

CIfA Community Archaeology Group

Committee meeting 6 November 2023 – online

Committee members present: Jessica Lowther (Chair), Mike Nevell, Nina O’Hare (Secretary), Emily Johnston, Clemency Cooper, Sarah-Jane Farr and Richard Bennett

Apologies: Clemency Cooper and James Brown

1. Vacant committee posts

- Treasurer and two OCM posts currently vacant.
- List of names of people interested from CIfA, but no forms received. Deadline was the 5th November, so forms may not have been passed on yet – Nina has asked CIfA for update following deadline.
- **Action:** appointments to be sorted out promptly once all forms received.

2. Update on Community Archaeology toolkit

- Toolkit has not been released, as final edit by CIfA is still ongoing.
- New case study template is being added to it, which CIfA are creating.
- CIfA are still keen to hold a launch with the CA Group – Cara Jones has suggested a lunch and learn launch on either the 5th, 7th or 11th December. Jessica has suggested that ALGAO are invited whenever it does happen. Hopefully someone from the CA committee will be able to make it. Would be a good chance to ask people their thoughts about it and about training/ roll out plans.
- CIfA will probably send out a press release too about the toolkit.
- Discussion around how the toolkit will compare to the original plan i.e. what will not be included? Is there a clear list?
- CIfA have asked us about ideas for rolling out the toolkit. Training requirements may be beyond capacity of CA group, but what might be best is a series of events aimed at different groups and how they might find the toolkit useful.
- **Action:** Cara Jones was going to ask Jen Parker-Wooding to get in touch with us about the Standards & Guidance updates. Need to nudge, as this is yet to happen.
- **Action:** Committee had been asked by Cara Jones for timeline of meetings, invites, when versions were circulated etc to help with reviewing the toolkit project. Has any info been sent over to Cara yet?

3. Competency matrix reviews

- CIfA are putting together a working group to reviews all competency matrices. Someone from CA Group should be on this - to be decided who this will be.
- The community archaeology matrix was designed to be broad, so that no one is excluded as jobs vary a lot. As a result, the matrix does look alarmingly large! Need to make it clear that no one is expected to have all skills listed – these are just the range of options.
- Discussion between those who have experience using the matrix. It may need a general update as well as clarification, as Dickie found that it doesn’t match his role well, as wellbeing not included.

- Reviewing the matrix will require gathering feedback from beyond the committee – need to flag up to ClfA that this cannot be done quickly.
- **Action:** Sarah-Jane to find out how the matrix has been used so far, including feedback on why people are or are not getting accreditation via this route.
- **Action:** Nina to reply to ClfA's email – message to say that it's great to hear about the review, as internally discussing this, but needs more thought and can't evaluate until know how it's being used/ not use. Happy to say how we think it's going, but working group needs to look at how it's really going. Happy to have a chat about it with Liane.
- **Action:** all to send in thoughts from quick look through it.

4. ClfA conference 2024

- Jessica has submitted a request for a conference session on behalf of the CA Group. Proposal is for a session discussing where community elements of projects are recorded.
- Dan Miles (Historic England) is very supportive of making community elements more visible in OASIS. He is going to look into the practicalities of this e.g. can it be easily added if agreed, or would changes require funding etc?
- Jessica has also talked to Cara about this idea, who is interested in how this discussion/ any changes might be useful for evaluating the toolkit.
- Changes to make community elements clearer on OASIS/ ADS would also tie in with Historic England's work on regional research frameworks and ethos of them being for all, including community groups.

5. Group name and aim changes

- Email to wider membership about these changes has been sent out.
- Webpage still needs updating – we will look at this once new committee members are in post.

6. AOB

- Neil Redfern (CBA) contacted Jessica, alongside other organisations, about a grant application that the CBA was submitting for resilience work to update the organisation. A letter of support for project has been written on behalf of the CA committee.
- FAQ sheet was circulated by ClfA to groups. This will hopefully help with future queries, especially around the process of recruiting new committee members.
- James Brown used to look after the group's Twitter (X) account. As James is now an Advisor to the group rather than committee member, it would be good to ensure that others have log in details too.
- **Action:** Social media to be discussed at next committee meeting.
- **Action:** Group budget form needs to be sent to ClfA by January.

Next committee meeting: mid-January, with short meeting before then if needed to sort out appointing new committee members.