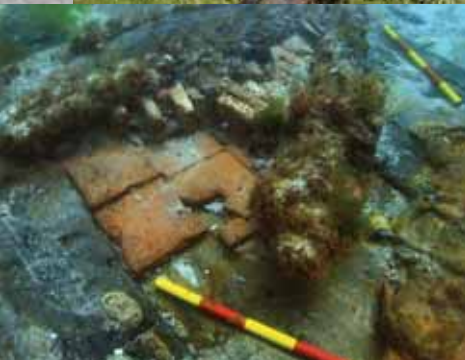


# INSTITUTE *for* ARCHAEOLOGISTS

Setting standards for the study and care of the historic environment

## ANNUAL REPORT

2011



# INSTITUTE OF FIELD ARCHAEOLOGISTS

(COMPANY LIMITED BY GUARANTEE)

Trading as 'The Institute for Archaeologists'

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## ANNUAL REPORT JULY 2010 TO JUNE 2011

### ABOUT THE IfA

*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.*

The Institute for Archaeologists is a professional organisation for all archaeologists and others involved in protecting and understanding the historic environment. It is a democratic organisation, run by an elected Council, and supported by staff and committees responsible for all areas of the Institute's work.

We promote high professional standards and strong ethics in archaeological practice to maximise the benefits that archaeologists bring to society, and to bring recognition and respect to our profession.

The Institute has a number of functions. We

- set standards and issue guidelines
- through our Registered Organisations scheme raise standards of work and employment
- improve member career prospects by promoting and organising training and informing them of developments in professional practice
- work to improve pay and conditions
- represent the interests of archaeology and archaeologists to government, policy makers and industry
- provide a wide range of membership services

### OUR VISIONS AND OBJECTIVES

As set out in our Strategic Plan, by 2020 all professional archaeologists will have the skills, integrity and versatility to ensure that the study and care of the historic environment brings real benefits to people's daily lives.

To achieve this, we will need to meet the following objectives

- 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 IfA 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

In this annual report we have reviewed our activities over the past year and the progress we have made towards achieving these targets.

## MESSAGE FROM THE CHAIR

2011 has been a very busy year for the Institute. Initiatives in 2010 to restructure the Institute's staff were put in place, so the structure now more closely aligns with the functions identified in our 10 year strategic plan. One benefit of this is that we have reduced costs and our financial systems have been strengthened so that we continue to have reserves to spend on providing the needed services to members.

Council has followed this with proposals to restructure the Institute's governance – in effect changing the names, roles and functions of our present Council, Executive Committee and all the supporting advisory committees. In parallel we are progressing plans to apply for Chartered status. Two resolutions regarding governance and Charter will be before the membership for a vote in principle at our AGM in October 2011. Many of us consider that this is a crucial step toward archaeologists gaining the status, respect (and pay!) to put us on equal footing with other professions, and is something your Hon Chair has pressed for since election.

This has been an extraordinary year in the political arena. PPS5 was introduced in England in spring 2010 but is already about to be replaced by the National Planning Policy Framework (NPPF). PPS5 was widely acknowledged as a significant step forward from the old PPGs 15 and 16, and the Institute's Chief Executive and other staff are working extremely hard to ensure that the NPPF does not weaken the gains of PPS5. More on this below. Alongside NPPF are PAN 2/2011 in Scotland, and announcements from the Welsh Assembly of new heritage legislation there; preparation of and advocacy about which either have involved or will require a lot of input from IfA on behalf of professional archaeology and the public it serves.

No summary would be complete without mention of the Southport group – born at our annual conference in Southport in 2010 just after the publication of PPS5. Southport is not an IfA initiative, but the Institute supported the work of the Southport group, and now very strongly supports the recommendations contained in the report. The recommendations that apply to IfA are being integrated into our business plan for the next year and we fully intend to take them forward as best we can.

Information following this gives more details of the many aspects of being a professional association in the fast-changing, still recession-burdened world, and I encourage all members to take the few minutes necessary to read and understand all that the Institute does for archaeologists – and for archaeology.

**Gerry Wait**  
Hon Chair of Council

## ACHIEVEMENTS

### Policy and partnerships

The recent flood of proposed changes to policy and consultations ([www.archaeologists.net/advocacy/consultations](http://www.archaeologists.net/advocacy/consultations)) throughout the UK means that IfA has been working hard to influence policy and decision-makers on behalf of members, and to make sure the historic environment is properly considered, protected and investigated. Recent issues include *Archaeology and human remains in England and Wales, the Historic Environment (Amendment) (Scotland) Bill, Localism Bill, Planning Advice Note 2/2011 Planning and Archaeology*, the draft *National Planning Policy Framework (NPPF)*, and the HLF's *strategic framework for 2013–2019*. Details of all the consultations we have had input into are on our website.

We have continued our work in partnership with others through The Archaeology Forum (TAF), the Built Environment Forum Scotland (BEFS), the Northern Ireland Archaeology Forum, the Historic Environment Review Executive Committee (HEREC) and Heritage Alliance. The main focus of all these groups has been to inform government of the importance of expert archaeological advice, to push for the retention of Local Authority archaeological and historic environment services and ensure requirements for adequate archaeological protection and investigation within the revisions to the planning processes throughout the UK. We will continue to focus our efforts in this area, and at the time of writing we are now part of the NPPF practice guide drafting subcommittee.

In addition to this our Chief Executive, Peter Hinton, has also spent time promoting the values and aspirations of the Institute. Over the past year we have given presentations to the sector at our own conference, Current Archaeology Live, the Northern Ireland Archaeology Forum 'Heritage in Hard Times' seminar and at a lively debate which took place at the Society of Antiquaries where prominent figures from the heritage community – and government – considered the implications of the Government spending cuts and discussed ways to move forward towards a more secure future: IfA presented on the specific impacts to heritage professionals.

### **Professional development**

As part of the Southport Group IfA is working with the sector to find creative ways of improving archaeological practice and to make sure we deliver consistent excellence in public benefit. The ground-breaking report launched in July outlines recommendations and products for improving historic environment practice to ensure this excellence. IfA is a strong supporter of the visions in the report which are very much in keeping with our duty to promote high professional standards and strong ethics in archaeological practice, to maximize the benefits that archaeologists bring to society, and to bring recognition and respect to our profession. Over the coming years we will be involved in the development and implementation of the recommendations made in this report.

In partnership with the Forensic Science Regulator and the IfA's Geophysics Group we have introduced new standard and guidance documents (in interim draft) for *Forensic archaeologists* and *Archaeological geophysical survey*. Both standards will be proposed for formal adoption at our AGM in October. In line with the recommendations of the Southport Report, work has started on the development of new Standards and guidance for historic environment advisory services and for consultancy.

We have continued to foster recognition of the responsibility held by archaeologists and, following further research of salaries on comparable professions, have introduced new recommended starting salaries. These should act as guidance for employers seeking to determine appropriate remuneration for archaeologists. In addition to this we have also introduced a policy statement on self-employment and the use of self-employed sub-contractors, which sets out the Institute's position with regard to the use of self-employed sub-contractors. Further guidance for members who are considering becoming self-employed is planned for the near future.

### **Communications and marketing**

One of our weaknesses in recent years has been finding the time to ensure sufficient promotion of the work staff and committee members undertake for the Institute. Following the appointment of our Communications Manager we now have a clear plan in place to do this. We have a new website with a dedicated section for IfA members and we've introduced a monthly e-bulletin which includes up-to-date news on our activities and forthcoming events. Our Facebook and Twitter feeds are regularly updated with news and details of what we are up to, and we have ensured *The Archaeologist* contains information about our advocacy role.

Our special interest and area groups also provide a network to communicate our activities. A number of them have regular newsletters not only containing information about what IfA staff are doing, but also what individual members are up to and other useful information and best practice issues. More about Group activities can be read on pages 13–15.

The positive response we received to the communication survey has given us a clear indication about what matters to you and what you would like to see more of. We will be working on this over the next year.

### **Profile raising**

We are constantly making efforts to promote and raise the profile and importance of IfA membership within and beyond the sector. Last year we reported on the publication of PPS5 and its supporting practice guide which identified IfA membership as *appropriately qualified individuals or organisations* to provide expert advice to local planning authorities, developers and



other stakeholders with an interest in the historic environment. A similar recognition of IfA membership will also be included in the new Scottish PAN 2/2011.

To support this we have written to all Local Authority services informing them of the formal opinion received from counsel on the lawfulness of local authorities requiring archaeological work to be done by Registered Organisations.

We are now working hard to ensure that this professional requirement and recognition remains in the English National Planning Policy Framework, and will endeavour to get the same inclusion in any forthcoming revisions to policy in Wales and Northern Ireland.

Another area where IfA membership has raised its profile has been through the introduction of our new Forensic Archaeology Special Interest Group (see page 14) and its expert panel of IfA members. This has replaced the Council for the Registration of Forensic Practitioners and has given greater recognition of MIfA status in the legal system, with the Home Office and the Forensic Regulator.

The Forensic Science Regulator for the UK, Andrew Rennison, said

*'The formation of the IfA Forensic Archaeology Group Expert Panel is an important step for practitioners of forensic archaeology, providing a vital indicator of competence and accountability for those appearing in Court and other tribunals. It supports the objective of the Forensic Science Regulator which is to ensure that provision of forensic science services across the criminal justice system is subject to an appropriate regime of scientific quality standards.'*

#### **CPD, education and training**

We have maintained our commitment to providing access to training for archaeologists to assist in career development. The NVQ in archaeological practice programme continues to be successful with 52 candidates registered and 18 NVQs awarded so far. Several new members have been admitted to IfA membership via the NVQ fast-track system. On behalf of Creative and Cultural Skills, the Sector Skills Council archaeology and cultural heritage, we have started to review the National Occupational Standards which underpin the NVQ. This work will continue throughout the year and will be the subject of widespread consultation.

The EPPIC scheme for 2010/11 provided a further six bursary positions in various areas of English Heritage including architectural graphics, marine geophysical survey and archaeological investigation. The Heritage Lottery Fund supported bursaries are now in their final year and the last wave of placements has been appointed. In both cases we have been very pleased with the benefit the schemes have offered individuals and the career opportunities it has led to. The attitudes and desires to achieve from the individuals has been tremendous and some of this can be seen in the comments included in the *Conference – the next generation* article included in TA81. We are continuing our efforts to find further funding to develop future schemes.

Following the adoption of a mandatory CPD scheme at the AGM in 2010, we have continued to monitor our members' CPD records and to promote opportunities for appropriate CPD. Workshops at the Reading conference helped members to identify appropriate learning goals through their personal development plans. In order to further promote CPD opportunities to our members, we are developing a system for accrediting short courses, dayschools and field training schools and further details will be announced shortly.

#### **Conference and events**

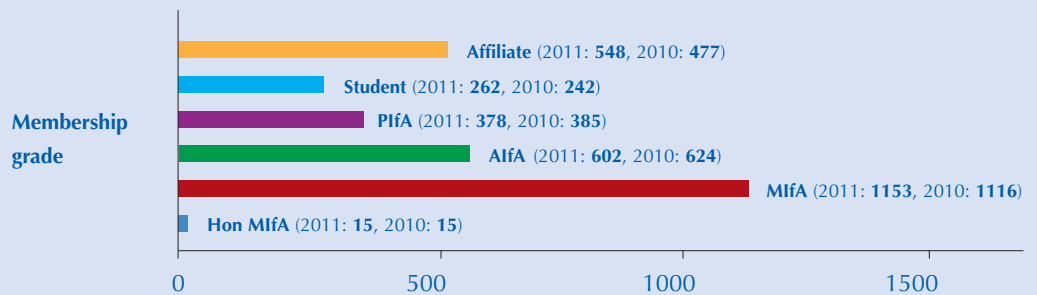
Our annual conference in Reading was another great success and the latest edition of *The Archaeologist* gives an insight into the issues covered in the sessions and workshops. This year we introduced a new format including a programme of formal CPD workshops, as well as the usual range of discussion sessions. Feedback indicates that these workshops were a welcome addition and we will continue to run more of these at future conference.

Our groups have also been heavily involved in running training courses for members. These have included the joint Geophysics Group and ALGAO Scotland course on the use of geophysics in the

planning context in Scotland, and the IfA London Group joint events with IHBC London Group on *Making an impact: putting PPS5 in the practice*, and *Of process and practice* with the Society of Post Medieval Archaeology. Our Scottish Group have also run a suite of very successful courses covering pottery identification and survey techniques. They hope to continue with further workshops over the next year.

### Membership

Despite the dramatic fall in the number of people in archaeological employment in the UK (a drop of 7.6% compared to July 2010 – see Job Losses in Archaeology report commissioned by IfA and FAME [www.archaeologists.net/sites/default/files/node-files/JoblossesJan2011.pdf](http://www.archaeologists.net/sites/default/files/node-files/JoblossesJan2011.pdf)) IfA membership has held steady. At the end of June 2011 we have 2958 individual members (not including former AAI&S members) compared to 2859 in June 2010.



The number of Registered Organisations has also increased from 64 to 66.

We are very pleased to welcome former members of AAI&S to the Institute following their recent vote to merge with us. Our Illustration and Survey Special Interest Group will continue to move forward with the AAI&S' agenda. Former AAI&S members will be transferred to their corresponding IfA membership grade in July.

### Governance

Over the past eight months we have been reviewing our governance structure and how we can improve the current system to ensure that there is equal focus on member engagement as well as managing the business side of the Institute. We have consulted with the membership on the initial stages of the reform proposals and the feedback received show general support. Council will continue to work on the detail of the new structures and anticipates final proposals being put forward to General Meeting on 2012.

In parallel with the governance reform, we have also continued to investigate the options for Charter, consulting with the membership and seeking advice from lawyers on the most appropriate way forward. Members will be asked at the AGM in October for their support to submit a memorandum of intention to the Privy Council.

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## FINANCIAL PERFORMANCE FOR THE YEAR ENDED 31 MARCH 2011

### THE HONORARY TREASURER'S REPORT

The Institute's accounts to 31 March 2011 show an operating surplus of £11,281 (after bank interest and corporation tax) with the balance sheet showing our reserves now standing at £321,659.

As reported at the last General Meeting, in light of the poor financial performance of the Institute to 31 March 2010 IfA Council and staff swiftly put into place a number of measures to halt the erosion of our reserves on the running costs of the organisation. These measures have proved successful with the state of play at the end of the financial year being healthier than Council had

budgeted. Further measures are still being implemented in the current year (such as AGM papers and Annual Report being published in digital format) to continue to reduce the overhead costs to the organisation.

This has allowed the Institute to continue to invest its resources in implementing the Strategic Plan, in our advocacy efforts during a fast-changing and challenging year (details of which are included above in this Annual Report), and in supporting its members and Registered Organisations. We have once again kept the majority of the 'recession' membership support package in place for this year, allowing members to upgrade their membership for free, to transfer subscription category if they lose work, or to move onto the retired rate.

**Martin Newman**

Hon Treasurer

**OFFICERS AND  
PROFESSIONAL  
ADVISERS**

The board of directors	Joanna Bacon Peter Barker Paul J Belford Mark Andrew Collard Virginia Dellino-Musgrave David Divers Stuart Eve Victoria Hunns Mark A Newman Martin Newman Jayne Pilkington Daniel Rhodes Nicholas J Shepherd Andy Towle Gerald Wait Sadie Watson Roger White Beverley Ballin Smith (appointed 14 October 2010) Chiz Harward (appointed 26 January 2011) Robert Read (appointed 9 November 2010) John Sode-Woodhead (appointed 14 October 2010) Jan Wills (appointed 9 November 2010) Daniel E Atkinson (retired 9 November 2010) Patrick Clay (retired 4 October 2010) Kasia Gdaniec (retired 4 October 2010) Geoff Morley (retired 4 October 2010) Roland Smith (retired 4 October 2010)
Company secretary	Alexandra Llewellyn
Registered office	University of Reading Whiteknights PO Box 227 Reading Berkshire RG6 6AB
Auditor	Haines & Company Chartered Certified Accountants & Statutory Auditor 10a St Martins Street Wallingford Oxfordshire OX10 0AL

# THE DIRECTORS' REPORT

The directors have pleasure in presenting their report and the financial statements of the company for the year ended 31 March 2011.

## Principal activities

The principal activity of the company is the advancement of the practice of field archaeology and allied disciplines.

## DIRECTORS' RESPONSIBILITIES

The directors are responsible for preparing the Directors' Report and the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing those financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently
- make judgements and estimates that are reasonable and prudent
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the directors are aware

- there is no relevant audit information of which the company's auditor is unaware and
- the directors have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information

## AUDITOR

Haines & Company are deemed to be re-appointed under section 487(2) of the Companies Act 2006.

## SMALL COMPANY PROVISIONS

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

Registered office: Signed by order of the directors  
University of Reading  
Whiteknights  
PO Box 227, Reading  
Berkshire, RG6 6AB



ALEXANDRA LLEWELLYN  
Company Secretary

Approved by the directors on 20 July 2011



**INDEPENDENT  
AUDITOR'S REPORT  
TO THE MEMBERS OF  
INSTITUTE OF FIELD  
ARCHAEOLOGISTS**

We have audited the financial statements of Institute of Field Archaeologists for the year ended 31 March 2011. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made solely to the company's members, as a body, in accordance with Sections 495 and 496 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

**RESPECTIVE RESPONSIBILITIES OF DIRECTORS AND AUDITOR**

As explained more fully in the Directors' Responsibilities Statement set out on page 8, the directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

**SCOPE OF THE AUDIT OF THE FINANCIAL STATEMENTS**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by directors; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the annual report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

**OPINION ON FINANCIAL STATEMENTS**

In our opinion the financial statements

- give a true and fair view of the state of the company's affairs as at 31 March 2011 and of its profit for the year then ended
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities and
- have been prepared in accordance with the requirements of the Companies Act 2006

**OPINION ON OTHER MATTERS PRESCRIBED BY THE COMPANIES ACT 2006**

In our opinion the information given in the Directors' Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

**MATTERS ON WHICH WE ARE REQUIRED TO REPORT BY EXCEPTION**

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us or
- the financial statements are not in agreement with the accounting records and returns or
- certain disclosures of directors' remuneration specified by law are not made or
- we have not received all the information and explanations we require for our audit or
- the directors were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemption in preparing the directors' report



B R HAINES FCCA Senior Statutory Auditor  
11 August 2011

For and on behalf of  
HAINES & COMPANY  
Chartered Certified Accountants & Statutory Auditor

10a St Martins Street, Wallingford  
Oxfordshire, OX10 0AL

**PROFIT AND LOSS  
ACCOUNT FOR  
THE YEAR ENDED  
31 MARCH 2011**

	Note	2011 £	2010 £
<b>TURNOVER</b>		<b>796,131</b>	1,008,034
Cost of sales		<u>361,507</u>	<u>624,525</u>
<b>GROSS PROFIT</b>		<b>434,624</b>	383,509
Administrative expenses		<u>424,371</u>	<u>503,791</u>
<b>OPERATING PROFIT/(LOSS)</b>	<b>2</b>	<b>10,253</b>	(120,282)
Interest receivable		<u>1,301</u>	<u>1,639</u>
<b>PROFIT/(LOSS) ON ORDINARY ACTIVITIES BEFORE TAXATION</b>		<b>11,554</b>	(118,643)
Tax on profit/(loss) on ordinary activities		<u>273</u>	<u>344</u>
<b>PROFIT/(LOSS) FOR THE FINANCIAL YEAR</b>		<b>11,281</b>	(118,987)
Balance brought forward		<u>310,378</u>	<u>429,365</u>
Balance carried forward		<u><b>321,659</b></u>	<u>310,378</u>

**BALANCE SHEET AS  
AT 31 MARCH 2011**

	Note	2011 £	2010 £
<b>FIXED ASSETS</b>			
Tangible assets	<b>3</b>	<u>1,116</u>	<u>2,232</u>
<b>CURRENT ASSETS</b>			
Debtors	<b>4</b>	161,666	137,185
Cash at bank and in hand		<u>385,322</u>	<u>549,536</u>
		<b>546,988</b>	686,721
<b>CREDITORS: Amounts falling due within one year</b>	<b>5</b>	<u>226,445</u>	<u>378,575</u>
<b>NET CURRENT ASSETS</b>		<u>320,543</u>	<u>308,146</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u><b>321,659</b></u>	<u>310,378</u>
<b>RESERVES</b>	<b>8</b>		
Profit and loss account		<u>321,659</u>	<u>310,378</u>
<b>MEMBERS' FUNDS</b>		<u><b>321,659</b></u>	<u>310,378</u>

These financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006 and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

These financial statements were approved by the directors and authorised for issue on 20 July 2011, and are signed on their behalf by:



MARTIN NEWMAN  
Director

Company Registration Number: 01918782

# NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2011

## 1 ACCOUNTING POLICIES

### Basis of accounting

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

### Turnover

Turnover represents the value of work done in the year, including estimates of amounts not invoiced. Turnover in respect of long-term contracts and contracts for on-going services is recognised by reference to the stage of completion.

### Fixed assets

All fixed assets are initially recorded at cost.

### Depreciation

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Office equipment                    50% reducing balance

### Operating lease agreements

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against profits on a straight line basis over the period of the lease.

### Pension costs

The company operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the company. The annual contributions payable are charged to the profit and loss account.

### Foreign currencies

Assets and liabilities in foreign currencies are translated into sterling at the rates of exchange ruling at the balance sheet date. Transactions in foreign currencies are translated into sterling at the rate of exchange ruling at the date of the transaction. Exchange differences are taken into account in arriving at the operating profit.

### Long-term contracts

Sales and foreseeable profits on long-term contracts are recognised in line with the activity of each contract. Invoiced sales in excess or deficit of recognised sales are carried forward in payments on account or accrued income. The balance of costs recognised that are in excess or deficit of invoiced costs are carried forward in accruals or work in progress. Provision is made in accruals for any foreseeable losses.

### Area and special interest groups

The institute has a number of area and special interest groups, who organise comparatively small scale events, conferences and other activities. The income, expenditure and funds held by these groups is incorporated into the accounts of the Institute.

## 2 OPERATING PROFIT/LOSS

Operating profit/(loss) is stated after charging

	2011	2010
	£	£
Directors' remuneration	–	–
Staff pension contributions	10,543	15,374
Depreciation of owned fixed assets	1,116	1,958
Auditor's fees	4,200	4,700
Net loss on foreign currency translation	707	9,288

## 3 TANGIBLE FIXED ASSETS

Office equipment  
£

<b>COST</b>	
At 1 April 2010 and 31 March 2011	26,311
<b>DEPRECIATION</b>	
At 1 April 2010	24,079
Charge for the year	1,116
<b>At 31 March 2011</b>	<b>25,195</b>
<b>NET BOOK VALUE</b>	
At 31 March 2011	1,116
At 31 March 2010	2,232

## 4 DEBTORS

	2011	2010
	£	£
Trade debtors	41,427	27,896
Prepayments and accrued income	120,239	109,289
	<b>161,666</b>	<b>137,185</b>

## 5 CREDITORS: amounts falling due within one year

	2011	2010
	£	£
Trade creditors	51,847	45,906
Other creditors including taxation and social security:		
Payments received on account	101,169	201,363
Corporation tax	273	344
PAYE and social security	12,850	13,105
Other creditors	31,963	28,476
Accruals and deferred income	28,343	89,381
	<b>174,598</b>	<b>332,669</b>
	<b>226,445</b>	<b>378,575</b>

## 6 PENSIONS

The company operates a defined contribution pension scheme. The pension cost charge for the period represents contributions payable by the company to the scheme and amounted to £20,212 (2010: £27,757). Contributions totalling £11,102 (2010: £28,476) were payable to the scheme at the end of the period and included in creditors.

## 7 RELATED PARTY TRANSACTIONS

No transactions with related parties were undertaken such as are required to be disclosed under Financial Reporting Standard for Smaller Entities (effective April 2008).

## 8 COMPANY LIMITED BY GUARANTEE

The company is a private company limited by guarantee and consequently does not have share capital. Each of the members is liable to contribute an amount not exceeding £10 toward the assets of the company in the event of liquidation.

## MANAGEMENT INFORMATION

The following pages do not form part of the statutory financial statements which are the subject of the independent auditor's report on page 9.

### DETAILED PROFIT AND LOSS ACCOUNT FOR THE YEAR ENDED 31 MARCH 2011

	£	2011 £	2010 £
<b>TURNOVER</b>			
Subscriptions		298,194	290,809
Application fees		2,288	3,357
RO fees		57,477	54,571
Advertisements		6,682	5,148
Publications		140	60
JIS subscriptions & adverts		10,789	11,625
Group fees		1,387	270
Total project income		415,471	642,194
Grants		2,933	–
Other income		770	–
		<u>796,131</u>	<u>1,008,034</u>
<b>COST OF SALES</b>			
Direct project costs	39,735		245,557
Core staff project salaries	54,642		66,384
Non-core staff project salaries	267,130		312,584
		<u>361,507</u>	<u>624,525</u>
		<u>434,624</u>	<u>383,509</u>
<b>GROSS PROFIT</b>			
<b>OVERHEADS</b>			
Administrative expenses		424,371	503,791
		<u>10,253</u>	<u>(120,282)</u>
<b>OPERATING PROFIT/(LOSS)</b>			
Bank interest receivable		1,301	1,639
		<u>11,554</u>	<u>(118,643)</u>
<b>PROFIT/(LOSS) ON ORDINARY ACTIVITIES</b>			

*Notes to the detailed profit and loss account*

#### ADMINISTRATIVE EXPENSES

##### Personnel costs

Core staff overhead salaries	274,036	306,838
Temporary staff costs	7,333	18,789
Committee travel	9,421	13,444
Group funding	3,844	6,235
Staff recruitment	756	3,356
Staff training	1,193	64
Staff pensions (Defined contribution)	10,543	15,374
		<u>307,126</u>
		<u>364,100</u>

##### Establishment expenses

Premises costs	10,533	13,490
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##### General expenses

Travel and subsistence	14,390	10,836
Telephone and fax	4,055	5,121
Insurance	6,927	4,540
Venue hire	2,272	572
Computing, website & IT	15,006	9,597
JIS costs	1,496	1,187
Printing, stationery and postage	21,148	27,689

Magazine and institution subscriptions	1,890	2,526
Staff expenses – conference	212	1,960
Sundry expenses	1,387	929
Payroll costs	1,794	1,613
Publications :TA	21,573	23,765
Promotional material	1,728	10,647
Hospitality	96	255
Legal and professional fees	–	2,869
Accountancy fees	2,800	1,500
Auditors remuneration	4,200	4,700
Depreciation	1,116	1,958
	<hr/>	<hr/>
		<b>102,090</b>
		<hr/>
<b>Financial costs</b>		
Bank charges	3,915	4,649
Foreign currency gains/losses	707	9,288
	<hr/>	<hr/>
		<b>4,622</b>
		<hr/>
		<b>424,371</b>
		<hr/>
		<b>503,791</b>
		<hr/>
<b>INTEREST RECEIVABLE</b>		
Bank interest receivable		<b>1,301</b>
		<hr/>
		<b>1,639</b>
		<hr/>

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## GROUPS ACTIVITIES

### ARCHIVE SPECIAL INTEREST GROUP

The Archive Group is currently 5 months old, having been formally established in March of this year at the inaugural AGM. The elected committee has met once, and will do so again in the early autumn. Plans are in progress to run a series of regional workshops beginning in Autumn/Winter 2011, addressing various issues including advocacy and access. The Group is also seeking to forge collaborations with other organisations and groups with an interest in the future of archaeological archives.

### DIGGERS' FORUM SPECIAL INTEREST GROUP

Over the last year the Diggers' Forum has been re-launched, building on 6 years of dogged work on behalf of archaeological site workers across the UK. Our principle aim remains the same: creating a positive, sustainable and financially viable career for all professional archaeologists at all points in their career.

We have successfully re-launched our newsletter *The Forum Dispatch* which is our principal means of communicating with our membership and beyond in site huts across the country. The new Dispatch contains a wide range of articles from campaigning pieces and editorials to information on training, tools and careers. We look forward to including more news, reviews and members' contributions in future issues. We have also been experimenting with a Facebook page, as well as sprucing up our IfA webpage.

As far as pay goes, this year has been another disappointment with the IfA Council again freezing its pay minima whilst energy, fuel and food costs have all risen alarmingly. At this year's Council elections we will be working hard to increase our presence on IfA council so that we can explain just why archaeology needs better pay if it is to survive as a profession. We are also running a major survey on away work and travel in commercial archaeology and aim to produce a report on the current situation and highlight best practice. Anecdotally the itinerant nature of many archaeological careers, and the stresses that this puts on both income and relationships, is a major reason for experienced workers to quit archaeology. We want to find out how we can make archaeology work as a career that lasts more than a few years.

DF members have contributed to many of the IfA committees and work hard to ensure that all discussions and decisions include and reflect the views of *all* archaeologists. Recent DF work has



included a detailed response to the draft Southport Group report, working towards a procedure for anonymous complaints to allow 'whistleblowing'; exploring the application of corporate grades to field staff, self-employment guidelines, and continuing to challenge job adverts which offer wages that fall below the IfA minima.

The DF hopes that the next year will bring positive changes for all archaeologists; we will continue to do all that we can to press for better pay and conditions, but we need your support to increase our voice and share the work. To join the DF just look on our webpage [www.archaeologists.net/groups/diggers](http://www.archaeologists.net/groups/diggers)

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## **FORENSIC ARCHAEOLOGY SPECIAL INTEREST GROUP**

The Forensic Archaeology group was formed at the Annual Conference in Reading 2011 and the Committee held its first meeting on 1 June 2011 in order to plan a schedule for the coming year. This SIG stems from a long-standing development in which archaeology has gradually been recognised as having a role to play in aspects of criminal investigation, typically in searching for and recovering buried victims of murder.

This SIG is different from other SIGs in that it also embodies an 'Expert Panel'; the members of which are deemed sufficiently experienced and competent in forensic archaeology to operate within the police structure. This development was partly driven by the office of the Forensic Regulator (based in the Home Office) as part of a broader remit to ensure appropriate standards in all areas of forensic science. The Forensic Regulator was involved in the build-up to the SIG and the Expert Panel and is delighted that the IfA is acting as the vehicle through which practitioners in forensic archaeology can be validated.

The first event hosted by the group will take place on 19 October 2011.

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## **GEOPHYSICS SPECIAL INTEREST GROUP**

The year started with a very successful one day seminar in Edinburgh on the use of geophysics in archaeology in Scotland. The day was held in the prestigious surroundings of the City Chambers on the Royal Mile when some 30 delegates heard presentations from 10 speakers. The papers were excellent, covering a wide range of topics including case studies demonstrating that magnetometry really does work in Scotland right through to marine geophysics and archiving of data. The day was considered a great success by all who attended.

Other projects which have been worked on during the year and will continue to be on the agenda include

- Looking at standardisation of anomaly types and their interpretation to help clients with understanding the results of archaeological geophysics reports
- Archiving of the data. This is proving a hard one to find a way forward with as most people think it is a good idea but ho is prepared to pay the cost and manage the archive so the date is still usable in say 20, 50 or 100 years time.
- Chartership and which way should archaeological geophysics approach this: as archaeologists through the IfA or as scientists through, for example, the Geological Society
- Environmental risks in archaeological geophysics including Weils and Lymes diseases.
- Working with forensic archaeologists including the new IfA Forensic Group on registration (accreditation) with the Forensic Science Regulator

We are short of committee members so anyone interested in joining the committee should contact the IfA office or the Group directly.

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## **ILLUSTRATORS & SURVEYORS SPECIAL INTEREST GROUP**

The main focus over the past year has been the proposed merger between the Association of Archaeological Illustrators and Surveyors (AAI&S) and the IfA. Following a general meeting on 7 May 2011, members of the Association of Archaeological Illustrators and Surveyors (AAI&S) voted to dissolve the Association and transfer its assets and liabilities to the Institute for Archaeologists. Those members of the AAI&S who choose to take up the offer of IfA membership will automatically become members of the ISSIG.

It is hoped that ISSIG can build on the work of the AAI&S of the past thirty years, continuing to provide the support and services its members have come to expect and in the process create an active,

campaigning body representing its members' interests whilst supporting the work of IfA. The ISSIG has continued its work on training, copyright and standards and this can only benefit from the experience, support and enthusiasm of its new members. Watch this space .....

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## INFORMATION MANAGEMENT SPECIAL INTEREST GROUP

The IMSIG did not hold any formal events over the 2010–11 period and the majority of the group's activities were virtual. A key benefit for members of IMSIG is a subscription to the mailing list, managed for IMSIG by the CBA (see <http://www.britarch.net/mailman/listinfo/imsig>). The list enables members to discuss issues and has mainly been used to circulate news of events, training, project, publication and employment opportunities, as well as to consult IMSIG members on IfA initiatives. In future the committee are planning are to use the list for more structured e-conferences, to encourage greater participation.

The IMSIG committee responded to the IfA consultation on the revision of the National Occupational Standard 'functional map' in November 2010. The committee recommended extension of the existing sections relating to information management in the sector to include more detail of management tasks needed to provide datasets and information resources that comply with national standards, and are suitable for long-term archiving. This was accepted by the IfA, and will be developed further, working with CCSkills to develop a revised NOS for Archaeological Practice in 2011.

Overtures have also been made to groups with overlapping interests about possible joint events in future and it is hoped to have a session and AGM at the 2012 IfA conference in Oxford.

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## VOLUNTARY AND COMMUNITY SPECIAL INTEREST GROUP

In 2011 the Voluntary and Community Special Interest Group was reinvigorated after a number of years dormant. The inaugural meeting, held in London on the 8 March, saw the election of the Chair, Hon Secretary, Hon Treasurer and a further five Ordinary Committee members. These are as follows

Craig Spence (Chair)	Abby Guinness
Suzie Thomas (Secretary)	Phil Richardson
Rachael Hall (Treasurer)	David Rudling
Margaret Broomfield	Adam Thompson

There was a further brief meeting of the Group at the IfA conference in Reading in April, which 29 people attended, but as yet no further events, including CPD events, have been planned. A Committee meeting is planned for September 2011. Since March the Group has grown to 120 members (as of 26 July 2011).

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## CYMRU/WALES AREA GROUP

The main purpose of the Group during the last few years has been the running of a series of Dayschools for IfA members and other interested parties in Wales and elsewhere. The themes, not necessarily Welsh, have been aimed mainly but not entirely at the practical as opposed to the academic interests of would-be participants.

My predecessor Fiona Gale resigned at the last AGM in May 2010. I am uncertain whether any report was submitted for the last year. However, since November 2009 we have had four Dayschools

- Agri-environmental Schemes, looking back, looking forward (27 Nov 2009)
- Airborne laser Scanning and Lidar (a joint session with the RCAHMMW) (21 May 2010)
- Transitions, evidence for change in society and material culture through the archaeological record (5 Nov 2010)
- The problem with archaeological finds, their evaluation, understanding and the 'cost' of preservation (6 May 2011)

Most of the dayschools have been well attended, notably the Laser Scanning session with RCAHMMW. All the flyers for these sessions were posted on the Group's IfA website.

The Group also held a conference (mainly organised by the Group's previous Chair, Jenny Hall) in Bangor from 15–17 Sept 2010 on *Renewing the Research Framework for the Archaeology of Wales*. This was by all accounts highly successful and was also well attended. The results and current situation have been posted on the website set up for the project: [www.archaeolog.org](http://www.archaeolog.org)

# GENERAL INFORMATION ABOUT THE INSTITUTE

## CURRENT COMMITTEES AND COMMITTEE MEMBERS

### Editorial Board

Advises on publications which further the aims of the IfA and raise the profile of the IfA within the archaeological profession and with outside bodies

Catherine Cavanagh (chair)  
Stephen Briggs  
Stuart Eve  
Chris Catling  
Ed Lee  
Andrew Petersen  
Jayne Pilkington  
Marcus Smith  
Tracy Wellman

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### Validation committee

Determines applications for membership of IfA and advises on validation procedures

Rachel Edwards (chair)  
Paul Adams  
Simon Atkinson  
Jo Bacon  
Evelyn Baker  
Beverley Ballin-Smith  
Paul Belford  
Chris Constable  
Hester Cooper-Reade  
Jane Evans  
Andy Holland  
Kirsten Holland  
Oliver Jessop  
Clare King  
John Lord  
Geoff Morley  
Susan Ovenden  
Helen Parslow  
Elizabeth Pearson  
Nicky Powell  
Julie Satchell  
Dan Slatcher  
Jez Taylor

### Registered organisations committee

Determines applications for registration, investigates complaints against Registered Organisations and advises Council on the development of the scheme

Laura Schaaf (chair)  
Evelyn Baker  
Stewart Bryant  
Chris Clarke (Diggers' Forum rep)  
Patrick Clay  
Chris Constable  
Hester Cooper-Reade  
Bob Croft  
Sue Davies (corresponding member)  
Rachel Edwards  
David Elks (Geophys SIG rep)  
Phil Emery  
Noel Fojut (HS rep)  
Amanda Forster  
Claire Halpin  
Mark Houliston  
David Jennings (FAME rep)  
Clare King  
Andrew Marvell  
Ken Murphy  
Jonathan Parkhouse  
Andrea Smith  
Roland Smith  
John Sode-Woodhead  
Kim Stabler  
Dave Start  
Gerry Wait (corresponding member)  
Roger White  
John Williams  
Bob Zeepvat

### Membership appeals committee

Hears appeals against rejection of applications for election/transfer to any particular class of membership

Leslie Collett  
David Divers  
Stewart Hoad  
Nick Shepherd  
John Sode Woodhead  
Andy Towle

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### Professional Development and Practice Committee

Brings together the roles of the former committees for professional training (PTC) and working practices (CWPA), recognising that improving skills through training and professional development is the key to promoting high standards of professional practice. The committee will oversee initiatives to develop new opportunities for training, professional development and standards development as well as promoting existing standards and good practice documentation, working in partnership with others as appropriate

Nick Shepherd (chair)  
Kenneth Aitchison  
Philip Bethell  
Paul Chadwick  
Kasia Gdaniec  
Kate Geary  
Chiz Harward  
Peter Hinton  
Bob Hook  
Edmund Lee  
Michael Lewis  
Phil Mills  
Geoff Morley  
Mark Newman  
Nicola Powell  
Guy Salkeld  
Anthony Sinclair  
Hannah Smalley  
Andrew Tizzard  
Roger White