

Groups Forum Meeting

Wednesday 27 July 2016 12.00 to 15.30

MERL, Reading

Minutes

Present: Helen Parslow (AAG), Kelly Madigan (DF via Skype), Sarah Lambert-Gates (GAG), David Sabin (GeoSIG), Colin Forrestal (IMSIG), Peter Clark (IPSIG), Katy Bell (MAG), Nicky Powell (PMSIG), Rebecca Nicholson (RIG), Mel Johnson (Scottish via Skype).

CifA staff: Lianne Birney, Rob Lennox

1.	Apologies	Action
	Apologies received from Sam Paul, Rebecca Sillwood, Theodora Anastasiadou and Lorraine Mephram (AAG), Mike Nevell, Frank Green and Ed James (BAG), Cat Gibbs (DF), Amanda Feather, Jim Brightman, Sarah MacLean and Hannah Cobb (E&D), Louise Rayner, Phil Mills and Matt Parker Wooding (Finds), Alexandria Young, Caroline Sims, and Andy Holland (Forensic), Jimmy Adcock, Lucy Learmonth, Martin Roseveare, Andrew Hutt, Matt Guy and Michael Puntorno (GeoSIG), Hugh Corley (IMSIG), Leonora O'Brien (IPSIG), Rob Whytehead (London), Rebecca Enlander and Rachael Abraham (New Gen), Wales/Cymru group and Voluntary and Community group.	
2.	Minutes from the last meeting	
	<p>Minutes were agreed from the last meeting in January 2016.</p> <p>Two matters arising were providing information about the size of Registered Organisations (see Attachment 1) and the number of Student members who are not in a SIG is 147 out of 449 students in total. New Generation group could look into why this might be.</p> <p>It was noted that there does seem to be a gap between the number of individuals working within an RO and the number who are CifA members. This could be the cost or that individuals do not see the benefit of becoming an individual member as they come under the RO. It is something CifA is looking into.</p>	New Generation group
3.	Standards & guidance in business plans	
	Please can groups look into reviewing the standards and guidance relating to their group's specialism (where relevant) and add this to their three year business plans.	Groups
4.	Advisory Council reps	
	<p>All groups need to elect an Advisory Council representative in time for CifA's AGM in October, the same person can carry on if they wish and these need to be formally elected at the next group AGM.</p> <p>It is important to relay information from Advisory Council back to the group committees through the rep and is only three meetings a year. You can also send someone in their place if they are not available to attend a meeting.</p> <p>The CifA AGM is in Cardiff on 11 October from 12 until 4.30pm.</p>	Groups

5.	Budgets update & annual report reminder	
	<p>Budgets for 2015/16 were agreed a while ago and group committees should have received an email confirming the amounts. See Groups Toolkit 2.4 for all agreed group committee budgets.</p> <p>Annual report – We requested a description of each group’s activities from 2015/16 to go into ClfA’s annual report by 29 July to help showcase the groups. This has been extended to Friday 5 August to try to include more groups and a short paragraph will be fine.</p> <p>We have received them from Scottish, Archives, New Generation and Maritime so far.</p>	Groups
6.	Toolkit update	
	<p>The toolkit has been fully updated but if you spot any issues please let us know. It is a good idea to familiarise yourselves with the guidance again as it has changed slightly since Charter was implemented.</p> <p>Also please ensure you use ClfA’s house style when formatting minutes (GT 3.4)</p> <p>If you cannot access the Groups Toolkit through the website committee area please let us know. (http://www.archaeologists.net/committee/groupstoolkit)</p>	Groups Groups
7.	Newsletters/Group update emails	
	<p>Group newsletters can be submitted either using the Word template on the Toolkit (GT 6.3) or by sending in a Word document to us to put into Mailerlite. If your group doesn’t have time to submit a complete newsletter, a short update about what the group is doing or discussing will help to keep members informed of what you are doing and encourages non-ClfA group members to continue their subscriptions.</p>	
8.	Social media	
	<p>8.1 Use in committee meetings</p> <p>Groups tend to use Skype for remotely calling in to a committee meeting, as Google Hangouts depends more on your Wi-Fi connection but can still have problems. Historic England employees can use their teleconferencing facilities which work well, ClfA do not have this as their phones link to the University where they are based. We have looked into some and they usually involve charges per call at 10p per minute so it is expensive, however groups could factor this into their committee budget and would be saving money on travel.</p> <p>Scottish group use video conferencing facilities which they have factored into their budget and this works well.</p> <p>ClfA will look into what is available.</p> <p>8.2 List of accounts e.g. Facebook</p> <p>Please send in your social media accounts you hold and any login in details so ClfA can access these in case of absences and we can create a webpage of links for those viewing the group pages.</p> <p>GAG tweet during their meetings so if this is more accessible to people to get involved that would be good.</p>	Coordinators Groups

9.	CifA conference – call for sessions	
	<p>The deadline for the call for sessions for CifA 2017 is Sunday 31 July, but there can be some leeway with submitting forms if the groups let us know in advance via the conference@archaeologists.net email. Possible sessions from GAG and AAG to be submitted.</p> <p>It was suggested that we run a workshop at conference called ‘Meet the Members’ where people can network and meet the group committee members to try to encourage more of a pool of members to be on committees and engage them more.</p>	NP (PMSIG)
10.	RO & member update	
	<p>Member update See member recruitment figures for the group members totals for 15-16 (Attachment 2). The totals are healthy and improving. Archives group still have a lot of non-CifA group members as they have run many workshops and discussion events around the issues facing them at the moment.</p> <p>It is only one or two non-CifA group members who become CifA members, but we do try to recruit them to CifA at group events and workshops and we can send groups promotional material for this. International group suggest getting non-members to work with us in order to keep them and are putting in a session proposal for conference.</p> <p>There are only 45 archaeological employers in other countries so not many to become international members, but we are still getting enquiries from applicants in the EU. There seems to be an implication on commercial development as noticed a downturn in areas of construction. In the wake of Brexit, CifA is the international facing body and wants it to continue to be a global profession, so we could facilitate those from EU countries working in the UK and UK based archaeologists working in theirs. See CifA’s Brexit statement (http://www.archaeologists.net/sites/default/files/news/Archaeologists%20UK%20and%20Europe.pdf)</p> <p>See member totals split into male/female and grades for current membership figures (Attachment 2).</p> <p>It was noted that the proportion of females at MCifA level is less than that for the other grades. The ‘Profiling the profession’ survey summary by Doug Rocks Macqueen from Landward Research Ltd has some comments about the grading in relation to gender (See http://www.archaeologists.net/profession/profiling to read the full report, gender summary is on page 10 and findings are from page 93 to 97).</p> <p>The new Equality and Diversity group are aware of this and we can inform committees of their actions going forward. Also there is a University of Reading placement looking into gender and equality in archaeology and we can inform groups of the findings. Some mentoring through the application process could be useful and New Generation group have started a trial for career starters to put them in touch with volunteer mentors, so if this is successful we can trial it at the higher grades too using the groups.</p> <p>The number of retired members needs to be taken into consideration when looking at the figures, there are 164 accredited members who are retired and 1 Affiliate member.</p> <p>RO update We currently have 78 Ros and this was 75 at the last meeting. Over the past year CifA has carried out 26 inspections of organisations (comprising 4 new applicants). This resulted in 5 conditions of registration to be implemented within a given time frame, 21 recommendations to be implemented within a suggested time frame, and 18 general recommendations for improvement. In the past 12 months there have been 2</p>	Equality & Diversity group

	<p>organisations registered with no recommendations and/or conditions. The conditions primarily focus on the development and implementation of organisation wide training plans, in addition to the provision of health and safety training and/or advice. The recommendations as a whole covered a range of issues including staff training suggestions, the consistent reference to ClfA Standards and Guidance in reports, the production of specific policy documents and the encouragement of ClfA membership amongst staff members. Over the past year 18 conditions of registration imposed upon organisations were reviewed and discharged by the Registration Committee (Organisations).</p> <p>The emphasis is on employers providing training plans for their staff, but this can be difficult with continuity of employment if people are short term. PC would like ClfA to provide some training on this and CPD so they can support their staff in the right way.</p>	Coordinators
11.	Competency matrices update & Pathways	
	<p>Competency matrices are complete, thank you to all groups who compiled one. They are live on their own webpage (www.archaeologists.net/matrices) and on each group page. We have already had some interest from applicants about the Graphics, Archives, Museums and Finds matrices.</p> <p>Pathways has around 15 people who have signed up to it and we are encouraging Universities and employers to sign up their students. We will inform you of any feedback we receive. If you would like a hard copy sending out please email Lianne.</p>	
12.	AOB	
	<p>12.1 Weekend events/ClfA workshops If groups would like to run events at the weekend, Anna has offered to assist with these as we know some people cannot take time off work to attend sometimes and do not want to restrict groups. We could also couple a group event with a ClfA workshop if appropriate. Also childcare may be easier at the weekends.</p> <p>12.2 Meeting dates Due to the low attendance at the Winter Groups Forum meeting and that they were continued after the Charter launch to assist with the transfer to the Advisory Council with group reps, we were considering reducing the meetings to one per year in the Summer with training. However, groups are happy to continue the two meetings as a chance to network with other group committee members as these can change each time.</p> <p>12.3 Risk assessments Volunteer risk assessment forms were sent round a while ago by Laura but we have not received them all, so we will be chasing up those of you who haven't completed one.</p> <p>12.4 Group Communications It was raised in the workshop that some groups are not sure of what they can inform their group members about and how to communicate effectively with them. This will be looked into by the coordinators.</p> <p>The next meeting will be held in December 2016.</p>	<p>Coordinators</p> <p>Coordinators</p>