



Registered Organisation Scheme

Conditions and Recommendations 2022 -23

Headlines

Appraisals, Training and Development

To remind staff of training opportunities, and factor in time for completion

To audit and plan training for the whole team, including the consideration of career development goals, and to provide structured training for career starters.

To provide documented appraisals, including for directors, and to ensure all team members have PDPs and CPD logs.

Health and safety

To seek advice from the Health and Safety adviser on issues noted during the inspection, update qualifications and ensure are complied with and welfare facilities are adequate and appropriate.

Cifa Accreditation

To advocate for historic environment staff at all levels to gain relevant professional accreditation.

Reporting

To ensure that all reports produced in-house are subject to robust quality assurance checking and procedures and to review report templates and project designs against the Cifa Standards and guidance.

To maintain a comprehensive and accurate list of outstanding publications and to implement a strategy for their publication

Quality Assurance

To ensure site documentation is produced to a consistent standard in order to maintain quality assurance and to aid in the production of a suitable archive

Archives

To produce an archive strategy and programme for existing, live and new archives being generated, comprising identification of the nature and status of archives to be deposited and a deliverable, prioritised programme for deposition.

To engage the post excavation team at the outset of a project to liaise with all stakeholders to formulate and agree a project-specific selection strategy and to secure agreement for transfer of title.

To produce a digital management plan (DMP) for every appropriate project. Following the principles outlined in the Toolkit for managing digital data.

Public Benefit

To revise and implement the draft public benefit policy to encourage consideration of public benefit on every appropriate project.

To incorporate a statement in the Archaeological Handbook requiring the consideration of some form of public benefit as appropriate to the scale, nature and circumstances of the work.

Volunteers

To amend the current volunteer policy, and the statement on the use of volunteers in WSIs, with due regard to ClfA's Code of conduct and the policy on The use of volunteers and students on archaeological projects.

To ensure everyone is aware who is the designated safeguarding officer (DSO).

To produce a structured training plan for volunteers to enable them to plan and log their learning

Employment

To ensure all terms and conditions of employment comply with legal requirements and with the Code of conduct and policies of ClfA and are applied consistently across the team.

To clarify with staff, both the amount of time they are expected to travel unpaid and the procedure for claiming compensation.

To liaise with staff to systematically monitor deployment, assessing the amount of notice staff are given.

To identify alternative ways to proactively attract and encourage applicants from different backgrounds and through non-traditional entry routes.

Organisation

To review the current communication strategy and consider creating more opportunities for engaging the whole team in sharing information about the work of the organisation.