



CLASP Strategic Plan

1. EXECUTIVE SUMMARY

This plan sets out the strategy for CLASP to prioritise and achieve its Constitutional Aim in the short, medium and long-term.

The Constitutional Aim is:

'To advance the education of the public in the subject of archaeology, in particular but not exclusively, in West Northamptonshire.'

This plan is a live, working concept that must be maintained to reflect achievements and any external or internal influences that may change or impact upon CLASP. The rationale of the Strategy is achieved by utilising a concise principal strategy with a series of modular sub-strategies. This format will allow for new opportunities to be recognised and incorporated as they evolve.

CLASP must utilise the skills and expertise of both external experts and its own members to achieve these aims. It is therefore important to ensure that the skills and abilities of the existing wider membership are identified and developed both for the benefit of the individual and the organisation.

To effectively maintain the Plan, a considerable amount of time and effort would be required for a single manager. It is therefore considered sound management practice for each Sub Strategy to be overseen by a nominated member with delegated responsibility. The methods utilised to achieve each sub-strategy must be devised and maintained by those responsible for managing a sub-strategy, subject to the policies of the Trustees.

2. BACKGROUND AND STRUCTURE

CLASP evolved in 2003 from an earlier archaeological group incorporated in the Friends of The Upper Nene Group that was established in 2001. In 2005 CLASP became a registered charity, number 1111667.

- CLASP elects a **Board of Trustees** annually at its AGM, with an appointed Chairman, Treasurer, Secretary and Archaeological Director.
- Reporting to the Board of Trustees is an **Organising Committee** made up of representatives from CLASP member societies, an individual member representative for each eighty individual members together with any co-opted members.
- The Trustees agree CLASP policy. The Organising Committee is responsible for overseeing the day to day management and technical activity of CLASP in accordance with any policies of and review by the Trustees where appropriate.
- At a local level thirteen local societies with interests in heritage, archaeology and metal detecting are members of CLASP. For CLASP activities these groups adhere to CLASP policies and strategic direction.
- Charitable status assists CLASP to obtain funding from a variety of sources, for example other charities, Heritage Lottery Fund, local authorities and grant making bodies amongst other fund raising activities.

3. SUMMARY OF CURRENT STRATEGY AND POLICIES

Current strategy and polices include:

- Ensuring that all CLASP policies and activities are relevant and effective.



- Identifying and utilising the benefits of the archaeological and historical landscape of the area including both known and locations identified by CLASP. Within that process it is essential to identify existing written and physical resources (both locally and nationally) that can assist CLASP.
- All fieldwork undertaken by CLASP must be undertaken with the full authority of landowners and tenants coupled with the necessary derogations from Natural England and any other statutory bodies.
 - CLASP must ensure that any finds located during its fieldwork are identified as the property of the landowner/tenant unless a written surrender document is obtained.
 - When dealing with finds, the requirements of the Treasure Act 1996 must be considered.
 - Due care must be taken with all finds to ensure their proper identification and conservation.
 - Any human remains located during fieldwork must be dealt with sensitively and in accordance with law and Home Office permission. Proper consideration must be given to expeditious re-interment of human remains.
- Prudent management of CLASP financial and technical resources and equipment, ensuring that these can be a source of income where appropriate.
- Effective communication of CLASP's activities both internally and externally including both formal and informal reports. All media formats, including the Internet, must be utilised.
- The ongoing recruitment of new members with a wide demographic base.
- The training and development of our human resources, including identification of personal skills that can be of benefit to achieving CLASP's activities.
- A policy to achieve a permanent base for CLASP including facilities for all forms of archival storage.
- To achieve credibility locally as a community project, as a useful body to advise and educate others on the archaeological and historical heritage of the area.

4. THE STRATEGY

To achieve these policies and aims, the following strategies have been defined for the short, medium and long-term. The short term strategies would accrue into the medium term and all would accrue into the long term.

For the purposes of this Strategic Plan, the short term is defined as the twelve months from the inception of the plan, the medium term the next three years and the long term the five years thereafter.

4.1 Short Term Strategy

- Maintain the vibrancy and membership of CLASP through ongoing training, research and publication.
- Create financial strength and management.
- Develop appropriate artefact, documentary and digital archives.

4.2 Medium Term Strategy

- Maintain CLASP as a recognised centre of excellence through quality research and publication.
- Include recognition of achievement by its membership.
- A ten year review of the CLASP Constitution, including the roles of the Board of Trustees and Organising Committee. This review should consider the effect of CLASP employing and remunerating key persons.

- Consider further methods of financial management and future funding .

4.3 Long Term Strategy

- Hopefully the Short and Medium Term Strategies will have encouraged strong co-operation between our membership, both society and individual.
- Additionally we should be working and liaising with a variety of external organisations and individuals.
- In the longer term we should therefore be looking at achieving academic and research credibility on a wider basis.

5. INFLUENCES

The integrity of this Strategic Plan can be affected by both internal and external influences. It is therefore essential that the two Committees stay aware of these and ensure that they are considered both in connection with the day to day running of the organisation and the continuing evolution of this Plan.

- Internal influences can originate from specifics such as demographic change, funding and needs of the membership.
- Externally changing pressures might arise from legislative changes, the economic situation, increased development.

There is an increasing role for the community in the investigation and conservation of the historical heritage of the countryside.

6. THE SUB-STRATEGIES

6.1 Financial Management

- Ensure the proper management and development of CLASP Financial Resources and future funding sources.

Key Person(s) -

6.2 Research

- Ensure the proper development and management of research projects undertaken by CLASP.
- Encourage the wider membership to participate in all types of research that is relevant to the CLASP policies.

Key Person(s) -

6.3 Permanent Base and Archives

- Develop a home for CLASP that can be an effective venue as an administrative and educational base together with facilities for effective conservation and archiving for artefacts, documents and digital resources.
- Any facility should also be available for academic research and artefact display.
- Maintain an overall "location index" of all artefacts held by CLASP and its affiliate members.

Key Person(s) –



6.4 Corporate Communication

- Develop CLASP communications, both internal and external, ensuring that effective contact is made with the media.
- Ensure that the CLASP website is maintained and updated as technology improves.
- Oversee the maintenance of an agreed style for all written CLASP communications.
- Ensure appropriate copyright protection is provided for all aspects of CLASP intellectual property.

Key Person(s) -

6.5 Human Resources

- Promote active recruiting of Individual Members from a wide demographic and social base.
- Develop and maintain a versatile and viable training package for the CLASP membership.
- Additionally ensure that the latent skills and abilities of our members are identified and utilised both for the benefit of the organisation and the individual.
- Develop and maintain an induction package for new members.
- Develop and maintain appropriate policies in the fields of Equal Opportunities, Vulnerable Persons protection and Health and Safety.

Key Person(s) -

6.6 Technical Procedures

- Under the guidance of the Archaeological Director, develop and maintain guidelines and procedures for all aspects of practical fieldwork undertaken by CLASP.
- This will include post fieldwork conservation, identification and archiving of artefacts CLASP training initiatives.

Key Person(s) -