 7.4 Researchers should ensure the confidentiality and security of personal data relating to human participants in research and human material involved in research projects, and these should comply with internal corporate policies (for example, HE's Data Protection Policy; and Managing Information at EHT) and existing standards (for example, the [British Association for Biological Anthropology and Osteoarchaeology's Updated guidelines to the standards for recording human remains](#); the [Human Tissue Act \(2004\)](#); the General Data Protection Regulation (GDPR) and associated legislation [i.e. [Data Protection Act \(2018\)](#)]).
- 7.5 HE and EHT should have systems in place to ensure the confidentiality and security of personal data relating to human participants in research and human material involved in research projects that are compliant with existing standards (for example, the [Human Tissue Act \(2004\)](#); the General Data Protection Regulation (GDPR) and associated legislation [i.e. [Data Protection Act \(2018\)](#)]).
- 7.6 HE and EHT should ensure that Researchers are aware of relevant internal corporate policies, and legal and ethical requirements and standards, including the Research Ethics Policy and Procedures.
- 7.7 Where the Research Ethics Policy and Procedures indicates it is appropriate to do so, and in line with corporate policies, Researchers should submit research projects involving human participants, human material or personal data for review to all relevant ethics committees, including HE and EHT's Ethics Review Panel, and abide by the outcome of these reviews.
- 7.8 Researchers should ensure that human participants are explicitly informed of the aim and procedures of the research project and what they will be required to do in a format which is inclusive (i.e. accounting for the needs of vulnerable groups) before obtaining informed consent.
- 7.9 In compliance with existing internal corporate policies, Researchers should inform human participants explicitly about how their data will be stored, used, and disseminated and who will have access to their data, and this is subject to limitations imposed by internal corporate policies, legislation or any applicable ethical or regulatory bodies.

## 8 Research involving animals

- 8.1 HE and EHT do not anticipate working with animals. However, when working in partnership on projects that do, HE and EHT would expect that partner organisation to have reflected on and documented the relevant legal and ethical requirements and standards (for example, [ethical guidelines which support the conservation of the animals under study](#); [stewardship for nonhuman primates](#); the [Animals \(Scientific Procedures\) Act \(1986\)](#); the [Convention on International Trade in Endangered Species of Wild Fauna and Flora](#)).



## 9 Research involving archaeological human remains<sup>9</sup>

- 9.1 The scientific study of archaeological human remains is increasingly becoming reliant upon methodological techniques involving **destructive analysis**<sup>10</sup> of samples taken from bones or teeth which will inevitably result in the complete or partial destruction of the tissue removed. As such, when considering the sampling of human remains Researchers should consider:
- 9.1.1 the likelihood of obtaining useful knowledge and the value of that knowledge
  - 9.1.2 whether that knowledge could be obtained by non-destructive analyses
  - 9.1.3 the effects of the destructive analyses on the future research potential of the remains.
- 9.2 Researchers should seek guidance, if needed, in the first instance from the Human Skeletal Biologist for HE. [Simon Mays is currently Human Skeletal Biologist] Additional guidance can be sought from Archaeology of Burials in England (APABE).
- 9.3 Researcher should ensure that they are familiar with the guidance provided by the [APABE](#), including their [guidelines on the destructive sampling of archaeological human remains](#).
- 9.4 Researchers should consider the impact of their research on ancestors (i.e. living individuals) in light of the potential advancements of genetic testing in years to come and the impact this will have on identifying individuals in the present and future. As such, Researchers should be aware that any public database that is generated has potentially serious and significant implications for living individuals.
- 9.5 If biological remains are being sampled for analysis outside the country of their excavation and/or curation, the Researcher should comply with the legal and ethical requirements and standards of that country. Where there are no local legal and ethical requirements, Researchers should defer to the standards as set out above.

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9 “Researchers should be aware that archaeologically derived human remains are a finite repository of information about past communities and environments, and are subject to the ethical and practical considerations about retention and repatriation, many of which are unforeseen” – [The British Association for Biological Anthropology and Osteoarchaeology \(BABAO\)](#).

In keeping with Advisory Panel on the [Archaeology of Burials in England](#), human remains refers to remains over 100 years old (i.e. archaeological) from burial sites in England.

10 Destructive analysis refers to removal of a bone, tooth, or parts thereof (i.e. sampling)

## 10 Research involving cultural heritage<sup>11</sup>

- 10.1 Cultural heritage assets are finite resources. As such, when working with cultural heritage, Researchers should ensure that they are safeguarded and treated with respect.
- 10.2 Researchers should take care, where possible, to ensure that their research activities do not lead to loss or change to artefacts, or the unnecessary or harmful loss of any information relevant to the understanding of cultural heritage.
- 10.3 It is understandable that some research activities may result in some loss and/or change to artefacts and archaeological sites. As such Researchers should ensure that any such loss and/or change is balanced against the aims and objectives of the research and the potential knowledge and insight to be gained.
- 10.4 To safeguard against illicit trade of looted, stolen or illegally excavated, exported or removed artefacts, research involving cultural artefacts, whether or not they are retained within HE and EHT, must be conducted in accordance with internal corporate policies as well as the Department for Culture, Media and Sport's guidelines on [Combating Illicit Trade: Due diligence guidelines for museums, libraries and archives on collecting and borrowing cultural material](#) [Researchers should also refer to the [Dealing in Cultural Objects \(Offences\) Act \(2003\)](#) and the [UNESCO 1970 Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property](#)].
- 10.5 Researchers should ensure that research involving archaeological excavation complies with internal corporate policies and those developed by the [Chartered Institute for Archaeologists](#).

## 11 Collection and retention of data

- 11.1 Researchers should comply with internal corporate policies, legal and ethical requirements and standards (including those of funding bodies and the *Research Ethics Policy and Procedures*) regarding the collection, use and storage of data (including personal data).

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11 The United Nations Educational, Scientific and Cultural Organization (UNESCO) defines cultural heritage as “the legacy of physical artefacts and intangible attributes of a group or society that are inherited from past generations, maintained in the present and bestowed for the benefit of future generations”. The Statement focuses on tangible cultural heritage, which includes:

- Movable cultural heritage, including artefacts and other archaeological materials of cultural value, works of art, and artefacts of historic importance such as rare books and manuscripts.
- Immovable cultural heritage, including archaeological sites, heritage structures, and cultural landscapes both urban and rural.
- Human remains more than 100 years old (please refer to [Section 9](#)).

- 11.2 Researchers should ensure that data is kept intact for any specified period, subject to internal corporate policies, any legal and ethical requirements and standards following the completion of the project.
- 11.3 If research data is to be deleted or destroyed, this should be done in accordance with internal corporate policies, legal and ethical requirements and standards, confidentially and securely.
- 11.4 Researchers should outline in a Data Management Plan how data will be gathered, analysed, and managed during the lifespan of the project.

## 12 Peer review

- 12.1 Researchers should be aware that peer review is an important part of good research practice. As such, Researchers should be empowered to act as peer reviewers for meetings, journals and other publications, grant applications and ethics review of research proposals.
- 12.2 Researchers involved in peer review should do this to the highest standard with thoroughness, fairness, and objectivity.

## 13 Investigation of an allegation of research misconduct

In setting out the *Statement of Good Research Conduct*, research misconduct and poor research practice are defined as behaviours which include, but are not limited to<sup>12</sup>:

**Fabrication** making up results, research outputs, or other aspects of research (for example, documentation outlining consent) and recording and/or reporting them as if they were real.

**Falsification** inappropriate manipulation and/or selection of the research processes, materials, or equipment, as well as changing or omitting data or results, whereby the research appears misleading.

**Plagiarism** using other people's ideas, intellectual property or work (written or otherwise) without acknowledgement or permission<sup>13</sup>.

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12 Definitions of research misconduct and poor research practice are taken from the [Concordat to Support Research Integrity \(2019\)](#).

13 Poor research practice additionally includes failure to give appropriate recognition to others (e.g. marginalised or indigenous communities) involved in research activity where this does not constitute plagiarism as defined in the Statement.

### **Failure to meet legal, ethical and professional obligations:**

- Not observing legal, ethical and other requirements for human research participants, animals, or human or animal organs or tissue used in research, or for artefacts and collections, or the historic environment.
- Breach of duty of care for humans (deceased or alive) involved in research whether deliberately, recklessly or by gross negligence, including failure to obtain appropriate informed consent.
- Misuse of personal data, including inappropriate disclosures of the identity of research participants and other breaches of confidentiality.
- Improper conduct in peer review of research proposals, results or manuscripts submitted for publication, including failure to disclose conflicts of interest.
- Misuse of research funds, equipment, or premises.

### **Misrepresentation of**

- Data, including suppression of relevant results/data or knowingly, recklessly or by gross negligence presenting a flawed interpretation of data.
- Involvement, including inappropriate claims to authorship or attribution of work and denial of authorship/attribution to persons who have made an appropriate contribution.
- Interests, including failure to declare competing interests of researchers or funders of a study.
- Qualifications, experience and/or credentials.
- Publication history, through undisclosed duplication of publication, including undisclosed duplicate submission of manuscripts for publication.

**Improper dealing with allegations of misconduct**, which includes failing to address possible infringements, such as attempts to cover up misconduct and reprisals against whistleblowers; or failing to adhere appropriately to agreed procedures in the investigation of alleged research misconduct accepted as a condition of funding. Improper dealing with allegations of misconduct includes the inappropriate censoring of parties through the use of legal instruments, such as non-disclosure agreements.

Within this context, HE and EHT have a duty to the heritage and historic environment research community to investigate allegations of research misconduct. Therefore:

- 13.1 In accordance with the *Principles of Research Integrity*, any breaches of statutory or regulatory requirements will be investigated by HE and EHT; and these investigations will comply with and form part of HE and EHT's investigations under their corporate Misconduct policies and any other statutory or regulatory frameworks. [see HE's [People Essentials \(sharepoint.com\)](#) for additional details].
- 13.2 HE and EHT should ensure that individuals involved in investigating allegations of research misconduct receive the appropriate training.
- 13.3 All research misconduct investigative proceedings must be conducted confidentiality as far as possible, in order to protect those involved in an investigation provided this does not compromise the investigation of the allegation(s), or the health and safety of participants in the research. Additionally, where possible, any disclosure to third parties (for example, funding bodies) should be made on a confidential basis.
- 13.4 Anyone who has concerns about research conduct should in the first instance raise the issue with their line manager or head of department, who then in turn will initiate a process to look into the allegations. If an external partner has any concerns, then they should raise this as an informal allegation with the Researcher/Principal Investigator for the project and then, if not satisfactorily resolved, through the formal process described in 13.5.
- 13.5 If after these proceedings (as specified in 13.4) the person who raised the initial allegation is not satisfied with the outcome then they may make a formal allegation submitted to the HE or EHT Research Ethics Committee via the [research@HistoricEngland.org.uk](mailto:research@HistoricEngland.org.uk) or [research@english-heritage.org.uk](mailto:research@english-heritage.org.uk) email address, respectively. The allegation is then followed up by the Committee formally in liaison with HR.

## 14 Appendix

### HE and EHT's Key Research and Ethics Frameworks, Principles, Statements and Procedures

- Research Governance Framework
- Principles of Research Integrity
- Statement of Good Research Conduct
- Research Ethics Policy and Procedures

### Corporate plans

- HE's Corporate Plan <https://historicengland.org.uk/about/what-we-do/corporate-plan/> and Public Value Framework <https://historicengland.org.uk/about/what-we-do/corporate-plan/public-value-framework/>
- EHT's Corporate Plan <https://www.english-heritage.org.uk/about-us/>

### Promoting good conduct and practice in research

- [Code of Conduct for government grant recipients](#)
- [Cabinet Office's Guidance for General Grants](#)<sup>14</sup>
- [The Seven \(Nolan\) Principles of Public Life](#)
- [Concordat to Support Research Integrity \(2019\)](#)
- [UK Research Integrity Office \(UKRIO\) Code of Practice \(2009\)](#)
- [UK Research and Innovation \(UKRI\) policy and guidelines on governance of good research conduct](#)
- [European Science Foundation's European Code of Conduct for Research Integrity](#)

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14 The Code of Conduct for government grant recipients and the Cabinet Office's Guidance for General Grants is specific to HE only. The Code of Conduct states that "It is also important to ensure that public money is not granted to recipients that fall short of the ethical standards that departments require of them, when carrying out the activities being funded. Departments are encouraged to make the necessary checks of potential recipients to ensure they have in place processes to safeguard against any number of ethical issues that may vary depending on the nature of the grant and the activities to be funded. These may include: misuse of funds, conflicts of interest, or even ensuring that vulnerable adults and children are protected".

## Equality, diversity and inclusion strategies

- HE's Strategy for Inclusion, Diversity and Equality <https://historicengland.org.uk/about/who-we-are/heritage-belongs-to-everyone/>
- EHT's Equality, Diversity and Inclusion Strategy <https://www.english-heritage.org.uk/support-us/Volunteer/volunteering-equality-diversity-and-inclusion/>
- Equality Act (2010)

## Data protection and access to information

- HE's Data Protection Policy
- The Freedom of Information Act (2000)
- The Environmental Information Regulations (2004)
- General Data Protection Regulation (GDPR) and associated legislation [i.e. [Data Protection Act \(2018\)](#)]

## Whistleblowing and fraud

- Fraud Act (2006)
- HE's Whistleblowing Policy

## External resources

- Guidelines to the Standards for Recording Human Remains
- Human Tissue Act (2004)
- Animals (Scientific Procedures) Act (1986)
- Dealing in Cultural Objects (Offences) Act (2003)
- Health and Safety at Work Act (1974; 2014)
- Chartered Institute for Archaeologists
- Institute of Historic Building Conservation
- Institute of Conservation
- Museum Association Code of Ethics
- International Council of Museums – Committee for Conservation
- International Institute for Conservation of Historic and Artistic Works