

CIfA Community Archaeology Group

Committee meeting 18 January 2024 – online

Committee members present: Jessica Lowther (Chair), Nina O'Hare (Secretary), Sarah-Jane Farr and Emily Johnston and Lianne Birney (CIfA staff)

Apologies: Richard Bennett, Mike Nevell and James Brown

1. Vacant committee posts

- Co-option nominations received from Frank Giecco (Treasurer or OCM), Perry Gardner (OCM) and Richard McConnell (OCM).
- All three co-options accepted. Lianne Birney will let everyone know by email and explain the co-option process (will last until the next AGM, which is scheduled for September).

2. Competence matrix reviews (Lianne Birney, CIfA)

- Lianne gave us the background to specialist competence matrices – CA group were asked by CIfA 5 or 6 years ago to create a community skills matrix. It was circulated to group members at the time for comments.
- CIfA is reviewing all matrices at the moment and updating them in light of the new emphasis on professional ethics. The validation committee call upon specialist assessors, including those with community expertise where relevant, to review applications and to do the Member level ethics interviews.
- CIfA don't record which specialist matrix is used by applicants, partly as people don't always say which they have drawn upon. However, Lianne remembers two applications within the last year that were explicitly for community roles.
- We had a discussion around the context in which people might use the matrix and whether it is still fit for purpose, as there had been concern from the committee that the matrix was overly long and therefore came across as onerous or off putting. Specialist matrices are actually just guidance to show what types of work/evidence someone in a community role might have to demonstrate the main competencies. It is not a list of set requirements. The committee felt that this distinction is clear to those who have decided to apply for accreditation and have read through the application process. However, for those just considering applying or using the matrix as a guide for career development then it is currently not clear that the matrix is just guidance. Lianne suggested dividing the matrix into essential and desirable.
- Might be useful to look at other specialist matrices and at Professional Pathways.
- Committee are happier than before that the matrix is fit for purpose, although it does need some tweaking and clarification at the top of document.
- As we have no data at present on the matrix's use, it was suggested that a short and simple questionnaire is sent out to members. If more awareness and/or understanding about the matrix is needed, then the Group can follow up the survey with events to support membership e.g. tea break chats about the matrix.
- **Action:** sort out short survey in next week for CIfA to send out.

3. Update on Community Archaeology toolkit

- Toolkit was not launched in December and no further update has been received since then.
- **Action:** Jessica to email Cara Jones for an update.

4. CIfA conference 2024

- We had submitted a request for a conference session to discuss where community elements of projects are recorded. This would help to evaluate the toolkit, as we currently have no benchmark data.
- The session was not accepted, but we could run the session as a separate event.
- Emily update us on her work, as her research will be available on a website that is launched in the spring. This will prove useful for highlighting research gaps.
- **Action:** Early May proposed for this discussion event.
- **Action:** Jessica will contact Cara Jones and Dan Miles to let them know that we will follow this up.

5. Group name and aim changes

- Webpage still needs updating – we will look at this once new committee members are in post.
- Lianne informed us that ClfA are looking to update the website in the near future, so we could tie our update in with that.

6. Social media

- 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. Sarah-Jane already has the log in details.
- **Action:** Sarah-Jane to send Nina the account details.

7. AOB

- Group budget request form – £800 to be requested for in person events.
- Sarah-Jane and Nina to attend tomorrow's ClfA accreditation chat.
- **Action:** Nina to submit the group budget form.

Next committee meeting: Tuesday 27 February, 2-3pm