

Brief for Advisory Council working party on equality and diversity in archaeology

Aim

The Board wishes to establish an internal working party to advise it on several strategic and governance considerations relating to equality and diversity in archaeology. It intends that ClfA should play its part in addressing some very important issues, as part of a coordinated strategy with other organisations. To ensure that ClfA's actions are effective and that there is the widest possible buy-in, it is essential that good advice is available on its role, the remit of others, recommended outputs and outcomes, potential strategies and measures of success.

Context

Necessarily, in response to request and encouragement, including from its own Equality and Diversity Group the Board has pre-empted some of these decisions, in that it has agreed

- to ask the Industry Group, which includes the professional institute, the employers' organisation and the lead employees' organisation, to consider a collaborative strategy to improve equality and diversity in archaeology, involving other organisations willing and able to contribute
- to make immediate revisions to relevant policy statements, acting on the advice of its Equality and Diversity Group

Nevertheless, the Board has been careful to keep its options open, to ensure that its ability to act strategically, collaboratively and effectively has not been compromised by piecemeal decisions and actions.

Terms of reference

Working party membership

- The working party should have six to ten members including up to 6 members of the Advisory Council including but extending beyond representatives of the Equality and Diversity Group. It should also include at least one of the ClfA representatives on the Industry Group
- The working party will report to the ClfA Board on what ClfA might do, and that for this exercise external input (other than through liaison with the Industry Group) is not appropriate
- The working party will need to appoint a chair. A member of staff will be appointed as secretary to facilitate the group's work

Timescale and resources

- It is envisaged that the working party will run for six months, producing an interim report after three months and a final report three months later.
- At that stage the working party will be dissolved (or transformed into something else)
- An initial task for the working party is to assess what further support it might need (eg from staff) to be able to make these recommendations by that deadline

Product

The working group is asked to deliver a report advising the Board on

1. Scope of issues
 - 1.1. the range of issues which require attention from the archaeology sector, taking account of recently circulated documents
 - 1.2. which areas of inequality, lack of diversity and unacceptable behaviours require most urgent attention

2. Role of ClfA
 - 2.1. what role(s) ClfA might play, as a professional institute, in promoting equality and diversity in archaeology
 - 2.2. on which aspects of equality and diversity ClfA might lead, on which aspects it might support others, and which aspects fall outside ClfA's area of responsibility
 - 2.3. which organisations ClfA should be cooperating with, and how

3. Recommended strategy
 - 3.1. what the desired outcome of a programme of education and reform might be – what is the vision for *n* years' time?
 - 3.2. how success might be measured
 - 3.3. what research is needed, eg into sector demographics, to inform a strategy to address inequalities
 - 3.4. which actions might be taken forward, by whom, in support of those strategies
 - 3.5. whether to implement recommendations arising from the Equality and Diversity Group (below), and if so how to coordinate these with any deliberations of the Industry Group: the recommendations include
 - to make pledges in the context of a sectoral strategy
 - to secure and promote training
 - to provide good practice advice and examples, including potential model policies
 - to encourage bodies in other industries to provide/enforce good practice guidance
 - to develop an archaeological or promote an external kitemark
 - to assess conformity with relevant ClfA requirements or guidance through the Registered Organisations scheme
 - to produce guidelines or resources that might be used for ClfA publications and events, to encourage good practice
 - 3.6. to consider an industry wide equality and diversity survey
 - 3.7. to consider the establishment of an Equality and Diversity regulation/policy working party
 - 3.8. to consider the appointment/designation of a ClfA Equality and Diversity Officer
 - 3.9. to consider how future progress on equality and diversity issues should be monitored/measured
 - 3.10. to consider whether Equality and Diversity impact assessments should be introduced into ClfA decision making processes

4. Accountability and advice
 - 4.1. how ClfA might best champion or provide advice on equality and diversity in the future, in line with its role and remit