

Industry Working Group – Terms of Reference

Revised March 2021

1. Introduction

- 1.1. In April 2014 the Institute for Archaeologists (IfA, now CIfA), Federation of Archaeological Managers and Employers (FAME) and Prospect published a joint statement on pay in archaeology. This is reproduced below.
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We believe low pay damages our profession and weakens our standing with allied professionals. It hampers our ability to recruit the archaeologists of the future, and to retain and motivate the archaeologists of today.

We all have different perspectives on the problem of low pay but share a common interest in ensuring a healthy future for the profession.

We all agree that the industry has a collective responsibility for addressing the problem and that each organisation should encourage its members to work together to find solutions.

In support of this statement, CIfA, FAME and Prospect are committed to

- helping organisations to develop and demonstrate the skills needed in order to ensure the required standards of professional practice, and to value and reward those skills appropriately
- promoting archaeology as a highly skilled profession worthy of recognition and reward equivalent to those of professions we work alongside
- addressing failures in the market by advocating policy and regulatory change, by helping buyers of archaeological services to make informed decisions based on quality and value as well as cost and by informing clients why it is in their best interest to use suitably-accredited organizations and archaeologists
- ensuring employees are informed about their employment rights (in particular their right to join a trade union), are treated with respect in the workplace and ensuring that the employee voice plays a key role within the profession

The three organisations will therefore publish programmes of work designed to improve the working and business environment for archaeology, and will coordinate that work through a Revaluing the Profession working party.

- 1.2. The Industry Working Group has been set up by the three organisations to coordinate the programmes of work in all three organisations to deliver improvements in the working and business environment for the profession.

- 1.3. This document sets out the terms of reference for the Industry Working Group.

2. Membership and Administration

- 2.1. The Industry Working Group is jointly convened by, and includes representatives from, the Chartered Institute for Archaeologists (CIfA), Federation of Archaeological Managers and Employers (FAME) and Prospect.
- 2.2. These organisations are supplemented by representatives from further organisations including Association of Local Government Archaeology Officers (ALGAO), Diggers Forum (DF) and British Archaeological Jobs Resource (BAJR). Representatives from other organisations may be invited to attend where the business of the Group is relevant to their interests.
- 2.3. The frequency of meetings will be decided by the Group but will not normally be less than two per annum. Meetings may take place in person or by conference/video call as appropriate.

- 2.4. The Group is normally chaired by a representative from FAME. CifA will normally provide the secretariat for the Group. Prospect normally provide premises for Group meetings.
- 2.5. Minutes of Group meetings will be produced and circulated to all group members. Minutes of meetings are public and may be made available by the Group representatives to their members.
- 2.6. The work of the Group will be publicised by the representative organisations through their regular communications with their members.
- 2.7. Membership of the Industry Working Group or participation in its activities does not commit any of the organisations to make any financial contribution to projects or work undertaken by the Group or its members.

3. Remit of the Industry Working Group

- 3.1. The purpose of the Industry Working Group is to deliver improvements in the working and business environment for the profession. The Group provides a forum to share information, support initiatives and develop joint projects.
- 3.2. The Group will discuss any issues deemed relevant to improving the working and business environment for the historic environment profession. This may include, but is not limited to:
 - Entry level skills development, training schemes and apprenticeships
 - Continuing professional development, skills training and career pathways
 - Accreditation of professional and academic training
 - Labour market intelligence, resource and capacity across all sectors of the profession
 - Promotion of professional accreditation for individuals and organisations
 - Addressing failures within the market for the sector
 - Advocacy, particularly relating to policy and regulatory change
 - Promotion of employment rights and good practice
 - Promotion of equality, diversity and inclusion with a view to widening participation and access to the profession from all sectors of society
 - Maintaining health and safety standards across the sector and the well-being of employees
 - Pay and conditions within the sector, including pay minima, average and recommended salaries
 - Engagement of the sector in discussions about improvements in working and business practice
 - Engagement with client sector and allied professions to achieve parity of esteem with other professions
- 3.3. The Group may deliver joint projects or initiatives to address specific issues. The terms of reference, role and remit of these projects will be set out at the start of the project or initiative and will be bespoke to the project.
- 3.4. As part of its work to improve pay, terms and conditions within the sector, the Group may agree pay, recommended salaries and such other recommended terms and conditions of employment as it sees fit. However, agreement over such matters must be reached on a consensus between CifA, FAME and Prospect.