Role of the Registration Committee (Organisations)

(RCO)

WHERE IT ALL STARTS:

APPLYING TO BECOME A CIFA REGISTERED ORGANISATION

Registered Organisations are businesses and suppliers of archaeological services that have been assessed and inspected by CIfA and are members of CIfA

The Registered Organisations scheme is a unique quality assurance scheme in archaeology. It is a 'kite mark' indicating high professional standards and competence.

All businesses in the Registered Organisation scheme have demonstrated they have the skills to provide informed and reliable advice and execute appropriate schemes of work while minimising uncertainty, delays and cost.

These businesses subscribe to the same codes of professional conduct and practice as individual members.

What is a Registered Organisation?

(RO)

To become a Registered Organisation both new and existing ROs must be inspected

Existing Registered Organisations are inspected every three years during the year prior to the start of the next three year registration period (i.e. 2020 for registration commencing April 2021 – 2024)

New RO registrations will start from the RCO meeting at which their registration was considered and confirmed.

To be assessed an RO must have the following in place:

Any exceptions and additions are listed in the Regulations for the Registration of Organisations
https://www.archaeologists.net/codes/cifa
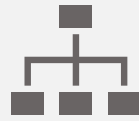
a Responsible Post Holder who is accredited MCIfA and holds the position which represents the highest level of specifically historic environment responsibility within the management structure of the organisation.

a resolution of the board of directors (if a company), partners (if a partnership), committee or similar (if a local authority), trustees (if a trust) or other governing body, stating the following: *All [archaeological/historic environment] work of [the organisation] shall be carried out in accordance with the Code of conduct, the Charter, by-laws and regulations of the Chartered Institute for Archaeologists*

professional indemnity insurance

What else do they need?

A sufficient body of work to demonstrate competence.

An organisational training plan if they are an employer, or an up to date CPD log if they are a sole trader, partnership or very small organisation. https://www.archaeologists.net/careers/info-for-employers

Either - a current formal H&S certificate OR access to competent H&S advice either through an appropriately trained member of staff or a competent H&S advisor (external company, local authority etc.).
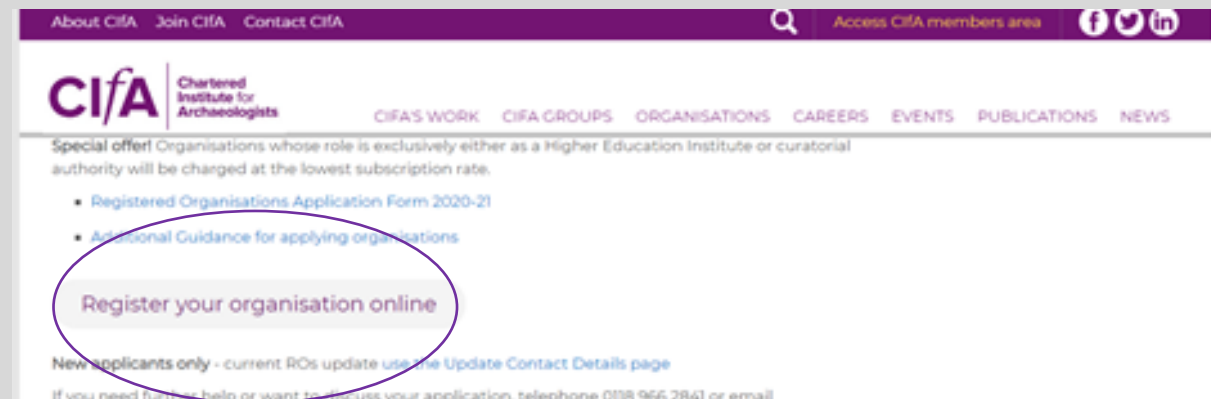
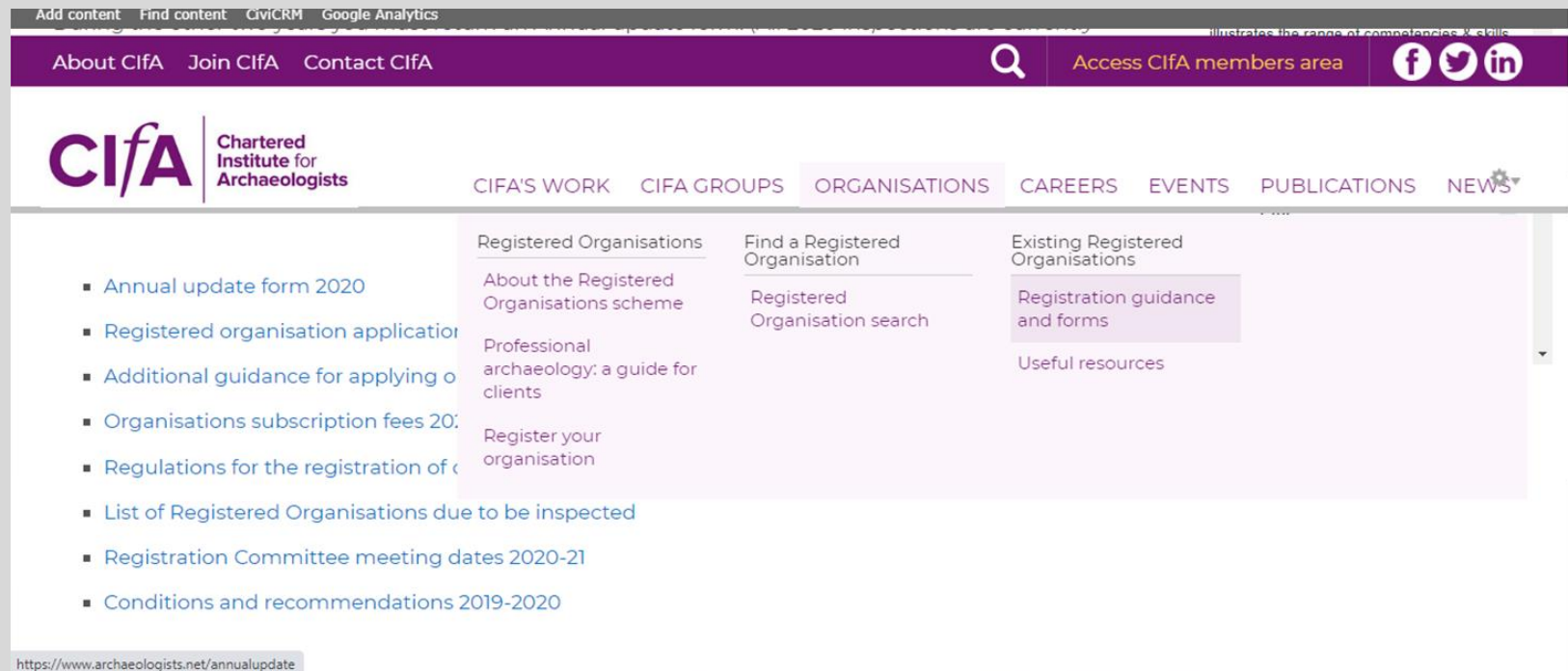An archive strategy for dealing with any backlog

It is expected that Organisations will pay any historic environment employee at or in excess of the relevant recommended CIfA minimum salary equivalent https://www.archaeologists.net/practices/pay

Step one: They complete the online information and pay the application fee

Step two: They complete and submit the application form and all the supporting information

○ The application form, further guidance and other useful information is all on one page at https://www.archaeologists.net/formsandguidance.

Arranging the inspection: CIfA liaises with them to:

Arrange an inspection date

Agree inspection panel members

Request examples of reports for the panel to review in advance

Request a project, selected by the panel, to be presented in some detail on inspection day

Arrange a site visit (where applicable) – usually on the day, but it could be before or after the inspection day if this is more convenient

Arrange hospitality on the day (such as a sandwich lunch, a lift to the site visit etc). Expenses can be claimed.

Panel members

As well as the CIfA facilitator there will be two or three other panel members. They will normally include:

❑   a curator

❑   a Responsible Post Holder or their nominated deputy, who must be a senior employee of a Registered Organisation and an accredited member of the Institute

❑   other accredited members of the Institute with relevant technical knowledge

A full list of panel members can be found in the Regulations for the registration of organisations https://www.archaeologists.net/codes/cifa

Inspection day

The panel will already have had an online meeting to make an initial assessment of the application.

The panel will ask the management team to describe their organisation and will ask questions relevant to the nature of the organisation. These may include:

➢ The structure of the organisation, staffing and employment,

➢ CIfA Membership and promotion of the Institute

➢ Training and CPD (Continuous Professional Development)

➢ Volunteers/Outreach

➢ Health and Safety

➢ Quality Assurance

➢ Commissioning

➢ Archives/Publications
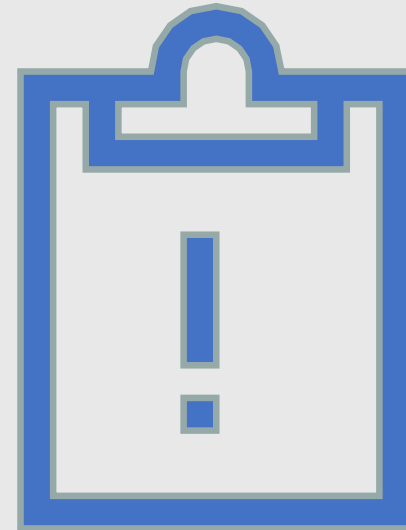
Project talk through

The panel will select a project for review on the day.

The purpose of this is to provide the panel with an overview of how the organisation approaches a project and it's management, as well as the quality checks that are undertaken.

The project talk through includes copies of any relevant documentation, for example, WSI, Risk Assessments, DBA, evaluation/excavation report etc.

Talk to staff

The panel talk to staff privately, either one to one or in a group.

They will talk to them at their work station or in a separate room.

They will be aiming to see the organisation from the perspective of the staff and to check understanding of the processes and procedures described in the morning.

They may ask about training, communication, skills and knowledge.

Site Visit

If a site visit is available on the day, one panel member will visit the site to observe and to talk to staff. It is useful if this is a reasonably substantial project (not just a watching brief) and if there are a number of staff available.

If no site is available on the day, the visit can be arranged before or after the inspection day, possibly conducted by the curator alongside their monitoring visit.
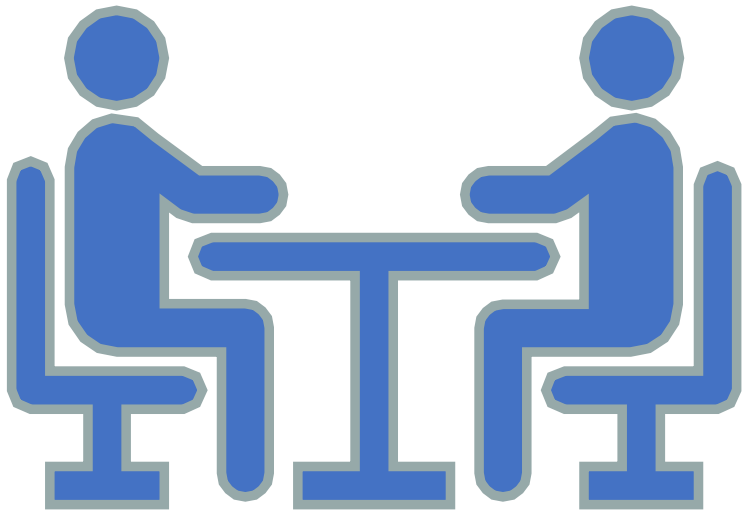
Feedback

At the end of the day, the panel will meet privately to discuss what has impressed them during the day and anything they would like to comment on.

These comments or concerns will form the basis of any potential conditions or recommendations.

The panel feed their comments or concerns back to the RPH and give them the opportunity to respond

Following the inspection, the inspection facilitator writes up the report and sends it to the RPH who has the opportunity to correct any errors or request amendments.

Registration

The inspection panel's recommendations arise from any comments or concerns given to the RPH in the feedback on inspection day.

The recommendations are taken to the Registration Committee (Organisations) (RCO) who meet four times a year in March, June, September and December.

The RCO is made up of voting members of CIfA appointed to the committee by the Board of Directors.

The **inspection report** is presented to the RCO.

Inspection Report includes:

Recommendations/conditions

Explanation of decision

Comments given to RPH

Organisation details

1. **Panel recommendation to RCO:** To Register for (3) years with recommendations/conditions

   - Conditions
   - Recommendations to implement
   - Recommendations to consider

2. **Explanation/summary of panel recommendations to RCO:**

3. **What things impressed/caused concern? (reported back to RPH in final interview at end of visit)**

   - What caused concern/comment?
   - What impressed?
   - How did the Responsible Post-holder respond to the panel's comments on these issues?
   - Suggestions to CIfA about the RO scheme, inspection procedure – or anything else

4. **Organisation details**
   Organisation and structure, Services (In-house and commissioned), Staff, pay and conditions, CIfA Membership, Archive and Publications, Training and CPD/PDP, Outreach, Quality assurance and project outline, Health and Safety, Feedback from Staff, Site Visit

Registration

The RCO will assess applications and may decide to register an organisation subject to conditions or with recommendations.

The organisation will subsequently receive a letter of registration with any conditions and recommendations listed.

Once the organisation has paid the annual subscription, based on turnover, they will receive a certificate and be allowed to display the RO logo.

The Regulations

For more details see:

https://www.archaeologists.net/codes/cifa

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Regulations for the registration of organisations

Published December 2014
Last revised May 2019

What does the RCO do?

- 1.1.   The Registration Committee (Organisations) shall be delegated authority from the Board of Directors to **determine applications for registration** in accordance with these regulations.

- 1.2.   The Registration Committee (Organisations) may also consider **general matters** relating to the running of the Registered Organisation scheme and to registration and make proposals for revisions to the Board of Directors.

Who are the RCO?

1.3.	The Registration Committee (Organisations) will consist of **voting members** (PCIfA, ACIfA or MCIfA) appointed to the committee by the Board of Directors. The Board of Directors may also invite any other person to advise the Registration Committee (Organisations) on the determination of applications.

1.4.	Registration Committee (Organisations) shall **elect a Chair and Vice-chair**.

1.5.	The quorum for meetings of the Registration Committee (Organisations) is **five**: the Registration Committee (Organisations) may for a single meeting appoint any member of staff who is a voting member to step in to ensure a quorum.

How does the RCO function?

1.6. All documents reviewed and information discussed at the inspections and committee meetings shall be treated as **strictly confidential**.

1.7. The Registration Committee (Organisations) shall **meet as required** and at a frequency sufficient to ensure that applications are processed on a reasonable timescale; the timetable shall be decided and agreed by the committee each year.

1.8. The Registration Committee (Organisations) shall be, and shall be seen to be, impartial in its decisions. All applications shall be considered on their merits and on the evidence provided from the application and inspection. Any potentially prejudicial relationship should therefore be declared before discussion of an application and recorded in the committee minutes. In these cases, it would be appropriate for a committee member to **leave the "room" during the discussion**.

What do the RCO <u>not</u> do?

- The **Institute** shall investigate complaints against Registered Organisation (see regulation 1.4 above).

- 1.10. Where an assessment of an application for registration indicates that there may have been a potentially **significant breach of the Code of conduct** the matter shall be referred to the **Institute** to consider whether an allegation of misconduct should be made. Should this happen, the application for registration will normally be deferred pending the outcome of the Professional conduct procedure. Applications may be similarly deferred pending criminal or other legal proceedings.

Decisions

2.1 The findings of the report and recommendation(s) of the panel will be considered by the Registration Committee (Organisations), which will make the final decision on registration.

2.2 The outcomes of the Committee's consideration of an application may be (see table)

Recommendation	Criterion
Registration	no benchmarks triggered/ no obvious areas for improvement
Registration with encouragement and recommendations for improvement	implementation of recommendations likely to improve the quality or reliability of the organisation's practice. Committee to determine whether the recommendation is 'to be considered' or 'to be implemented' to make improvements, and may recommend a timescale
Registration conditional upon demonstrated improvement or production of a programme of improvement	failure to implement means the organisation has the potential to do work that could be considered in breach of the *Code of conduct*, other regulations and Standards and guidance
Registration refused	fails to meet criteria in by-law; or the organisation's responses insufficient to persuade Committee that it can be depended on to comply with the *Code of conduct*, other regulations and Standards and guidance
Registration deferred	application not ready to be reviewed by Registered Organisations committee, awaiting additional information

Conditions

2.3.   Conditions of registration may be recommended by inspection panels, or by members of the Registration Committee (Organisations) at any time during the registration period if, for any reason, they believe the organisation has the potential to do work that could be considered in **breach of the Code of conduct, other regulations and Standards and guidance.**

- This means the RO has only been registered ON CONDITION it fulfils the stated requirements.

There is no requirement to respond to a **recommendation**. However, if an organisation fails to respond within the given timescale, the RCO are informed and will decide on the next suitable course of action and this has the potential to result in a Condition of registration being imposed

2.4.   The Committee is responsible for setting and signing off conditions

- Conditions will normally include a **suitable period of time and deadline** for the organisation to comply.

- Deadlines should be set in accordance with the **circumstances of the condition** and should also take account of the normal Committee annual meeting timetable and may be imposed with immediate effect.

- **Members of any panel** which has recommended a condition or has raised a matter which results in a condition set by the Committee will normally be consulted as part of the signing off process.

- The Committee may also **delegate authority** for signing-off conditions.

Removal from the register

2.5. **Failure to meet the requirements** of a condition is likely to result in immediate removal from the register. An organisation will need to demonstrate they have met the requirement of the condition as part of a new application for registration.

2.6. If **three conditions** for registration are imposed on an organisation in any three-year period (whether similar conditions repeated or different ones), it shall be judged that the organisation needs to conduct a serious review of the quality of its work or systems and will be **removed from the register** with immediate effect.

2.7. An organisation which has received three conditions of registration in any three-year period will be **ineligible for registration** until the year following the current year (eg the acquisition of three conditions in October 2017 would mean that an application would not be considered until summer 2018 for the 2019-22 registration years). Following that period, the organisation shall be eligible to apply again for registration.

2.8. An organisation removed from the register for failing to meet the requirements of a condition or having received three conditions of registration in any three-year period has a **right of appeal** (see below). During this process the organisation will **not be included on the Institute's register** of organisations and will not be entitled to use the Institute's Registered Organisations logo and designations as specified in 3.7

2.9. An organisation refused registration has a right of appeal . If the **appeal process is exhausted** and the organisation is not registered, no application will be considered for any part of the period of registration already applied for. If an organisation is refused registration in October 2017, it would not be eligible to apply again until summer 2018 for the 2019-22 registration years.

Regulations and *Code of conduct*

Members of the RCO need to read and familiarize themselves with the Regulations for the registration of organisations and with the *Code of conduct*

RO scheme headlines 2019-20

Over the 2019-20 inspection year CIfA carried out 34 inspections of organisations and 33 organisations were registered. The inspections resulted in 10 conditions of registration and 122 recommendations for improvement. These conditions and recommendations covered a range of issues including:

o   reports should be subject to robust quality assurance procedures, be compliant with Standards and give due regard to guidance. Areas highlighted included the assessment of significance of heritage assets and the impact of development upon this significance, employing coherent terminology, referencing and interpreting the research context, and reviewing templates and targeting training for key staff.
o   producing and implementing a robust action plan for archive deposition
o   ensuring adequate welfare for staff and endeavouring to meet or exceed CIfA minimum salary recommendations, in order to be able to recruit, retain and motivate skilled staff
o   training and development is planned, facilitated and implemented
o   outreach activities are enshrined in policy and written into Written Schemes of Investigation
o   greater advocacy for staff at all levels to gain CIfA accreditation. Via the Annual update form this year, over 50 Registered Organisations have requested further support and resources in achieving this aim.

Being part of CIfA allows you to take an active role in supporting and shaping the profession. We draw on the expertise and knowledge of CIfA professionals in all our work. The best way to influence is to get involved.

To learn more, go to https://www.archaeologists.net/involved

To apply to be a member of the Registration Committee (Organisations) go to https://www.archaeologists.net/organisation/committees