

Scheduled Monument Policy and Procedures

Part A: Introduction

Purpose

1. Historic Environment Scotland is the regulatory authority for Scheduled Monuments. This document sets out our Policy and procedures for managing change within Scheduled Monuments – monuments of national importance designated under the Ancient Monuments and Archaeological Areas Act 1979 ('the 1979 Act').
2. It sets out how we will approach:
 - applications for works on Scheduled Monuments;
 - ensuring works on Scheduled Monuments comply with the 1979 Act;
 - monitoring the condition of Scheduled Monuments;
 - funding of conservation works;
 - working with partners such as owners, occupiers and communities.

Status

3. This Policy stands alongside the Historic Environment Policy and the Scottish Government's Scottish Planning Policy. It is underpinned by Historic Environment Scotland's *Managing Change in the Historic Environment: Guidance Note* series. All of these help to deliver the vision and aims of the overarching Scottish Government strategy: *Our Place in Time*, 2015.

Background

4. Scheduled Monuments are part of Scotland's identity and are important both for their own sake and as a resource for research, education, regeneration, leisure and tourism, as well as creating a sense of national and local identity and community. They range from 10,000-year-old sites created by the first settlers to 20th-century military defences, and from abbeys and castles to the slight traces of prehistoric and

medieval farms. They offer a tangible, physical link with the past. They can also make a significant contribution to Scotland's landscapes. They are a finite and non-renewable resource containing unique information and have the potential to increase our knowledge of our past. They are often very fragile and vulnerable to damage or destruction, and care must be taken to ensure that they are not needlessly damaged or destroyed.

5. Scheduled Monuments are designated by Historic Environment Scotland (see *Legal and Policy context*, below). Once scheduled, the 1979 Act provides for the protection, conservation and preservation of their cultural significance through a series of consents, compliance, enforcement and monitoring procedures managed by Historic Environment Scotland.

Legal and Policy context

Legislation

6. The United Kingdom has had legislation in place to protect ancient monuments since 1882. Currently, nationally important monuments in Scotland are protected under the Ancient Monuments and Archaeological Areas Act 1979, as amended, primarily by the Historic Environment (Amendment) (Scotland) Act 2011 and the Historic Environment Scotland Act 2014. The *Historic Environment Circular 1* 2016 summarises the detailed regulations that apply to Scheduled Monument Consent, enforcement and appeals.
7. The 1979 Act places a requirement on Historic Environment Scotland to compile, maintain and publish a schedule (a list) of nationally important monuments. The sole legal criterion for designating a Scheduled Monument is that it should be of 'national importance'. The guidance on determining 'national importance' is set out in Historic Environment Scotland's Principles and practice for designation document. Once included on the schedule, monuments have legal protection.
8. Scheduled Monument Consent is required for any works that would demolish, destroy, damage, remove, repair, alter or add to a monument, or to carry out any flooding or tipping on a Scheduled Monument. Consent under Section 42 of the 1979 Act is also required to use any device that can detect metals or minerals at a Protected Place (a Scheduled Monument or monument brought into the care of Historic Environment Scotland under the 1979 Act).

9. Some types of works do not require an application for Scheduled Monument Consent as they are deemed to have consent under the terms of the Ancient Monuments (Class Consents) (Scotland) Order 1996 ('the Class Consent Order'). These include:
- Class I: Agricultural, horticultural or forestry works, where similar works have lawfully been undertaken in the previous 10 years in the case of ploughing or 6 years for everything else, subject to a number of important exclusions.
- Class II: Work undertaken by the Coal Authority or their licensees more than 10m below ground level.
- Class III: Canal repairs or maintenance, undertaken by the British Waterways Board (including Scottish Canals), essential for ensuring the functioning of the canals, but not involving material alterations or reconstruction.
- Class IV: Works for the repair or maintenance of machinery, but not involving material alterations or reconstruction.
- Class V: Works which are urgently necessary for health and safety, provided the works are limited to the minimum measures immediately necessary and Historic Environment Scotland are notified in writing, with a justification for the works, as soon as practicable after they have been undertaken.
- Class VI: Archaeological evaluation to an approved specification, in order to supply Historic Environment Scotland with information required for the determination of and application for Scheduled Monument Consent or Scottish Ministers' determination of an application.
- Class VII: Works undertaken as part of a Management Agreement between an occupier and Historic Environment Scotland or Scottish Ministers under Section 17 of the 1979 Act.
- Class VIII: Works that are grant aided by Scottish Ministers under Section 24 of the 1979 Act.
- Class IX: The placing of survey markers, not below 30cm, by Historic Environment Scotland.
10. It is an offence to cause damage to or carry out works to a Scheduled Monument without Scheduled Monument Consent. It is also an offence to detect metals or minerals at a Scheduled Monument or Protected Place, or subsequently remove

artefacts, without Section 42 Consent. Historic Environment Scotland have enforcement powers to ensure compliance with the 1979 Act.

11. The 1979 Act confers a number of additional powers onto Historic Environment Scotland, including, but not restricted to the right to access: to inspect a Scheduled Monument, undertake preservation works where they are urgently necessary, and undertake works to help evaluate Scheduled Monument Consent decisions or where damage or destruction is unavoidable.

Historic Environment Scotland's Regulatory Role

Scheduled Monument Consent and Section 42 Consent

12. The Ancient Monuments and Archaeological Areas Act 1979 makes Historic Environment Scotland responsible for operating the Scheduled Monument Consent and Section 42 Consent processes. We are also empowered to grant aid works to conserve Scheduled Monuments.
13. We determine applications for Scheduled Monument Consent, unless Scottish Ministers direct that the application is called in for their own determination. Furthermore, the Scheduled Monument Consent – Notification of Applications Direction 2015 sets out that we must notify Scottish Ministers if we intend to grant Scheduled Monument Consent where the works 'would allow a greater level of intervention than the minimum level of intervention that is consistent with conserving what is culturally significant in a monument'.
14. In determining a Scheduled Monument Consent application, Historic Environment Scotland can decide to: grant; grant with conditions; part grant/part refuse; part grant/part refuse with conditions; or refuse an application for Scheduled Monument Consent.
15. Applicants have the right to appeal Scheduled Monument Consent decisions, or failure to determine a Scheduled Monument Consent application. An appeal against our decision must be made within three months of the date on the decision letter. Appeals for non-determination can be made if Historic Environment Scotland has not determined an application within two months of validation, unless otherwise agreed. Appeals must be submitted to the Planning and Environmental Appeals Division (DPEA, www.dpea.scotland.gov.uk). More information about appeals and the appeal process can be found on DPEA's website and in the Scheduled Monuments (Appeals) (Scotland) Regulations 2015.

16. Scheduled Monument Consent is separate from the statutory planning process. It may run in parallel in cases where planning permission is also required, and such cases are normally dealt with most effectively if applications for planning permission and Scheduled Monument Consent are prepared at the same time. However, the granting of one does not presuppose the granting of, or supersede the need for, the other. Both Scheduled Monument Consent and planning consent may be required.
17. Works outwith a Scheduled Monument, affecting the setting of a Scheduled Monument, do not require Scheduled Monument Consent. Setting is dealt with under the planning and other systems, such as forestry. Historic Environment Scotland may be consulted separately under these processes.
18. The 1979 Act also gives Historic Environment Scotland responsibility for determining applications for Section 42 Consent.

Works by government departments and agencies

19. For Crown bodies and departments and agencies of the UK and Scottish Governments undertaking works to Scheduled Monuments in Scotland there is a parallel system to consent, known as Scheduled Monument Clearance. This is governed by the same principles and policies as the Scheduled Monument Consent process.

Properties in care

20. Most properties cared for by Historic Environment Scotland on behalf of Scottish Ministers are also Scheduled Monuments. When undertaking relevant works at these properties, Historic Environment Scotland must obtain Scheduled Monument Consent or Section 42 Consent.

Unauthorised works and damage

21. Historic Environment Scotland is responsible for investigating reports of damage to a Scheduled Monument and potential unauthorised works (i.e. works undertaken without prior consent or outwith the scope of a consent, including any associated conditions attached to a Scheduled Monument Consent). Where appropriate, Historic Environment Scotland is responsible for undertaking enforcement action in relation to such works.

World Heritage Sites

22. A number of Scheduled Monuments have also been inscribed by UNESCO as World Heritage Sites (in Scotland these currently include parts of the Frontiers of the

Roman Empire [Antonine Wall], Heart of Neolithic Orkney, St Kilda, the Old and New Towns of Edinburgh, and New Lanark). There is no additional consent process for World Heritage Sites, but the inscription and its Outstanding Universal Value can inform our understanding of a monument's cultural significance when we assess an application for Scheduled Monument Consent.

Other considerations

23. Work on Scheduled Monuments often has to take account of other requirements; for example, those covering health and safety, access and general biodiversity duty. It is the responsibility of the applicant to satisfy these and any other legal requirements. In every case, except where covered by the Class Consents Order, Scheduled Monument Consent must be obtained, no matter what other consents have been granted or what other legal requirements are being followed.
24. Under the Nature Conservation (Scotland) Act 2004, Historic Environment Scotland has a duty to assess the impact of any proposed works on European Protected Species, Sites of Special Scientific Interest, Special Protection Areas and Special Areas of Conservation.
25. If European Protected Species are present in the vicinity of a Scheduled Monument and are likely to be affected by any proposed works, Scheduled Monument Consent can only be granted where there is unlikely to be any impact or where it can be demonstrated that a licence would be granted by Scottish Natural Heritage. Specialist advice and/or an ecological survey may be required in order to support an application.
26. If the area of the proposed works is located within a Site of Special Scientific Interest, Special Protection Area and/or Special Area of Conservation, Scheduled Monument Consent can only be granted where there are unlikely to be impacts or where it can be demonstrated that consent would be granted by Scottish Natural Heritage. Specialist advice and/or an ecological survey may be required in order to support an application.

Funding and advice

27. Historic Environment Scotland has powers to offer funding for conservation and management works to monuments. We offer advice on works to Scheduled Monuments and engage with owners on all aspects of change management where we:

- **Advise:** we will give expert advice informed by the most up-to-date research.
- **Engage:** we will work with owners, land managers, other stakeholders and policy makers to encourage conservation, understanding and enjoyment of monuments in their care.
- **Regulate:** we will regulate works on Scheduled Monuments to protect this non-renewable asset.

Part B: Policy background

28. Scotland's approach to its archaeological heritage, and Scheduled Monuments in particular, reflects international charters, derived from international philosophical responses to conservation and restoration since the late 19th century, and over a century of established case law.

International charters

29. The United Kingdom government is party to the European Convention on the Protection of the Archaeological Heritage of Europe (the 'Valletta Convention'), which places an obligation on European states, under Article 2, to institute a legal system for the protection of the archaeological heritage on land and under water. This superseded a number of earlier Conventions, such as the London Convention 1969 and the Granada Convention 1985.
30. The Burra Charter, first adopted by ICOMOS in 1979, with its latest iteration adopted in 2013, has subsequently influenced approaches to heritage worldwide, including the *Stirling Charter: Conserving Scotland's Built Heritage*, published by Historic Scotland in 2000, which was then integrated into and superseded by subsequent policies.

National

31. These approaches are also reflected in the Historic Environment Policy and Scottish Planning Policy (the latter is then reflected in local authority policies through Local Development Plans).

Conservation approaches in Scotland

32. The great majority of Scheduled Monuments are no longer used as intended when first built. Many have seen long periods of re-use and/or decay, many are ruined, and the way they appear and are appreciated today is an important part of their significance.
33. It is important to preserve physical remains of the past for what they can tell us about history, as objects of beauty in their own right, for what they contribute to contemporary landscapes and for their cultural significance to contemporary communities.
34. From the mid-19th century, thinkers like John Ruskin and William Morris realised that well-intentioned but highly invasive restorations of the most important medieval buildings were resulting in major losses. They showed that restorers were following their own views of beauty and appearance at the expense of historic authenticity.
35. The first legislation aimed at preserving monuments in Britain was the Ancient Monuments Protection Act 1882, which allowed a group of representative monuments to be taken into state care. Subsequent legislation extended these powers and included provision for the protection of areas around monuments. As early as 1912, Earl Beauchamp summed up the characteristic approach to monument conservation in Britain, suggesting works to monuments should 'perpetuate their existence in the form in which they have come down to us'.
36. Protection was first effectively extended to ancient monuments that were not seen as candidates for state ownership or guardianship, but that were considered to be of national importance, with the Ancient Monuments Consolidation and Amendment Act 1913. The 1913 Act was swept through after public outrage at the loss of a number of high-profile monuments and the dismantling of a number of castles for re-erecting in the United States.
37. Recent approaches to works on Scheduled Monuments have been summarised by the *Stirling Charter: Conserving Scotland's Built Heritage*, 2000; *The Conservation of Architectural Ancient Monuments in Scotland: Guidance on Principles*, 2001; and *Passed to the Future: Historic Scotland's Policy for the Sustainable Management of the Historic Environment*, 2002. These were then codified in *Scottish Historic Environment Policy 4: Scheduled Monument Consent* in 2008. This formed the basis for subsequent iterations of the Scottish Historic Environment Policy in 2008, 2009 and 2011, and the Historic Environment Scotland Policy Statement 2016.

38. These approaches have been developed through practice and defended and reinforced by Reporters' decisions at numerous Inquiries.
39. Most respondents to our 'What's Your Heritage?' consultation felt that Scotland should allow some change to heritage, but only 6 per cent said a lot of change should be allowed. Scheduled Monuments include some of Scotland's most important and sensitive historic assets. Change must not be allowed to damage the characteristics that make them nationally important. This new policy sets out how we will assess proposals and give our most important monuments the protection the nation expects.

Part C: Scheduled Monument Policies

40. The Historic Environment Policy recognises that change often has to happen for places to thrive and that any decisions regarding how to manage that change should start with an understanding of an asset's cultural significance. Through their designation under the Ancient Monuments and Archaeological Areas Act 1979, Scheduled Monuments are legally recognised as being of national importance. This nationally important cultural significance should therefore be recognised for Scheduled Monuments when considering changes to them. Even small changes can affect a monument's cultural significance. Accordingly, there is a presumption against proposals which would have an adverse impact.
41. The following overarching policies are applied to all decisions which Historic Environment Scotland takes in regard to managing change on Scheduled Monuments.

Scheduled Monument Policy aim

A monument is included in the schedule to secure its long-term protection in the national interest, in situ and as far as possible in the form it has come down to us.

Scheduled Monuments have an intrinsic value as monuments, not related to any concept of active use. It is the value of the monument to the nation's heritage that is the primary consideration in determining applications for consent on Scheduled Monuments.

Scheduled Monument (SM) Policies

SM Policy 1: Scheduled Monuments can have meaning and value beyond their physical remains. Many have important historical, cultural or emotional associations that give them a particular significance in the life of the nation, or of the local community within which they are set. Many also have outstanding landscape or picturesque values. When undertaking works to them, it is therefore essential their significance is maintained and not reduced.

SM Policy 2: Monuments differ from each other and require individual conservation solutions to ensure their preservation.

SM Policy 3: As each monument will require treatment specific to its individual nature, characteristics, significance and needs, any proposed change to it must be fully and explicitly justified.

SM Policy 4: Monuments are subject to decay and the threat of destruction from natural and human causes. Conservation work may be needed to prolong the life of a monument, but there is a risk that this can be so invasive that it irreversibly modifies the monument's cultural significance and affects the features that made the monument important in the first place (such as its character, value, evidence for construction and use, etc.). Conservation should always be aimed at the lowest level of intervention that is consistent with achieving a monument's preservation.

SM Policy 5: The principles for the preservation of Scheduled Monuments, outlined above, will only be set aside in circumstances where wider considerations are deemed, on balance, to be of greater importance to the national interest.

SM Policy 6: Decisions affecting the protection and enhancement of Scheduled Monuments should be inclusive and open. We will consider applications and balance potential impacts against potential public benefits based on current policy and guidance, up-to-date professional and academic research and, where appropriate, relevant consultation.

Scheduled Monument Consent

42. The following policies are applied specifically to decisions which Historic Environment Scotland takes in regard to determining applications for Scheduled Monument Consent.

Scheduled Monument Consent (SMC) Policy aim

Works on Scheduled Monuments should normally be the minimum level of intervention that is consistent with conserving what is culturally significant in a monument. Extensive intervention will only be allowed where it is clearly necessary to secure the longer-term preservation of the monument, or where it will clearly generate public benefits of national importance which outweigh the impact on the national cultural significance of the monument.

SMC Policy 1: Works to Scheduled Monuments must be considered in terms of the cultural significance of the monument and the impact that the proposals would have upon its cultural significance. The more important particular features are to the monument's cultural significance, the greater will be the case against interventions which modify those features.

SMC Policy 2: Works should normally have minimal impact upon a monument's cultural significance.

SMC Policy 3: Extensive intervention will only be allowed where:

- it has minimal effect on the cultural significance of the monument; or
- it is clearly necessary to secure the long-term preservation of the monument; or
- it will clearly generate public benefits of national importance which outweigh the impact on the national cultural significance of the monument. Such public benefits could come from, for example, interventions which improve public access to a Scheduled Monument (where appropriate), or assist public understanding once the works are completed, or provide economic benefits of national importance, once completed.

SMC Policy 4: Works should respond to the individual nature, characteristics, needs and significance of the Scheduled Monument. Any proposals for change should consider these, and must be fully and explicitly justified. The level of information provided must be in proportion to the sensitivity of the monument or feature and the level of change proposed.

SMC Policy 5: Where change is proposed, it should be carefully considered, based on good authority, sensitively designed, and properly planned and executed.

SMC Policy 6: Research projects can deliver important public benefits, improving understanding of our most important monuments. However, they can also affect a monument's cultural significance and result in irreversible loss of information for future generations. Research projects must therefore be carefully considered to ensure they are fully justified and impacts are minimised. They must be well targeted, properly researched and undertaken to high professional standards.

SMC Policy 7: Where unavoidable circumstances, such as coastal erosion, threaten the survival of a Scheduled Monument, it should, where possible, be excavated and/or recorded in detail before its destruction.

SMC Policy 8: Some monuments, such as carved stones, can be vulnerable to erosion but also often have a cultural significance which embodies their fabric, context, setting, use and contemporary social value. There is a presumption in favour of retaining the physical association of these monuments with their current locality (whether or not that is its original location) unless there are demonstrable conservation needs. Where it has been demonstrated that such benefits would be provided, they should normally be retained as close to their current position and any associations with their location maintained as much as feasible. The decision to move them to a new structure should ensure public access, long-term responsibility for continued conservation and longer-term responsibilities for maintaining any new infrastructure.

SMC Policy 9: For all applications where change is proposed, the following factors should be taken into account when considering if works meet the policy for Scheduled Monument Consent:

- a) the use of appropriate assessment methodologies to determine the full impact of any proposed management, use or development;
- b) the avoidance of irreversible change, particularly wherever its effects cannot be adequately assessed;
- c) that where change is necessary, strategies should be adopted to mitigate its impact and limit intervention;

- d) that the management and execution of alteration, including remedial work, is sympathetic to the historic character;
- e) that appropriate skills and techniques, materials and construction techniques are specified where appropriate;
- f) that an appropriate level of record is made before, during and after any work and deposited in local and national archives, and, where appropriate, published;
- g) that it is possible, on close inspection to differentiate new work from old, particularly on masonry structures;
- h) that any archaeological excavation or other intrusive investigation should be based upon a detailed research strategy, with adequate resources, using appropriately skilled and experienced archaeologists with a satisfactory record of the completion and publication of projects; and
- i) that the design, planning and execution of works on Scheduled Monuments are undertaken by people with appropriate professional and craft qualifications, skills and experience.

Section 42 Consent

- 43. Section 42 Consent is required for the use of any device designed or adapted for detecting or locating any metal or mineral in the ground within a Protected Place (a Scheduled Monument or monument brought into the care of Historic Environment Scotland under the 1979 Act).
- 44. Metal detecting can include forms of geophysical survey, such as magnetometry, gradiometry and ground-penetrating radar.
- 45. Under Section 42 of the Act it is also an offence to remove any object of archaeological or historical interest discovered by the use of a metal detector without prior consent.
- 46. The following policies are applied specifically to decisions which Historic Environment Scotland takes in regard to determining applications for Section 42 Consent.

Section 42 Consent (S42) Policy aim

Detecting metals or minerals in Protected Places should only be undertaken in an appropriate manner. The methods should ensure information gained informs understanding of the cultural significance of the monument and does not place the preservation of the monument at risk.

S42 Policy 1: The use of devices for detecting metals or minerals should normally be supported by an appropriate research design, methodology, and be undertaken by appropriately skilled and experienced personnel with a satisfactory record of the completion and publication of projects.

S42 Policy 2: Recovery of objects of archaeological or historical interest will only be permitted where the work forms part of a wider research strategy and provision is made for the conservation and reporting of finds. All applications for the removal of objects will be assessed in line with the policies outlined above for Scheduled Monument Consent.

S42 Policy 3: Metal detecting may be acceptable where it will not place archaeological deposits or artefacts at risk. Risks might come from revealing the locations of artefacts with high monetary value.

Part D: Compliance procedures

47. Historic Environment Scotland is the regulator with responsibility for enforcing the Ancient Monuments and Archaeological Areas Act 1979.
48. The purpose of this procedure is to publicly summarise our intended approach to bring about compliance with regulatory requirements, our approach to enforcement and the general principles we follow. It also sets out the criteria that we will consider when deciding what is the most appropriate response to a breach of legislation.

Procedure aim

49. Historic Environment Scotland has a range of powers and tools at its disposal. We will always choose the ones that will best fulfil our duties in a particular circumstance, only resorting to our enforcement powers as a last resort.
50. There are a series of regulatory principles which guide our work:
- We are committed to openness, transparency and accountability.
 - We will ensure our actions are evidence-based, proportionate and consistent.
 - We will use our resources in the most efficient and effective way, targeting them where they are most likely to have the greatest impact.

Underlying procedures

51. 'Compliance' is defined as compliance with the provisions of the Ancient Monuments and Archaeological Areas Act. We aim primarily to promote compliance without the need for enforcement.
52. We will promote and encourage compliance through a range of activities, including:
- Promoting awareness of the 1979 Act: this will help owners, land managers, public bodies and others to understand their obligations and will be achieved through the provision of information and advice.
 - Education: this will include the encouragement of good practice, the raising of general public awareness and understanding of problems, assisting individuals with problems, and targeted awareness-raising to enable and assist individuals and organisations to comply.
 - Monitoring compliance with the 1979 Act: our monitoring includes intelligence gathering, research and monitoring of trends, and action to prevent non-compliance and unlawful acts.
 - Joint promotion and monitoring of compliance: to make the most effective use of our resources we will engage and co-operate with other bodies with a view to jointly promoting and facilitating compliance as appropriate. These bodies will include Police Scotland as well as other regulators and government bodies. To facilitate this, we will exchange relevant information with other law enforcement bodies and regulators where appropriate.
53. In pursuing compliance, we may use a variety of approaches which include:

- a) Education: this may take place as part of seeking Scheduled Monument Consent, as part of routine on-going compliance checks, site visits, and investigation of reports of unauthorised works, or according to other needs or circumstances.
- b) Ensuring compliance: through the granting of Scheduled Monument Consent: this may include granting, refusing, reviewing, varying, suspending or revoking consents.
- c) Advisory letters: these will be used where unauthorised works have taken place but no damage has occurred to the monument, or where conditions of consent have been breached without damage to the monument. The nature of the breach will be clearly explained in writing and advice on how to avoid future breaches will be given.
- d) Retrospective Scheduled Monument Consent: where works have been carried out without consent, we will consider whether consent would have been granted, if an application had been made. Where appropriate, we will invite an application for retrospective Scheduled Monument Consent.
- e) Informal resolution: where action is required to ameliorate the effects of unauthorised works, or to comply with consent conditions, we will normally seek to achieve this through informal resolution, by means of a time-bound agreement.
- f) Formal notices: where necessary we will issue a formal notice requiring compliance and amelioration (enforcement notice, stop notice or temporary stop notice). We will normally only resort to issuing a formal notice when attempts to effect an informal resolution have failed.
- g) Direct action: where a person does not fully comply with an enforcement notice, we may enter the land and carry out any unfulfilled requirements of an enforcement notice. Where direct action is taken, we will seek to recover costs associated with such works.
- h) Reporting breaches of the Act to the Procurator Fiscal: where there is a public interest in seeking prosecution, we may refer breaches to the procurator fiscal.
- i) Seeking an interdict: in cases where we suspect unauthorised works are likely to take place in the future, we may seek a court order to prohibit the works.

Part E: Managing and caring for Scheduled Monuments

Policy aim

54. Historic Environment Scotland is committed to ensuring that Scotland's Scheduled Monuments continue to contribute to Scotland's identity, heritage, landscapes and the understanding of our past and socio-economic development. Although some monuments are cared for by Historic Environment Scotland on behalf of Scottish Ministers, the vast majority are cared for by their owners, land managers, large organisations and/or wider communities. Responsibility for these monuments remains with their owners. Historic Environment Scotland helps ensure that the condition of all Scheduled Monuments is maintained through monitoring their condition and recording those that are at risk. We provide support, advice and, where appropriate, financial assistance to help preserve Scheduled Monuments. This is often achieved through working in partnership with a range of other stakeholders.

Communities

55. In carrying out funding and monitoring, we will encourage partnerships with communities and organisations in Scotland. We will ensure that public participation is an integral part of our work, and that heritage research and prioritisation is undertaken with the help and support of the interested and affected communities.
56. The communities of Scotland have a key interest in heritage and an essential role to play in identifying and protecting heritage resources. Communities are also valuable resources of knowledge and partnerships. Therefore, engaging with communities is a vital part of our procedures.

Monitoring

57. We encourage conservation of Scheduled Monuments informed by a programme of condition monitoring using aerial, field and desk-based methods.
58. We carry out inspections of Scheduled Monuments on a rolling programme based on factors including condition, risk and date of last inspection. We work to annual targets and publish headline results in Scotland's Historic Environment Audit.
59. Before field inspections, we notify owners and offer to meet them during our visits.

60. We record condition and assess conservation risks. We make informed recommendations and send this information to owners after our visits. We will continue to offer support after our visits to enable enhanced management of monuments.

Funding

61. We aim to provide financial support to appropriate projects in line with our strategic policy aim for long-term preservation of monuments.

62. Scotland represents a unique and dynamic cultural landscape within which a variety of Scheduled Monuments, of different scale and nature, can be identified. Efforts will be made to secure reasonable and fair distribution of funding across Scotland.

63. Funds are committed on an annual basis and shall be monitored and evaluated through their funding plans.

64. In determining applications for such grants, the following considerations shall serve as guidelines in evaluating financial support: benefit to the conservation of the monument, viability, cost effectiveness, defined timeframes, clear, careful and detailed planning and budgets, and quality of delivery of services.

Stakeholder organisations

65. It is a long-accepted principle that large organisations (including government departments, local authorities, public bodies and those with large estates with multiple historic environment assets) should be responsible for the care of Scheduled Monuments in their ownership or care. Historic Environment Scotland expects bodies to ensure the Scheduled Monuments they are responsible for are well managed and handed on to future generations in good condition. We will work with stakeholder organisations to help them manage their Scheduled Monuments.