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| **DOCUMENT CONTROL GRID** |
| **Derivation** | Developing a suite of guidance tools to support the promotion and delivery of community engagement in archaeology |
| **Origination date** | 10 July 2019 |
| **Author(s)** | Dan Miles |
| **Date** | 27 Sept 2021 |
| **Reviser(s)** | James Brown, Sarah-Jane Farr, Jen Parker Wooding |
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| **Date of last revision** | 2 March 2022 |
| **Required actions** |  |

**Developing a suite of guidance tools to support the promotion and delivery of community engagement in archaeology**

**Introduction**

The Chartered Institute for Archaeologists (CIfA) has received funding from Historic England for a project to develop guidance presented as a CIfA Toolkit to support the promotion and delivery of community archaeology.

The main target audience for this guidance are those who commission community archaeology projects and/or engagement activities.

The project aims to support community engagement to become embedded into sector practice across the UK, and to provide a framework to promote good and innovative implementation. The main driver is to support the delivery of public benefit through archaeology undertaken within the context of the planning system. However, the proposed suite of guidance will also provide important resources for community engagement undertaken through other initiatives, including landscape partnerships and monument monitoring schemes for example.

The proposal also has the support of ALGAO UK Executive Committee.

**Background**

Community engagement in archaeology has a long tradition and history with active involvement taking place all over the UK. Delivering and participating in community archaeology can bring with it social, communal and wellbeing benefits as well as a better understanding of place and empowerment of local communities to care for and promote their local historic environment. The results of these projects also have a research value, leading to a greater understanding of the past and better management of the historic environment.

Community archaeology takes place in several different contexts, from local community group led investigations to nationally funded monument protection schemes and landscape partnerships. Another important opportunity for community engagement is provided through development led investigations – which make up most of the archaeological work undertaken across the UK.

Community engagement through development led archaeological investigations is one of the areas that contributes to supporting the delivery of public benefit. This is set out in the Chartered Institute of Archaeologists (CIfA) public benefit information sheet[[1]](#footnote-1) and in its Professional Practice Paper: Delivering public beneﬁt[[2]](#footnote-2). It is also covered in the forthcoming European Archaeology Council (EAC) guidance on public benefit.

However, recent studies, including the survey of local authority planning archaeologists (CIfA Voluntary and Community Special Interest Group (V&C SIG), forthcoming), has shown that community engagement through the planning system is not embedded in sector practice but is often seen as an add on and that there is a great deal of variation in implementation and little evaluation of impact. The responses from this survey also highlighted a need to provide support for archaeological advisors and practitioners on the delivery of public engagement activities that are proportionate to the work being undertaken and which will support the delivery of public benefit across a range of different types and scale of archaeological interventions.

CIfA, in its role as the leading professional body for archaeologists working in the UK and overseas, has a suite of [professional Standards and guidance documents](https://www.archaeologists.net/codes/cifa) covering a range of aspects of archaeological investigations.

Currently, community engagement is referenced indirectly in the Code of conduct (sections 1.12 & 4.6, see below) and is the subject of a policy statement on the use of Volunteers and Students. [[[3]](#footnote-3)](https://www.archaeologists.net/sites/default/files/Public%20benefit%20leaflet.pdf)

**1.12 CIfA Code of conduct**
*A member shall take into account in the planning and execution of historic environment projects the legitimate concerns of individuals or group(s) about places, objects, human remains or intangible heritage that they believe to hold significant cultural or religious meaning or connotations, provided that the member knew or reasonably ought to have known about those concerns. Members shall consult where appropriate with those affected individuals or group(s), with the goal of establishing a mutually beneficial working relationship.*

**4.6 CIfA Code of conduct**
*A member shall accept the responsibility of informing the public of the purpose and results of their work and shall accede to reasonable requests for access to sites (within limitations laid down by the funding agency or by the owners or the tenants of the site, or by considerations of safety or the wellbeing of the site) and for information for dispersal to the general public.*

The ethos of community engagement benefit is enshrined across various archaeological job roles including those who commission, carry out and regulate work on historic assets and places. There are also references in various CIfA Standards and guidance documents, including:

**Standard and guidance for archaeological excavation[[4]](#footnote-4)**
**3.2.13** *A WSI should set out how public benefits may be achieved by means of engagement, participation and/or dissemination of the results both during and after the project, as appropriate to the scale, nature and circumstances of the work. Health and safety issues, public liability and commercial confidentiality, while important considerations, should not be used as a barrier to public engagement without clear justification.*

**Standard and guidance for the stewardship of the historic environment**[[5]](#footnote-5)

**Section 2 Benefiting – why are we conserving?**

*2.3 Social and community benefit Contrasts and continuities between past and present societies can invest historic assets and places with a significance that supports awareness of community and a sense of roots.*

And **Definition. No. 6**.

*Stewardship protects and enhances what is valued in inherited historic assets and places. It responds to the needs and perceptions of people today and seeks to have regard for the needs of those in the future. The stewardship role includes undertaking conservation management tasks, communicating the public value of the heritage, promoting community awareness of the historic environment and encouraging active engagement in protection and enhancement.*

**Standards & Guidance for archaeological advice by historic environment services[[6]](#footnote-6)**

This S&G *applies primarily to advice provided to or on behalf of a local authority, national park, charitable trust or other not-for-profit public body, but the principles also apply to advice provided by a national organisation or a commercial consultant*.

Section 11 Public benefit

Including 11.1 *Advisors should seek to ensure that archaeological investigation is directed towards providing benefit to the public, whether directly through participation and engagement in the process or indirectly through the increase in knowledge that the results of investigation provide to the local and wider community.*

However, there is a notable gap in that there is no specific guidance on how community engagement can be delivered in practice through archaeology.

There is also a particular need to provide better evaluation of impact of community engagement within archaeological projects which will provide a baseline for the sector to move forward and deliver more inclusive opportunities to a wider audience.

This project proposal has been put together by a subgroup of the CIfA V&C SIG following a meeting hosted by the Council for British Archaeology (CBA) in York on 10 July 2019. This workshop included representatives of the CBA, CIfA, Historic Environment Scotland, Archaeology Scotland and other community projects in England, Scotland, and Wales. One of the main discussion points was the need for a CIfA Standard with accompanying guidance for community archaeology and one of the main recommendations from the group was to put together this project proposal.

It was originally intended to propose the development of a new Standard and guidance document specifically focused on community engagement. However, in line with CIfA’s current reformat and update of its suite of Standards and guidance documents , it was decided that it would be more effective to identify and update relevant sections in the current Standard and guidance documents , and then to focus on producing a richer suite of guidance presented in a Toolkit to support these updates.

The project will complement the existing voluntary and community specialist [competence matrix](https://www.archaeologists.net/sites/default/files/Voluntary%20and%20community%20archaeology%20specialist%20competence%20matrix_Oct%2020.pdf) which provides a structure for professional archaeologists to demonstrate and advance skills in their specialist area of community archaeology.

The subgroup of the CIfA V&C SIG will support and contribute to this project forming part of its advisory board.

**Aims**

The main aims of the project are:

1. To highlight and promote the value and role that community engagement in archaeology can play to support the delivery of inclusive and meaningful public benefit, so that it is considered as an ethos and is embedded in practice rather than being considered an “add-on” – this is with reference to work undertaken within the context of the planning system.
2. To improve the commissioning, planning, management, and delivery of community engagement undertaken by professional archaeologists so that it supports in a meaningful way the delivery of public benefit.

**Objectives**

This will be achieved through:

* Creating/collating a suite of comprehensive guidance that forms part of the new series of CIfA Toolkits. This proposed Toolkit will include as follows:
* The recognition of the importance of inclusivity, diversity, equality and wellbeing in all aspects of community engagement, supporting the fact that the historic environment should be accessible to all and add value to society.
* The identification of existing case studies and/or the development of new case studies, where necessary.  These will showcase examples of community engagement on various types of projects from planning led place making to wellbeing projects. The CIfA public benefit webpages, which will include case studies that can be signposted too, are currently in preparation and will be launched in 2022 so will fit well with the timing of this project. The need for new case studies will be identified and developed by the appointed consultant if necessary.
* List of good practice guidance and other relevant resources
* A check list that can be used to help develop the community engagement elements of projects, how to identify and engage with new communities and how to ensure that inclusivity remains central to engagement
* A focus on evaluation and assessing the impact of community engagement
* Identifying and updating sections of the current CIfA Standards and guidance documents to link/signpost to the newly developed Toolkit containing a suite of community engagement guidance as outlined above.
* Working collaboratively across community archaeology organisations and practitioners to define what should be included in the guidance through a consultation process.
* Creating an implementation plan to identify different pathways (for example, promotional and training activities) to embed the guidance in practice working with sector representatives, including national agencies, CIfA, ALGAO and FAME.
* Developing an evaluation plan to assess:
	+ the impact that the guidance has had on supporting the development and delivery of community engagement activities and,
	+ the wider culture change required across the sector to embed the notion of community engagement, with an emphasis on inclusivity as an ethos, rather than as an ‘add on’ or just something ‘nice’ to have included.
* Maintaining the Toolkit by keeping content current and signposting to new case studies and resources as they become available – to be undertaken by the CIfA V&C group in conjunction with CIfA staff post project.
* Undertaking another local authority planning archaeologist survey three years after the publication of the Toolkit to assess whether there have been any improvements to the perceptions that archaeological advisors have on community engagement and its delivery. This in-kind survey would be undertaken by CIfA V&C group post project follow on from the one undertaken in 2020/21 by the CIfA V&C SIG.

**Business case**

Why now? There is currently a great deal of focus on the need for the archaeological sector to articulate better how it contributes to delivering public benefit. Planning policy in the UK emphasises sustainable development that benefits economy, society and the environment and requires, among other things, the protection and enhancement of the historic environment. The 2011 Southport Report[[7]](#footnote-7) made a series of recommendations to enable the historic environment sector to make a ‘*deliberate, bold and consistent set of improvements to how it understands, investigates, records, involves communities and communicates the significance of historic environment assets in the context of the planning process, to realise the benefits to society*’. This was also highlighted as part of the 21st century challenges for archaeology discussions, with the report stating *‘We need to articulate better the public benefit of what we do, including to other agencies, organisations, and individuals outside the heritage sector. We also need to engage the community more in protection and management, and in the planning and designation processes’.* 9

Community engagement is one aspect of how the sector can contribute to delivering public benefit. The CIfA V&C SIG’s recent survey (forthcoming) has shown that community archaeology engagement through the planning system is not embedded in sector practice but is often seen as an add on and that there is a great deal of variation in implementation and little evaluation of impact.

This proposal represents an opportunity to introduce the tools and support mechanisms needed to ensure maximum effectiveness of community archaeology engagement.

**Supporting Historic England’s Public Value Framework**

Historic England has a public value framework (divided into 4 pillars) and the following shows how this proposal aligns with this framework.

*Pillar 1 Assured Alignment*

The project contributes to various national sectoral aims

* **Historic England Corporate Plan 2021 – 22**

This project contributes to Historic England’s Strategic Objective: *Work with people to build the skills, knowledge, confidence, and motivation to fight for, and look after, their historic environment*

It supports the following strategic activities:

**Tier 1 Strategic Activity - 02 Investing in knowledge creation, skills and organisations (including English Heritage Trust) where our help is most needed**

In particular –

2.3 Build/develop sector capacity and capability to make the most of the historic environment

**Tier 1 Strategic Activity - 05 Working with communities to build capacity in engaging and cost-effective ways**

In particular –

5.1 Help heritage sector organisations to work better with communities

5.2 Build capacity (knowledge and skills) in communities

5.3 Provide more opportunities for people to contribute to our work through volunteering both in Historic England and elsewhere

This project proposes the creation of a suite of guidance presented in a Toolkit format that will provide the information and resources needed for the archaeology sector to work better with communities and deliver more meaningful and impactful community engagement. The guidance will support planners, advisors, developers, consultants, contractors, and funders to commission or deliver community archaeology projects as part of the development process. It will provide them with information on the types and scale of engagement that can be undertaken and tools so that successful and impactful engagement can be achieved.

In particular, the guidance will support local authority advisors to understand better the role of community archaeology to deliver public benefit as part of a development led investigation. It will provide them with examples of good practice that can be included in project briefs. It will provide the commercial sector working on development led investigations with the information and tools to help develop, deliver, evaluate, and report on their community engagement work.

Communities will also benefit directly from this project as they will be able to participate in better and more impactful projects.

Although the project’s focus is to support community engagement primarily through the planning process, there are wider benefits which will support community archaeology whether undertaken as part of large infrastructure programmes, through lottery funding (large landscape partnerships or individual group grants) or self-organised community and society projects.

* **Historic England Research Agenda**

#SKILLS

## Working more effectively

* What benchmarks and approaches can be developed to improve standards of work where needed and demonstrate the impact of investigative research in the historic environment?

The proposed suite of guidance will support the historic environment sector deliver a better standard of community engagement projects, engage with communities, support wellbeing, and unlock a potential research dividend through working with the voluntary sector. It will include sections on impact and evaluation and will provide a framework from which community engagement becomes a core part of the investigative work undertaken.

* **21st-century Challenges for Archaeology**

This programme of work led by CIfA and Historic England has several goals and [work packages](https://www.archaeologists.net/sites/default/files/projects/21CAP%20work%20package%20update%20August%202021.pdf). A public benefit work package is currently being added to the programme and this project will support this sector strategic programme of work.

*Pillar 2 – Appropriate Resourcing*

The project intends to commission a consultant to undertake the work outlined and they will be supported by an advisory board that will include CIfA, the CIfA V&C SIG, ALGAO, HE and representatives from the commercial and community archaeology sector. CIfA staff members will be costed into the project, however the rest of the advisory board resource input will be in kind and will provide a considerable amount of match funding. The makeup of the advisory board will be agreed on project initiation and will follow CIfA and HE policies of inclusion and diversity. These can be found here <https://historicengland.org.uk/about/who-we-are/heritage-belongs-to-everyone/> and https://www.archaeologists.net/practices/equality/introduction.

If there are elements of guidance that already exist in the sector, the project will not seek to rewrite these, but will link/signpost to them. Similarly, there is also a lot of relevant guidance in the cultural heritage sector associated with volunteer management, fund raising and project management; the project will identify these and signpost rather than recreate. However, there is a real need to fill the gaps directly associated with community engagement on archaeological projects as well as bringing together other cultural heritage resources together in a more accessible format.

It is intended that there will be a regular review of the Toolkit guidance and that the V&C SIG (via CIfA) will keep the resources up to date, including adding new resources and case studies to the public benefit webpages that will be signposted from the Toolkit (where relevant and as appropriate). This will help to ensure the future sustainability of the Toolkit and the guidance provided and would be undertaken as part of the CIfA V&C SIG’s remit.

It is also intended that the V&C SIG will run (as part of its remit) a similar survey to the recent local authority planning archaeologists survey two years after the publication of the Toolkit to assess if there has been any perceived improvement in the process. This would contribute to the evaluation process of the project.

*Pillar 3 – Public Support*

The project originated from a cross community archaeology sector meeting held by the CBA in 2019 and one of the actions from this meeting was for the V&C SIG to take this proposal forward. This meeting was attended by representatives of the CBA, CIfA, Historic Environment Scotland, Archaeology Scotland and other large scale community projects in England, Scotland and Wales. The CIfA V&C SIG works closely with the CBA, which has a representative on the SIG’s committee.

As one of the focuses of the project is supporting local authority advisors, it has the support of ALGAO, who will be represented on the project/advisory board.

Although the prime focus of this proposal is on supporting community engagement in the planning system and through other schemes that involve professional community archaeologists, the benefits are applicable to wider audiences across the UK including community groups and societies undertaking autonomous projects. The CBA will have a role in promoting the Toolkit to their membership and providing further public benefit from the project.

The key stakeholders have been identified in this proposal (see stakeholder section), and one of the tasks identified is to undertake sector engagement and consultation to identify the different elements needed for the Toolkit and to gather case studies that can be added to the public benefit webpages and signposted to accordingly.

This proposal has been produced by the CIfA V&C SIG, which includes people working in community archaeology across the sector – in local authorities, national organisations, charities, and commercial archaeological organisations.

*Pillar 4 – Capacity Development*

Evaluating the impact of community archaeology engagement projects is one of the key areas for this piece of guidance and the suite of guidance produced needs to be evaluated after launch to see how successful it has been in delivering the two project aims:

1. To highlight and promote the value and role that community engagement in archaeology can play to support the delivery of public benefit, so that it is considered as an ethos and is embedded in practice rather than being considered an “add-on” – this is with reference to work undertaken within the context of the planning system.
2. To improve the planning, management, and delivery of community archaeology projects so that they support in a meaningful way the delivering of public benefit.

The first aim is a longer term culture change in the sector to embed the ethos of community engagement as the norm. This is going to be a challenge and will depend not just on this project but on other initiatives, for example Sadie Watson’s UKRI initiative - Measuring, maximising and transforming public benefit from UK Government infrastructure investment in archaeology’, as well as broader public benefit initiatives that are underway by CIfA – including the Delivering Public Benefit Professional Practice Paper (published 27 September 2021),the European Archaeology Council (EAC) guidance on public benefit (forthcoming) and other initiatives by national agencies, for example on promoting wellbeing in heritage.

The success of this project is that the Toolkit becomes part of the solution to supporting the delivery of more impactful public benefit and it becomes one of the key drivers that helps the sector deliver better public benefit.

Culture change also takes time, and it is proposed that the CIfA V&C SIG, with the support of CIfA undertakes targeted promotion of the Toolkit and its contents, organises and delivers training workshops targeting different audiences and also runs another survey. The latter would be based on the questions set out in the V&C SIG 2020/21 local authority advisor survey (which provides baseline results) to see whether there has been a marked change in the perception that the local authority advisors have on the implementation of engaging community engagement in development led investigations. This will be undertaken around 3 years after the publication of the Toolkit as part of the V&C SIG’s remit and will be at no cost to the project.

The second aim may be more straightforward, as projects can be assessed at the project design stage, and by the publication of community engagement evaluations. Though, it will still be difficult for the project team to be able to assess this impact during the lifecycle of the project.

To assess the impact of the project, one of the tasks is to create an evaluation plan which will set out the measures of success and how these can be assessed. This will be compiled with sector representatives, not just in community archaeology, but in local authorities and commercial organisations in mind. The method is still an unknown, as unlike archaeological finds reports that were assessed by Alice Catermole in her [Review of the standard of reporting on archaeological artefacts in England](https://www.archaeologists.net/sites/default/files/7090FinalReport.compressed.pdf) – community engagement is not normally formally written up and published as grey literature. However, project designs could be assessed in a similar way as to Catermole’s review.

**Stakeholders and interfaces**

This project will work in partnership – through membership of the project team (appointed consultant, CIfA V&C representative, and CIfA staff members). An advisory board will be created at project initiation and will include several sector representatives, including ALGAO, CBA and HE.

Stakeholders identified include:

* Archaeology Scotland
* Association of Local Government Archaeological Officers (ALGAO UK)
* Cadw
* Council for British Archaeology (CBA)
* CIfA
* Federation of Archaeological Managers and Employers (FAME)
* Heritage Council (Ireland)
* Historic England
* Historic Environment Division, Department for Communities (NI)
* Historic Environment Scotland
* Institute of Archaeologists of Ireland (IAI)
* Ministry of Defence Estates
* National Lottery Heritage Fund (NLHF)
* National Parks
* National Trust
* National Trust for Scotland
* Portable Antiquities Scheme Royal Commission for Ancient Historic Monuments Wales (RCHAMW)
* Society for Museum Archaeology (SMA)

It will also engage with several other organisations that work with communities and the community groups themselves. For example:

* Archaeology for Communities in the Highlands
* CBA regional groups
* CHERISH (Coastal heritage and climate change project)
* Coastal and Intertidal Zone Archaeological Network (CITIZAN)
* County Archaeology Societies
* DigVentures Ltd
* Nautical Archaeology Society
* SCAPE (Scottish Coastal Archaeology and the Problem of Erosion)
* The Thames Discovery Project
* University community archaeology projects

There are interfaces with:

* Work that is being undertaken by CIfA to review and update its Standards and guidance and other guidance projects.
* CIfA’s publication: Delivering Public Benefit Professional Practice Paper (published 27 September 2021))
* Development of a new web pages by CIfA focused on public benefit
* *Measuring, maximising and transforming public benefit from UK Government infrastructure investment in archaeology -* a four year UKRI Future Leaders Fellowship led by MOLA archaeologist Dr Sadie Watson.
* The European Archaeology Council (EAC) guidance on public benefit
* Historic England’s work on community development and wellbeing

**Methods and scope**

The project method will be developed by the appointed consultant undertaking the project; however, it is envisaged that the work will include:

* Consultation with the archaeology sector on the scope and content of the suite of guidance (including case studies) (see below)
* Consultation with local authorities and contractors on the development of the guidance implementation plan
* Creation of a project advisory board to support the project
* Working with CIfA to identify gaps in the current Standards and guidance and to provide updates to these referencing community engagement
* Develop an evaluation plan to assess the impact of the guidance

It is envisaged that the suite of guidance will cover various aspects associated with community engagement – broad areas and those directly associated with the context of archaeological investigations, including:

* Introduction and definition of community engagement
* Ethical considerations
* Legal considerations
* Project commissioning considerations
* Types of public engagement activities
* Working with volunteers (co creation and working towards a volunteer empowerment model)
* Practical considerations
* Reporting and archiving
* Assessment – impact of projects
* Evaluation models
* Sustainability of engagement

Different methods to promote the Toolkit will be identified as part of this project and developed into an implementation plan, however it is outside the scope of this project to undertake its implementation. It is envisaged that the implementation will become the responsibility of those organisations engaged with developing, commissioning or advising on community archaeology and community engagement projects.

**Assessing Impact**

Reviewing the implementation of this guidance and identifying ways to meaningfully assess its impact is essential. Looking in more detail both in terms of qualitative and quantitative analysis is essential to help understand how often the guidance is being used by the target audiences but also how that use is ultimately being translated into public benefit and how communities are benefiting from the engagement as a result (as outlined in the Historic England publication [*Wellbeing and the Historic Environment*](https://historicengland.org.uk/images-books/publications/wellbeing-and-the-historic-environment/wellbeing-and-historic-environment/))*.* Though the timescale for evaluating longer term use and impact falls outside of the scope of this project, a plan/road map identifying some short and medium term evaluation tools will be produced as a key product. These tools will help to assess the effectiveness of the guidance in meeting its two main aims over a shorter period of time but the ability to evaluate over a longer period is important and also needs consideration. Having the means to identify, map and better understand how practice may have changed as a result of the guidance being implemented, and how communities have been able to benefit from the resulting engagement is a wider consideration for several recent projects, especially those involving the production of learning resources and good practice guidance. To address this current gap in our ability to effectively evaluate longer term impacts, a project idea/proposal is currently being discussed between CIfA and DigVentures to produce an evaluation framework that can be applied to resources such as these. In the meantime, those evaluation tools identified for consideration are outlined below and will be developed further by the consultant(s) responsible for the project once appointed:

* **Short term evaluation**

To assess the initial impact of the creation of the guidance in terms of how organisations undertake, develop, commission or fund community archaeology projects. This could be evidenced by updates to their own policies and guidance eg

* ALGAO and Local authority historic environment services
* National organisations – including the National Trust, Forestry Commission, Natural England
* Commercial contractors
* NLHF
* **Medium term (1-3 years):**

The impact that the Toolkit has had can be measured in the citation of it in development led (and other) project briefs and project designs, in addition to an increase in visits to the webpages as evidenced in web analytics data.

Usage of the Toolkit can also be monitored and recorded as part of the CIfA Registered Organisation inspection process.

Circulating another CIfA V&C SIG survey of Local Authority advisors c 3 years after launch of the Toolkit will help to assess whether there have been any significant changes to the responses already received in 2020/21.

The above are just suggestions but it is essential that evaluation is developed and responsibilities agreed as part of the project, even if it falls out of the scope with regards to the initial project funding.

**Stages,** **products, and tasks**

The project will be undertaken by an appointed consultant(s) however, the following key stages, products and tasks have been identified, along with a draft timescale. Pending approval of this proposal, the anticipated start date is August 2022 to allow time to advertise and appoint a consultant. It is estimated that the project will last c 12 months with a completion date of April 2023. The outlined stages and tasks may be added to or amended by the consultant, once appointed:

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| **Stage 1 ASSEMBLING THE TOOLKIT (August – October 2022) (Subject to change)**  |
| Tasks | 1. Commissioning a consultant(s) to undertake the work
2. Establish members of the project advisory board
3. Meeting of the advisory board, CIfA staff and appointed consultant(s) to agree on the form and components of the *Toolkit for the promotion and delivery of community engagement in archaeology*
4. Establish a communications network for the sharing of information (Knowledge Hub, for example)
5. Devising the Toolkit sections and sub-sections
6. Collating case studies to signpost to, and identifying gaps where new case studies need to be developed (c 3-5 days as part of the appointed consultants remit)
7. Ensuring the information in the Toolkit complements the CIfA public benefit webpages in development to avoid duplication of information
8. Ensuring the Toolkit sections and sub-sections are relevant to practice across the UK
9. Feedback from the project board
10. Revise Toolkit draft
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|  Outputs | * Full draft of *Toolkit for the promotion and delivery of community engagement in archaeology*
* The development of new case studies if a need for them is identified
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| **Stage 2 CONSULTATION (August – December 2022) (Subject to change)** |
| Tasks | 1. Consultation with the wider Historic Environment sector on the scope and content of the suite of guidance, including targeted consultation with those working specifically on community engagement
2. Consultation with local authorities and contractors on the development of the guidance implementation plan
3. Consultation with CIfA Staff to identify required updates and signposting to the CIfA Standards and guidance
4. Presentation at CIfA V&C SIG meeting/workshop
5. Issue notification of wider consultation period
6. Circulate draft toolkit to the advisory group
7. Circulate draft toolkit to V&C SIG members and other stakeholders (ALGAO, CBA, FAME etc)
8. Table at CIfA Advisory Council meeting, for early feedback
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| Outcomes | * Circulation of draft *Toolkit for the promotion and delivery of community engagement in archaeology* to stakeholders, ensuring sector-wide input
* Feedback with which the *Toolkit for the promotion and delivery of community engagement in archaeology* can be revised
* Identified sections of the Standards and guidance requiring update
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| **Stage 3 PUBLICATION AND PROMOTION (January – April 2023) (Subject to change)** |
| Tasks | 1. Revise draft Toolkit based on consultation feedback
2. Toolkit content copy edited to match CIfA house style
3. Submit final *Toolkit* *for the promotion and delivery of community engagement in archaeology* to HE and CIfA for approval/ratification
4. Advisory board endorses the use and promotion of the *Toolkit* *for the promotion and delivery of community engagement in archaeology*  from all relevant stakeholders including ALGAO, CBA and FAME etc
5. Submit final *Toolkit for the promotion and delivery of community engagement in archaeology*, graphics, images and content to web designer
6. Publish *Toolkit for the promotion and delivery of community engagement in archaeology* on CIfA website
7. Announce the launch of the *Toolkit for the promotion and delivery of community engagement in archaeology* to CIfA members, Ros and to stakeholders.
8. Presentation of the final Toolkit *for the promotion and delivery of community engagement in archaeology* at a future CIfA event, possibly the CIfA Conference (depending on timescales).
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| Outputs | * Publication of *Toolkit for the promotion and delivery of community engagement in archaeology*
* Implementation plan (promotion, training etc)
* Evaluation of impact plan/road map
* Updated CIfA Standards and guidance section with signposting to the *Toolkit* *for the promotion and delivery of community engagement in archaeology*
* End of project report (CIfA)
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**Ownership and copyright**

Copyright on the CIfA suite of guidance forming the Toolkit will be with CIfA, though an in perpetuity licence will be granted to Historic England.

Copyright of the additional guidance and case studies will use a creative commons licence.

**Proposed project team**

The project will be managed through CIfA head office. The project team will liaise with the appointed consultant(s) and advisory board.

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| **Member**  | **Project Role**  | **Representing/ affiliations**  |
| Kate Geary MCIfA | Project Executive  | CIfA Head of Professional Development and Practice  |
| Cara Jones ACIfA | Project manager/primary CIfA contact | CIfA Senior Professional Development and Practice Coordinator  |
| Project consultant | Principal Investigator | TBC  |
| Dan Miles | Project Officer | HE Research Infrastructure Adviser/ CIfA V&C SIG Chair |
| Sarah-Jane Farr | Project Officer | CIfA V&C representative |

**Health and safety**

CIfA recognises and accepts its responsibilities as an employer for ensuring, so far as is reasonably practicable, the health, safety and welfare of its employees and other persons who may be affected by activities under the Institute's control. It will take steps to ensure that its statutory duties are met at all times. All work by CIfA employees conforms to the policies set out in its *Health and Safety Policy Statement*, dated December 2014. This can be accessed here <https://www.archaeologists.net/sites/default/files/Policy%20statements%20revised%20Jan%202022.pdf>

**Risk log**The risk log for the project outlines the primary risks identified (Appendix 1) against a scale of likelihood, severity and the steps in place to avoid such eventualities. The Risk Log will be updated by the project consultant(s) upon appointment and updated as required.

1. , ‘Delivering Public Benefit from Archaeology’ (CIfA, 2020). https://www.archaeologists.net/sites/default/files/Public%20benefit%20leaflet.pdf [↑](#footnote-ref-1)
2. ‘Professional Practice Paper: Delivering public beneﬁt’ (CIfA, Sept 2021) https://www.archaeologists.net/sites/default/files/Delivering\_public\_benefit.pdf [↑](#footnote-ref-2)
3. <https://www.archaeologists.net/sites/default/files/Policy%20statements%20revised%20Aug%202018.pdf> the relevant policy section is reproduced in Appendix 1 [↑](#footnote-ref-3)
4. <https://www.archaeologists.net/sites/default/files/CIfAS%26GExcavation_2.pdf> (CIfA: 2014, updated Oct.2020) [↑](#footnote-ref-4)
5. <https://www.archaeologists.net/sites/default/files/CIfAS%26GStewardship_3.pdf> (CIfA: 2014, updated Oct.2020) [↑](#footnote-ref-5)
6. <https://www.archaeologists.net/sites/default/files/CIfAS%26GArchadvice_4.pdf> (CIfA: 2014, updated Oct.2020). [↑](#footnote-ref-6)
7. Southport Report (CIfA, 2011); [www.archaeologists.net/publications/reports](http://www.archaeologists.net/publications/reports)

9 21st century challenges for archaeology (CIfA, 2018); <https://www.archaeologists.net/sites/default/files/projects/21st-century%20Challenges%20for%20Archaeology%20project%20report%20October%202018.pdf> [↑](#footnote-ref-7)