



Chair's Introduction

Mary Neale

It's been a busy and productive few months. We now have 687 members and we elected our committee at the AGM on 7 September. You can refer to who's who on the contents page of this newsletter. We meet regularly online through oovoo, which is a free video chat much like Skype. If our members would like us to, we will hold a public meeting to discuss issues during the year, so do contact us if you're interested in voicing your opinion in this way. You can also voice your opinion and read others' opinions on the DF Facebook Page.

The question is often asked – what does the IfA do for me? One of many answers is the aspiration set out in the IfA Recommended Starting Salaries - Remuneration <http://www.archaeologists.net/practices/salary>. Carrying this aspiration forward, new minima have been agreed by the IfA Council, to be implemented next April. Sadie has provided a summary on page 8.

The Diggers' Forum compiled a questionnaire for its CPD Survey earlier this year and the IfA paid to make this available through Survey Monkey. We'd like to thank the IfA for their support and our volunteers who helped with beta testing. 210 colleagues completed the DF CPD Survey. Chiz has divided the results into sections so that workload could be divided between a group of hard-working archaeologists. Chiz presented some preliminary results at the Joint DF/Prospect Conference, and we're ready to start on the next stage of data crunching.

The Joint Conference on pay and training was a great success, with lively discussion on a broad range of issues and representation for all areas of the profession. We wish to thank the organisers, Chiz, Sadie, Chris Clarke and Antony Francis and all of those who attended and contributed and we'd like to thank the IfA for allowing us to delve into the Events budget to help towards



DF Committee:

Acting Chair

Mary Neale

heritage@maryneale.co.uk

Secretary and membership

secretary

Sadie Watson

swatson@mola.org.uk

Treasurer

Sophie Jennings

sophings@gmail.com

Newsletter Editor

Chiz Harward

chiz@urban-archaeology.co.uk

Gwilym Williams

gwylymwilliams70@yahoo.co.uk

General email:

diggers@archaeologists.net

Contents

Chair's introduction	1
Letter from the editor	5
DF Round up and news	6
Pensions	7
IfA Minima	8
1st impressions on Council	11
Unpaid labour in public archaeology	12
Bridge Farm, Barcombe Mills	16
Archaeology Skills Passports	18
DF/Prospect Conference	20
IfA Policy Statements	25
Self-employment	27

Are your details up to date? We want to make sure you get this newsletter and other DF communications, so please let the IfA know if you change your postal or email address at:
groups@archaeologists.net

To view this newsletter as a pdf open it in Adobe Acrobat™, and go to **View>Page Display** and tick **Two-Up Continuous** and **Show Cover Page During Two-Up** and it will appear as intended.

To print the newsletter: if you only have an A4 printer it is easiest to print it double sided and staple down the spine to create a booklet format.

If you have access to an A3 printer then you can use booklet print: go to http://kb2.adobe.com/cps/897/cpsid_89736.html for details.



Diggers' Forum mission statement

The Diggers' Forum (DF) is committed to creating a positive, sustainable and financially viable career for all professional archaeologists at all points in their career. The DF is a Special Interest Group of the Institute for Archaeologists representing all archaeologists working out on site at whatever grade. Membership of the DF is open to all.

The DF was formed in 2004 to represent the views, aspirations and professional requirements of its members, in addition to campaigning for improvements in pay and conditions within the profession.

The views of those new to a career in archaeology, or who are employed at the lower rungs of the job, are under-represented in the industry. It is a key aim of the Diggers' Forum to redress this balance and keep the issues and welfare of its membership at the top of the IfA agenda and publicised to the world beyond.

The Diggers' Forum will serve as a platform to provide up to date news and information to its members, as well as actively encouraging debate and involvement within the DF and the IfA on the developing roles required of field-staff now and in the decades to come.

Join us in the Diggers' Forum and help make a positive difference to our profession: <http://www.archaeologists.net/groups/diggers>



Continued from front page

the cost of the conference.

We presented and listened to the concerns and aspirations of Special Interest Groups at the Groups Forum meeting on 11 December. Issues covered included the production of competency matrices for each area of specialism, so archaeologists can map what they can do against the three member grades.

• Groups have been asked to contribute ideas and feedback on current IfA projects, some of which are listed below - and we would welcome your input. CPD was discussed in some detail and we have provided a list of what counts as CPD under DF Roundup and News. Manda Forster from the IfA informed Groups about the projects that the IfA are working on, including:

- CPD promotion and training
- Archaeology Plus – a client guide (developers and communities)
- A stakeholder survey (awareness of the role of archaeologists and the IfA)
- Charter and new system of governance



Recent issues brought to the attention of the DF Committee include questions about freelance rates, the taxable status of away accommodation and the problem of sketchy details in job adverts for trainee positions. Encompassing all of these issues is the DF monitoring of the JIS and BAJR job advertisements. We raise questions about what is advertised and do this to make the profession more sustainable. Many in the profession claim to aspire to this wider aim of a sustainable profession; some jobs still appear advertised below IfA minima, but this situation has improved noticeably in the last few months and we hope to be able to confirm this in our next issue. We all need to be informed about issues of pay and welfare. The DF Committee asks that our members and colleagues alert us when they see or hear of jobs that do not meet the IfA minimum requirements.

The DF committee would like to thank all our volunteers for their invaluable contributions to DF projects, making time to help with us manage tasks.

Cotswold Outdoor Discount

Did you know that IfA members can get a 15% discount at Cotswold Outdoors? If you are into the outdoors, or just need some new socks for site then you could start making back your IfA subs whilst shopping for anything from fleeces to sleeping bags, tents to torches.

Quote 'Institute for Archaeologists' at the till and show your IfA membership card. IfA members of the DF should have been sent a discount code by email they can use. If you didn't receive it, let us know. You may need to speak to the manager as staff may not be immediately aware of the discount. The discount code is also valid for phone and online orders.

Please note this discount cannot be used in conjunction with any other offer. If you have any difficulty using this offer please contact the IfA office (and let us know as well!).



Letter from the editor

Chiz Harward

Welcome to Issue 13 of the Forum Dispatch, we've a varied mix of articles, from updates on what is going on with the campaigning side of the Diggers' Forum, to review articles on our successful joint conference with Prospect Union on training and pay. I'm particularly pleased to have a short piece by David Connolly of BAJR on his new Skills Passports scheme something we hope to hear far more about in the near future.

Unfortunately we haven't been able to bring you a couple of our regular features -Tools of the Trade and Bookmarks, but hope to be able to bring them back for next issue. If you fancy a go at any of the regular features (or writing a new feature) please get in touch.

In the New Year we will hopefully move to a dual format for the newsletter and communication -articles and news will initially be posted on a Diggers' Forum blog, and every quarter we will 'bundle' this material up into a more traditional newsletter. Hopefully this will mean that members can get important news and developments as they happen, whilst retaining the

benefits of the newsletter format. It shouldn't be too much more work, in fact it will spread the load over the year so hopefully it will be less!

And finally, as always, if you would like to send in any photos, news, reviews, articles or opinion pieces we'd be delighted to hear from you.

If you would like to contribute to the Diggers' Forum Newsletter, or have a suggestion on a subject we should cover, any dates for the diary and details of events or other news please contact the editor by email:

chiz@urban-archaeology.co.uk



DF Roundup and news



DF Committee news and AGM

It's been all change at DF committee -the rotating chair has moved on to Mary Neale, we'd all like to thank Gwyl Williams for his sterling work as the outgoing chair.

Due to lack of turnout our original AGM at IfA Conference was cancelled, so we moved the AGM to September. Attendance was again pitiful, however the AGM was a lively affair being held in the Old King's Head, Southwark. There was lots of business discussed and a generally positive outlook despite the looming IfA Minima debate.

Sophie Jennings was elected as the new Treasurer, Chiz Harward stayed as newsletter editor and Sadie Watson as Secretary. Gwyl Williams stays on committee as minister without portfolio.

Election time

The **IfA Council elections** brought good news for Diggers' Forum -there were two DF committee members standing -Sophie and Mary- and both

were elected. This means we now have a good representation on the IfA Council with Sophie, Mary, Sadie and Chiz as well as former DF Committee member Geoff Morley. These members don't act as a block DF vote, they all speak and vote as individuals and sometimes disagree, but it is important that Council includes a cross-section of the profession, including archaeologists who dig holes and work short contracts. Thank you to everyone who voted for them!

Council is now composed of a fairly balanced and representative group of archaeologists -it's certainly not a bosses cartel- and we believe it's a good Council to take the IfA into the next year and all the potential difficulties ahead.

Complaints? Over to you...

DF have raised a few more queries with IfA and BAJR about advertised jobs, some of these are borderline wage levels, others are queries over driving time (jobs advertised on BAJR should pay for overtime such as driving time and loading, although it appears that several companies aren't doing this).

We read every advert on the IfA JIS, BAJR and anywhere else we spot them; we raise issues of wording, pay, and conditions with the employers and with the advertising media. Where we don't get resolution we make complaints. Quite often we get things changed BUT if we don't know about a situation we can't act on it. We are not a union, and do not have unlimited time and resources, but we will do what we can and that includes putting in complaints to IfA.

If you know of a company paying below minima please let us know and we will do what we can. Even if we can't do anything to stop them ripping Diggers off, we will at least know that it is happening which will help our advocacy work within the industry.

Diggers' Forum on Facebook

We now have 339 'Likes' on our Facebook page, which is great, and we do use the page to spread news on our activities beyond the formal membership. You can find the DF Facebook



page at:

<http://www.facebook.com/DiggersForum>

and our Twitter feed at:

<https://twitter.com/#!/DiggersForum>

Training and CPD survey

We've completed phase one of analysis of the Training and CPD survey, there's certainly some interesting data in there, with some worrying hints that there is a clear gender bias when it comes to receipt of all types of training. We'll be carrying on with the analysis and publishing the report in early 2014.

DF/Prospect Conference

Initial findings on the Training and CPD survey were reported at the DF/Prospect One Day Conference in London last November, and Mary Neale and Spencer Carter set out their responses later in the newsletter. The papers will be published early in 2014 but we've brought you a brief outline of David Connolly's 'Skills Passport' scheme which promises to shake up not just training and skills recording, but also Cvs!

Tax and away-accommodation

Late last year we heard of potential issues with the taxable status of accommodation provided to Diggers. The taxman is apparently querying whether tax should be paid on this, and who should do this. This could be a big deal for those of us who were promised free accommodation and who live away for long periods of the year.

DF have raised the issue again with IfA who are working on establishing what the situation really is and what scope there may be for making it exempt from tax. They hope to have news in the new year and we will bring it to you as soon as we get it.

Pension auto-enrolments –new rules may affect you

Last issue we wrote about how [new government rules](#) mean that if you are aged over 22, but are below the State Pension age, and earn more than £787 a month you may now be automatically enrolled onto a pension scheme with your employer.

We have raised this issue with IfA and Prospect Union, FAME (the employers' organisation) are looking into the situation, however Prospect have come up with a proposal that could make pensions easier for jobbing archaeologists:

Pensions Provision, Auto-enrolment and the Prospect Proposal...

When it comes to pensions, the question for many Archaeologists is this. How do you establish a decent pension pot for yourself if you're on a short term contract, bouncing around the industry from job to job, or not sure how long you're likely to stay with any one Archaeological unit?

Prospect thinks the answer may lie in an Archaeological-wide Pension scheme, one that meets the auto-enrolment conditions, is widely accessible, and straight forward for employees. Prospect's Pensions Officer Neil Walsh has developed this idea for the Prospect Archaeology Branch which we first put to the IfA working Party on Pay, and now hope to discuss with FAME (the employers and managers organisation) to whom we've written, setting out the idea.

Our view is that this is a simple, straight forward way of organising pension provision across the industry and is likely to be cost effective for employers and employees alike -if we can get this right. It all comes down to the question of scale. If you organise a pension scheme in one workplace, you're going to have administrative charges associated with running that scheme. The larger the scale on which you organise your pension scheme, the cheaper it becomes. While these are often tiny margins within a percentage point in terms of difference, these savings transfer to the pension that individuals receive at the end of the day. So the difference in total pension at the end can be extremely significant. Prospect is urging Archaeological Employers to



work together on this, to make sure that efficiencies are utilised to ensure the best value for organisations and Archaeologists. We've offered our support and expertise to do all we can to make this happen.

The Prospect proposal doesn't assume one contribution rate. That would remain a question for each individual section of the scheme. Different employers could keep their own autonomy on how their scheme is structured. Employer contribution rates vary significantly across our industry, and while we're always keen to see those rates go up, this proposal is not about that. It's about one, easily recognisable Archaeological scheme that can follow our members throughout their career.

This would make it worth joining, even if you thought you were only likely to be at one place of work for a short time, because chances are, the next job you get would be part of that scheme too. It would be far more portable, encouraging Archaeologists to invest in their future, and have some confidence that it was worth their while in doing so.

Most people we've talked to thus far agree that this is a good idea, but the practical logistics of creating such a scheme are the next hurdle. We've got more to do on this, but we're committed to making it happen. There is also a question of timing, as many Archaeological Units are exploring pension's schemes right now, as the staging dates for Auto Enrolment get ever closer. If you want more information or think your employer might be interested in helping this idea become a reality, feel free to get in touch. Prospect is committed to making improvements for Archaeologists and Archaeology – this feels like one of those ideas that where if common sense could prevail, it could make a huge difference.

In addition to this initiative Prospect union has written a guide which is available free to members from their [website](#). Check what the score is before you start at a new employer and carefully check your contract and any leaflets that come with it, and if you don't want a pension, and do want your wages in full, get that opt-out in asap!

British Archaeological Awards

The British Archaeological Awards come round every two years and the winners will be announced at the British Museum next Spring. Previous winners include the Must Farm excavations by CAU (Best Project), Time Team (Best Presentation of archaeology) and the Thames Discovery programme (Best Community Project), so the bar is high but if you have worked on a great project, maybe one with an impressive community engagement aspect, then send in a nomination and you may be holding aloft an award soon! <http://archaeologicalawards.org.uk/>.

Setting IfA recommended minima 2014

IfA Council met on 7 November to, amongst other business, discuss the IfA minima and decide what - if any - increase should be applied to them. Diggers' Forum members on Council argued that given the historic and acknowledged low pay of archaeologists and the ongoing high increases to cost of living there was a pressing need to increase minima this year and over the next few years to reach the aspiration set out in the IfA Recommended Starting Salaries and to ensure that the profession retained skilled archaeologists.

There was a balanced and wide-ranging discussion by Council which acknowledged the issues affecting both employees and employers, and the potential imbalances in pay across the grades in archaeology.

This led to a decision to increase IfA minima by above CPI inflation (4.7%); as of April 2014 the minima rise:

**PIfA from £16,327 to £17,094
AlfA from £19,017 to £19,911
MIfA from £24,583 to £25,738**

DF hopes that despite the decision to stop making IfA minima mandatory for Registered Organisations, the minima scheme will continue to provide an essential mechanism to prevent the



lowering of archaeological wages and to work towards achieving the IfA's Recommended Starting Salaries. Whilst DF recognises the ongoing external financial restraints placed on many public sector employers, we strongly believe that there should be stringent mechanisms to prevent lowering of archaeological pay and conditions.

Salary minima: the saga continues!

Sadie Watson

So the IfA can't enforce the salary minima as part of their RO scheme any more. How can we make sure that pay keeps rising and ROs stick to the 'recommended' salaries?

Rest assured – we are onto it! Two of the DF members of IfA Council (Chiz and Sadie) sit on the Working Party for Pay, along with reps from the RO Committee, FAME, Prospect and the IfA staff. We have met several times in London over the last year, and talk has moved on from minima to enforcing the recommendations.

The Working Party are trying to find a way to enforce the pay levels without getting into deep water with the RO Committee's rules, which do not allow us to enforce **conditions** or **recommendations** on ROs if they fail to pay the minima. These two categories act as yellow cards effectively, giving ROs time scales within which they should improve certain aspects of their working practises, such as archiving old sites or ensuring their staff have appraisals and CPD for example. If ROs fail to meet either, they are further inspected and can eventually be evicted from the scheme.

The situation is further muddied by the fact that certain ROs who pay at- or close to the minima offer staff relatively good other benefits such as pension schemes (although the take-up of these by short-term digging staff remains a moot point as far as we are concerned).

How we achieve the minima across the board and keep all ROs at the standard we require and expect from our employers is still undecided and it is frustrating, but not unexpected. The only way we will see what will happen is by having a test

case, and persuading the RO scheme to set some sanctions to the RO in question. If April 1st comes and your salary drops below the minima we need you to let us know so that we can start the wheels in motion.

The IfA Council meeting in November 2013 saw another near-unanimous vote in favour of the concept of salary minima, and a positive move in raising the minima by CPI+2% (4.7% on the day), so we have the Council behind us. We anticipate possible challenges to the minima in April, so we all need to be vigilant.

The Registration Committee (Organisations)

In the past IfA Council has been accused of being stuffed full of managers and bosses, with a stranglehold on pay and conditions. Whilst there isn't exactly a thick trail of mud going into the Council chamber, Council is now far more representative of the wide range of archaeologists and roles in our profession. There is however one increasingly powerful committee where it seems that the bosses really do hold the power: The Registration Committee (Organisations) or RO Committee as it used to be known.

The list of committee members isn't on the IfA website, but it is made up almost exclusively by Directors, Chief Execs, senior managers and consultants. It's no wonder that so many IfA members simply assumed this was a committee of RO Responsible Post Holders!

This bias in composition is down to nothing more sinister than a bias in candidates putting themselves forward, the next elections will be in 2014. There is a simple solution to the bias -get a wider cross-section of archaeologists to stand for the committee, any members who would like to be on the committee can be considered for co-option at the next meeting so please do get in touch if you can stand. And it really does matter as it is this RO committee that will be charged with enforcing standards and minima.

You can also get involved in a key part of the monitoring of standards and minima by volunteering to carry out RO Inspections....



Registrations Committee (Organisations)

The Registration Committee (Organisations) undertakes inspections throughout the year and the Committee depends on the report from a panel of experts to aid in the decision making process. The RO Committee have undertaken over 20 inspections this year and are committed to inspecting a similar number next year. We would like our colleagues in the field to support this work by being on one of these panels. There are generally four colleagues on each panel and field-based archaeologists are asked to put themselves forward. Your work on the panel is neutral as it is undertaken on behalf of the IfA.

Add your name to the list by emailing diggers@archaeologists.net,

We would like to invite suitable candidates where possible to be involved in the inspections, in addition to the panel that we already have. We would like volunteers that have field experience so that they could provide their input regarding any site visits that we do and in this instance their perspective would be a valuable contribution to the inspection process. The inspection process can, if relevant to your PDP, count towards your CPD.

If a volunteer is approached for any inspection it is important to note that they will not be representing the DF or their own organisation but will be on the panel representing the IfA.

When inspection dates come up, wherever possible, the IfA will check the list of volunteers and email to see if they are available to attend on a specific date. Travel expenses are covered for panel members.



First impressions on IfA council

Sophie Jennings

It all started with an almost throw away comment back in April this year: “why don’t you apply for IfA council?”. At the time I thought little of this comment, until August when an email appeared in my inbox: IfA Council Elections. Maybe I should apply!?

With my application handed in, more months elapse. Finally, October arrives, and I find myself sitting in the ornate surroundings of the Society for Antiquaries at the IfA AGM. I hadn’t realised how much I actually wanted this position, until I nervously wait for the announcement of who has been successfully elected. Apprehension turns to excitement when I hear my name read out as one of the successful candidates. The rest of the AGM passes in a blur of votes, announcements, sandwiches and many congratulations.

The post-election euphoria lasted until the pre-meeting emails started to arrive in my inbox: pages and pages of documentation to be read, processed, and assessed before the meeting. Agendas; minutes; consultations; strategic plans and finance reports. The meeting day arrives and I feel odd trundling into Waterloo in clean clothes on a Thursday morning. The day started with inductions: outlining our roles and responsibilities as councillors, and including an engaging overview of the development and role of professional bodies. One of the key points for me was the difference between professional bodies, trade unions and learned societies. The main point I took away from the talk was that professional bodies, like the IfA, are there to protect the public by ensuring that specialists continually operate under best practice; while the union is there to protect the rights of the workers. A key comment I picked up on is that the focus should not be on “what can the IfA do for me?” but rather “what can I do to promote the IfA and the values it upholds?”.

The meeting then commenced in a proper and orderly fashion: minutes were passed; changes

were made; issues were clarified; accounts were reviewed with the proverbial comb. What always interests me about meetings such as this is what others pick up on. The council meeting brings together a disparate bunch of people with their own set of experiences, ideas, and beliefs whose common denominator is archaeology. Of course this is what keeps the institute ticking along and constantly striving to achieve more and do it better.

Throughout all this though in the back of my mind was the anticipation of what I considered to be the main event: the pay minima discussion. I nearly expected that as we got to this item of the agenda, people would suddenly produce their well-concealed mattocks, picks or trowels to launch into battle across the meeting room. But to my (eternal) disappointment, it was all very civilised. The views and opinions of the working party on renumeration were discussed; arguments for and against raising the minima were shared; different proposals were outlined; and then it was time to vote.

Being a member of council is akin to determining the relationship between a multitude of inter-cutting features. A keen eye for detail, a good understanding of what is being presented and the confidence to share your views on how decisions can best benefit the IfA membership.

sophings@gmail.com



Unpaid labour in public archaeology

Sam Hardy

Low wages and insecure employment are long-established problems for archaeologists primarily engaged in excavation and (immediate) post-ex. And the crisis has crashed the job market across the cultural sector. H&S, the CSCS and IfA Registered Organisations (following IfA policy requiring adequately qualified workers and prohibiting the unethical use of underpaid workers) have protected excavation workers from having to do unpaid internships or be replaced by voluntary workers. But extended, wholly unpaid work for archaeologists primarily dealing with the public is a massive and growing problem. Nominally voluntary work is being expanded, becoming normal, even standard.

Free archaeology

What is “free archaeology”? The definition is a little fuzzy. It’s generally used to refer to public archaeology jobs specifically designed as unpaid labour. Arguably, it could include short-notice, short-contract jobs, which intrinsically involve the unpaid (non-)labour of being available; part-paid underemployment, where the wages are suppressed by the (nominally) lower hours, but the employee cannot get other work to top up their income; and self-funded/crowdfunded archaeology, when it is not volunteer archaeology of stable sites, but the excavation and preservation of vulnerable sites by people paying to do the work of archaeologists. Particularly as other areas of the cultural sector face the same challenges, and workers move between those areas, the problem might be better understood as one of free gallery, library, archive and museum (GLAM) work (even if effective organising continues within individual lines of work).

Regardless, since March, when Emily Johnson [raised the subject of the voluntary work experience needed to get an entry-level cultural heritage job](#), “free archaeology” has been a focus

of discussion. The same problem is being confronted internationally, from Italy (as “volontariato [volunteering]”) to Turkey (as “istihdam [employment]”). It is a threat to academic archaeology as well – for example, Harvard’s classics department uses its own graduates as ‘volunteer... mentors and discussion group managers’ on massive open online courses (MOOCs, see [here](#) and [here](#)) but cultural heritage sites are the worst sites of exploitation.

Internships

Properly-run, (white-collar) internships can function like their supposed equivalent (blue-collar) apprenticeships, and give valuable experience and skills (and invaluable contacts); if nothing else, interns can find out whether they enjoy and have an aptitude for the work. However, interns are taught to accept that experience as (part or all of) their wage, while they often perform the most basic tasks, for which they require and receive no more training than they would for a Saturday job. Since “internships” are not defined and regulated like apprenticeships, though, unscrupulous employers can get away with offering training roles without the training. Even paid interns are cheaper to employ and easier to get rid of than assistants; and (as I explain below) charities and other voluntary organisations can legally use unpaid interns.

The Science Museum refuses to use interns. The British Museum generally offers brief work experience placements or paid internships, though its conservation department uses 24 unpaid interns. The Horniman Museum has 29 interns, who work for 1 month; and the Natural History Museum has 20 unpaid interns, who work 3-5 days a week for 1-3 months; so some of these positions appear to be genuine work experience placements, but others appear to be short contract jobs. Yet many institutions operate very differently.

The National Trust appears to use at least 19 unpaid interns at any time, who work 15-30 hours or 2-5 days a week for at least 6 months. Its internships are advertised as learning opportunities, but are only ‘appropriate’ for people with prior experience in that line of work. They include the Internship Programme Coordinator – the unpaid intern manager of the other unpaid interns – and the Visitor Services



Assistant Manager. The Victoria and Albert Museum appears to use at least 24 unpaid interns at any time, who work 28 hours (plus overtime) over 4 days each week for at least 6 months. Most of the interns have postgraduate qualifications and have had other internships or prior employment, but none of them are paid or even employed afterwards. These are just examples from flagship institutions, but the interns do the work of (and remove the need to employ dozens of) skilled workers.

While the [\(UK\) Employment Act](#) and the [Department for Business, Innovation and Skills](#) are very clear that anyone who works for an enterprise that is not a registered charity or voluntary organisation is entitled to the National Minimum Wage, any worker at a charity or NGO is at risk of being defined as a "voluntary worker" and denied a wage.

Legally-unpaid volunteers are people who perform minor, irregular tasks for charities, which are not essential to the functioning of those charities; and voluntary workers are people who perform major, regular/long-term roles within charities, which are essential to the functioning of those charities, but who do not benefit in any way, whether through material payment (in cash, goods, accommodation, etc.) or through developmental reward (in training or work experience).

For example, legally-unpaid volunteers might advocate for the charity and its constituents, or raise money through activities and events, but they would not be responsible to the charity. Legally-unpaid voluntary workers might provide a service to the charity, but they would not benefit from their contribution; they might be skilled workers who contributed their knowledge (e.g. accountants), or experienced workers who contributed their labour (e.g. retirees). So, by definition, internships provide benefits in kind. Heritage industry interns are workers and ought to be paid at least the minimum wage.

In fact, cultural heritage organisations acknowledge that their internships are jobs. The National Trust [advertises](#) that its unpaid interns do 'vital piece[s] of work' in 'essential', 'priority' programmes. It advertises that they are 'involved in, and even manage, key projects' – '[\[r\]eal projects too, with real responsibility](#)'.

One museum's Youth Ambassador spent at least

four months 'build[ing] a website, and organis[ing] events', [without pay](#). It's not clear what message the museum wanted their ambassador to communicate to the youth, but it seems likely that the message communicated may not have been the one intended.

Entering (and exiting) the profession

Compounding the harm to the profession and its workers, the heritage industry's use of (and dependence on) unpaid labour does not only exploit a (less un)lucky few; it also excludes many more. The most immediate barrier is the sheer cost. Most people cannot afford to work without pay (so, ultimately, to pay to work) for six months. However, some senior figures are actively creating an economically and socially exclusive profession. Encapsulating so many aspects of the post-employment economy (where productivity is decoupled from employment), the naturally anonymous 'head of a prominent arts organisation' [told a youth employment charity that they preferred to give unpaid internships to 'nice Oxbridge girl\[s\]' rather than any jobs to 'people off the dole'](#).

It is now standard for entry-level positions to require prior experience. Rather, it is standard for positions at the new entry level to require prior experience, as formerly entry-level jobs become volunteer activities. Some Museum Assistantships are Saturday-job-style unskilled labour, but require qualifications and/or experience. Some Visitor Experience Assistantships are supervisory or even managerial positions, which require experience of working with volunteers and friends schemes because they each carry responsibility for a hundred volunteers, but are still near-minimum-wage. More and more of Museum Education Officers' materials are being produced by Museum Education Volunteers.

Last year, Museums Galleries Scotland had [3,200 applicants for 20 one-year paid internships](#), a 1-in-160 chance to get the experience to be able to apply for entry-level work. The British Museum and partners [had 1,533 applicants for 5 two-year paid traineeships](#), a 1-in-300 chance; most of the applicants had postgraduate qualifications and all of the shortlisted candidates had volunteer experience. Even those postgraduate-qualified, experienced workers with intensive long-term training on flagship programmes at flagship institutions [face \(an above-average\) 1-in-4](#)



[chance of unemployment](#). The Ragged School Museum '[advertised a part-time entry level role and had 300+ extremely good applicants](#)'.

Austerity and the voluntarisation of the profession

While these problems have existed in one form or another for years, programmes of unpaid labour have been extended, expanded and consolidated through the crisis. Between 2002 and 2010, 12 museums closed; between 2010 and 2012, at least 30 museums closed (and more have closed since then). Elsewhere, jobs, hours and wages are being cut.

Beyond the institutionalised exploitation of unpaid labour through internships, "opportunities for volunteering" are expanding as opportunities for employment are contracting. Many places are making staff redundant and taking on volunteers instead. Peter Liddle, who has an MBE for services to community archaeology at Leicestershire County Council, has been made redundant by the council, but continues to perform his duties as a voluntary worker. Some places are maintaining or establishing programmes by using volunteers.

In 2010, National Museums, Liverpool announced its plan to use volunteers for weekday evening assistance and weekend museum operation, and presented it as a Big Society programme of public engagement, about which its paid workers did '[not need to \[be\] reassured\[d\]](#)'. Since then, 35% of its staff have been made redundant.

Similarly, the Imperial War Museum North is encouraging 'volunteering for wellbeing', through which its local intake of 225 will increase the entire Imperial War Museums volunteer workforce by 20%. It '[aims to create a trained volunteer workforce to support \[its\] visitor welcome, the audience experience and access to \[its\] collections](#)' – in other words, its visitor services. In light of this, the '[Museums' privatisation of their 200-strong visitor services team](#)' is especially worrying. And with most budget cuts still to be implemented, the problems are only going to grow and spread.

Consequences and opportunities

Especially in light of higher education reform, it is practically impossible to control supply and

demand for professional training, and supply of jobs for those graduates. Like an increasing number of graduates in many disciplines, would-be cultural heritage professionals are at great risk of ending up (in debt and) in low-skilled, low-waged, insecure jobs, where their skills will be lost to the sector and eventually they will lose (or fail to develop) their skills themselves. As cultural heritage professionals have an above-average risk of insecurity and unemployment, so they have an above-average risk of their worst health consequences, anxiety and depression. In terms of education/training, perhaps our greatest opportunity to prepare the new generation is to develop programmes that improve and showcase students' flexible skills (such as language proficiency, public engagement, social media work), so they can more easily move in and out of the sector as necessity dictates.

Otherwise, we can resist further attacks on the sector. We can help [Rescue to map heritage cuts](#). We can explain the need for and value of heritage protection to politicians and voters: for example, Matt Nicholas has queried [Sandwell Metropolitan Borough Council](#), and Lorna Richardson has [contacted MPs in Suffolk](#). Our most effective strategy may simply be to refuse to perform or otherwise use unpaid labour as a stopgap measure. As long as we acquiesce to being exploited, our and our colleagues' positions will be threatened and the country's heritage will be endangered.

Sam Hardy

samarkeolog@gmail.com
[@samarkeolog](https://twitter.com/samarkeolog)
<http://unfreearchaeology.wordpress.com>



Prospect Archaeologists Branch Annual General Meeting



On Friday 7th February 2014 the Branch will be holding its AGM at Prospect HQ, London.

In association with the AGM the Archaeologists Branch will also be organising a Branch Members Day. The Branch Members Day will be for any Branch member who wishes to know more about what Prospect does for them in the workplace, have the opportunity to discuss workplace issues, and identify how these issues can be addressed.

We are currently drawing up further details about the combined AGM and Branch Members Day, and will be publishing more information very soon.

In the meantime, if you are interested in attending, please do not hesitate to send me a message.

Regards,

Chris Clarke

(Branch Secretary)

chrisclarke600@hotmail.co.uk



Bridge Farm, Nr. Barcombe Mills,

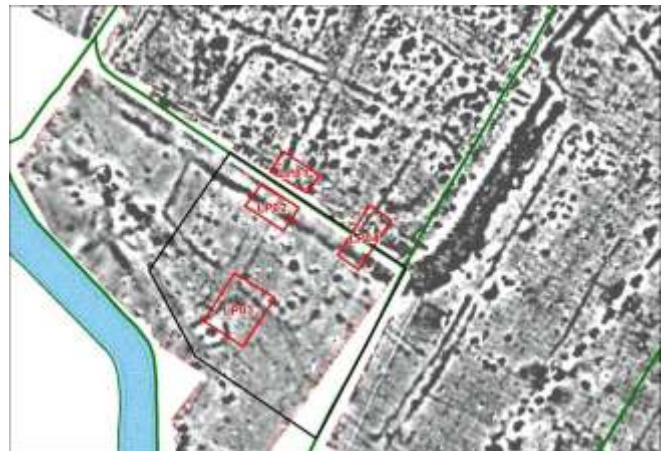
David Millum & Rob Wallace

The first year of excavations at Bridge Farm, Wellington (Nr. Barcombe Mills) proved to be truly memorable not only for the archaeology revealed but also for the terrific response from the 180 volunteers of all ages and experience who signed up for a total of over 1000 work days. During the 6 weeks of excavation an estimated 400 visitors had tours of the site and the five organised local school fieldtrips attracted 150 pupils. The wide range of workshops gave 120 people the opportunity to share the knowledge of 6 specialists in subjects as diverse as handling human bones to recording pillboxes.

The partnership between the Culver Archaeological Project (CAP) and their appointed contractor, AOC Archaeology, was an overriding success made possible by the generous grant that CAP received from the National Lottery via the Heritage Lottery Fund. This grant not only funded the dig, workshops and visits, all of which were free to participants, but also the crucial post-excavation works including conservation and specialist reporting. So we think we can justifiably claim that as a community project Bridge Farm 2013 was a resounding success but what about the archaeology?

Our main aim for 2013 was to evaluate the state of preservation of the archaeological features indicated in the geophysical survey produced by David Staveley (Fig.2). We also wanted to establish the phasing between the apparent open settlement and the double ditch enclosure. We excavated four open area trenches totalling 1150 sq m in locations which balanced obtaining the best results with causing the least disturbance to both the archaeology and the running of this busy farm.

Trench 1 was dug just into the edge of the sweet corn crop inside the double ditched enclosure over the central N/S roadway of the open settlement. This proved to be our most difficult trench to interpret with the roadside ditches proving difficult to distinguish. The task was not helped by the series of deep pits that had been cut into the ditches although these rewarded us with some large sherds of pottery from the basal deposits, which will be crucial for dating purposes (photo right).



Map of the 4 trenches excavated to the south of the main settlement



Aerial photograph of the site under excavation in July 2013 (S. McGregor)

Trench 2 was positioned in the meadow and was placed over the intersection of the same road ditches with the outer enclosure ditch so that the phasing of these 2 elements could be resolved. It became clear after both stratigraphic excavation and box sectioning at the intersection that the enclosure ditch cut, and was therefore later than, the more ephemeral roadside ditches. This was supported by spot dates of pottery sherds of 1st century from the roadside ditch and late 3rd from the enclosure ditch. Two star finds from Trench 2 were a quern stone made from West Sussex greensand and a Samian base marked Cinnamvs II, a maker from Lezoux in Central Gaul in the late 2nd century.



Trench 3 targeted a series of anomalies clustered around a crossroads to the southern edge of the settlement. This was arguably our most successful trench exposing the remains of a possible tile kiln, a rectangular pit lined with tegular roof tiles (below) postholes of a small rectangular building, roadside ditches containing fragments of water-logged timbers, patches of flint road metalling, flint-packed pits/postholes, and charcoal and ash filled pits; all suggesting a busy working area close to the river. In the centre of the kiln was a greasy fill from which a sample has been sent for further analysis but is thought to be extracted animal fat possibly from tallow production.



Tile-lined basin with possible lime mortar

Trench 4 offered us our only chance to examine both enclosure ditches together and these were successfully located and excavated. But this trench also brought us our most intriguing find; a human cremation in a nearly complete urn (below). This was lifted whole and taken back to AOC's headquarters in Twickenham where osteoarchaeologist, Dr Rachel Ives, carefully excavated the contents finding 652g of burnt human bone. With no duplications in the larger fragments, which included elbow, wrist and vertebrae as well as several teeth, this appears to be the remains of a single adult. No date has yet been attributed to the cremation but its location within an upper context and inside the enclosure may suggest a date towards the end of the settlement.



Catherine Edwards (AOC) and Sarah Foster (CAP) wrap the cremation urn prior to lifting.

Geoarchaeologist Dr Mike Allen noted that the alluvial nature of the site encourages rapid soil formation (pedogenesis) which has caused a merging and obliteration of some archaeological contexts making recognition of the stratigraphic interfaces in excavation difficult whilst leaving some artefacts 'floating' within the deep silty soils.

During the dig everyone was kept up to date with the results by the Excavation Diary on CAP's website which is still being added to and available to view at www.culverproject.co.uk.

In future years it is hoped to examine areas of the main settlement and its arterial roadways, further away from the effects of the river (which runs close by the current dig site), although this may require excavation to be conducted outside the crop growing season. There is much post-excavation work to be undertaken and specialists reports to be commissioned before any serious interpretation of the site can begin but in the meantime CAP are continuing with geophysical investigations around Bridge Farm and also along 'Stroude Street' , the Culver Roman road, as it heads towards Offham.

David Millum AlfA & Rob Wallace PlfA

Directors of the Culver Archaeological Project

david@culverproject.co.uk &
rob@culverproject.co.uk





ARCHAEOLOGY SKILLS PASSPORT

providing the knowledge for a future in archaeology

Archaeological Skills Passport

David Connolly

The Archaeological Skills Passport is a record of practical training that you will receive during at least in the early stages of your career. As an archaeologist many of the skills that you will develop will come via practical experience gained on fieldwork projects or through work in archives, museums and laboratories.

The Archaeological Skills Passport has been designed to document development as an archaeologist as each new skill has been gained and to view gaps in the skill set that can be addressed by seeking training in that area.

The simple principle is based on a complex matrix of skills matched against career paths. Each career path is assigned skills, which can be sought and gained by the user of the skills passport. By gaining a particular skill, this could – in theory open up previously unknown pathways, where transferable skills are actively mapped onto other careers. Therefore, the skill of laying out a grid is useful to a surveyor and a draughtsperson, where GIS can be a useful skill for a range of individuals from HER officer to desktop researcher or, yes...again surveyor.

Assessing your skills

The Passport lays out many of the key skills that you are likely to learn as an archaeologist as well as providing blank spaces where relevant to allow you to enter additional skills or areas of expertise.

For each skill there are three levels of competency:

Novice

You are able to carry out the specified task, or use the appropriate tool, under the supervision of more experienced archaeologists.

Competent

You are able to carry out the specific task with limited supervision and provide some support to others.

Proficient

You are able to carry out the specific task independently and support less experienced archaeologists.

Over the duration of the training or whilst undertaking a practical course it is the responsibility of the individual to ask an appropriate person to sign off the relevant skills in your passport.

That person could be anybody from your trench supervisor, the site supervisor/director or your lecturer – the key is that they put their name to your ability, which ensures that they are satisfied with the level of competence, given that it is their name that is tied to your skill.

Developing your skills

When you first start out you may only achieve novice or competent status but as you gain more experience you will start to attain higher levels of proficiency. Of course, archaeology is a very broad subject that involves a large number of different skills and you will not be expected to become an expert in them all, however obtaining a level of competency in many of the aspects outlined here will stand you in good stead for a career in archaeology. Moreover by keeping your Passport up to date you will be able to reflect on areas where you can further develop and enhance your skills and this will help you to plan your own future training and continuous professional development.





Additional details

There is also space for you to document the qualifications you attain, membership of any societies or professional organisations and the projects that you have participated in.

This becomes your gateway to employability, in as much as it prepares the way for corporate membership of the IfA, by focussing your mind on the skills you have, the skills you need and the career pathways you choose.

The intention is to have a hardcopy version, with a digital knowledge base attached to a website, where additional resources can be viewed and downloaded, divided into skill groups. For those within the community who wish to be involved, but are not wanting to formally enrol in the scheme, a downloadable paper copy of the passport can be created.



1. Aerial photographs

use of aerial photography to record the surface processes relating to the extraction, processing and recording of archaeological data from the air. Record levels from novice to advanced, recognise and record these areas. [Read more →](#)

2. Using Sites & Monuments Records

Using sites & monuments such as resources to understand the impacts of the work of a project on the landscape. Basic National Monuments records to local records you should have ready to go, how to access the site and have to access sufficient information for the project you are carrying out. [Read more →](#)

3. Using local record offices and other archives

Local archive material from a point of view of social and cultural organisations, structures and events, government bodies and their records, businesses, voluntary bodies and voluntary private institutions, including photographs, maps, holding records, newspapers and books, as well as archaeological documents. [Read more →](#)

4. Historic map regression

Historic maps involving comparing maps and cartographic sheets drawn at different dates and reveal the various changes and evolution over time. [Read more →](#)

5. Interpreting geology maps

Geological maps are the fundamental basis of the tools. They synthesise all geological observations and interpretations from the field into a format that allows further interpretation and correlation. The interpretation is used to understand the nature of the geology of the site and therefore the potential impact of the proposed work and the changes that may occur to the environment. [Read more →](#)

David Connolly

Info@bajr.org

2. Using HER/SMR records

2.1. Interrogating SMR/HER databases

PRINCIPLE: To understand the types of information stored within these datasets and how to gather data.

Novice - understand the concept and is aware of the sources, but is unable to drill down into data sources.

Competent - capable of collecting general information with some assistance and is aware of the questions to ask.

Proficient - able to request specific data based on a query without further assistance using a number of systems.



2.2. Interpreting SMR data

PRINCIPLE: Analysing the collected data, formatting and using data to answer specific questions, using buffers, filters etc.

Novice - understands the concept and is able to collect the data and interpret it with aid.

Competent - capable of using the data but with assistance from curatorial staff to collate it into a useable format.

Placing it either onto a special GIS system or as an ordered list.

Proficient - able to actively analyse the data and layer onto a GIS system and further analyse with queries. Including ordering data and cross comparison etc.



3. Using local record offices & archives

PRINCIPLE: To locate relevant sources of data and use them for cross referenced analysis of a specific area, understanding limitations and potential errors. Knows how and where to find these sources, both in the local record office and various online archives (ie Archaeological Investigations Project, OASIS, National Monument datasets).

Novice - is able to locate the sources and collect data though needs assistance to utilise it.

Competent - capable with some assistance of locating the main sources and can collect the relevant data in an organised format. Is able to use the data with some supervision.

Proficient - capable with some assistance of locating the main sources and can collect the relevant data in an organised format. Is also able to use the data with some supervision



Prospect Archaeologists Branch and Diggers' Forum Joint Day Conference:

Archaeology pay and training: can the industry do more?

Mary Neale

This one-day conference took place on Saturday 2 November 2013 at Mortimer Wheeler House, 46 Eagle Wharf Road, London N1 7ED and explored the related issues of pay and training within professional archaeology. The Conference was a great success, with excellent speakers and thought-provoking feedback. The discussion sessions were lively and well-informed – they focussed around:

- Free market economics vs. competition/regulation
- Pay-quality-standards/skills
- Product-value-customer
- What's in it for the clients/developers – how do we keep them engaged?

Free market economics vs competition/regulation

There is a broad recognition that commercial archaeology undercuts its ability to fund training and production of products that provide direct public benefit. We are seeing the disadvantages of keeping cost as the lowest common denominator –alternative models were discussed and research options into alternative models were raised. There was a general agreement that debate is needed.

Pay-quality-standards/skills

There was agreement that there is a direct relationship between pay and standards (quality derived from skills related to reward). In line with this is the acknowledgement of the number of archaeologists leaving the profession, the need to retain skills and expertise, winning loyalty and providing opportunities. We need to support fellow professionals through networking and training.

Product-value-customer

The product is often undervalued. What the profession needs is a set of outcomes that becomes typical rather than exceptional – as they now are. There is a perception that this would lead to a broader and deeper appreciation of the profession as well as a greater appreciation of the collective value of archaeology.

The question was asked: what's in it for the clients/developers – how do we keep them engaged?

One of many suggestions was whether the profession could facilitate developers so that they receive tax credits for work done.

Products for the public benefit were again discussed as something that developers can offer local residents, and we reminded ourselves not to undervalue public 'goodwill' towards private sector corporations. Above all we should not forget the shared benefit of archaeological discovery for all parties.

One of the main aims of the day conference was to develop a series of key aims and agendas on the issues of pay and training that Prospect and DF will concentrate on over the next couple of years. Papers will become available online in the near future. Our thanks to the speakers and those who attended for helping to make this such a successful event.

heritage@maryneale.co.uk



Conference review

Spencer Carter

This was a day conference hosted by Prospect (a formative archaeologists' trade union) and the Diggers' Forum, held at Museum of London's archive centre on Saturday 2 November 2013. This post is a personal reflection on the debates.

Well, I am glad I attended. There was a lovely free lunch too. I haven't been exposed to IfA (Institute for Archaeologists) and related conversations for a while, and my personal objective was to refresh on current thinking, debates, state of the union (as it were) and what the roadmap looks like in terms of addressing a number of complex issues*:

- How is the archaeological "industry" and its advocates viewed from within? What is the range of views and how cohesive or fragmented is the community?
- Ditto, from the outside, and by key enablers and stakeholders such as government, local authorities, commercial customers, the greater public, academia, patrons, regulators and industry lobbyists?
- How did we get to where we are now: a painful deliberation and probably mostly our own fault?
- Where do we go from here as a profession? Is chartership a critical step? Is setting minima salary benchmarks (or should this be a holistic "benefits" package) a step forwards or a reductionist reaction to market economics operating under their own momentum—whether we like them or not?
- How do we compare, as an evolutionary,

progressive discipline, with other chartered and regulated "professions"—how do we stabilise a sector seemingly undermined by so many factors (qualification, pay, development, tenure, viability, supply-and-demand)?

The intention here is not to provide a comprehensive commentary on what I heard in the presentations and Q&As, nor saw in metrics and graphs. It's more to unpick some of the themes, identify the circular or intractable arguments, and try to spot seminal threads that might, after decades of in-talking, merit emphasis as catalysts that could result in innovation and game-changing dynamics. For me, there's a knotted area around the relationships between free-market-economics vs competition-regulation | pay-quality-standards/skills | product-value-customer. To express this more simply: economics | quality | value. I apologise if this is a little Hodderian (or Hodderesque?), but some of the appositions were evident through the speakers' different stances—some nuanced, some overt.

The empty hole in a free market | cowboys and injuns

It struck me that Antony Francis' overview of the pay-and-conditions landscape, speaking for the PROSPECT archaeologists' trade union, takes the "Thatcherite" free market doctrine as the main, or one of the principal, contributors to the present debacle. That said, there's also broad recognition that commercial archaeology (including academic-based commercial operations) has to a large extent continuously undercut itself to a point of no return.

Talk of whether there remain "cowboys" in the industry is, for me, inevitable (somebody to blame) as well as a distraction—it's a perpetuating effect, not a causal factor. Every industry has a bogeyman, whether real or imagined. Without internal regulation, consensus-based policy, strong "industry" advocacy (ownership) and consistent operating practices, archaeology has naively allowed the free market ecosystem to define the lowest common denominator in terms of cost, outcomes and value. The tail has wagged the dog driving a melancholic and reflexive spiral of pessimism that itself impedes a confident expression of our

*IfA's *The Archaeologist* (Summer Edition 2013 No 88) offers more context on the pay & conditions debate in the "Valuing the Profession" section. Members only but I was surreptitiously slipped a copy by a friend!



value-contribution.

Without confidence, without competition, innovation and differentiation are unlikely to flourish? The “product” is undifferentiated—“the empty hole”—and the dynamic is reduced to one of simple time-and-cost.

A quality corollary?

It was also interesting to compare the proposed mechanisms by which one begins to address pay (whether salaries or packages with or without a sense of employment status—full time, contracted, freelance). I have the sense that PROSPECT advocate forcing up pay as a function of

- (a) comparative positioning based on “equivalent” skilled professions;
- (b) similarly to “minimum wage” and “living wage” national and regional benchmarks.

This, at least, is a bottom-up approach that acknowledges the current state of lower quartile pay, but perhaps fails to address the perceptions of clients, the public and government around “what” value we bring other than performing statutory functions that result in an empty hole, executed on time, at minimal cost, by manual workers (outside-in perception).

I think there is another implied risk and un-researched(?) area in that some archaeologists employed in the commercial sector are reasonably well remunerated. How so? What are the employers doing in their business ventures to make this possible? How stable is the environment? Does this recognise that one size of representation fails to meet all circumstances or to acknowledge the existing diversity in degrees of success? What do those enterprises say about their ability—the internal and external conditions—that allow them to offer fair remuneration (I am not saying it still isn't below par) in a competitive landscape? What does the success recipe look and smell like?

Hence PROSPECT want to establish a direct relationship between pay and standards (quality derived from skills related to reward) as a bargaining position, with the contextual tenet that low pay drives poor standards. I wonder if their aim isn't ultimately to be able to bargain for better conditions by withdrawing service in a developer-led and time=money construct?

How progressive is their intent? For them this—the pay-quality linkage—is an important proportionate correlation, whereas others may feel that archaeologists will always perform to the best of their abilities in even the meanest of conditions. For me, this presumed coupling oversimplifies a situation where many other variables are at play, such as up-skilling and development (a career), retention of skills and expertise (loyalty), inbound commercial pressures (reality of the real estate), and career lifeways (a viable future).

It's shocking too to see metrics on how little career development (CPD) in our industry compares to my own experiences in the non-archaeological corporate private sector where one's value and remuneration pivots off constant learning and improvement as much as corporate results—how engrained and IT-supported it is elsewhere. However, perhaps there also is something to be said for the industry's aversion to whistle-blowing about bad practice, poor execution, questionable results and lacking dissemination? This was touched upon. Are we not behoven to call out mal-practice, constructively? And should we not provide an institutional means for the accused to seek a fair hearing such that we can all learn and improve, together, as a community?

Perhaps this is too utopian—there is always fallout. There must be? It is a free market.

Regulate the beast! Or sleep with the devil?

A third area of politicised policy is whether the free-market should be reversed, eliminated. I don't believe any of the parties would fail to acknowledge at least some benefits in our present economic model, and most would agree that it is in its simplistic execution that we find ourselves swimming.

An alternative view seems to be that commercial organisations might be tied to their geographic areas of expertise, almost in a “franchising” framework (lip service to free markets) but perhaps closer to the dwindling local authority archaeology units that blossomed in the 1970s-80s-early 90s and in the subsequent warm glow of PPG16. Noises related to this speak of shifting pay (and systematic grading) into a highly regulated matrix and looking to shift the cost exposure away from developers (and by implication away from a free-tendering process)



to a taxation-based foundation or a tax credit for developers and land owners. There were a few in the audience who reflected that many large commercial organisations may, in fact, not be UK tax payers in today's off-shored world financial system—a largely unregulated system, one might add with a wry smile. The real value, to which one can attribute a £-\$-€ figure, of "good will" for private sector corporations (developers and landowners) was also touched upon and would benefit from more exploration. The association of a commercial company (the clients) with best practice in the public interest, more so in balancing perhaps less savoury aspects of their perceived operation, is an under-exploited area of shared benefit for all parties. Was the late Aggregate Levy Fund not such an example of offsetting conflicting commercial aims through a re-investment for a greater public gain?

Chartership or the Starship enterprise? Where no man has gone before...

Again, I think there's a polarised positioning around the inevitability of a free marketplace (and how we get to grips with it) and regulation to drive conformity and shift the source of funding without directly addressing the nature of the product and the challenges of "who cares".

It was later in the day, the last session in fact, where David Connolly (BAJR), speaking about the development of a skills passport to underpin the importance of Continuous Personal Development, questioned our desire to compare ourselves with other chartered communities. With some humour, but some seriousness too, he suggested that there's a big difference between a chartered archaeology and the likes of architects, lawyers, accountants, surveyors and so on. If archaeology goes wrong (excluding considerations of health and safety) "nobody dies". If a major engineering project gets it wrong, he argues, there are far more serious consequences. We do archaeology "largely for ourselves". I think this dovetails into a question of what the product is and to whom it is of value, and then what it is worth.

It's the product, stupid?

Dominic Perring (UCL) whose career spans commercial (employer) and academic (research) experience challenged this position by arguing

that it's the end product itself which is under-developed and so undervalued. If the product is high-class (not an empty hole) then perceptions of the discipline shift for most stakeholders, with an implied "peer pressure" for the stalwarts (developers?) towards a broader and deeper appreciation of practitioners by virtue of the richness—and public relevance—of the end result.

I found this compelling. Dominic deconstructs the site/project-based components, the more tangible aspects of an archaeological intervention, and wraps in a series of value-hooks. Archaeology lacks comprehensible value if it is not seen to drive (and benefit from) research agendas that themselves augment our societal understanding of the past (present and future). In seeking knowledge (not an empty hole) we might demonstrate the interpretive creativity and rigorous scientific methods in its pursuit? We might then be forced to reconfigure, or renegotiate the relationships between our fragmented parts: public, legislative, commercial, academic. We might then precipitate an environment where our pay, as a reflection of value, is "pulled up" on intrinsic grounds versus being "forced up" on grounds of comparative unfairness?

Perhaps this also re-engages the industry in a way that fosters innovation through research, potentially segments the service-provision space, differentiates practitioners, diversifies around specialisms and calls out the importance of skills and talent that transform the end result, the product, delivered to the client. This, at any rate, is how I took the two different positions.

Doctor, doctor, please. Oh, the mess I'm in *Iron Maiden*

Other sessions offered interesting metrics on age, gender and education-based disparities resulting from recent surveys. These begged more questions than interpretations but did precipitate some spin-off debate about the value of academic qualifications to practical field engagement.

Earlier presentations touched on the hyper-inflation of qualifications as a means of regulating and differentiating an over-supply of candidates (irrespective of pay) with the German situation cited where, increasingly, double doctorates are required. We may, ourselves, be suffering a



dearth of Masters students who chose that route directly in light of the reduced opportunities in today's economic environment.

As an aside, the self-same situation now exists in the UK legal profession where there is a chronic over-supply of graduates and a lack of opportunity—even if called to the bar—for internships, within a mandated time frame, that lead to real jobs. There are broader issues as to the extent to which higher education prepares students with practical field skills (as is the case in the legal profession too). However, I think there is more than an implied re-coupling in this context with the importance (and value offered by archaeologists) of research-based agendas in articulating the past—our work and passion—for our customers, interested audiences and paymasters.

In conclusion: how full is your wheelbarrow? Half full, half empty? Mine's half full (spoil at the front) but seems to have a square wheel.

Spencer Carter

<http://microburin.com/2013/11/03/archaeology-pay-and-training-day-conference-hosted-by-prospect-and-diggers-forum/>



The Diggers' Forum and Prospect will be publishing the papers from the conference in early 2014. We will also be setting out a series of aims and recommendations, as well as obstacles that need to be surmounted.

Join us and make your voice heard!

The Diggers' Forum is the IfA Special Interest Group for field workers, that includes EVERYONE who primarily works at the sharp end of archaeology out on site.

The DF is open to all and represents field archaeologists at all levels -from a student considering professional archaeology to Project Officers running major excavations. The Diggers' Forum

represents YOUR views on a wide variety of matters within and beyond the IfA, we are the second largest SIG within the IfA and the bigger we are the bigger our voice.

If you are a member of the IfA membership of the Diggers' Forum is FREE, for non-members there is a subscription of £10 a year. To join email: groups@archaeologists.net



IfA Policy Statements updated: Self-employment and Training posts

Chiz Harward

The IfA has updated several of its *Policy Statements* and they now include statements on the use of training posts on archaeological projects. The document can be found at <http://www.archaeologists.net/news/130809-ifapolicy-statement-updates>.

It's worth taking a few minutes to read these statements as they may well apply to you or your colleagues. These statements help set out how the IfA *Code of conduct* and *Standards and guidance* should be interpreted on the ground. So they flesh out what is expected in each area. And that is something that is still unfortunately needed.

Taking the example of training posts, how do we ensure that they are not just a way of saving on wages with no real training given? The *Policy statement* sets out the IfA guidelines. Diggers' Forum is well aware that there are still problems with some training posts at non-registered and Registered Organisations, and will be looking at how best to address these situations. We would welcome any information from anyone who can provide evidence of bogus -or just bad- training positions so that we can make sure that all training positions do just that.

The statement on self-employment is also well worth a read. We are also aware of companies paying -and archaeologists accepting- very low rates as 'freelancers' where the position is clearly that of an employee not freelance. We have made successful complaints in the past over this issue and will do so in the future whenever we have evidence.

We have also been made aware of issues with units allegedly using volunteers instead of professionals, but unfortunately the whistleblower could not provide any definitive evidence. We all know that bad practice is going on, the Diggers' Forum is prepared to put in complaints, but we do need evidence. The text of the two statements is given here:

Self-employment and the use of self-employed sub-contractors

1. Introduction

1.1 IfA recognises that its members and Registered Organisations use a range of different business models and employment types. IfA does not have a remit to dictate how its members should carry out their business. However it does have a role in ensuring that members and Registered Organisations work to recognised standards and in a manner which does not contravene the IfA *Code of conduct* or IfA Standards and guidance. Specifically, self-employed status may in some circumstances raise ethical issues of good practice, within the remit of IfA. This policy statement clarifies the IfA position.

1.2 Self-employment provides an appropriate model for many IfA members, particularly those working as individual specialists. However, being self-employed brings with it responsibilities that those working for an employer do not have. Moreover, whether or not someone is self-employed is not simply a matter of choice or contract, it is a matter of UK law. There is no clear legal definition of self-employment for the purposes of determining tax and National Insurance contributions. Sub-contracted individuals and those whose work is offered through an employment or temporary work agency need to take particular care to understand their employment status. Cases may be decided in court on the basis of a number of factors. More information about employment status can be found on the HMRC's website at <http://www.hmrc.gov.uk/employment-status/index.htm#1>.

2. IfA position

2.1 An example of where self-employment might be considered by IfA to conflict with ethical practice would be when self-employed workers are used as a way of cutting costs by avoiding the employers' obligation to provide benefits such as paid leave, sick pay, provision of personal protective equipment etc. Engaging self-employed workers for this purpose is considered to be a contravention of Principle 5 of the IfA *Code of conduct*. For members and Registered Organisations this could lead to investigation under IfA disciplinary or complaints procedures as appropriate.

2.2 In contrast, there are circumstances where it will be entirely appropriate to engage self-employed archaeologists. An obvious example would be a self-employed finds specialist sub-contracted to a principal contractor as part of a wider project.

2.3 A potential grey area is the increasingly common practice of sub-contracting fieldwork either to an individual or a group of self-employed archaeologists.



2.4 Where questions are raised regarding the use of self-employed archaeologists in this way, either through an allegation or a complaint as part of the disciplinary or Registered Organisation complaints procedure or during the Registration process, IfA may require the member or Registered Organisation to provide an opinion from an HMRC Status Inspector or a report from the online Employment Status Indicator tool as confirmation of employment status. Again, more information can be found on the HMRC website.

3 Responsibility of IfA members engaging subcontractors

3.1 Regardless of the circumstances, IfA expects Registered Organisations and members engaging the services of sub-contractors who are not themselves members or registered with the Institute to ensure that the sub-contractors are made aware of the responsibilities of membership or Registration with regard to the IfA *Code of conduct* and IfA standards and guidance. Members and Registered Organisations should satisfy themselves that their sub-contractors

- are able to meet the appropriate standards
- are adequately insured and
- are remunerated in line with IfA minimum salaries

4. Responsibility of IfA self-employed members

4.1 In order to meet IfA minimum salaries, self-employed members should remember to include the appropriate uplift to the minimum salary for their grade to compensate for lack of sick pay, paid annual leave and employers' pension contribution.

5. Further information

5.1 Further guidance for IfA members seeking to work on a self-employed basis will be produced in due course. In the meantime, discussion and useful information on costing projects and charge out rates for specialists can be found in **TA 77** (discussion piece on the benefits of self employment), **TA 63** (guidance on charge out rates for specialists) and **TA 59** (Costing the Earth? Discussion and guidance on costing archaeological work). Further information and advice for self-employed workers can be found on the HMRC website at www.hmrc.gov.uk/selfemployed and on Business Link www.businesslink.gov.uk.

Policy statement the use of training posts on archaeological projects

1. Introduction

1.1 The IfA recognises the importance of on-the-job learning in all aspects of archaeology. Training positions can be a valuable way for archaeologists to gain skills and experience in real work situations. However, this cannot be done at the expense of

professional standards or risk to the limited archaeological resource. The IfA issues the following guidance to ensure that opportunities for training exist while at the same time promoting the highest standards of ethical and responsible behaviour.

1.2 Through its *Code of Conduct* and published standards, IfA insists that *inter alia* archaeologists shall only undertake work for which they are adequately qualified (Rule 1.4); shall apply with all applicable laws (Rule 1.6); shall have due regard for terms of employment and career development (Rule 6.6); and have a duty, not only to observe the Code, but to encourage others to do likewise (Rule 1.12).

2. Guidelines

2.1 All archaeological work, especially where there is the likelihood that the resources will be eroded, must be adequately supervised to ensure that professional standards are met. The ratio of experienced staff to trainees must take into account the nature and complexity of the work undertaken.

2.2 It will be the responsibility of the relevant curators to monitor and control archaeological work to ensure that professional standards are attained, and of the IfA to investigate alleged cases of breaches of the *Code of conduct*.

2.3 So as to avoid misunderstanding, the IfA recommends that on every occasion on which trainees are to be used, and especially where commercial tenders are sought for a commercial contract, the full extent of their activities in respect of the services offered must be declared and included in the submitted written project proposals. The implications (for example, financial, timetable, insurance, competence, etc.) must be fully explained so that both the client and curator can satisfy themselves that requirements can be discharged satisfactorily.

2.4 In some instances, it may be appropriate for trainees to be paid at rates below the IfA minimum salary level which would apply were the full responsibilities of the post being carried out. In these circumstances, organisations should ensure:

- that the post is clearly advertised as a training position
- that a training plan for the post is in place, preferably linked to National Occupational Standards
- that the training period is of finite duration with clearly defined learning outcomes and automatic progression to (or above) the appropriate IfA minimum salary once they have been achieved.



Self-employment: Some thoughts, facts and figures



Chiz Harward

The new Policy statement on self-employment states that '*4.1 In order to meet IfA minimum salaries, self-employed members should remember to include the appropriate uplift to the minimum salary for their grade to compensate for lack of sick pay, paid annual leave and employers' pension contribution.*'

But what does this mean? Well to put it simply, as a freelancer you don't get *any* of the benefits an employee does so you need to earn more than a straight employee to get the same income. That you don't get valuable employee benefits is (unfortunately) the main reason why we see some dodgy companies offering dodgy freelance posts –they want to cut their overheads and not pay holiday pay/sick pay and NI. They're not doing it for your benefit! So whilst setting a day rate is up to you as a freelancer you really do need to make sure that you aren't getting less than the minima. You owe that to yourself and to your fellow professionals.

We're not going to tell you what your day rate should be –as a freelancer that's up to you, but we will set out some basic sums so you can see why some offered day rates aren't all they are cracked up to be.

The basic PIfA minima rate is going up to £17094 from April. But as a freelancer you won't get any sick pay or pension so that's not the income figure for you. IfA says you need to add £979.62pa to compensate for lack of pension subs, and £1,360.58pa for no sick pay (<http://www.archaeologists.net/practices/salary>)

Chiz Harward wondering just how much longer that wheelbarrow is going to last (£37.99 from B&Q, plus 1 hours driving time)

is what you need to earn AFTER EXPENSES to match the PIfA MINIMA, that's £19,434.20!

I regularly hear of people being *offered* day rates of £70 a day. What does that mean though? Well there are 233 working days in a standard English working year (104 weekend days, 8 public holidays and 20 days holiday). Take off another 2.5 days for CPD and training, and say 2.5 for sick (you're self-employed now, you work when you're ill) and that leaves 228 weekdays on which you can earn. If you charged a day rate of £70 you would earn (before deduction of your business costs) just £15960. That is well below the PIfA minima for employees, let alone its equivalent: to get a basic income equivalent to PIfA minima of £19434.20 you need to charge at least £85 before ANY costs.

As a freelancer you probably won't get *paid* work for anything near all 228 days, although you may well *work* all those days. Welcome to the world of overheads! All those jobs that were done by office staff at your last employer –now that's all done by you. So invoicing and accounts, chasing up clients, buying kit, booking accommodation, archiving sites, preparing risk assessments and putting in tenders, it's all now up to you. And it all takes time. And you should be paid for that time? No? So a freelancer may well find that in a *very* good year they work for clients on 200 days, but they will be working on overheads the equivalent of 30 days a year. Yes you can do a lot of overheads in evenings and at weekends, but that is overtime isn't it? That should be paid



as well? Overhead tasks need to be added on to the day rate.

But that's not the only addition. There's also all your business costs. Yes you can suddenly claim tax back on work mileage, but you also suddenly have no company van. Its your car. And it costs. Add on petrol, car insurance, breakdown cover, and car parking. Add in all your tools, consumables and PPE (of course you didn't steal them from the last employer), and your work insurance (you are insured, aren't you?), not forgetting your IfA subs! Your First Aid ticket suddenly costs you £220 (plus 2 days of lost work, travel and parking) every three years. It all mounts up. And then there is accommodation and subs for away jobs –suddenly cheap is cheerful and kipping in cars seems ok compared to paying £50 for a B&B. Everything needs paying for, everything costs.

Depending on your circumstances (especially travel and accommodation costs) your costs may be as high as 30% of your turnover, and again that means your day rate has to go up to cover them or you will end up working like a dog but earning a pittance. Suddenly earning just the bare PlfA minima doesn't seem a fair income –after all you're working well above that grade running your own business.

And then it rains and site shuts. So you don't get paid. Or you get paid a half day. It rains a lot in the UK, so you need to factor in some lost days, or all those times a job slips and leaves you with no work for a week. Unless you have a good mix of clients and jobs you won't have anything to fill that lost time, just sitting there waiting for the job to start or the clouds to clear.

So all in all even as a humble freelance Digger you could end up earning fees on less than 190 days a year and have costs of well over £4000. To get basic PlfA minima equivalent that works out at a day rate of roughly £125. A bit more than the offered £70 a day! And that's for a basic PlfA working locally, not supervising watching briefs or writing reports. And not counting additional expenses of accommodation, long commutes or hiring kit which could push your costs up by thousands.

Being a freelancer can be a great career move: it can be immensely satisfying and rewarding if

you have the skills, abilities and experience to stand on your own. It isn't the right move for everyone, especially at the earlier stages of a career, but it can be made to work.

But do go into it with your eyes open wide, look at all the costs and liabilities, take advice from those that now (if they'll tell you), don't assume you will be any better off, and don't end up treating yourself as badly as the employers you may be desperate to escape.

chiz@urban-archaeology.co.uk
<http://urban-archaeology.blogspot.co.uk/>



A typical freelancer's 'To do' list? It really isn't all cream buns.



The Diggers' Forum

Membership form

Please complete in block capitals

Full name(s) and title.....

Address.....

.....

.....

Post code.....

Tel No.....

E-mail address.....

Current post/employment.....

IfA membership number (if applicable).....

.....

Signature.....

Date.....

Subscription fee

The Diggers' Forum is a group within the Institute for Archaeologists (IfA).

Membership of the IfA is not a prerequisite for membership of the Diggers' Forum

Membership of the Diggers' Forum is free to IfA members (all grades)

The annual subscription fee for non-IfA members is £10 (Not subject to VAT).

Payment should be made by cheque, bank draft or international money order (in £ sterling), payable to the Institute for Archaeologists

- Please find enclosed a cheque,
- bank draft or
- international money order in £ sterling

Payment and form should be sent to:

Institute for Archaeologists
SHES, University of Reading
Whiteknights, PO Box 227
Reading RG31 6JT



Tel: 0118 378 6446

E-mail: groups@archaeologists.net

Or pay via Paypal at www.archaeologists.net/groups



IfA Diggers' Forum newsletter 13 Winter 2013