

Heritage Crime Special Interest Group

25 July at 2.30pm
Online – Teams meeting

Minutes

Present: Aisling Nash (Secretary), Jonathan Gladwin (Ordinary Committee Member), Paul Jeffery (Chairperson), Peter Reavill (Ordinary Committee Member)

Agenda Point		Action (Initials)
1.	Apologies Alison James, Annie Partridge, Jonathan Berry and Jenny Kent sent apologies	
2.	Committee Vacancy PJ – Alex Bliss has resigned from the role of Secretary due to workload. AN has volunteered to take over the role of Secretary which leaves the Treasurer role vacant. The group is able to co-opt members to the committee between AGMs. PJ – indicated that we could potentially fill the Treasurer position from within the existing committee and then co-opt an Ordinary Committee Member from the wider membership. If interested in the Treasurer role, contact PJ. PJ – suggested that it might be beneficial to have a representative from the Early Careers SIG as it would be useful to have their perspective for guidance, training etc. AN – Phil Pollard from Historic England is a member of the Early Careers SIG committee and suggested he is a good contact to offer this to their membership.	All: Committee members should contact PJ if interested in the role of Treasurer. PJ/AN: to contact Phil Pollard regarding approaching the Early Careers SIG to see if anyone is interested in joining our committee.
3.	Working group with the Forensic SIG PJ has met with some of the Forensic Archaeology SIG committee to discuss how our groups could work together. Discussion at this meeting included:	All: contact AN/PJ if interested in joining the working group.

- Potential to co-host a session at the ClfA 2024 conference.
- Forming a working group of committee members from both SIGS to collaborate on guidance, training pathways etc.
- Working group will be formed of 3 members from each committee. This group will look at areas of interest, mapping across the resources of both groups and will come up with proposals. The group will also lead on the ClfA Conference session and while there is no guarantee that we will be accepted, this session would represent something not seen before at the Conference so there is hope that we will be accepted on this basis.

PJ proposed that AN is part of the Working Group due to the work she has undertaken for Historic England on training and skills pathways for heritage crime. PJ has indicated that he would like to be part of the Group and has asked if anyone else on the committee would like to take part. If anyone from the committee is interested in joining, please contact AN. PJ also indicated that the Group would report to the wider committee on a regular basis.

PJ outlined the three key areas of focus for the Working Group:

1. Both SIGs need to look at their group descriptions and determine if there is further clarity needed on their remits.
2. This will provide the foundation to agree the various skills and training levels and try to run a matrix across both groups. This matrix would outline where the groups branch from each other. The two groups will collaborate using what both groups currently have. The skills matrix produced by AN for Historic England will provide the basis of our skills matrix. PJ will check if the skills matrix and report for HE can be shared with the committee.
3. The Conference session is the third area of focus for the group, and this will happen once the group descriptions and remits have been finalised and the approach to training scoped out.

JG – confirmed that he would be happy to be involved.

<p>4.</p>	<p>Links with other SIGs</p> <p>PJ indicated that it would be good to have a member of the committee as a lead liaison with other key SIGs. These groups include:</p> <ul style="list-style-type: none"> • Scotland • Wales • Early Careers • International Practice • Marine <p>PJ - International Practice group is a key group due to the crossover into art theft, international heritage crime and potentially advice on archaeological projects related to heritage crime and war crime abroad. JG - has good international contacts and agrees that it would be good to explore the international aspect and how it maps into our own work. JG confirmed that he is happy to be the liaison for the International Practice SIG.</p> <p>AN suggested that the Community Archaeology SIG would also be a good group to build links with. AP has been involved in this SIG and PJ suggests that we ask if she would be happy to be the liaison for this group.</p>	<p>PJ: ask ClfA for the lead contact for each of these SIGs.</p> <p>PJ: JG in contact with the International Practice group to explore building a relationship.</p> <p>AN: ask AP if she is willing to be our liaison with the Community Archaeology SIG.</p>
<p>5.</p>	<p>Training and events</p> <p>Discussion on training which included:</p> <ul style="list-style-type: none"> • Discuss with ClfA the possibility of group membership for police forces rather than individuals. • Using the group training offer together with the skills and competency matrix to demonstrate value of joining the group as a non-ClfA member. The skills pathway would potentially offer a route to accreditation with ClfA for police officers etc. and membership fees for this may be met by the individual force. Method of accreditation 	<p>PJ: follow up with JK and JB with regards to putting together an introduction to volunteering event/bite sized session.</p> <p>All: If anyone has come across good examples of guidance, let the group know.</p>

	<p>will need to be determined i.e., ClfA accredited courses and/or inclusion of a module within the College of Policing degrees for example.</p> <ul style="list-style-type: none"> • Any training offer/skills pathway should meet ClfA criteria for training and accreditation and working in partnership with cross sector organisations e.g., with IHBC. • Follow up with JK and JB on training event on how to volunteer with the police. • What format should guidance take: Long form guidance or visual workflows showing ‘What to do if’ scenarios. • Potential training event. 	
6.	<p>Social media policy and plan</p> <p>A brief discussion was held on our social media. This included:</p> <ul style="list-style-type: none"> • How to manage the Twitter account. • Possibility of a social media plan. • Do we need to have a presence on any other social media platform e.g., Facebook. 	<p>AN: contact ClfA to ask if other SIGs have social media policies.</p> <p>AN: contact ClfA regarding the poll results.</p> <p>All: think about what should be included in a social media policy and whether the creation of a Facebook group is a good route to take.</p>
7.	<p>Advisory Council</p> <p>We need to appoint a group representative to the Advisory Council. If any members of the committee are interested, contact AN.</p>	<p>Any committee members interested in this role should contact AN.</p>
8.	<p>3-year plan</p> <p>Brief discussion on the 3-year plan. AN has already started to populate the 3-year plan, will share on Google Drive so that everyone can view and add comments.</p>	<p>AN: share the 3-year plan document with the committee via Google Drive.</p>
9.	<p>AOB</p> <p>PJ – is having a meeting with ClfA to discuss our experience in setting up the group. Will report back once this has taken place.</p>	<p>AN: contact the Archaeologist editor to find out deadlines.</p> <p>AN: email ClfA to ask how to access funding for publicity materials including t-shirts and reporting</p>

	<p>Brief discussion on submitting articles to The Archaeologist before the conference.</p> <p>AN – confirmed that we now have the logo and style guides from ClfA. The formats of leaflets, banners etc. are currently being reviewed and will be sent through by ClfA once done. AN can put together generic publicity materials once the formats have been confirmed which could be brought to conference, different events etc. Will also email Alex at ClfA with regards to funding these materials.</p> <p>Brief discussion on what publicity materials could be produced for the group and potential conferences that we could attend such as the International Security Conference and the National Police, Fire and Crime Commissioners conference. Potential partnership working with CBA National to include heritage crime in their resources.</p>	<p>cards.</p> <p>All the committee to have a think about future conferences which we could attend.</p>
<p>10.</p>	<p>Date of next committee meeting and future events Date of next committee meeting is the 30 November 2023 at 2.30pm</p>	