

**CIFA**

**Chartered  
Institute for  
Archaeologists**

**Annual Review 2015/2016**



*“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.”*

## What is the Chartered Institute for Archaeologists?

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

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

## How do we deliver our aims?

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

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

Our 2010–20 Strategic plan objectives are to

- 01 increase understanding of the role of archaeologists in society and improve our status
- 02 inspire excellence in professional practice
- 03 strengthen the relationships between archaeologists across the historic environment and other sectors
- 04 make ClfA membership and registration essential demonstrations of fitness to practice
- 05 develop a stronger influence on historic environment policy
- 06 give archaeologists a credible, effective and efficient professional institute

## Highlights

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

## Regulation

We have dealt with 11 complaints raised against individuals and organisations, five of which were formal allegations. Through the Registered organisations inspection process, we have issued five conditions of registration and 39 recommendations for improvement to the 26 organisations applying for the next registration period.

## Training and development

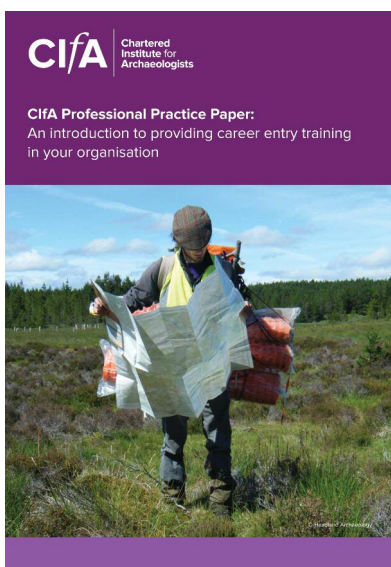
All Registered Organisations are now expected to develop and maintain an organisational training plan ensuring that appropriate levels of training are undertaken within organisations, supporting the scheme's commitment to professional standards and competence.

## Advocacy

CIfA is a leader in advocacy among core archaeological bodies and a key partner within wider historic environment sector forum. Over the past 12 months we have responded to 56 consultations across the UK and Europe with a wide variety of topics, most of which reflect CIfA's stated policy priorities.

## Promotion

We have invested in our external relations to promote the Institute, the value of archaeology and the importance of using accredited professionals to clients by representing CIfA and its members. For example, at the HS2 'meet the bidders' event and by writing articles for external journals using case studies from our Registered Organisations to support how archaeology adds value to business, and to provide a CPD resource for others. This year we were highly commended in the Best Overall Marketing achievement by a smaller professional body at the annual Memcom Awards.



## Influence

We represent the views of our members and registered organisations on over 38 forums and committees, raising awareness of and inputting into important issues as widely as possible. These include the Minerals Historic Environment Forum, the Archaeology Training Forum and the Built Environment Forum Scotland.

## CPD opportunities

CIfA2016 in Leicester included 14 sessions and eight CPD workshops. Our AGM event in October was a joint workshop with the CBA discussing how we can all work together for better archaeology. Throughout the year our Area and Special Interest Groups have run a further seven workshops.

*Photo credit: Headland Archaeology*



*Peter Hinton speaking at the opening address for CIfA2016. Credit: Adam Stanford, Aerial Cam*

# Message from the Chair

Having reached the half way point in our Strategic Plan we have reviewed our progress with the objectives and set out our priorities for the remainder of the plan in discussion with Advisory Council. This review highlights some of the key activities we have been involved in over the past year.

Our focus for the past twelve months has been on training and development, and working towards our vision of a future where the aspiring archaeologist can choose the most appropriate route for them to develop a career in archaeology. In addition, we have been proactive in addressing advocacy and policy issues that directly affect archaeology and our members.

There is much more happening that is not reported on here, and you can find out more in our magazine, *The Archaeologist*, through our regular eBulletins and on the website [www.archaeologists.net](http://www.archaeologists.net), as well as speaking to staff or members involved in Advisory Council or the Board.

## Policy and partnerships

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

Changes to planning and heritage legislation has continued to dominate our advocacy work in the last year. Tim Howard has been leading on our response and represented ClfA on the advisory board to Welsh Government during the consultation on the changes to the Historic Environment (Wales) Act. Following on from this we have also responded to the *Design and access statements and Heritage impact assessments* consultations which form part of the secondary legislation for development management. Our primary concern was to ensure that regulation underpinning the Act fulfils its potential to benefit the historic environment and can be effective in a landscape of changing planning policy and wider legislative reform to planning, communities, and the environment. Our forthcoming AGM event will look at how we can make the most of the opportunities this has resulted in and how these reforms tie in with ClfA's agenda.

However, changes to the English planning system have been our biggest concern in recent months with the introduction of the Neighbourhood Planning and Infrastructure Bill, and Housing and Planning Act both of which form part of the government's growth agenda to try to increase the amount of housing being built. In both cases the proposals will have a potential to negatively impact archaeological protections as an unintended casualty of the proposed relaxation to pre-commencement planning conditions and expansion of permitted development. With the Council for British Archaeology (CBA) and the Association of Local Government Archaeological Officers (ALGAO) we have strongly argued for the protection of these planning requirements to try to ensure that archaeology remains a material consideration, and have met with Historic England, the Department of Communities and Local Government (CLG) and Culture, Media and Sport (CMS) to discuss in more detail the proposals outlined in the Bill and the implications of these.

 ClfA  
@InstituteArch

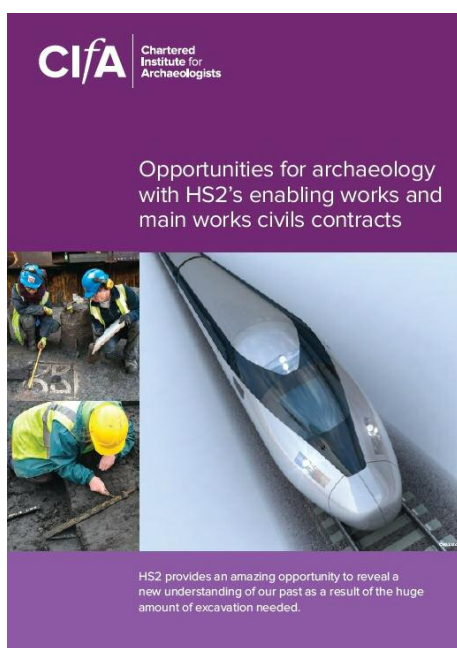
ClfA welcomes Govt response to petition on NP&I Bill, but highlights need for continued action: [archaeologists.net/news/governmen](http://archaeologists.net/news/governmen) ...  
#ClfAadvocacy

In addition to this we have continued to promote the value of local authority archaeology services and HERs in meetings with DCMS ministers and with the staff of DCMS, DCLG and their equivalents elsewhere in the UK. We also continue to try to convince local decision-makers that these services should not be seen as discretionary, promoting the strong emphasis in the NPPF for conserving the historic environment and using HERs, which in turn needs adequate services and experts. More information about this work is in *The Archaeologist* 98.

In Scotland we are working closely with colleagues to develop a delivery plan for Scotland's Archaeology Strategy. The strategy's vision says *We want a Scotland where archaeology is for everyone! A place where the study of the past offers opportunities for us now and in the future to discover, care for, promote and enjoy our rich and diverse heritage, contributing to our wellbeing and knowledge and helping to tell Scotland's stories in their global context.* The aims and content of the strategy fit well with ClfA's objectives and the promotion of professional standards in the public interest, and we are pleased to be part of this important initiative.

ClfA is represented on three of the five Heritage 2020 working groups in England. This is a sector-wide collaboration, under the auspices of the Historic Environment Forum, delivering a framework that replaces the National Heritage Protection Plan. The five working groups covering *Discovery Identification and Understanding, Constructive Conservation and Sustainable Management, Public Engagement, Capacity Building, and Helping Things to Happen* are currently formulating action plans to be delivered to and agreed at the autumn meeting of HEF, focusing on what can be achieved through collaboration and partnership for the rest of the decade and beyond. The initial Heritage 2020 framework document can be found at [www.theheritagealliance.org.uk/historic-environment-forum/heritage2020](http://www.theheritagealliance.org.uk/historic-environment-forum/heritage2020).

We have been working closely with HS2 Limited and the Civil Engineering Contractors Association to ensure the challenges and opportunities of this once in a generation project are met and realised. As the leading professional body representing archaeologists in the UK and overseas, we are keen to build relationships with the contractors responsible for the enabling works and main works civils contracts, and we want to ensure the principal contractors – mainly joint venture partnerships – understand that tools and support are available to help fulfil their responsibilities regarding the archaeology element of the works.



**ClfA** Chartered Institute for Archaeologists

Opportunities for archaeology with HS2's enabling works and main works civils contracts

HS2 provides an amazing opportunity to reveal a new understanding of our past as a result of the huge amount of excavation needed.

It's also critical that the contractors communicate the right messages to their sub-contractors, including the benefits of using Registered Organisations, ensuring capacity building through training and apprenticeships, furthering knowledge through research associated with the works, the importance of individual professional accreditation all the way down the supply chain, and that archaeology delivers corporate social responsibility benefits through public engagement and community relations.

To assist with this, we have produced a PDF with all the information the principal contractors need to know at this stage about their responsibilities, the challenges and opportunities relating to the archaeology element of the HS2 project. This is being sent to all relevant Tier 1 suppliers and their primary sub-contractors.





*Jan Wills and Mike Brown (Chair, IHBC) signing the Memorandum of Understanding between the two Institutes. Credit: Tara-Jane Sutcliffe*

Building on other partnerships, we are pleased to have recently signed a [Memorandum of Understanding](#) with the Institute of Historic Building Conservation (IHBC). The agreement clearly defines the roles of the two institutes, articulating their similarities and differences in a way that is intended to help both organisations manage their relationship to the best mutual advantage, and to help other bodies in the sector and beyond identify which institute(s) to engage with and when. One of the first fruits is an offer by IHBC for any member of ClfA to take up a year's free trial of IHBC products and services, excluding accreditation and the use of post-nominals which can only be awarded via the normal IHBC application route (see [www.archaeologists.net/join/IHBC](http://www.archaeologists.net/join/IHBC)). ClfA is offering a reciprocal arrangement for IHBC members. The two organisations continue to collaborate on advocacy, particularly for properly resourced historic environment services to local authorities, and are committed to supporting each other's efforts to build professional heritage capacity and skills.

We are also strengthening our relationship with the Conservation Committee of the Royal Institute of British Architects, exploring a shared position on the tricky issues of so-called Heritage Statements, and on the professional competencies appropriate to the investigation and recording of buildings. This is a conversation that we will wish to continue with other partners too.

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

## Professional development

The main focus for the 2015–16 business plan has been around career pathways for archaeologists. We are acutely aware of the issues and opportunities facing the profession at present in terms of capacity and the majority of our activities are looking to address this in the longer term and to ensure that professional archaeologists have access to the necessary training to develop their skills.

In order to support graduates and new entrants to the profession gain professional recognition, we have developed an accreditation 'Pathway' setting out the steps to go about demonstrating Practitioner (PCIfA) level competence. The next step will be to extend this to offer guidance to higher levels of accreditation.

To accompany this, we have also developed a series of specialist competence matrices with assistance from members of our Special Interest Groups and other organisations including the Society for Museum Archaeology and BABAO. These cover a range of specialist areas from fieldwork, geophysics, project management and museums archaeology with the aim to make the application process more encompassing.

Originally proposed by the Diggers' Forum, we established a working party from members of Advisory Council to draft a statement to define the minimum level of competence expected of a professional archaeologist. As a result, our policy statement for the *Use of training posts on archaeological projects* now states that **the minimum level of competence to be expected of any practising archaeologist shall be equivalent to that required for Practitioner (PCIfA) grade membership of the Chartered Institute for Archaeologists. Any employee who has not currently reached PCIfA-level competence should be working within a structured training programme designed to develop their skills and competence to PCIfA level.**

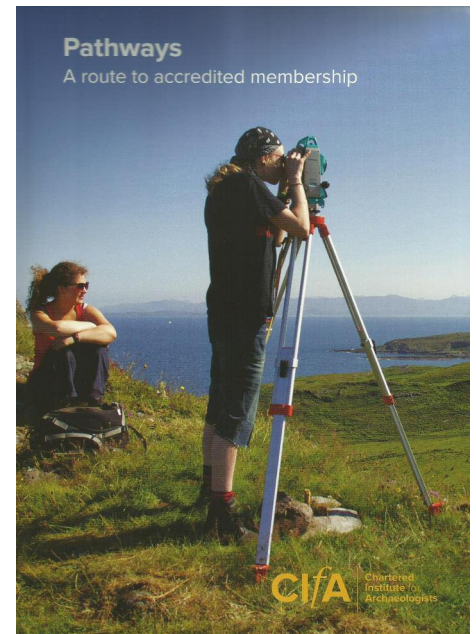


Photo credit: Dan Addison

As reported on page 2, our Registered Organisations are already expected to have in place a training plan for the organisation as a requirement of registration. This plan should explain how career entrants will be supported to develop the skills and competence required to gain Practitioner level membership of CIfA.

To support individuals in gaining the skills they need to become accredited we have continued to provide a range of relevant and quality CPD training opportunities for members at our Annual Conference and through our area and special interest groups. TA98 reported on the training courses held as part of our grant from Historic Environment Scotland (formerly Historic Scotland) to promote professionalism in Scotland. We have endorsed a series of training courses run by Staffordshire University aimed at graduates, those working within the archaeology sector and those working with archaeologists, covering topics such as GIS, forensic archaeology and photogrammetry. Our endorsement ensures that the courses are up-to-date and that the content meets specific industry needs and National Occupational Standards (NOS), as well as individual professional development plans.

With a working group of members of University Archaeology UK (UAUK) we have proposed that UAUK should explore the potential for a CIfA accreditation process for archaeology degrees at undergraduate and masters level. The purpose of this is to ensure that academic study is providing appropriate skills that are relevant to a career in the historic environment, and that students have the opportunity, and are encouraged to, achieve professional accreditation of those skills at the appropriate level. This would result in the sector having access to sufficient skilled, accredited professionals to meet the demand for historic environment services.

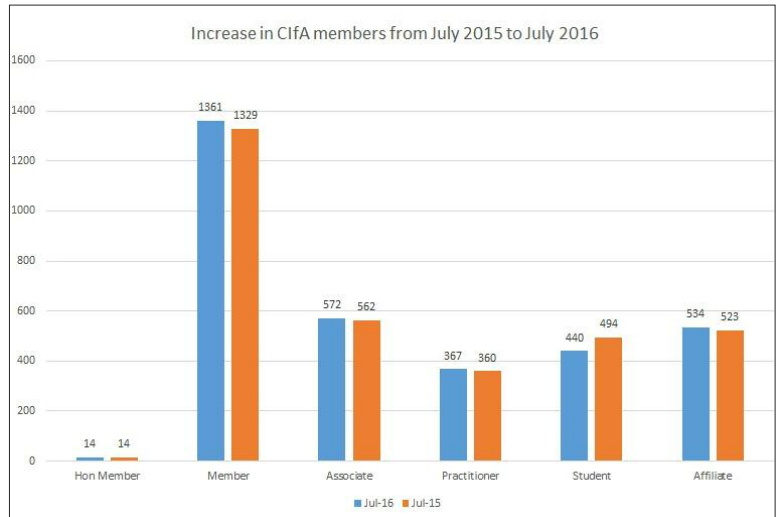
We have continued to develop the NVQ Assessment Centre, successfully transferring to our new Awarding Organisation SQA. As part of the transfer, the Centre's systems and processes were thoroughly audited by SQA and we were very pleased to have been rated as having 'significant strengths' in all but three of the 26 categories on which we were audited. Recommendations for action in the three categories identified as needing improvement have been implemented. We have continued to promote the Level 3 NVQ certificate in archaeological practice and have worked with employers at three Registered Organisations to assess NVQ candidates as part of their work-based career entry training schemes.

One of our longer term objectives is to consider whether we should introduce a ‘Chartered Archaeologist’ grade to our membership levels. To help us look at the pros and cons of this we have held a series of workshops throughout the country for members to attend to consider what benefits this grade might bring, how it would fit into the existing membership structure and to hear from other professions – such as the Institute of Chartered Foresters and the Chartered Institute of Library and Information Professionals – about their chartered membership grades. A summary document was prepared and a consultation has now taken place with the wider membership and we will now look in more detail about the mechanisms we would need to have in place to award this.

## Accreditation and registration

Membership of ClfA has continued to grow and now stands at 3288 (25 July 2016). Of these, 2314 are accredited members (Member, Associate and Practitioner) who have demonstrated their technical and ethical competence, including the professional skills relevant to their grade of membership, to the Validation committee.

Accredited membership levels are on the increase and we have seen 4.75% rise since the announcement of chartered status in June 2014. We are continually promoting the benefits of accredited membership and the competence of our members, and our 2014 *Yearbook* was dedicated to professionalism, highlighting what it means to be a professional, to employ a professional workforce, or to work with expert archaeologists, including a report on a shared initiative to increase client demand for accredited historic environment professionals. In comparison our 2016 *Yearbook* reflects on our growing relationships with organisations such as the Institution of Civil Engineers and the British Property Federation, discussing the shared issues of capacity, the benefit archaeology brings to projects, and their views and the value they place on using accredited professionals. Chartered status is continuing to give us the opportunity to push this message further, securing reference to the use of accredited professionals in national guidance and in turn noticing a change in requests from clients for archaeologists to demonstrate their skills and ethics through accredited membership.



Increase in membership from July 2015 to July 2016

*“Membership is by peer review and it is a way of ensuring our... clients can have confidence in my abilities.”*  
 MClfA member

Additionally, we have had to react on behalf of members to changes being introduced by the Construction Skills Certification Scheme (CSCS), the primary objective of which is to provide evidence that individuals working on construction sites have the required training and qualifications for the type of work they carry out, with the aim of improving standards and safety on UK construction sites. As a result, CSCS will cease issuing the Construction Related Occupation card in a bid to encourage construction workers to apply for the new green Labourer card which is qualification dependent. We have been informed that we



meet the competence requirement for our members to apply via the Professional Membership route and that we have a robust system linked to National Occupational Standards which demonstrate accredited member competence. We have now applied for the second stage mapping and hope that CSCS will be in the position to offer ClfA members a Professional Membership card by the end of 2016.

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

Membership of the Registered Organisations scheme has increased by 8%, with 78 organisations registered having undergone our benchmarking and inspection process. They include the majority of the large organisations in the UK and Ireland, with a growing number of smaller and more specialist practices, and curatorial organisations. The scheme provides a unique quality assurance register demonstrating that the organisations are able to work to all ClfA standards, and the benefits of working with Registered Organisations is promoted through our Client Guide.



Registration of an organisation lasts for three years, although the Registration Committee (Organisations) can, and does, offer a shorted registration period if they are of the view that an organisation needs to be reviewed earlier. Prior to registration each organisation completes a detailed application form covering all the aspects of their archaeological work. This is followed by an office and site visit (if appropriate) with a panel of individuals comprised of representative from contracting, consultancy and curatorial backgrounds. Visits to more specialist organisations will also include individuals who have the relevant expertise to review the organisations practice. A report from the panel is then considered by the Registration Committee (Organisations) before registration is granted and this is most likely to come with recommendations or conditions for improvement. Over the past year ClfA has carried out 26 inspections of organisations (comprising 4 new applicants). This resulted in five conditions of registration to be implemented within a given time frame, 21 recommendations to be implemented within a suggested time frame, and 18 general recommendations for improvement. In the past 12 months there have been two organisations registered with no recommendations and/or conditions. The conditions primarily focus on the development and implementation of organisation wide training plans, in addition to the provision of health and safety training and/or advice. The recommendations as a whole covered a range of issues including staff training suggestions, the consistent reference to ClfA *Standards and guidance* in reports, the production of specific policy documents and the encouragement of ClfA membership amongst staff members. Over the past year 18 conditions of registration imposed upon organisations were reviewed and discharged by the Registration Committee (Organisations).

Both our accredited members and Registered Organisations agree to abide by the Institute's *Code of conduct* and can therefore be held to account by their peers if their professional standards are in question. Over the last twelve months we have responded to 11 complaints and allegations made against our members or Registered Organisations. Details of completed cases are published in *The Archaeologist* when relevant and most recently in edition 98.

## Celebrating our volunteers

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

It is important to remember that archaeology is not regulated by government and ClfA provides a mechanism for our profession to be self-regulated by setting standards of practice. Members of ClfA have a say in how these standards are written but in order to do so they also have to demonstrate that they comply with these to become members, which is assessed by a panel of peers. These peers are our volunteers.

Of the 2314 accredited members mentioned above, only 56 currently volunteer on the Board of Directors, Advisory Council, Validation and Registration committees. They dedicate a huge amount of time and effort in assisting staff to meet our objectives and to provide expert advice. In addition, a further 119 members (from all grades) are involved in area and special interest group committees, providing important networks for members to have access to, CPD opportunities, and also offering expert advice – and you can read more about this in the group reports included in this review. Our volunteers come from a variety of backgrounds – such as fieldwork, finds, academia, and museums, and from self-employed, retired or in full-time employment, and at all levels of responsibility.

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

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

ACIfA member

# Treasurer's report

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

The statements cover the period to the 31 March 2016. The accounts show a return to break even trading for the Institute, and furthermore a surplus for the financial year of £12,204. The Institute's reserve levels now stand at £346,814 which is £121,814 above the reserves limit. The current agreed reserves limit set by the former Council of IfA and adopted by the Board of Directors is £225,000, which is considered to be an appropriate level to ensure that the Institute has sufficient funds to cover unanticipated costs or any substantial loss of income.

Under the United Kingdom Generally Accepted Accounting Practice system any remuneration received by Directors needs to be declared in these statements. As two members of ClfA staff are members of the Board of Directors their collective salary and other costs are declared. No other members of the Board receive remuneration for their posts as these are voluntary positions.

The difference in the accounts from a predicted slight deficit for this financial year has been a result of a number of minor variations, including an increase in project income, as well as a reduction in office rent, the cost of staff travel and in general office costs. The cost of staffing has also been slightly reduced while posts within the staff team have been reorganised.

In the past twelve months there has been investment in the promotion of the Chartered Institute through the use of an external marketing consultant and there has been initial investment in upgrading the Institute's IT facilities. This investment in IT infrastructure will continue in the coming year and the Institute will invest funds towards amending the Charter to accommodate Chartered Archaeologist status if members agree this is the next step for us.

The budget for the new financial year reflects this continued investment as well as an estimated increase in the cost of general insurance and IT administration costs.

The Institute is always considering in accordance with the Strategic Plan, how to generate and manage resources effectively, regularly updating the financial risk assessment and controlling the cost of all strands of its business. Also in accordance with the Strategic and Financial Plan the Institute always looks to diversify its income sources by introducing additional business strands, and to this end will be continuing in the coming year to seek to maximise the numbers of its accredited members, including those outside the UK, to develop its external communications and to form new partnerships for the delivery of projects and services.

# Report of the directors and audited financial statements for the year ended 31 March 2016

## Company information

### Directors

S Allen  
B Ballin Smith  
P Belford  
A Bradley  
P Hinton  
K Holland  
A Llewellyn  
P Spoerry  
G Wait  
J Wills

### Registered Office

Miller Building  
Whiteknights  
Reading  
Berkshire  
RG6 6AB

### Registered Number

RC000874 (England and Wales)

### Auditors

Haines & Company  
Chartered Certified Accountants and Statutory Auditors  
10a St Martins Street  
Wallingford  
Oxfordshire  
OX10 0AL

# Report of the directors

The directors present their report with the financial statements of the Institute for the year ended 31 March 2016.

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

The Institute is a democratic membership organisation and is governed by its Royal Charter and by-laws.

The Board of Directors is responsible for managing the affairs of the Institute in accordance with the Royal Charter and by-laws, with day to day running of the Institute carried out by the staff.

The Advisory Council represents the interests of the membership and offer thoughtful and detailed advice to the Board of Directors on policy, strategy and potentially controversial decisions.

Some processes are delegated to committees, which are also made up from Institute members who volunteer their time.

## Principal activity

The principal activity of the company in the year under review was that of the advancement of the practice of archaeology and allied disciplines.

## Directors

The directors shown below have held office during the whole of the period from 1 April 2015 to the date of this report.

S Allen

B Ballin Smith

P Belford

P Hinton

K Holland

A Llewellyn

P Spoerry

G Wait

J Wills

Other changes in directors holding office are as follows:

A Bradley      appointed 13 October 2015

C N Maylan      resigned 13 October 2015



# Report of the directors (continued)

## Directors' Responsibilities Statement

Although not required to do so, either by the Royal Charter or by UK statute, the directors have elected to prepare financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law), which give a true and fair view of the state of affairs of the Institute and of the surplus or deficit of the Institute for that period.

In preparing these financial statements, the directors are required to:

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

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

## Auditors

The auditors, Haines & Company, will be proposed for re-appointment at the forthcoming Annual General Meeting.

## On behalf of the Board



A Llewellyn, Director

Date: 5 July 2016

# Report of the independent auditors

We have audited the financial statements of The Chartered Institute for Archaeologists for the year ended 31 March 2016 on pages five to nine. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective January 2015) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

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

## Respective responsibilities of directors and auditors

As explained more fully in the Statement of Directors' Responsibilities set out on page three, 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, including 'APB Ethical Standard - Provisions Available for Small Entities (Revised)', in the circumstances set out in note eight to the financial statements.

## Scope of the audit of the financial statements

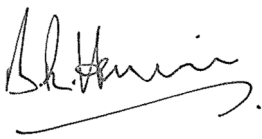
An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies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

# Report of the independent auditors (continued)

## Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the Institute's affairs as at 31 March 2016 and of its surplus for the year then ended; and
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities.



BR Haines FCCA (Senior Statutory Auditor)

for and on behalf of Haines & Company  
Chartered Certified Accountants and Statutory Auditors  
10a St Martins Street  
Wallingford  
Oxfordshire OX10 0AL

Date: 28 July 2016

# Income and expenditure account

		2016	2015
	Notes	£	£
<b>Turnover</b>		<b>715,623</b>	717,697
Cost of sales		<b>(198,981)</b>	(256,831)
		<hr/>	<hr/>
<b>Gross surplus</b>		<b>516,642</b>	460,866
Administrative expenses		<b>(508,440)</b>	(556,121)
		<hr/>	<hr/>
		<b>8,202</b>	(95,225)
Other operating income		<b>539</b>	-
		<hr/>	<hr/>
<b>Operating surplus/(deficit)</b>	2	<b>8,741</b>	(95,255)
Interest receivable and similar income		<b>4,329</b>	4,175
		<hr/>	<hr/>
<b>Surplus/(deficit) on ordinary activities before taxation</b>		<b>13,070</b>	(91,080)
Tax on surplus/(deficit) on ordinary activities	3	<b>(866)</b>	(835)
		<hr/>	<hr/>
<b>Surplus/(deficit) for the financial year</b>		<b>12,204</b>	(91,915)
		<hr/> <hr/>	<hr/> <hr/>

The notes form part of these financial statements

# Balance sheet

		2016	2015
	Notes	£	£
<b>Fixed assets</b>			
Tangible assets	4	<b>126</b>	251
<b>Current assets</b>			
Debtors	5	<b>73,765</b>	101,343
Cash at bank and in hand		<b>525,312</b>	457,978
		<hr/> <b>599,077</b>	<hr/> 559,321
<b>Creditors</b>			
Amounts falling due within one year	6	<b>(252,389)</b>	(224,962)
		<hr/> <b>346,688</b>	<hr/> 334,359
<b>Net current assets</b>			
		<hr/> <b>346,814</b>	<hr/> 334,610
<b>Total assets less current liabilities</b>			
		<hr/> <b>346,814</b>	<hr/> 334,610
<b>Reserves</b>			
Income and expenditure account	7	<b>346,814</b>	334,610
		<hr/> <b>346,814</b>	<hr/> 334,610
		<hr/> <b>346,814</b>	<hr/> 334,610

The financial statements were approved by the Board of Directors on 5 July 2016 and were signed on its behalf by:



A Bradley, Director



# Notes to the financial statements

## 1 Accounting policies

### Accounting convention

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015).

### Turnover

Turnover represents the value of subscriptions received and income earned during 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.

### Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Computer equipment: 50% on reducing balance

### Deferred tax

Deferred tax is recognised in respect of all timing differences that have originated but not reversed at the balance sheet date.

### 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 transaction. Exchange differences are taken into account in arriving at the operating result.

### Pension costs and other post-retirement benefits

The company operates a defined contribution pension scheme. Contributions payable to the company's pension scheme are charged to the profit and loss account in the period to which they relate.

### 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 surplus/(deficit)

The operating deficit (2015 – operating deficit) is stated after charging/(crediting):	2016	2015
	£	£
Depreciation – owned assets	125	252
Auditors' remuneration	4,200	4,200
Foreign exchange differences	(539)	891
Pension costs	14,701	15,261
	<hr/>	<hr/>
Directors' remuneration and other benefits etc.	105,345	88,375
	<hr/>	<hr/>
The number of directors to whom retirement benefits were accruing was as follows:		
Defined benefit schemes	1	-
	<hr/>	<hr/>

# Notes to the financial statements (continued)

## 3 Taxation

### Analysis of the tax charge

The tax charge on the deficit on ordinary activities for the year was as follows:

	<b>2016</b>	2015
	£	£
Current tax:		
UK corporation tax	<b>866</b>	835
	<hr/>	<hr/>
Tax on surplus/(deficit) on ordinary activities	<b>866</b>	835
	<hr/> <hr/>	<hr/> <hr/>

## 4 Tangible fixed assets Computer equipment

Cost	£
At 1 April 2015 and 31 March 2016	27,763
	<hr/>
Depreciation	
At 1 April 2015	27,512
Charge for year	125
	<hr/>
At 31 March 2016	27,637
	<hr/>
Net book value	
At 31 March 2016	126
	<hr/> <hr/>
At 31 March 2015	251
	<hr/> <hr/>

## 5 Debtors: amounts falling due within one year

	<b>2016</b>	2015
	£	£
Trade debtors	<b>52,991</b>	58,409
Other debtors	<b>20,774</b>	42,934
	<hr/>	<hr/>
	<b>73,765</b>	101,343
	<hr/> <hr/>	<hr/> <hr/>

## Notes to the financial statements (continued)

### 6 Creditors: amounts falling due withing one year

	2016	2015
	£	£
Trade creditors	141,091	108,056
Taxation and social security	9,866	9,985
Other creditors	101,432	106,921
	<hr/>	<hr/>
	252,389	224,962
	<hr/>	<hr/>

### 7 Reserves

Income and expenditure account		£
At 1 April 2015		334,610
Surplus for the year		12,204
		<hr/>
At 31 March 2016		346,814
		<hr/>

### 8 APB Ethical Standard – provisions available for small entities

In common with many other businesses of our size and nature we use our auditors to prepare and submit returns to the tax authorities and assist with the preparation of the financial statements.

# Detailed income and expenditure account

	2016		2015	
	£	£	£	£
<b>Turnover</b>				
Subscriptions	398,896		361,011	
Application fees	2,624		1,707	
RO Fees	89,338		72,505	
Adverts	2,789		2,838	
Publications	275		410	
JIS subscriptions & adverts	10,943		6,316	
Group fees	3,925		5,726	
Sponsorship & donations	100		-	
Project Income	206,733		267,184	
		<b>715,623</b>		<b>717,697</b>
<b>Cost of sales</b>				
Direct project costs	102,929		96,126	
Core staff project salaries	28,542		41,374	
Non-core staff project salaries	67,510		119,331	
		<b>(198,981)</b>		<b>(256,831)</b>
		<b>516,642</b>		<b>460,866</b>
<b>Gross surplus</b>				
<b>Other income</b>				
Exchange gains	539		-	
Deposit account interest	4,329		4,175	
		<b>4,868</b>		<b>4,175</b>
		<b>521,510</b>		<b>465,041</b>
<b>Expenditure</b>				
Premises costs	14,156		21,213	
Core staff overhead salaries	312,060		291,561	
Pensions: defined contribution	14,701		15,261	
Temporary staff costs	4,714		17,296	
Telephone	4,808		4,612	
Printing, stationery and postage	9,975		17,410	
Committee travel	20,947		19,250	
Travel & subsistence	17,557		22,553	
Carried forward	<b>398,918</b>	<b>521,510</b>	409,156	465,041

This page does not form part of the statutory financial statements.

## Detailed income and expenditure account (continued)

	2016		2015	
	£	£	£	£
Brought forward	398,918	521,510	409,156	465,041
<b>Expenditure (continued)</b>				
Group funding	9,584		12,594	
Insurance	10,555		7,463	
Staff recruitment	324		942	
Staff training	5,221		883	
Venue hire	471		7,271	
Computing, website & IT	16,459		12,461	
JIS costs	1,399		2,435	
Sundry expenses	225		73	
Magazine and institute subscriptions	2,712		2,313	
Staff expenses – conference	646		1,230	
Payroll costs	2,080		1,362	
Consultancy fees	12,188		36,358	
Legal fees	21,766		20,178	
Auditors' remuneration	4,200		4,200	
Foreign exchange losses	-		891	
Publications: TA, papers & e-bulletin	16,360		26,395	
Promotional material	1,333		5,760	
Hospitality	131		48	
Depreciation of tangible fixed assets				
Computer equipment	126		251	
		<b>504,698</b>		<b>552,264</b>
		<b>16,812</b>		<b>(87,223)</b>
<b>Finance costs</b>				
Bank charges		<b>3,742</b>		<b>3,857</b>
<b>Net surplus/(deficit)</b>		<b>13,070</b>		<b>(91,080)</b>

This page does not form part of the statutory financial statements.



# Group reports

ClfA has 18 area and special interest groups bringing together professionals with specific historic environment interests. Most groups produce regular newsletters and run training events. Groups represent specialist views to ClfA via representation on the Advisory Council and offer advice on issues which have a specific relevance to their subject/geographical area.

The Archives, Buildings Archaeology, Diggers' Forum, Equality & Diversity, Finds, Forensic Archaeology, Geophysics, Graphic Archaeology, Information Management, International Cultural Heritage Practice, London, Maritime Archaeology, New Generation, Project Management, Scottish and Wales/Cymru Groups have provided annual updates on their activities. Information about all our Groups is on the ClfA website at [www.archaeologists.net/groups](http://www.archaeologists.net/groups)



## Archaeological Archives

### Committee matters

After the election of two new Ordinary members to the committee at the 2015 AGM, the committee consisted of:

Chair – Duncan Brown

Secretary – Rebecca Sillwood

Treasurer and Advisory Council representative – Helen Parslow

Events co-ordinator – Sam Paul

Ordinary Committee Members – Theodora Leigh-Anastasiadou, Ellen McAdam, Lorraine Mephram, Anooshka Rawden

One further Ordinary member was co-opted after the AGM – Steve Baker

### Events

The group's AGM was held in Birmingham in March, and included speakers illustrating the range of different archaeological archive types that might be generated, including those from building recording, geophysical survey and community archaeological work. The meeting was followed by a tour of the new Staffordshire Hoard gallery in Birmingham Museum.

The group co-organised a session with the Society for Museum Archaeology at the 2015 ClfA conference, which included talks on archive issues and three contributions designed to stimulate debate.

## Other activities

Following on from the AGM, and in line with one of the group's key objectives to address the lack of archaeological archive expertise and resources across the sector, we collaborated with Peter Allen of the Bingham Heritage Trail Association, a community archaeology group in Nottinghamshire, in the production of an article for British Archaeology on the problems faced by community groups in preparing and depositing their archives. The article appeared in the May/June 2016 issue.

In other activities, the group has completed their competency matrix (now accepted by ClfA); commented on the coverage of archive-related matters in the current RO application form (and its use by the RO inspection panel); and commented on the draft selection strategy for finds prepared by Sussex Museums.

The group has been represented at the majority of the Advisory Council meetings, and also at the Groups Forum.

## Membership

The group's membership at the end of 2014/2015 was 518 ClfA members, a slight decrease of 11 on last year's figures, and 20 non-ClfA.

## Contacts and media

Facebook Page: <https://www.facebook.com/ArchaeologicalArchivesGroup>

Twitter Page: [https://twitter.com/ifa\\_archives](https://twitter.com/ifa_archives)

G-Mail: [archaeologicalarchives@gmail.com](mailto:archaeologicalarchives@gmail.com)



## Buildings Archaeology

Since 2015, the Buildings Archaeology group has continued to make progress on a number of fronts. We successfully ran a well-attended session at the 2015 Conference, looking at extreme weather and climate change and their influence on both the archaeology and conservation of our built heritage. We have also increased our social media presence, with our Twitter account @ClfABAG now having over 860 followers. Members of the committee have also undertaken a review of the Standard and guidance for the archaeological investigation and recording of standing buildings or structures, and have provided recommendations to ClfA on its renewal. We have also provided targeted text for a building's archaeology competency matrix, which has been adopted by the Institute.

The committee has struggled in the last half year due to a lack of active members, and we will be looking to recruit new members to the committee as soon as possible. This will enable us to make full use of our social media presence, as well as undertake a greater number of activities. We have great ambition for what the committee and the group should be doing, but realising this ambition will take time, people, and enthusiasm – as well as support from the group and ClfA. In particular, we would like to:

- run regular CPD day workshops for early career professionals and on specific technical themes – perhaps in concert with the CBA.

- run a regular online blog highlighting the work of voluntary groups and Registered Organisations related to historic buildings and areas
- run our own 1 or half-day conference or event each year, separate from the ClfA Conference, perhaps enabling early career academics or local and regional archaeology groups a space within which to present papers or contribute. Again, this could be run in conjunction with the CBA.
- work more closely in partnership with the other special interest groups to present joint events and/or publications
- support more widely ClfA's work to protect, conserve and enhance our built heritage.

We look forward to implementing as much of that ambitious programme as we can in the coming months.



## Diggers' Forum

It's been a busy year for the (relatively) new DF committee. As we have begun to settle into our roles we have gained in momentum, especially over the last year which have culminated in some excellent new initiatives. We are on the brink of making a lasting difference across the heritage sector.

Priorities have been for more coherent statements on where we need to improve and the approach we should take with various issues. We believe we have achieved this aim with the 'statement of competence' (set out on page 6) which is clear, simple and applicable to all registered organisations.

This statement will ensure RO's have mandatory systems in place for training to PCIfA level for all staff who have not yet achieved this level of competence. This is a reflection on the direction of the industry as a whole, especially for new field archaeologists who will benefit greatly from structured training programmes in particular on large excavations. Not only will this advance individuals, but it will ensure the standards of field work will be higher than ever before.

Our response to the Historic England report regarding the shortage of professional archaeologists almost went viral across our sector and proves how relevant we are with our membership and across the industry as a whole.

The Diggers Forum 'call for voices' in which people were encouraged to submit videos of their training experiences from across the UK was the main headliner this year. These videos of training experiences were played to a training workshop at the ClfA conference and the 'voices' submitted expressed a ranged of mixed views. The results of this survey will feed into new initiatives over the coming year and beyond.

DF committee members have been actively attending meetings with the ClfA Advisory Council; Industry Working Group; Groups Forum, membership Validation committee and other conference sessions. Regular attendance across the ClfA ensures that the views of the DF and the commitments every committee member has to pay and conditions are present and impact every level within the ClfA.

The group acknowledges that we need to publish more –and keep members informed of events and initiatives. We have just completed a newsletter and post regularly on social media and so the need for regular formal newsletters is not as important as it used to be. Every DF member on facebook or twitter can now see what’s happening and new initiatives easier than ever before.

In June we hosted a DF BBQ in Birmingham where we discussed issues such as individual Chartership, bullying, harassment, welfare on site, personal development plans, gender inequality and sexism in conjunction with some other special interest groups where there is clear cross over. Please get involved during the next meet up! The more people who attend the more successful we shall be in achieving our aims and objectives.

Going forward, DF will produce an example template for PCIfA application for DF members to use as a guide in how to complete their own applications to ClfA.

We would like to organise a conference with HS2, FAME, BAJR and CBA on pay and conditions and what can be realistically be achieved to raise the bar across the industry. But it is not down to just HS2 to do this – everyone must play a part for this to work and succeed.



## Equality and Diversity

Despite only being in existence since October 2015, we have had a really positive and active first ‘year’ as a group, holding an AGM, three committee meetings (including a CPD workshop for the committee), and having a stand and running a day-long CPD workshop at the ClfA conference.

Our inaugural AGM was held in York in October 2015. This saw the election of committee members to the key roles within the group and development of our constitution.

Our first committee meeting was held in December 2015 at Historic England’s London offices, with the meeting highlighting our first success as a group: our constitution. This includes amended wording to allow for the secondment of committee members to replace the Chair, Secretary or Treasurer during extended leave (eg parental leave or long-term sick leave); this has now been extended to all ClfA groups. This meeting also resulted in the setting up of our extensive and active social media presence: a key form of engagement and an important route to forming networks with other groups and bodies within heritage and allied sectors.



The central achievement of our February committee meeting, hosted by CGMS in their Birmingham office, was the launch of our far-reaching and ambitious three-year action plan.

*Chair Dr Hannah Cobb welcomes delegates to the Equality and Diversity workshop at the 2016 ClfA conference. Credit: Jim Brightman*

We had a strong presence at the Leicester conference in April. We had a fantastic response to our stand, where we disseminated our Action Plan and collated examples of good practice. The full-day CPD workshop we ran was really well attended. Four short papers from speakers who were both inspirational and moving stimulated facilitated discussion and feedback which resulted in a wealth of practical suggestions for short- and long-term actions by individuals, companies and organisations to promote better equality and diversity practice across the sector.

Finally, we held a committee meeting in June 2016 at Prospect's head office in London. The meeting agreed on the further development of our communications strategy (including timeframe for producing our first newsletter), explored options for our next AGM and a CPD workshop for members, and agreed on our strategy for the next conference, for which we are now drafting a session abstract. Prospect also provided a 2 hour CPD session on the Equality Act for committee members, which will be essential in informing our future work. We look forward to doing even more in our first full year.

<https://equalityanddiversitygroup.wordpress.com>

<https://www.facebook.com/EqualityandDiversityGroup/>

@ClfA\_Equality



## Finds

This year we held a successful and well received training symposium at the ClfA conference in Leicester using the model for training we developed for the Cardiff workshop, on *Writing finds reports*. The feedback received so far has been very favourable.

At the AGM in Leicester we formally welcomed Mags Felter, Marie-Claire Rackham-Mann, Louise Rayner and Alex Beeby to the committee.

The FSIG has been successful in securing funding for the Grey Literature survey project from Historic England, based upon a costed project design, developed by Rachel Edwards, Hal Dalwood and Jane Evans.



*ClfA Conference  
2016 FSIG Workshop  
participants. Credit:  
M Parker Wooding*

Currently the project is open to tender and is intended to survey a sample of the finds reports available within the grey literature in OASIS and to see how well current standards (those produced by ClfA and those produced by specialist groups) are implemented, and to provide a simple checklist for non-specialists to assess the quality of a report.

We have worked with the Advisory Council and Validation committee to develop competence matrices for find specialists and generalists to help assess appropriate skills of finds workers for the different levels of accredited membership. This was done in consultation with existing research groups outwith ClfA.

We are hoping to start a thorough review of the existing standards and guidance for finds work, to update this in light of the development of the profession, and also to produce a guide to good practice alongside any updates.

We are still lobbying hard to have a register of finds specialists promoted on the ClfA website, open to all members of the finds group, and work is continuing to develop a model contract for freelance finds work.



## **Forensic Archaeology including the Forensic Archaeology Expert Panel (FAEP)**

### **Elections**

The FASIG AGM in 2015 resulted in insufficient numbers coming forward for election to the executive and thus two vacancies (ordinary members without portfolio). Following the 2016 AGM this increased to 3 vacant positions as a previous exec member did not stand for re-election.

At the Expert Panel 2015 AGM the chair's second term came to an end and no candidate stood for election. The previous chair agreed to continue to represent FAEP where required. Following the AGM in 2016 we have rectified this position and Prof John Hunter was elected as Chair of the FAEP.

### **Membership**

FASIG maintained the same membership level from 2014/2015 into 2015/2016 (c. 429) and we hope with some interesting events this year to grow this number in 2016/17.

### **Activity**

In August the members of both FASIG and FAEP represented UK forensic archaeology in Paris at the Project Group for European Archaeology and the European Meeting of Forensic Archaeologists.

The group and Expert Panel planned to hold a student conference in October 2015, but this event had to be cancelled due to a lack of papers being offered.

At the ClfA 2016 annual conference FASIG held a very successful session entitled *Archaeology within the context of criminal justice – from forensics to heritage crime*.



We are currently updating the *Standards and guidance for forensic archaeology* and following a consultation with the Office of the Forensic Regulator in May we have secured their continued support and co-badging for the updated standards and guidance. The update is being written by Lucy Sibun and Natasha Powers and we will be consulting our members with a draft.

Members of FASIG and FAEP are again representing UK forensic archaeology at this year's Project Group for European Archaeology and the European Meeting of Forensic Archaeologists in Dublin, and we will report back to our members on the discussions in due course.

We have an event organised for 14 September at the University of Bradford with international speakers discussing the forensic archaeology and anthropology of investigations into the disappeared in Chile, and we will soon be announcing the details of a further event in October based around some international speakers from Canada, for which we are seeking offers of additional papers.

## Finances

The FASIG treasurer has not yet circulated her reports or budgets (for 2015 or 2016).



## Geophysics

In late November 2015 GeoSIG held a workshop on archiving geophysical data in conjunction with the ADS (Archaeology Data Service). The event was well attended and included practitioners and researchers with at least one archaeological curator present. Numerous issues were raised, in particular concerns relating to costs and problems in getting data onto the ADS system. With feedback gained from the event, and a subsequent survey on the size of geophysical surveys, GeoSIG continues to accumulate information that will enable the ADS to make further improvements. It is likely that this process will continue through 2016 and 2017.

The GeoSIG AGM was held early in February 2016 at the Birmingham and Midland Institute. Several new members joined the committee and there were changes to the position of Secretary and Treasurer. Beside discussion relating to the archiving workshop held in the previous November, the committee and members present again looked at ways to improve communication with the wider membership. Other topics included inconsistencies between the requirements of archaeological officers across the country, progress on a replacement to the Technical Paper No 6 *The use of geophysical techniques in archaeological evaluations*, and the need for all GPR surveyors to hold an OFCOM licence even if using hired equipment. An action arising from this last point subsequently led to amendment of wording within the ClfA Standards and guidance.

As 2016 has progressed, the need for refocusing the group on ongoing core commitments has become apparent due to the time constraints of committee members and feedback, albeit rather limited, from the wider geophysical community. In essence, this means in the short term the group is unlikely to offer any workshops or training events but will continue to work towards improvements to ClfA Standards and guidance, Technical Paper No 6, archiving, health and safety issues and communications.

## Graphic Archaeology

This year our committee members have again demonstrated their commitment to graphic archaeology as a continuing and developing profession by communicating to group members and by continuing discussion about issues facing us wherever we are working.

The year began with a workshop added onto the AGM, in which we updated ourselves with the UK copyright laws, a must for all of us to ensure that we are not imposing on other illustrators' rights as well as protecting our own. There was also a discussion about using digital techniques in illustration and two case studies on the cost-effectiveness of different approaches

The exhibition of members' work has been well received and will appear again at this year's conference. More contributions and opportunities to mount a show are always sought to allow the exhibition to demonstrate the wide range of work undertaken by its members and to allow more flexibility in theming the exhibition for specific events. Members' work can also be displayed on our web pages.

The Facebook and Twitter pages are worth keeping an eye on, as a quick way for us to contact each other with news and job opportunities, but for those who prefer a magazine, we still intend to send out Graphic Archaeology News on a regular basis. A News update and a newsletter have been sent out in the year and a revised schedule alternating newsletters with simpler news bulletins had been agreed to improve communications with the membership.

One continuing issue has been answering queries from non-members with variations on the theme of 'How do I start working as an archaeological illustrator?' now answered with a proforma reply, tweaked to address any specific issues raised by the enquirer.

Membership of the group currently stands at 565, down 16 from 581 in 2015; non-ClfA members up from 3 to 5. One graphics candidate came forward for a membership upgrade on 17 May in Edinburgh and the report was forwarded to contribute to the Validation Committee's deliberation over the candidate.

As with all groups, ClfA agreed a budget of £800 for the group to cover meetings and other expenses. £778.56 has been spent this year (£366 on the exhibition, rest on meeting expenses, room hire including the AGM event) and we received additional income of £81, keeping us within budget.

Liz Gardner has attended ClfA Advisory Council meetings on our behalf over the last year and made a useful and valuable contribution to the discussions that have been held. Advisory Council representatives are appointed on an annual basis and we propose Liz continues in the role for 2016–17.

In the coming year, our group intend to look at formulating *Standards and guidance* for graphics in archaeology.



## Information management

### Committee matters

Over the past year the IMSIG committee has produced our competency matrix, thanks to the hard work of Edmund Lee. This matrix will provide a structure for evaluating our members' progressions in their development of information management skills. Edmund Lee, Martin Newman and Hugh Corley collaborated on running and presenting a CPD workshop on the matrix, introducing it and how to use it at the ClfA Conference in Leicester. The presentations from that session will be available online soon. The discussion of the session was very positive, hopefully we will be seeing members beginning to use the competency matrix over the next few months and years as they progress in their ClfA membership grading.

Going forward Edmund Lee, Sarah Orr and Ben Wallace will be stepping down from the committee as they have served the maximum length of service. We thank them for their hard work and support of IMSIG since its inception. If you are interested in joining the IMSIG committee, please feel free to contact any of the current members to discuss what would be involved.

### Events

We are in discussion with FISH (Forum for Information Standards in Heritage) to co-organise an event in the Autumn which will also be the IMSIG AGM. Keep an eye out for more details as we confirm the location, date and speakers in the coming weeks.

### Membership

IMSIG currently has 429 ClfA members and 2 non-ClfA members.

### Other issues

If there are particular information management issues that you feel need addressing or that you could contribute support in addressing, we would like to hear from you. With three committee members stepping down we will be recruiting new members. We would especially like to hear from you if you would like to become our newsletter editor.

## International Cultural Heritage Practice

The International Practice SIG provides a forum for archaeologists, historic environment and cultural heritage professionals working on international projects and initiatives (or based outside the UK and the Republic of Ireland), and advises ClfA on issues relevant to the international practice of archaeological and cultural

heritage management. The group brings together international commercial, academic and public sector practice on fieldwork and survey, research, heritage management and policy.

The committee elected at the AGM in April 2016 are

Treasurer – Frank Meddens

Ordinary members – Peter Clark, Mark Dunkley, Rob Early, Richard Lee, Leonora O’Brien and Jamie Quartermaine.

The Chair and Secretary are currently vacant.

The SIG also has a team of specialist advisers/liaison with other groups, comprising Evelyne Godfrey (ICOM-UK), Zolt Magyar (Central & Eastern Europe), Kevin Wooldridge (Scandinavia) and John Sode Woodhead (Israel/Middle East).

The group has 474 members in 23 countries. It continues to be accessible online at the [ClfA website](#) and the [LinkedIn group](#) had 100 members in August 2016.

In May 2015 we visited the Indigenous Australia exhibition at the British Museum. In September, the group ran a session at the European Association of Archaeologists conference in Glasgow, on *Intangible cultural heritage and archaeological studies of social identity*. Papers on sites or practice in Mongolia, Scotland, Mauritania, the Netherlands and Switzerland were presented. In January 2016, Frank Meddens and Gerry Wait published an article on disasters, climate change and conflict issues in *The Archaeologist* magazine; a leaflet summarising the issues and calling for feedback and engagement was distributed at the ClfA Conference in April. The International Practice Group’s competency matrix was issued in May 2016, and is published on the [ClfA website](#). The group has contributed to ClfA consultation on the government’s £30 million Cultural Protection Fund.

Members have attended Advisory Council meetings on behalf of the group. Members of the group are developing a series of short guides exploring the different qualifications, experience and systems involved in working overseas – to date, guides have been published on working in Norway (Kevin Wooldridge) and Hungary (Zolt Magyar), with others in preparation.

A survey of International Practice SIG membership was circulated in February 2016. It highlighted challenges such as preservation in conflict areas, rapid infrastructure development, inadequate recording and protection, compensation procedures for local communities, the politicisation of heritage, funding challenges and the potential impact of Brexit upon international scientific cooperation. Responses noted the importance of developing methodological and ethical standards and guidance, applying innovative survey and conservation techniques, creating and maintaining international collaborations and developing post-conflict and post-natural disaster heritage management.

The group will be participating in ClfA’s 2017 conference, *Archaeology: a global profession*, and hopes to run a session on the threats and conservation issues that affect developing countries.

## Maritime Archaeology

For MASIG 2016–17 has been a year of consolidating practice and purpose in order to plan for the future. Under the guidance of new Chair Victoria Cooper, the name of the group was changed from Maritime Affairs group and the constitution of the group fully updated to reflect the fact the group is there to represent the interests of all archaeologists employed or involved with marine, estuarine, freshwater and coastal archaeology. The current committee has archaeologists from almost every maritime related role from academia to commercial archaeology and there is a growing concern that new entrants to the profession do not always have the skills required. This is one of the committee's areas for development in the coming year.

For the committee one of the areas of concern has always been the ethics of maritime archaeology. MASIG secretary Toby Gane took the lead in writing a response to concerns raised by some of the membership over HMS Victory, with support from ClfA. How to conduct maritime archaeology ethically remains a key priority for the committee and we are always happy to hear directly from the membership with any concerns.

For the first time MASIG has been represented at the ClfA Advisory Council. This is a role that is continuing to develop.

MASIG has continued to develop its social media presence with Facebook and Twitter steadily growing in membership. Whilst this goes beyond our ClfA membership we are keen to raise the profile of the group and you can expect to see and hear more from us in the coming year.

## New Generation

2015–16 has been a difficult year for the Group, with the founding committee coming to the end of their three-year terms and at present no nominations coming forward for the vacant posts. For this reason, and due to the fact that a number of committee members were unable to attend conference, the 2016 AGM has been postponed.

Despite these set-backs, the group have made progress on a number of their key strategic aims.

- At the ClfA Conference in Cardiff, the group organised a CV workshop. Several students received advice on their CVs from senior colleagues, including staff from Historic England, archaeological consultancies and Cardiff University. Several of the participants expressed an interest in participating in the group's mentoring scheme.
- Mentoring –proposals for a mentoring scheme have continued to develop. Feedback from ClfA has been positive and plans are currently being developed to launch a pilot scheme.

- Ben Jervis and Natalie Ward gave a presentation at the 2015 conference based on their presentation at the plenary launch of ClfA, on behalf of the NGSIG.
- Career help sheets – there has been some further work on this project. An outline sheet has been produced and committee members have been tasked with producing sheets related to their roles.

It is hoped that once a new committee is in place, further progress can be made on achieving the aims set out in the business plan.



## Project Management

The Project Management group has been active on Advisory Council and with the Groups Forum over the last year, commenting on issues and policy and seeing the wider implications for project management in a heritage environment. The committee has met via conference call and email discussions over the last year, with an agenda focussed on training and on participation in the ClfA conference. This year, PMG Chair, Steve Haynes, contributed to the session *Plus ca change, plus c'est la meme chose*, which looked at lessons learnt from commercial practises within the profession and the construction industry including past mistakes and the importance of getting it right from the start along with ways to improve commercial practises and performance for organisational benefit. PMG is putting together a proposal for ClfA 2017 to look at training needs and forming partnerships to deliver project management training that is both relevant and appropriate. The committee will be looking for new members and welcomes ideas for future seminars and workshops.



## London

The group has been intermittently active during this period, with the committee aware that, having formed 6 years ago, our term of office runs out in 2016. We therefore need to secure a succession to maintain ClfA's presence in London.

We held a successful day conference in conjunction with IHBC London Region, entitled: '*For the record: How research, recording and chance discoveries can enrich our understanding of London's past*', in January 2016, at Alan Baxter's Gallery venue in Cowcross Street EC1. This continues our fruitful relationship with IHBC, with topics relating to the built environment proving of particular mutual interest.

A visit to the Curtain Theatre excavations, courtesy of Heather Knight, MOLA, was popular, and demonstrates the value of opening current excavations to visitors.



*The Curtain Playhouse. Credit: R Whytehead*

The AGM will be held on 14 September 2016 in conjunction with an event entitled 'The future for London's archaeology'. This will be an opportunity for new blood to regenerate the committee, and help guide ClfA through uncertain times.



## Scottish

The ClfA Scottish group committee aims to both represent and assist ClfA in Scotland and represent and assist the ClfA Scottish group in the wider UK context. Our Chair (Cara Jones) and Secretary (Mel Johnson) are supported by committee members (Warren Bailie; Lisa Brown; Tristan Boyle; Murray Cook; Sam Fox; Peta Glew; Matt Ritchie; and Biddy Simpson). Scottish Group membership was 468 (as of February 2016).

### Our mission statement

*Our collective purpose is to assist in implementing the ClfA strategic plan in Scotland by promoting the professional standards and guidance of ClfA; by providing a range of forums within which Scottish group ClfA can effectively communicate to facilitate debate and celebrate success; by advising on CPD events and by assisting recruitment activities (recently delivered through a grant from Historic Environment Scotland).*

The main actions that the ClfA Scottish group committee undertakes are:

- to organise and promote the ClfA Scottish group Annual General Meeting;
- to publish the biannual ClfA Scottish group newsletter and encourage contributions;
- to co-ordinate a survey of members every third year, collating and distributing the results (this helps guide and inform CPD requirements);
- to help co-ordinate ClfA CPD events (such as the *Planning and archaeology* and *UAVs in archaeology events* in 2015);
- to co-ordinate ClfA Scottish group and ClfA Registered Organisation representation, promotion and recruitment at relevant conferences, careers fairs and other events;
- to represent ClfA / Scottish group on a variety of sectoral groups (such as the Built Environment Forum Scotland); and
- to develop ClfA Scottish group promotional literature and input into all ClfA material that is produced for a Scottish audience.



## 2015 Annual General Meeting

To promote and/or further these actions the ClfA Scottish Group Committee has sought to develop the AGM as an important event for networking and CPD. Last year we organised a skills-sharing workshop at the King's Park below Stirling Castle, with contributions from AOC Archaeology, GUARD Archaeology, the Treasure Trove Unit and Stirling Council Archaeology Service/Stirling Council Ranger Service.

The King's Knot comprises an octagonal, stepped grass-covered mound rising to over 3m in height. It fell into neglect after Charles I's return to England – until Queen Victoria ordered its restoration following her visit in 1842. We used the earthwork to demonstrate archaeological measured survey techniques to an audience of students and early-career professionals. We cleared vegetation from some of the built remains on the periphery of the King's Knot. We also undertook an integrated metal detecting survey in the fields adjacent and enjoyed presentations on metal finds identification and historic environment conservation management.



SGClfA King's Knot 2015. Credit: Matt Ritchie



## Wales/Cymru

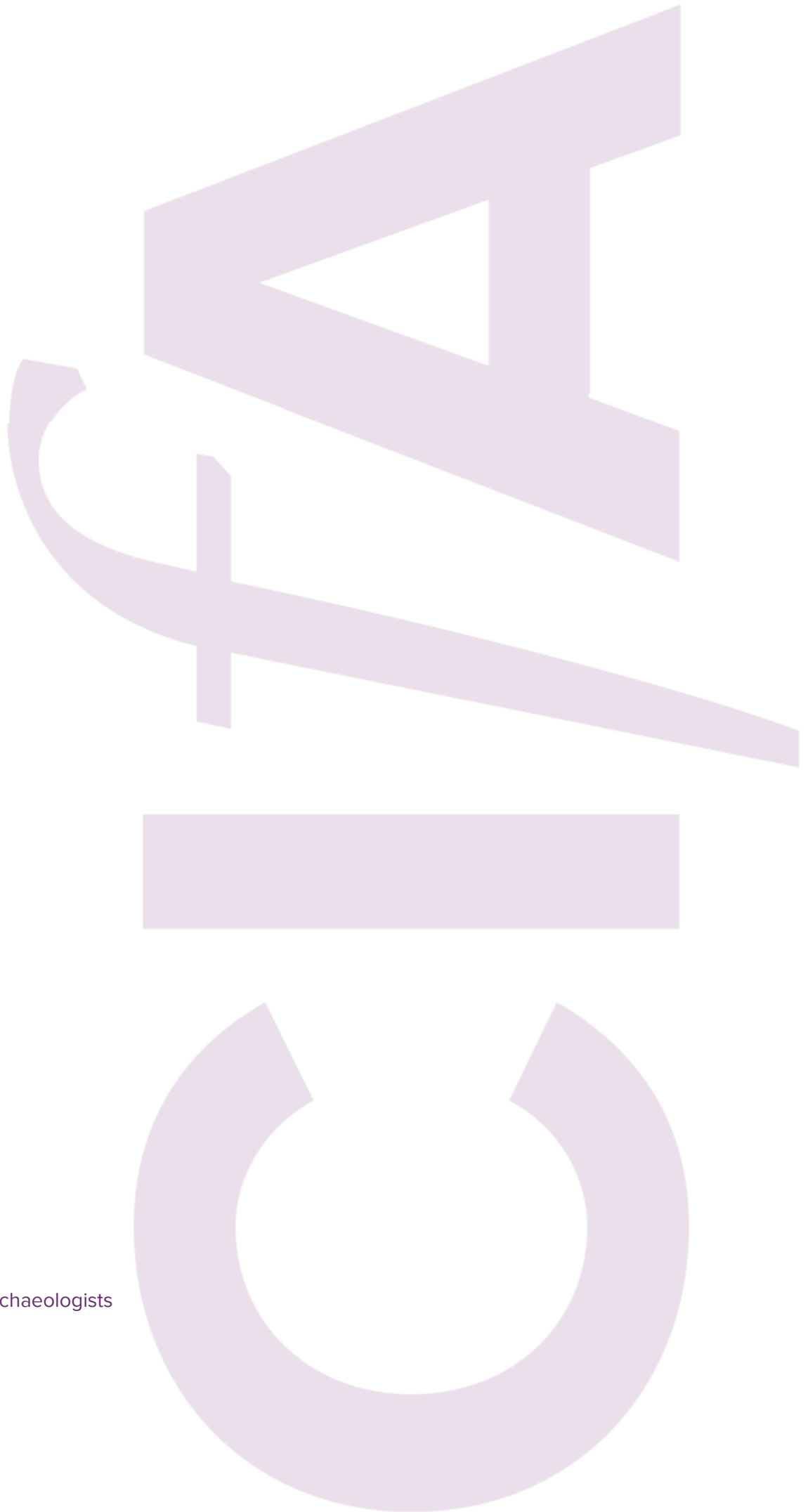
The Group has launched a 'refresh' of the *Research Framework for the Archaeology of Wales* and considerable progress has been made on producing draft period papers for, what will be, the third version of the Framework. A conference to discuss these papers will be held in Bangor on the 26 and 27 November 2016.

The group has also run three very well attended CPD accredited workshops during the financial year:

*Modern*; a concept for the Research Framework, presenting the idea that the 'modern' is a serious concern to the archaeologist. How conceivably modern architecture and recent developments can easily be overlooked, marginalised and allowed to disappear without trace after a brief existence.

*Conflict archaeology in Wales and the wider world*, in association with the Welsh Conflict Archaeology Panel (WelCAAP) looking at research themes, projects and management issues in regard to military field archaeology, the First World War, the Home Front in Wales, aviation archaeology and community archaeology.

*Digital archives training*, in association with the RCAHMW, explaining the recently produced guidelines for depositing digital archives into the National Monuments Record of Wales clarifying why they specify what they do, and providing a basic insight into the requirements of digital preservation.



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