Registered Organisation Scheme

Conditions and Recommendations 2020 -22

Headlines

Appraisals, Training and Development

Ensure that all members of staff have annual appraisals and PDPs in place and are supported in completing CPD logs.

Produce a team audit of skills and competencies, and develop a training and development strategy/plan to reflect existing skills gaps.

Broaden the curriculum to include wider contextual, professional, and ethical learning.

Consider further training, CPD, and other means of career development to counteract the lack of progression opportunities in-house.

Identify staff who can be brought into a leadership development programme.

Design and implement a structured training plan for career starters.

Ensure the trainee programme is able to fulfil the aim of recruiting, training and retaining suitably skilled staff to enable the organisation to continue to meet professional standards.

Monitor and improve the trainee experience wherever possible and to collect and utilise feedback from the trainees.

Health and safety

Ensure an appropriately trained and experienced person is responsible for/or advising the organisation on H&S.

Reduce stress through better/earlier communication regarding redeployment and away work. Monitor existing policies regarding PPE, lone working etc to ensure they are fully understood and implemented.

Ensure welfare provision is suitable, adequate and compliant.

CIfA Accreditation

Consider allocating time during working hours to complete CIfA applications.

Increase the understanding amongst (the RO) staff; of the essence and nature of CIfA as a professional institute, the role of a professional institute within the sector, and the benefits of supporting the sector through membership of CIfA.

Encourage and support staff who are currently accredited to identify evidence for upgrading.

Advocate for historic environment staff at all levels to gain CIfA accreditation, using CIfA staff and recruitment resources

Reporting

Produce a strategy and deliverable, prioritised programme for reporting/publication of backlog projects.

Ensure that all reports produced in-house are subject to robust quality assurance checking and procedures. Include;

- o their intended purpose and circulation/audience and where they fit into the planning process,
- o explanation as to the differences between report types and terminology employed eg a DBA, EIA chapter or Heritage Impact Assessment,
- o copyright requirements ensuring references to all published and unpublished sources are included in text and bibliography,
- o a proper assessment of all relevant sources of information with references and explanations for their inclusion or omission,
- o the assessment of significance of heritage assets,
- o referencing research objectives and including an interpretation of the importance of results within the wider research context,
- o correspondence with the checklist in the Standards and guidance.

Quality Assurance

Formalise and document the quality management system.

Ensure the quality assurance process is rigorously implemented and that project reports are thoroughly proofread and checked and reviewed and approved by different managers.

Review and amend the WSI template to;

- o minimise generic statements and ensure roles and responsibilities are clearly set out,
- o research objectives are described,
- o public benefit opportunities are referenced where applicable,
- o the recording procedures and sampling strategy are specified.

Ensure watching briefs are only carried out by people with the appropriate level of competence except when under the instruction and oversight of others.

Archives

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.

Public Benefit

Develop professional practice by engaging with the wider public benefit agenda and further innovative practice in the delivery of public benefit.

Develop the team's understanding of the range of public benefit opportunities and the role of public benefit in planning policy and in professional archaeology.

Add public benefit to the relevant documents to encourage the consideration of public benefit on every appropriate project and to emphasise the potential benefits.

Staffing and Terms and Conditions

Develop and formalise HR systems and policies to reflect the size and growth of the organisation.

Review the framework for hiring self-employed staff.

Review the advertised pay scales and the description of job roles at the different grades to ensure they conform with the CIfA minima.

Policies and Procedures

Review and update policies to reflect the changing nature of the work, restructuring, new management, specific areas of work such as handling human remains.

Organisation

Develop, enhance and monitor the communication strategy across the whole team, including both fixed term and permanent staff.

Develop a strategy for the company and to manage developing areas of work.