

CIfA

Chartered
Institute for
Archaeologists

Annual Review 2016/2017

“ClfA promotes high professional standards and strong ethics in archaeological practice, to maximise the benefits that archaeologists bring to society”

Jan Wills, ClfA Chair



Message from the Chair

Our focus for the last year has been around promoting professionalism, building on the training and development work undertaken in 2015–16 to ensure that all archaeologists have the building blocks and career opportunities available to them to become accredited professionals. Through our marketing and communications plan, we have been increasing our efforts to communicate the work of the Institute to current and potential members, as well as seeking feedback on our performance to identify areas where we need to do more.

Our 18 Area and Special Interest Groups have played an active role in this too, providing a wide range of training opportunities and bringing together professionals with specific historic environment interests. Each Group has a seat on the Advisory Council, offering specialist advice on the work we are undertaking.

To complement this we have also been promoting, through partnerships with other bodies, the need for clients to use professional archaeologists and the benefits and value that early engagement brings to projects. In addition, we have continued to be proactive in addressing advocacy and policy issues that directly affect archaeology and our members.

There is much more happening that is not reported in this review, and you can find out more about what we have been doing in our magazine, *The Archaeologist*, through our regular eBulletins and on our website www.archaeologists.net, as well as speaking to staff or members involved in the Advisory Council or the Board of Directors. Reports from Area and Special Interest Groups are available on their individual web pages.



Jan Wills ClfA Chair



What is the Chartered Institute for Archaeologists?

The Chartered Institute for Archaeologists (CIfA) is the leading professional body representing archaeologists working in the UK and overseas.

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*Professions are disciplines whose members, whether paid or voluntary, agree to be bound by an **ethical code**, have demonstrated necessary technical and ethical competence, and are subject to the oversight of their peers.*

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A professional body

- Protects the public
- Regulates the profession
- Publishes ethical codes and standards
- Accredits organisations
- Supports professional development



A trade union

- Represents employees
- Negotiates pay and conditions
- Offers advice to individuals
- Provides representation on contractual issues



A trade association

- Represents employers and businesses
- Provides advice and support to its organisational members
- Encourages collaboration between companies within the sector

Professional institutes provide that code – our **Code of conduct** – and supporting regulations and standards. We promote high professional standards and strong ethics in archaeological practice through the education, guidance and regulation of professional members, to maximise the benefits that archaeologists bring to society. We assess the competence of members and organisations to ensure that accredited members of CIfA are skilled in the study and care of the historic environment. Our **professional conduct process** and its sanctions provide the oversight that underpins an institute’s primary function of public and consumer protection, ensuring that clients and society in general receive the best possible service from the profession. These actions also serve the interests of, and benefit, our members by supporting the importance of the role that archaeologists serve in society, thereby raising the status of archaeologists and of the profession.

How do we deliver our aims?

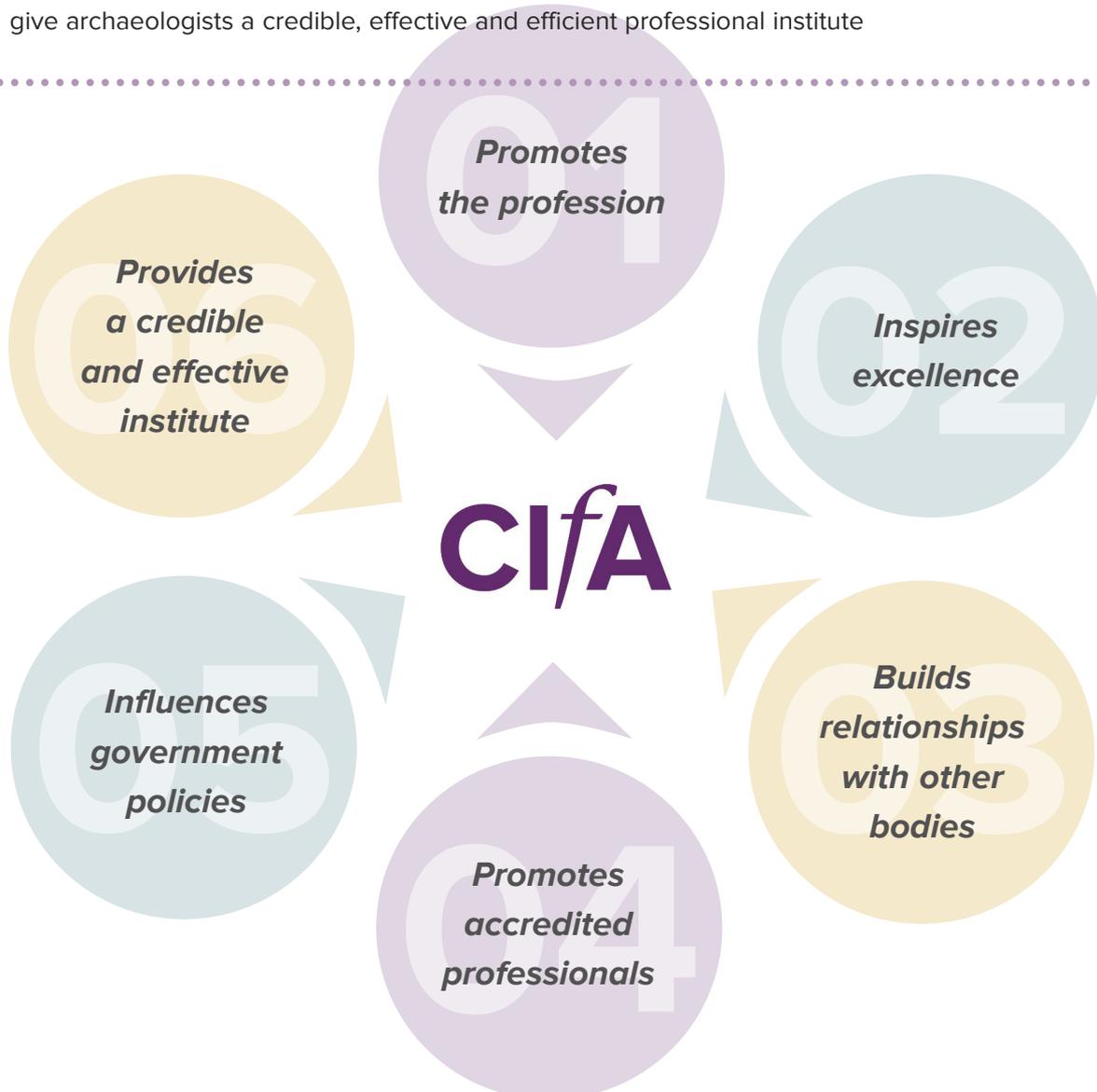
ClfA champions professionalism in archaeology by setting standards, measuring compliance, promoting good practice and sharing knowledge. We represent the contribution of the historic environment sector to governments, encourage Continuing Professional Development (CPD) to keep historic environment professionals up to date on developments in practice, improve individual career prospects, and provide a wide range of membership services.

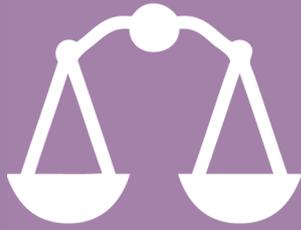
We are the authoritative and effective voice for archaeologists, bringing **recognition and respect** to our profession.



Our 2010–20 Strategic Plan objectives are to

- O1** increase understanding of the role of archaeologists in society and improve our status
- O2** inspire excellence in professional practice
- O3** strengthen the relationships between archaeologists across the historic environment and other sectors
- O4** make ClfA membership and registration essential demonstrations of fitness to practice
- O5** develop a stronger influence on historic environment policy
- O6** give archaeologists a credible, effective and efficient professional institute





23 complaints
against members



40+

CPD opportunities



represented
on **38+**
forums



56

consultation responses

Highlights

Here are a few examples of some of the things we have undertaken in the last year. Further details of these and other activities are included in this Annual Review.

Regulation

We have dealt with 23 complaints raised against individuals and organisations, six of which were formal allegations. Through the Registered Organisations inspection process, we have issued nine conditions of registration and 85 recommendations for improvement to the 26 organisations applying for the next registration period.

Professionalism

We have a section on our website dedicated to careers and professional development, providing guidance on Continuing Professional Development (CPD), NVQs, training opportunities and training plans. ClfA2017 in Newcastle included 14 sessions and six CPD workshops. In addition, we have run 29 other events via our AGM, Groups and other specialist workshops.

Advocacy and influence

ClfA is a leader in advocacy among core archaeological bodies and a key partner within wider historic environment sector forums. We have identified priority policy objectives, and work towards them proactively and through our responses to consultations: we have submitted 56 over the past 12 months. We are also involved with a number of sectoral forums and partnerships that help ClfA to advance its policy objectives and influence the wider sector and governments: those groupings include The Archaeology Forum, Heritage Alliance, Historic Environment Forum, Heritage 2020, Scotland's Archaeology Strategy, Built Environment Forum Scotland, Northern Ireland Archaeology Forum and Northern Ireland Environmental Link.

Promotion of professional archaeologists

We promote the value of professional archaeologists to client sector bodies such as the British Property Federation, the Institution of Civil Engineers and the RTPI at external conferences and via blogs, case studies and meetings. Our key objective is to demonstrate that archaeology adds value to business and society, and that using accredited archaeologists ensures that the work will meet the needs of clients and the public.

Policy and partnerships

One of the main roles of the Institute is to act as an advocate for members and for the profession, building networks within the sector and with decision makers.

The Brexit announcement last June had a significant impact on our advocacy work. Initially we released a statement setting out our view that there should remain a strong commitment to the continuing nature of archaeology as a global profession, and the need to maintain relationships between professional archaeologists across EU nations and beyond.

We participated in a meeting with the Secretary of State for Culture, Media and Sport and with civil servants to outline our concerns about the implications of the UK leaving the EU. Following this, we consulted with members about their views on **Brexit** and the effects this would have on archaeologists working in the UK and EU and asked for their recommendations for further action. In early 2017 we wrote a joint letter with the Institute of Archaeologists of Ireland (IAI) to senior government officials in Westminster, Northern Ireland, the Republic of Ireland, and to Brexit negotiators in Brussels, in response to the Prime Minister's formal notification of the intention for the UK to exit the European Union. The letter set out the position of both Institutes regarding the relationship between the UK and Ireland, the economic, cultural and social importance of the archaeological sector, and the requirement of the Brexit negotiation process to seek to preserve the tradition of mobility between the UK and Ireland, particularly in the context of the present **market demand** and skills shortages in the sector.

Our joint working with the IAI on Brexit has also supported the signing of a Memorandum of Understanding between the two Institutes. This agreement recognises a shared commitment to the promotion of professionalism in archaeology, and a duty to foster **collaboration** and to deploy the resources of the two organisations efficiently and effectively. It sets out some areas of immediate and longer-term joint working for the two Institutes, including sharing communications and **benefits**, exploration of the potential to align Standards documents across jurisdictions, and exploration of how the ClfA Registered Organisations scheme could be relevant to IAI members. A similar Memorandum of Understanding between ClfA and IHBC was signed last year and in the past twelve months we have been jointly promoting events and publications. We have welcomed a number of IHBC members who have taken up the free joint membership offer. This will continue until next April, so if you haven't taken advantage of the reciprocal offer of IHBC membership yet you can sign up via the IHBC website.



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“Working with others helps us to more effectively communicate the work of the Institute and its members, and to benefit from sharing ideas with other professionals”

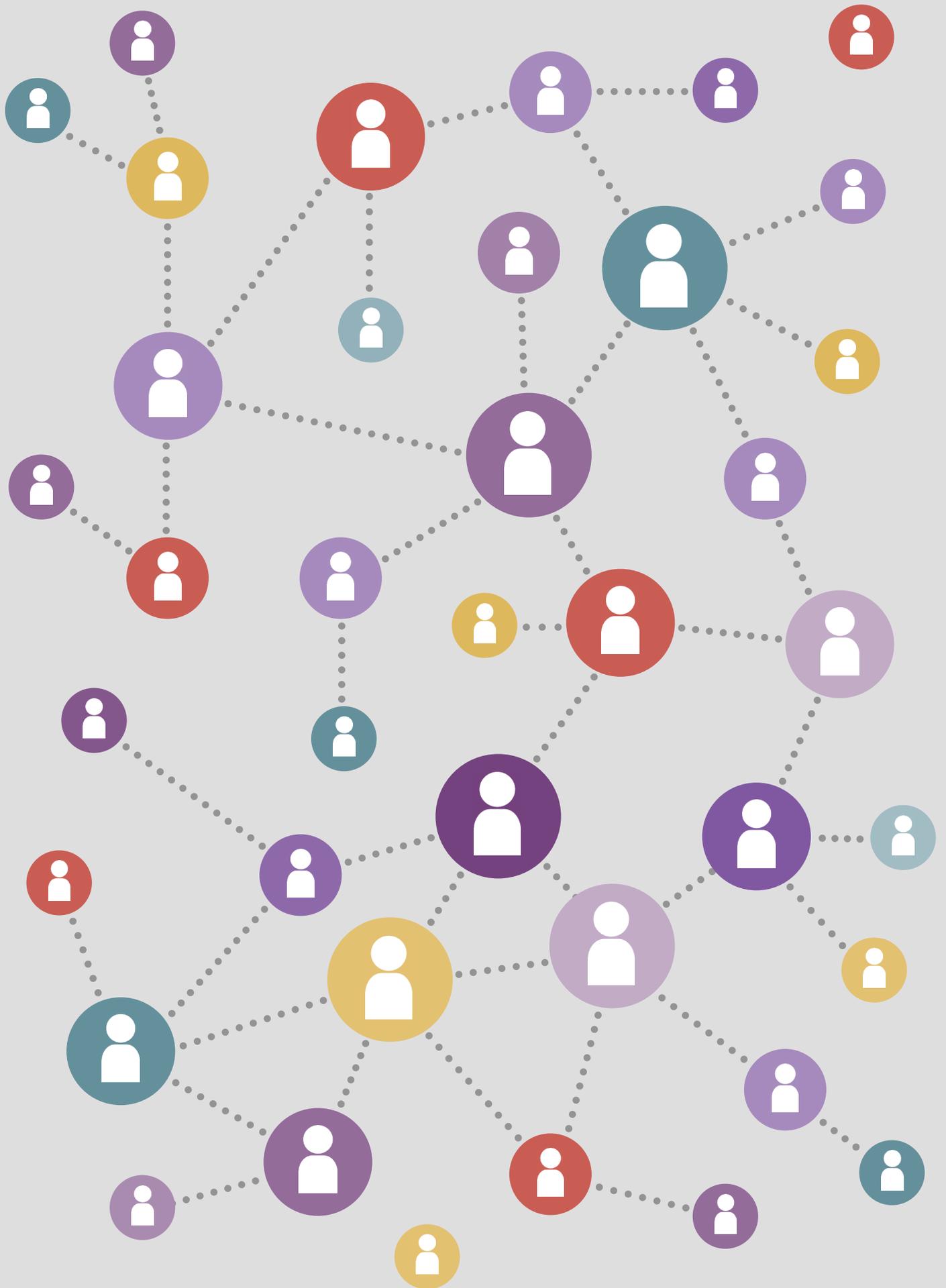
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Tim Howard has been leading on our response to changes to the English planning system, which have been a major concern in recent months with the introduction of the Neighbourhood Planning and Infrastructure Act, and the Housing and Planning Act, both of which formed part of the previous Government’s growth agenda to try to increase the amount of housing being built and which are likely to continue under the new 2017 government. Both of these new legislative instruments include provisions that have a potential to impact negatively on **archaeological protections**, as measures to reduce pre-commencement planning conditions and expand permitted development alter the status quo by restricting the early identification of significance and limiting the scope for mitigation. With the Council for British Archaeology (CBA) and the Association of Local Government Archaeological Officers (ALGAO) we have strongly argued for the protection of these planning requirements to try to ensure that archaeology remains a material consideration, and have met with Historic England and the Departments of Communities and Local Government (CLG) and Culture, Media and Sport (CMS) to discuss in more detail the proposals outlined in the Bill and the implications of these.

In June we wrote to the new government and set out in a letter the onward priorities for archaeology in the context of these challenges, presenting a set of objectives for **planning reform** and for Brexit – the issues which are likely to dominate ClfA’s advocacy in the next five years.

We have also been leading a consortium of other professional bodies through a Client Demand Task Group to develop more generic Historic Environment client guidance for accredited **specialist heritage skills** and services. With financial support from Historic England, we’ve researched clients’ attitudes to using accredited heritage professionals and the results show that clients do not fully understand the breadth and depth of assistance available, the different relevant bodies that exist and what they offer, what the different professions and trades can achieve for them, etc. (www.archaeologists.net/news/research-client-demand-accredited-heritage-practitioners-1487764940). The recommendations arising from this work will be published in due course. The benefits of us **working together** with professional bodies in other sectors will help us to communicate more effectively to clients the range of specialist heritage skills and services available.

Our advocacy and policy priorities are regularly reviewed and discussed with the Advisory Council and details of our current priorities are on the ClfA website at www.archaeologists.net/advocacy



Professional development

For 2016–17 we have been building on the work from the previous business plan year to establish clear career pathways for archaeologists. We are acutely aware of the issues and opportunities facing the profession at present in terms of capacity and have been addressing these with our sector partners, including FAME, Historic England and HS2. Our focus has been on attracting a wider and more diverse range of people to consider a career in archaeology, strengthening both traditional and non-traditional entry routes and ensuring that professional archaeologists have access to the necessary training to develop their skills.



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“Establishing a clear, professional career structure for all archaeologists now will attract new talent into the profession and will have a long term positive impact on the recognition and reward for our skills”

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We have set up a dedicated careers section on our website providing a range of information for those looking to start a **career in archaeology**, for individuals wanting to build on their professional development through training and CPD, and for employers wanting to know more about how to provide professional development training for their staff.

We have continued to provide a range of relevant and quality CPD **training opportunities** for members to support individuals in gaining the skills they need to become accredited. As part of this we have launched a new e-learning portal and the first short course provides an introduction to professionalism in historic environment practice. In the last year through our Annual Conference, AGM, Groups and other activities we have provided over 25 CPD events. These have included *Standards and guidance for briefs, specifications and WSIs; Getting the historic environment into local plans; Mental health first aid; Environmental samples: when, why and how to take them; and Designing a legislative framework for the future of the historic environment: following the Welsh example.*

We have also endorsed a number of external training courses covering topics such as photogrammetry, recording waterlogged wood, LiDAR, assessing the impact of development of the setting of heritage assets, etc. Our endorsement ensures that the courses are up to date and that the content meets specific industry needs and National Occupational Standards (NOS), as well as contributing to individual professional development plans.

To help to bed this into everyday practice, all Registered Organisations must demonstrate that they have a training plan in place for the organisation, which should also explain, where applicable, how career entrants will be supported to develop the **skills and competence** required to gain Practitioner level membership of ClfA. In addition to the general Registered Organisation status, we now have a programme of accrediting employer training schemes. Details of organisations with accredited training schemes, along with the criteria for accreditation and how to apply, are on our website.

Following our involvement in the development of a delivery plan for the Scottish Archaeology Strategy we have taken on the role of lead partner for delivering Aim 5 of the Strategy – **Innovation and training**. The Strategy identifies several key objectives as part of this aim, ranging from improving training opportunities in the sector and promoting the value of training to employers and clients, to enhancing collaborative links across sectors and promoting innovation in both archaeological methodology and delivery. The Strategy meshes well with the key issues being addressed by the Archaeology Training Forum and in our own Strategic Plan, providing opportunities for joined-up working at a UK level.

Related to all of this, we continue to convene meetings of the Industry Working Group with the aim of coordinating the programmes of work for ClfA, FAME and Prospect to deliver improvements in the working and business environment for the profession. More recently the membership of the Working Group has been widened to include representatives of the Association of Local Government Archaeological Officers, ClfA's Diggers' Forum and David Connolly, British Archaeological Jobs Resource (corresponding member), and meets twice a year to provide an opportunity to share information, support initiatives and develop joint projects. Recent meetings have discussed the issues of **resource capacity** within the profession and the potential impacts of forthcoming major infrastructure projects and Brexit, and progress with apprenticeships and other training initiatives. The Working Group also provides comment and feedback to ClfA in relation to salary minima to inform the annual review of these rates.

For more information about professional development and training opportunities visit the ClfA website at www.archaeologists.net/careers

Professional standards

Defining and promoting professional standards of practice is a core part of our Strategic Plan.

Over the past year, we held a series of workshops in England, delivered in partnership with ALGAO and with funding from Historic England, to look at how **archaeological research** is designed – through written schemes of investigation, specifications and project designs. Intended to support the revised ClfA *Standards and guidance* issued in 2014, the workshops covered the principles of good design, professional standards, the planning context and operational research and used case studies and group discussion to explore how research and public benefit could be better integrated as core principles of archaeological design. Further support for our members and Registered Organisations to help them meet the requirements of the *Code of conduct* and *Standards and guidance* is planned in 2017 with a series of ‘Spotlight’ articles in *The Archaeologist*. The first of these focuses on **desk-based assessment** and is included in TA 101.

In partnership with IEMA and the Institute of Historic Building Conservation (IHBC), we are drafting new guidance on **impact assessment** for cultural heritage. The primary purpose of the guidelines is to demonstrate how the broad principles of impact assessment apply to, and can support, cultural heritage projects. These are due to be published next year, and will be used by heritage professionals undertaking assessments, practitioners responsible for commissioning assessments and anyone working in a related discipline who needs to understand the context and nature of cultural heritage assessment in the UK.

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Our Finds Group has instigated a major piece of research into the quality of finds reporting through an assessment of the application of existing standards. The project was funded by Historic England and is due to report shortly. As well as an assessment of a sample of 1000 finds reports, the report will include recommendations for improvements to *ClfA Standards and guidance*, which will be taken forward over the next year.

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More recently, in partnership with Historic England, we have been running a further series of workshops on important issues within the archaeology sector in England. The aim of this is to discuss key issues in the sector and generate **focused debate** that will inform future development of policy within the profession. Three workshops on archives, standards and guidance, and designation and management have already taken place, and future topics will cover new models for local curatorial services, synthesis of information and archaeological publication.

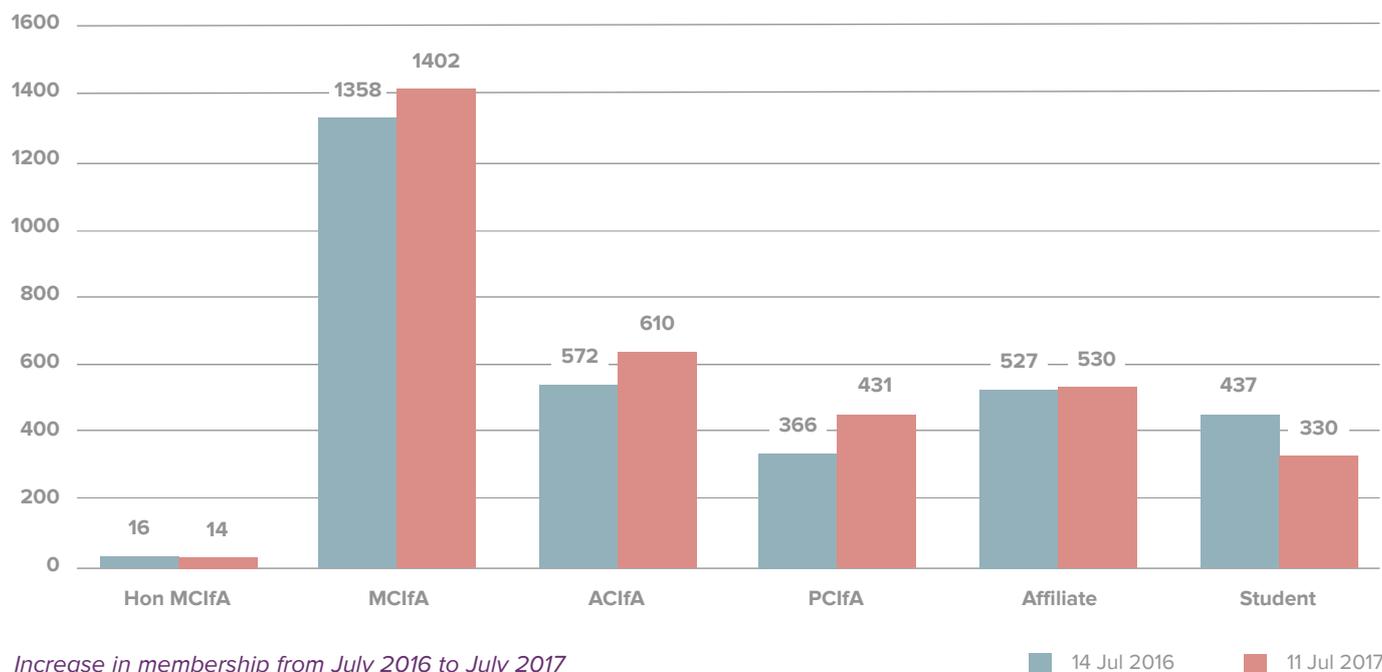
For more information about professional standards in archaeology visit the ClfA website at www.archaeologists.net/codes/cifa

***“ClfA champions
professionalism in
archaeology by setting
standards, measuring
compliance, promoting
good practice and sharing
knowledge”***

ClfA

Accreditation and registration

Membership of ClfA has continued to grow and now stands at 3317 (11 July 2017). Of these members, 2457 are accredited professionals (Member, Associate and Practitioner) who have demonstrated their technical and ethical competence – including the professional skills relevant to their grade of membership – to the Validation committee.



Increase in membership from July 2016 to July 2017



“Accreditation is by peer review and it is a way of ensuring... clients can have confidence in my abilities.”

MClfA professional



Accreditation levels are on the increase and we have seen a 6% rise since the announcement of chartered status in June 2014. We are continually promoting the benefits of **professional recognition** and the competence of our accredited ClfA professionals. Chartered status is continuing to give us the opportunity to push this message further, securing reference to the use of accredited professionals in national guidance and in turn noticing a change in requests from clients for archaeologists to demonstrate their skills and ethics through accreditation.

The recent changes introduced by the Construction Skills Certification Scheme (CSCS) are to ensure that individuals working on construction sites have the required training and qualifications for the type of work they carry out, with the aim of improving standards and safety on UK construction sites. As a result, **CSCS** withdrew the Construction Related Occupation card in a bid to encourage construction workers to apply for the new green Labourer card, which is qualification dependent. Working with FAME and CSCS, we established that ClfA accreditation was recognised as an appropriate mechanism to demonstrate **professional competence**: accredited ClfA professionals are eligible to apply for a Professionally Qualified Person (PQP) card, and employees on a ClfA-endorsed training scheme are eligible to apply for the trainee card.

These initiatives have had a positive impact on the numbers of applications for accreditation at all grades, and to support applicants we have updated our information to make the process clearer. To help this, some of our Special Interest Groups have developed **specialist competence matrices** that clearly identify what applicants need to provide in support of an application.

We also continue to have strong support from our non-accredited membership grades (Affiliate and Student). These grades are not assessed for technical or ethical competence: members in these grades agree to support the Institute's *Code of conduct* but are not accountable under it. Many individuals are in a transitional period of their careers, gaining the **relevant skills** before upgrading their membership to an accredited level, while others do not work in archaeology, have left the profession or have retired, so have joined to support ClfA and the work we do.



The number of Registered Organisations in the RO scheme has remained at 80. They include the majority of the large organisations in the UK, with a growing number of smaller and more specialist practices, including curatorial organisations. The scheme provides a unique quality assured register, demonstrating that the organisation can work to all relevant ClfA standards; the benefits of working with Registered Organisations is promoted through our Client Guide, Yearbook, website and other ClfA material.

This year we are celebrating 21 years of the scheme and we dedicated issue 101 of *The Archaeologist* to reflecting on how the scheme has influenced **professional practice** and what we would like to see it do in the future.

Registration of an organisation lasts for three years, although the Registration Committee (Organisations) can, and does, offer a shortened registration period if an organisation needs to be reviewed earlier. Prior to registration each organisation completes a detailed application form covering all the aspects of their archaeological work. This is followed by an office and site visit (if appropriate) from a panel of individuals with the relevant expertise to review the organisation's practice. Panel reports are considered by the Registration Committee (Organisations) before registration is granted, and frequently comes with **recommendations for improvement**. Over the past year ClfA has carried out 26 inspections of organisations. This resulted in nine conditions of registration to be implemented within a given time frame, 40 recommendations for changes within a suggested time frame, and 45 general recommendations for improvement. 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 covered a range of issues, including having a developed strategy and action plan for archive or publication backlogs, to have a clear provision for outreach and community engagement, and for WSIs to be compliant with our standards and guidance. Over the past year, eleven conditions of registration imposed upon organisations were reviewed and discharged by the Registration Committee (Organisations).

Both our accredited individuals and Registered Organisations agree to abide by the Institute's *Code of conduct*, and can therefore be held to account by their peers if their **professional standards** are in question. Over the last twelve months we have responded to 23 complaints and allegations made against Registered Organisations or ClfA professionals. Details of completed cases are published in *The Archaeologist* when relevant.

For more information about professional accreditation and registration visit the ClfA website at www.archaeologists.net/join

***“ClfA accreditation should
not be regarded as a
passive membership – you
have to get involved if
you want your profession
to evolve”***

ACIfA professional

ClfA

Celebrating our volunteers

Although the Chartered Institute has paid staff (10.5 FTE), an enormous amount of work would not be achieved without the support and commitment from members who volunteer to help with our activities. Without volunteers joining our Board, Advisory Council and committees the Institute would not be able to function as it does. Our governance structure and the mechanisms to determine applications for accreditation would simply not exist.

It is important to remember that archaeology is not regulated by government and ClfA provides a mechanism for our profession to be **self-regulated** by setting standards of practice. Under the *Code of conduct* all accredited professionals have an obligation to promote adherence to standards. ClfA professionals have a say in how these standards are written, but to do so they must also demonstrate that they comply with these to be accredited members, and be assessed by a panel of peers. These peers are our volunteers.

Of the 2457 accredited professionals mentioned above, 68 currently volunteer on the Board of Directors, Advisory Council, Validation and Registration committees. They dedicate a huge amount of time and effort in assisting staff to meet our objectives and to provide **expert advice**. In addition, a further 106 members (from all grades) are involved in Area and Special Interest Group committees, providing important networks for members to have access to, CPD opportunities, and expert advice. Other volunteers offer their time by assisting with **professional conduct** panels and inspections panels, or through running or speaking at conferences and other events. Our volunteers come from a variety of backgrounds – such as fieldwork, finds, academia, and museums – and may be self-employed, retired or in full-time employment, working all levels of responsibility.



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We would like to take this opportunity formally to thank all those involved now and in the past for their contribution to the Institute.

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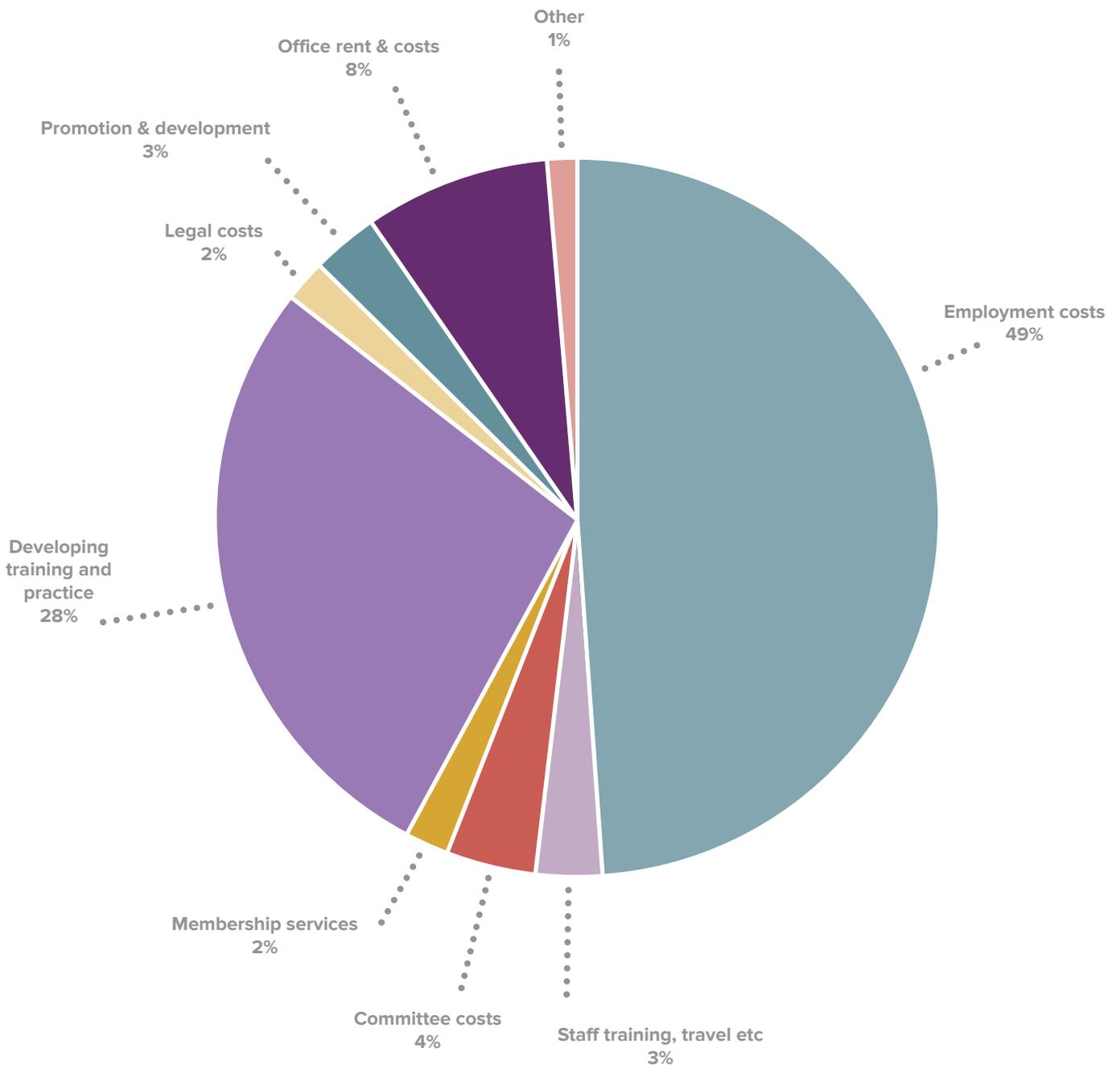
For more information about getting involved with ClfA visit our website at www.archaeologists.net/organisation/council or email us at admin@archaeologists.net

Accounts from 1 April 2016 to 31 March 2017

CIfA's accounts have been audited by Haines and Co Chartered Accountants. Under our Charter, the Institute is required to provide details of its income and expenditure to members for consideration at the AGM. Although not specified in the Charter, the Board has agreed to have these prepared in accordance with United Kingdom Generally Accepted Accounting Practice.

Detailed income and expenditure accounts and financial statements are available on the CIfA website at www.archaeologists.net/about.

A summary of where your money has been invested is shown in the chart below.



CIfA expenditure April 2016 to March 2017

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and effective voice for
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ClfA