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Institute for  
Archaeologists

2021

# Professional archaeology: a guide for clients



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## Professional archaeology: a guide for clients

**Innovations:** new ways to deliver  
social value through archaeology

This guide is for anyone who needs to commission archaeology. It explains what you need to do and why you need a professional archaeologist to help you through the process. It also provides some recent case studies as examples. This guide will help you increase the benefits from your archaeological work and avoid some of the possible hazards.

Involving professional archaeologists early in your project will help you

- plan the archaeological elements of your project to add value
- assess the timetable and resource requirements
- ensure you have the right skills in place to interpret and fulfil your obligations

You can find a copy of this guide, along with further information and additional case studies, on ClfA's website at [www.archaeologists.net](http://www.archaeologists.net).

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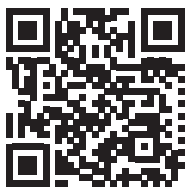
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ClfA Client Guide



Professional Registers

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We would like to thank all those who have helped in the compilation of this Guide for clients, our publishers Cathedral Communications who prepared it for publication, and the advertisers who enable it to be produced and mailed at no cost to the Institute.



*Unearthing the  
past in advance  
of the future*

[guard-archaeology.co.uk](http://guard-archaeology.co.uk)



Archaeology adds value to business and society. We are sending this guide to colleagues in the many professions that archaeologists work with. If you know you need an archaeologist, or think that one day you might, this guide will help you maximise that value added.

Archaeology done well, as the case studies here show, can bring many benefits. Planned late or executed poorly, it can involve unnecessary costs, delays, compliance issues and reputational damage. Archaeology is a complex subject: getting it right, and delivering social and commercial value, is not easy. A guide like this can't give you all the answers.

Fortunately, there are professionals who can manage the opportunities and complexities for you. Using accredited archaeologists assures you that the work will meet your needs and the needs of the public.

Don't miss out on success or jeopardise your scheme by commissioning an organisation that isn't on the ClfA Register, or an individual archaeologist who isn't professionally accredited by ClfA. Work with professionals; engage them early (even earlier than you think), and demand added social value to help you create a distinctive, marketable, memorable place that works with and for the community you serve.

Presenting this guide as an annual publication is a new initiative. We hope that this model will allow for timely updates, and will focus each year on a different contribution archaeology can make to your work or the places you manage. Innovations are rarely perfect, so do please send feedback and suggestions on future content to us at [admin@archaeologists.net](mailto:admin@archaeologists.net)

I hope you enjoy this guide to professional archaeology.

A handwritten signature in black ink, appearing to read 'P. Hinton'.

Peter Hinton MCIfA  
Chief Executive, ClfA



# Red River Archaeology

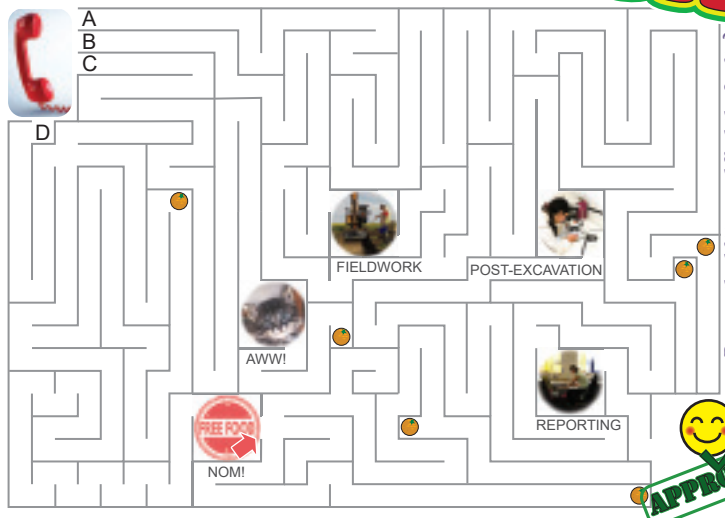
Managing Risk

# Puzzle Fun!



C	A	R	D	I	F	F	K	L	A	T
O	A	M	A	N	A	G	E	L	U	S
N	S	S	B	A	R	N	A	R	D	I
S	S	T	T	I	W	R	A	D	I	L
U	E	E	N	L	E	D	A	R	T	A
L	S	G	V	A	E	N	R	A	E	I
T	S	D	W	I	D	L	T	W	D	C
A	D	A	H	E	R	I	T	A	G	E
N	N	G	I	S	E	D	A	S	D	P
C	U	L	T	U	R	E	O	G	U	S
Y	T	R	O	P	E	R	E	V	I	R

**Wordsearch** **TOTAL**  
 How many can you find? 20 40 60+ ( \_ \_ )



**Help the Client get Planning Permission!**  
 Let our staff guide you through the maze.. Which is the right route? ( \_ )

**Spot the difference**  
 How many can you find? ( \_ \_ )



25.34 m AOD

Hey, draw faces on the stones and colour in!

**Complete the strat Matrix**  
 If you haven't got a clue, either web-search 'Harris Matrix' and have a go, or **get creative**.

**What are the next three letters in this combination?**  
**T N E S S F F \_ \_ \_**

**Codeword** Crack the code to solve the puzzle...

2021. Red River Archaeology Ltd. by Jonski

For enquiries not relating to puzzles and/or fun, please email [info@rrarc.co.uk](mailto:info@rrarc.co.uk) or call 029 2105 0570

For solutions please visit: [www.rrarc.co.uk/CIFA-puzzle](http://www.rrarc.co.uk/CIFA-puzzle)



## ARCHAEOLOGY: A QUICK INTRODUCTION

Our environment is changing rapidly.

Environmental change is affecting where and how we live: our cities are growing and the way we travel and produce energy are being revolutionised through major infrastructure projects. We need our economy to grow, and we also face pressure for space, global competition, and technological, cultural and social change.

Archaeologists understand how these kinds of challenges have been met in the near and distant past, how our modern society has evolved, how we built the places we live in, why they succeed and why they fail. Archaeologists investigate the evidence of the past and produce crucial data to inform new development, to enhance the design of new and old places, to educate us and to help provide sustainable and desirable places for us to live in, work in and enjoy.

Archaeological evidence is uniquely able to illuminate the impact of human interaction with our environment through time. This 'historic' environment is made up of buildings, monuments, settlements, buried sites or landscapes. They can be on land or underwater and can range from the extraordinary to the everyday. Archaeologists have a clear

identity among the many other disciplines that work in the historic environment in that it is their job to unravel this evidence: to characterise it, to explore its meaning, and to assess its value for society.

You may be seeking archaeological expertise as

- a national or international government department or agency
- a private developer or contractor
- a landowner
- a local authority
- a public sector body
- a local community or
- another private organisation

You need a professional archaeologist if

- you are carrying out investigations prior to purchasing a development site
- you are working within the planning process and you need someone to help you meet a planning condition
- you are developing a project within your local community
- you own a historic site or visitor attraction
- you are developing a programme of research or education



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## ABOUT THE CHARTERED INSTITUTE FOR ARCHAEOLOGISTS (CIFA)

The Chartered Institute for Archaeologists is the leading professional body for archaeologists working in the UK and overseas. Cifa champions professionalism in archaeology. It promotes high professional standards and strong ethics in archaeological practice to maximise the benefits that archaeologists bring to society. Its ethical *Code of conduct* provides a framework which underpins the professional lives of archaeologists. Cifa accredits individuals and organisations who are skilled in the study and care of the historic environment. In 2021 there are 81 Cifa-Registered Organisations and 3157 professionally accredited archaeologists.

Using accredited archaeologists assures clients that the work will meet their needs and the needs of the public.

### WHAT WE DO

#### Training and development

- we provide access to training, good practice advice and guidance, and support to strengthen entry routes into the profession

#### Networks

- we provide an active community of professional archaeologists to support and shape our profession

#### Accreditation

- we recognise and promote the skills and competence of professional archaeologists

#### Regulate the profession

- our *Code of conduct* and *Standards and guidance* define good, ethical practice in archaeology. They provide the organisation, structures and mechanisms for self-regulation, allowing the profession to take responsibility for the assurance of the quality of our work, monitor it, and hold members to account

### WHOM WE WORK WITH

Employers, universities and training providers, governments, trade unions, clients, other sector partners and other professional bodies

### WHAT WE ACHIEVE

Improving professional archaeology through

- competence and knowledge
- ethical awareness
- recognition and respect
- career pathways and prospects
- diversity and skills
- value and public benefit

Cifa-accredited professionals are committed to setting and meeting high standards for learning, competence and ethical practice. They inspire the discipline to help society better recognise the benefits archaeology brings it, and inspire the profession to ensure that Cifa-accredited professionals are more trusted and valued by those they engage with. This will be achieved collaboratively and effectively by Cifa members.



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## THE HISTORIC ENVIRONMENT: A RESOURCE AND AN OPPORTUNITY

Some elements of the historic environment are protected by statute (they are ‘designated’ as listed buildings or scheduled monuments, for example) and some are not, but both kinds are often described in current legislation and policy as ‘assets’. These assets are generally considered by local and national government, by experts and by society as a resource capable of producing value.

The need to understand and manage historic environment assets will present challenges and opportunities for your project – there will be a process involved (see Archaeology, planning policy and legislation below) to establish what the resource is that you are dealing with.

If archaeology is to be part of your project, you need to know what you are dealing with so you can plan your project with a good knowledge of any cost or time implications.

You will need professional advice to help you

- understand the nature and significance of the assets you are responsible for before you submit any application or start your project
- to inform planning decisions and to avoid planning refusal, prosecution, delays and costs or community distrust
- understand the level of legal protection afforded to assets within your project
- decide whether to avoid damaging assets and how to use them to enhance your project
- understand how managing archaeological assets will affect your costs and programme

Working with a professional archaeologist enables you

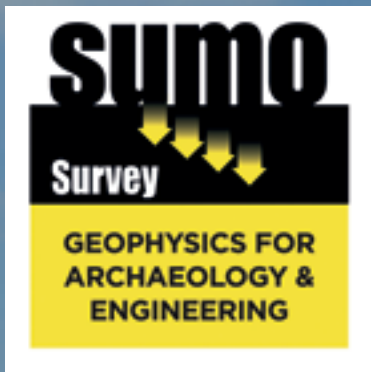
- to enhance the significance of the assets you are working with
- to contribute to human knowledge
- to make distinctive, attractive places
- to support education through the involvement of local communities and schools and through the work of universities using the results of your work
- to develop better community relations through sharing information
- to get beneficial publicity for your project, particularly for controversial development schemes
- to contribute to the United Nations’ Sustainable Development Goals, and to meet other social value, environmental and corporate social responsibility targets



## Aerial Surveys

UAS / Drones – Remotely Piloted Aircraft  
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## REALISING ECONOMIC AND PUBLIC BENEFITS THROUGH ARCHAEOLOGY

In the UK and elsewhere the emphasis of planning policy is on sustainable development that benefits economy, society and the environment and requires, among other things, the protection and enhancement of the historic environment. For projects in the developing world, banks and development agencies increasingly require cultural assets to be looked after and to be incorporated into new development.

There is growing evidence that proper understanding and enlisting of historic environment resources carries benefits across all three areas of sustainability – economy, society and environment. It is the responsibility of archaeologists to help you understand how to realise this potential.

### Archaeology and environmental benefit

An archaeologist can help you understand the significance and value of the historic environment and the benefits it can offer alongside the natural environment. Environmental benefit can be secured through retaining and enhancing the historic landscape and protecting our most valued monuments and traditional villages, towns and cities. The appearance of a new development can sometimes be improved by the conservation and reuse of buildings and spaces. This can make a place more desirable to live in and can also have valuable knock-on benefits for other aspects of the environment, such as energy efficiency.

Enhancement of the historic environment often takes place hand in hand with ecological and landscape conservation, providing more green space and biodiversity, both desirable for sustainable development.



**ARCHAEOLOGY AND ECONOMIC BENEFIT**

Economic benefit derives from the regeneration of historic places, often leading to revitalisation of surrounding communities and neighbourhoods. Reinforcing historic character, reusing historic fabric, and maintaining locally distinctive patterns of development can play a significant role in the recovery of declining towns and cities. Archaeology can contribute substantially to place-making – enhancing the image of a place, making it somewhere people want to live and so increasing the potential income it can realise. The World Bank positively encourages development that looks to preserve cultural heritage – it sees that understanding and enhancement of cultural significance or ‘cultural capital’, has a positive effect on the value of its projects and assets. Historic buildings and places can also provide

the opportunity for types of commercial activity that might not otherwise be possible, providing additional economic activity and new employment opportunities for local people.

The historic environment plays an important role in tourism, providing focal points and venues for visitors, creating jobs, and supporting business on the local and national scale, stimulating small and medium-sized enterprises, developing new markets, and encouraging inward investment.

An archaeologist can tell you what it is about your city or community that makes it historically interesting and distinct, its contemporary cultural importance and where the potential lies for development and enhancement of the historic fabric.



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## ARCHAEOLOGY AND PUBLIC BENEFIT

Social benefits can be closely linked to the historic environment, in particular benefits for individuals through learning and development and the ability to acquire new skills (such as volunteering). Community strength and cultural identity can be enhanced through contact with the historic environment through community heritage projects. These projects can engage diverse groups of people, from refugee groups to the homeless, young offenders and injured service personnel, offering new skills, confidence, the opportunity to become an active citizen and to connect with a shared human past. There is also evidence that engaging with the historic environment can make a significant contribution to community wellbeing and promote social and human capital, leading to improvement in health, wealth, and education. A professional archaeologist can tell you how to approach the investigation of the historic environment with the widest public benefit. Examples of projects showcasing a range of ways in which public benefit can be delivered are on our website at <https://bit.ly/3v9pttq>.

## ARCHAEOLOGY AND SOCIAL VALUE

Many larger companies monitor themselves against self-imposed criteria for responsible business performance, adherence to legal and ethical standards and their contribution to society and social development.

Engaging with professional archaeologists offers the opportunity for such organisations to demonstrate

- the value they place on ethics and integrity – professional archaeologists are bound by a code of conduct
- their respect for the environment – professional archaeologists know what is best for the historic environment
- responsible business conduct – many professional archaeological organisations are local and small businesses
- a contribution to training and capacity building – professional archaeologists have a strong training ethos and commitment to workplace learning



## ARCHAEOLOGY, PLANNING POLICY AND LEGISLATION

Legislation and policy relating to archaeology and the historic environment are complex and constantly changing. If you need to understand the legal context for the archaeology you are doing, an appropriately skilled professional archaeologist can advise you.

Governments recognise the historic environment as a fragile resource and have adopted policies for understanding its significance and for ensuring its appropriate management.

Although the resources of the historic environment have the potential to bring great benefits, the interests of different parties involved in their management and use are not always aligned. In many parts of the world, the planning systems and legislation relating to heritage provide a framework for mediation of those interests. They recognise that landowners have rights to do what they wish with their property, but that those rights may need to be constrained if changes planned to benefit the owner will have particularly damaging effects on resources that are important to society at large. This concept of balancing conflicting needs involves weighing up short-term benefits with potential impoverishment of society's resources for future use. Where the demand for development is found to outweigh the need for preservation of the historic environment, destruction of assets can be permitted but offset by an improved understanding of what happened in the past, normally through excavation or other types of investigation.

All historic environment assets, whether designated or not, are material considerations. The spatial planning processes in the UK, for example, involve a regularly used series of steps or phases to manage change in the historic environment. Any professional archaeologist you appoint will be familiar with these steps, although they may only have experience of a particular step themselves and will need to pass you on to a different expert as the project progresses.





## GOOD PRACTICE GUIDANCE

ClfA-Registered Organisations and ClfA-accredited individuals are committed to working ethically, in accordance with our *Code of conduct*. That ethical code is underpinned by ClfA Standards for all stages of the process, and by guidance on good practice in meeting those standards. In the UK, it is highly likely that authorities will require your archaeological work to be carried out to ClfA Standards. The *ClfA Standards and guidance* can be found on our website at <https://bit.ly/3gq34Tt>. You can refer to any of these documents to ensure you are receiving a service that meets professional standards.

### Steps taken within the spatial planning process in the UK can include

- communication with a local or national authority to discuss historic environment assets and their value or legal protection
- desk-based assessment of the resource, its significance and the potential impact of the scheme on that significance (to support outline or detailed planning applications)
- field investigations, if the significance of archaeological remains cannot be adequately defined without; (geophysical survey, targeted trench or pit excavation, or limited building investigation might be used)
- reporting to the local authority on the results of investigations or production of an Environmental Impact Assessment chapter
- determination of planning permission by the Local Authority, with or without an archaeological condition
- if significant remains are present, recording or conservation work in advance of or during development in accordance with the terms of a planning condition
- if appropriate, community or public engagement in the work
- analysis and interpretation of results
- publication of findings of all stages
- archiving of documentation, digital data, research material and finds

Enlisting the help of professionally accredited archaeologists at the start of your project will benefit all stages of a development. A professional archaeologist will guide you through the planning process from start to finish. For more detailed guidance on managing archaeology within construction projects, we recommend the recently updated CIRIA Archaeology Guide – *Archaeology and construction: good practice guidance* ([www.ciria.org](http://www.ciria.org)), which provides technical advice and good practice examples (see page 38 of this guide).

## WORKING ON PROJECTS OUTSIDE THE UK

The Chartered Institute for Archaeologists requires that the Institute's *Code of conduct* and Standards be adhered to wherever an accredited professional or Registered Organisation works. If you are looking for an archaeologist to help you with a project based outside the UK, you will need to select an archaeologist with experience of working with different types and levels of legislation and guidance and in different cultural contexts. Internationally, legislation and policy varies in its scope and focus. International conventions and charters need to be interpreted and applied by experts for each case as it arises.

A professional archaeologist will be able to help you interpret the requirements of

- Environmental and Social Impact Assessment legislation, requirements, and standards
- internal policies of international banks and lending institutions with regard to environmental and social standards for projects receiving funding support (which are also applied widely even where a specific bank is not involved as a lender)
- International Finance Corporation (IFC) Performance Standard 8 and accompanying guidance in relation to tangible and intangible heritage, EBRD Performance Requirement 8 Cultural Heritage (2014) and European Investment Bank; Environmental and Social Standard 5 Cultural Heritage (2018)
- relevant local legislation and guidelines
- World Bank Environmental and Social Framework Standard 8 Cultural Heritage (2014)
- the Burra Charter

A professional archaeologist can advise on using professional standards and when to use the appropriate guidance or methodologies from other jurisdictions.



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## THE ROLE OF THE PROFESSIONAL ARCHAEOLOGIST

Archaeologists are used to working in multi-disciplinary teams on projects that affect the historic environment. Whether you are putting together an environmental or design team for a development project or a panel of experts for a community heritage or research project there should be a place for an archaeologist on it. The earlier you appoint an archaeologist, the greater chance you have of realising the benefits that professional advice can bring.

The sort of archaeologist you will engage at project level will normally be an archaeological consultant. They may work for a specialist archaeological organisation that offers consulting services or for a larger consultancy organisation that employs archaeological specialists. You might receive initial advice from your archaeologist through a meeting, a design or community workshop, or through a more formal form of written advice.

However you engage with an archaeologist, they should be able

- to interpret the requirements of your project
- to liaise with stakeholders, including planning authorities, national agencies and landowners
- to specify how and through what process archaeology will add to your project's success
- to identify specialist areas of archaeological expertise that may be required
- to provide an estimate of the cost of archaeological work on your project
- to carry out archaeological investigations or procure specialists to carry out specific types of investigation in accordance with industry standards
- to liaise with your project team to ensure that archaeological work is fully integrated into the design and delivery of the project
- to ensure that public relations and community benefit from archaeology on the project are maximised

## PROJECT TYPES

The sorts of projects you might find an archaeologist working on could be

- local authority development plans
- planning applications for new development
- applications for listed building consent and scheduled monument consent
- minerals planning
- urban design
- landscape design
- infrastructure design
- architectural design
- construction
- environmental impact assessments
- heritage management or conservation plans
- tourism strategies
- research projects for universities, regional or national agencies
- local economic development plans
- transport plans
- planning policy and guidance development
- education strategies
- school projects
- community projects
- PR or media projects
- film and television programme writing
- housing and regeneration
- forensic investigation



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## WORKING WITH PROFESSIONALLY ACCREDITED ARCHAEOLOGISTS AND REGISTERED ORGANISATIONS

### Individual accreditation

Archaeologists can be professional (accredited) or non-professional (not accredited). An accredited archaeologist, like any professional person, is bound by an ethical code, has demonstrated necessary technical and ethical competence, and is subject to the oversight of their peers. A professional archaeologist can be trusted to carry out work to high professional standards and in the public interest. A professional archaeologist will not sell you services you do not need and will help you to carry out your obligations in a way that is beneficial to you and to others. Using accredited archaeologists assures clients that the work will meet their needs and the needs of the public.

ClfA has three progressive levels of accreditation. ClfA Members (MClfA) are accredited professionals with the highest level of understanding of the sector and its requirements, able to take full responsibility and be accountable for their own work and to deal with complex issues. Individuals can also be accredited as Associates (AClfA) and Practitioners (PClfA). All levels of accreditation demonstrate a commitment to professional practice and recognition of a certain level of knowledge and experience, but archaeological projects should be led by a Member.

### Registered Organisations

Registered Organisations are businesses and suppliers of archaeological services that are also accredited by ClfA. The Registered Organisations scheme is a unique quality assurance scheme for the historic environment. It is a badge of commitment to professional ethics, standards, competence and accountability.

Registered Organisations have demonstrated the requisite skills to provide informed and reliable advice, and execute schemes of work appropriate to the circumstances, minimising uncertainty, delay and cost.

Your project needs will determine the type of accredited archaeologist you want. Usually a consultant archaeologist can point you in the right direction, but it is worth knowing that different consultants and specialists are used to working for different clients and on different types of project. All these archaeologists are professional experts in their own field, but virtually none is an expert across the whole field. Be clear on the nature of your project when you approach archaeologists to tender for work or to provide advice.



**PROCUREMENT**

You may wish to procure your archaeologist through direct appointment, competitive tender, or other means. It is important that you are clear in your invitation to tender how offers for archaeological services will be judged (fee only, quality only, quality and fee, fee and initial project design), bearing in mind that offers based on price alone which do not specify exactly how the work will be delivered could exclude major components and thereby present a risk to your project.

If you need archaeological work to be carried out, ClfA strongly recommends the use of a ClfA Registered Organisation and ideally a ClfA accredited archaeologist. Access to our online Professional Registers can be found here <https://bit.ly/2RJLL7o> and more information on page 20 of this guide.

Check that the archaeologist or organisation you approach has worked

- at the local/regional/national/international level – whichever is appropriate to your project
- on projects that deliver similar archaeological conditions and outcomes to your project
- in a multi-disciplinary design team, if required for your project
- at project level, and can report to a project team in a way that will be understood
- to professional standards across their portfolio
- within project communication and reporting structures that are similar to yours

Check that the archaeologist or organisation you approach

- are professionally accredited by ClfA
- have a safety regime and up-to-date Health and Safety training and certification
- have a track record of publishing results and deposition of archives
- have understood the historic environment in the relevant region(s)
- can provide personnel with appropriate professional accreditation
- have a business infrastructure and insurances appropriate to the type and scale of work

Tell the archaeologist or organisation

- whether you already have a brief for their work, or if developing the brief is part of the commission
- what outcomes you are looking for from archaeology on your project
- what your budget is likely to be
- what the constraints are on archaeological work
- whether there are any risks you foresee

**REGULATION AND PROFESSIONAL CONDUCT PROCEDURES**

If an accredited archaeologist or Registered Organisation does not meet the standards set, ClfA has a professional conduct process in place. This process and its sanctions underpin ClfA’s primary function of public and consumer protection.

Anyone may raise a professional conduct allegation if they believe that a ClfA-accredited archaeologist or a Registered Organisation has failed to comply with the ClfA *Code of conduct* or regulations of the institute, identifying the relevant principle(s) and rule(s) that they believe to have been breached.

All cases need supporting evidence to proceed. ClfA will not get involved in contractual or professional disputes other than allegations of misconduct, except where parties have agreed to be subject to its arbitration scheme.

You can find further guidance about regulation and professional conduct on our website at <https://bit.ly/35d8RGx>.



# INSTRUMENTATION FOR ARCHAEOLOGY

## Magnetic Gradiometer Systems

- Single and three-axis versions available
- Grad601-2 dual handheld system
- Exceptional temperature stability



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Website: [bartington.com](http://bartington.com)



If you need archaeological work to be carried out, Cifa strongly recommends the use of a Cifa Registered Organisation or Gütezeichen für Archäologie and ideally a Cifa accredited archaeologist.

**REGISTERED ORGANISATIONS** on the register are identifiable by the designations 'Cifa Registered Organisation' or 'registered as an organisation with the Chartered Institute for Archaeologists', and by using the Registered Organisation logo in promotional literature.

A Cifa Registered Organisation is led by experienced Members (MCifa) of the institute who have a track record of responsibility for substantial projects. They have personally undertaken to be bound by the *Code of conduct*, Cifa regulations and *Standards and guidance*, and are responsible for ensuring that all work undertaken by the organisation will comply with these requirements.

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If you need archaeological work to be carried out, CiFA strongly recommends the use of a CiFA Registered Organisation or Gütezeichen für Archäologie and ideally a CiFA accredited archaeologist.

A list of the current Registered Organisations (May 2021) is below:

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- AEON Archaeology
- Albion Archaeology
- Allen Archaeology Ltd
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- AOC Archaeology Group
- Archaeological Project Services
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- Archaeological Surveys Ltd
- Archaeology South-East (contracts division of UCL Centre for Applied Archaeology)
- Archaeology Wales (incorporating Archaeology England)
- Archaeology Warwickshire
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- Cambridge Archaeological Unit
- Canterbury Archaeological Trust Ltd
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- CFA Archaeology Ltd
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- Greater London Archaeology Advisory Service
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- HCUK Group (formally Archaeology Collective Ltd)
- Headland Archaeology (UK) Ltd (part of the RSK Group)
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- MSDS Marine
- Norfolk County Council Environment Service
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- Wardell Armstrong LLP
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# Innovations: new ways to deliver social value through archaeology

The theme of the 2021 *Client guide* is ‘Innovations: new ways to deliver social value through archaeology’ and it focuses on how archaeology can deliver public benefit and make a positive difference to individuals, to communities and to society. The delivery of public benefit is closely aligned with the United Nations’ 2030 Global Goals for Sustainable Development and with the wider definition of value set out in the UK Government’s Construction Playbook.

The benefits from archaeology can be direct and tangible: participating in an archaeological excavation can help individuals build confidence, develop new skills or enhance their understanding. They can also be indirect, intangible and harder to measure. Using information about the past to shape development in the future, for example, can create places which have greater meaning and are valued more highly as a result.

Archaeologists work for a wide range of clients from multi-national companies to private individuals and from conservation charities to housing developers. The case studies in this guide illustrate just a few of the ways archaeology can add value and help to deliver the client’s goals, whether they are focused on delivering sustainable development, enhancing well-being, supporting communities or connecting new audiences with the past. Clients looking for further inspiration and examples can visit our public benefit webpages at <https://bit.ly/3yamnal>. and for those seeking more detailed information on the contribution of archaeology to sustainable development, the CIRIA *Archaeology and construction: good practice guidance* will be published later this year.



Hollis Croft: a matter of time



Powering and protecting Scottish heritage



Public engagement in our everyday work



Excavation for wellbeing

# Hollis Croft: a matter of time – archaeological comic book



**'Sheffield, mid-19th century, the peak of the steel industry that both built and scarred the city. Dark streets and darker attitudes smother life in the grimy tenements and back streets. A young woman, Neive, leaves the poverty of her parents' home in West Ireland to seek work in the industrial cities of Northern England. She finds herself in Sheffield, having to hide her femininity to get work in steel cementation factories, she must also hide her forbidden love.'**

**An unlikely salvation occurs to her in the shape of a famous circus impresario...'**

*Hollis Croft: a matter of time* is a unique comic book, published as a final excavation report, which aims to engage new audiences with a tale of history, female identity and the survival of people who lived and worked in the UK's industrial towns and cities during the 19th century. It is a thought-provoking look at both untold queer history and the universal experiences of many people living in harsh and difficult conditions in Victorian Sheffield.

Archaeologist and comic book enthusiast Mili Rajic weaves a human story into the archaeological remnants and artefacts uncovered by Wessex Archaeology on a site in Sheffield in 2017. The author uses the factual historical and archaeological evidence from an excavation she managed at Hollis Croft, Ordnance Survey maps and written records to reconstruct the site and the local landscape and to inform the story.

The comic features a cast of historical characters including Pablo Fanque, the circus owner who brought his show to Sheffield, and Madame Naomi, a palmist who lived on nearby West Street.

The story itself follows an imagined young woman, Neive, who leaves Ireland to seek work and finds herself having to hide her femininity to work in the steel cementation factories in Sheffield. She must also hide her forbidden love for Liz.

The comic is imagined as a different way of connecting people with the past and its archive, in a way that is hopefully easier to understand and more accessible. Technical archaeological reports rarely reach the wider



public at the best of times, and when they do, they can be complicated and sometimes very dry. *Hollis Croft: a matter of time* was created out of a need to get more people excited and engaged in archaeology, because the stories and potential stories are just sitting there in archives, waiting to be explored.

A digital version of the comic, hosted by *Internet Archaeology*, links the historic Hollis Croft with its archaeological archive and historical records of the area and the time. Just as grey literature directly links with the actual site archive, an X on the 12 full-page illustrations in the online viewer marks the ‘clickable spot’. When selected, these take the reader straight to the archive or other documents and images concerning the site and the project.

The book is available free online on *Internet Archaeology* (<https://bit.ly/3cF84Co>) and to order from Oxbow Books (<https://bit.ly/2RXdGB2>).

Mili Rajic, Wessex Archaeology



# Powering and protecting Scottish Heritage



Coll ©WSP

Along the west coast of Scotland lies a chain of more than 136 islands that are home to some of the UK's most remote communities. For thousands of years, farming and fishing have forged a deep connection between the islanders, the land and the sea.

Scottish and Southern Electricity Networks (SSEN) serves 59 of these western islands, ensuring these communities are connected to vital power supplies.

Some 280 miles (450km) of SSEN cables link the islands to the mainland electricity system. The network of cables stretches from Lewis and Harris in the northern Outer Hebrides, to Jura and Islay in the Inner Hebrides further south, powering homes, businesses, schools – every aspect of daily life.

With such an integral role to play in these island communities, SSEN aims to do more than provide energy safely and reliably. Working in partnership with Cifa Registered Organisation WSP, SSEN wants to help celebrate, and protect, the heritage of these

beautiful islands, ensuring their unique character is preserved for generations to come.

Here are just a few examples of projects where WSP is supporting SSEN to fulfil this ambition.

## THE ISLE OF COLL

Like many of the west coast isles, there are no gas mains on the Isle of Coll. Just 13 miles long and 4 miles wide, Coll is served by a single 11KV subsea electricity cable. Everyone on the island is dependent on electricity for power, including heating and lighting their homes.

Coll's first cable was installed in 1987 running from the neighbouring island of Mull under the sea to the Bay of Sorisdale on Coll. After just 14 years (in 2001) SSEN's inspection regime revealed damage to the cable – a result of strong currents moving the cable over the rocky seabed as well as from trawler fishing boats dragging nets.

A new cable was installed and monitored using remotely operated subsea inspection tools. But by November 2018,

this connection was also in need of repair. A project is now under way to lay a new, double-armoured cable in a nearby new location, away from intense fishing activity.

SSEN is consulting with local communities, local businesses, elected members and other key stakeholders to help minimise disruption. But the company wants to achieve more than a consensus on how to approach the project; SSEN is taking the opportunity to talk to people on Coll about what life is like on the island and form an audio library of local experience. The project has been delayed by the impact of the Covid-19 pandemic, and the community's experience of the pandemic will now also form part of the stories the project seeks to tell.

Katy Urquhart, Subsea Projects Environmental Manager at SSEN says, 'A lot of utilities, civil engineering and construction companies parachute into a community, build the project and leave again. We wanted to create a programme that will not only benefit the community for generations to come in terms of a reliable power source, but will also build our relationship with the community, bringing people together to celebrate their historic and proud island traditions.'

### Revealing Coll's rich heritage

This oral history project sits alongside SSEN's efforts, working in partnership with WSP, to uncover, and share with the public, new archaeological insights about Coll, as well as other island communities.

Kevin Mooney, Principal Heritage Consultant at WSP, explains: 'Many of the archaeological remains that the team discovered as part of the cable replacement project speak to the sustainable and unique way of life in this part

of the world, which centred on crofting.

'The northern portion of Coll is an emotive landscape with very few inhabitants in it and dispersed, isolated communities. Crofting as a way of life is dying out, but there is still a small crofting community on Coll which is situated around the Bay – where the cable emerges from the sea. It's important that any project recognises this and minimises its impact on this traditional way of life.

'Evidence of a rich crofting tradition on Coll was very clear,' says Kevin. 'We know that in prehistory – six or seven thousand years ago – the inhabitants of Coll were harvesting and processing grains and vegetables. Our investigations also show there has been very little development in the area, which means the land has not been disturbed much over the centuries.'

### Archaeological discoveries

Interesting discoveries to date include 'byers' (small kelp kilns), and two small 'nausts' (boathouses). WSP also uncovered a small number of previously unrecorded cairns located on hills across the assessment area. These are wayfaring piles of stones (now grassed over), which potentially allowed the crofting community to navigate their way around the area. They may have also helped the crew of fishing boats along the bay to work out and triangulate where exactly they were.

The archaeological team also uncovered a 'fish trap' – a small wall of stones on the coast used to trap seawater (and fish) when the tide came in. While it has not been possible to date the structure, it is possibly prehistoric and was in use all the way up to the medieval period and beyond.

Mull ©WSP






New Episode

## Powering and protecting Scottish heritage

#wspchangemakers

 Listen Now



Episode 2 podcast ©WSP

### THE ISLE OF LEWIS AND HARRIS

Another island community that has experienced major change, most recently during the Covid-19 pandemic, and over the centuries, is the Isle of Lewis in the Outer Hebrides. It is the most northern of all of the Western Isles with a population of around 18,500.

A mainland electricity link was first established in 1991 and it is vital that this infrastructure is maintained and updated. Stornoway's substation operated for 30 years but needed to be replaced in 2018 as part of the project to improve the power connection between Stornoway and the other islands.

Simon Hall, consents and environment manager at SSEN, explains: 'Replacement isn't as simple as removing the old substation and installing the new one. This would leave the island without power, so SSEN had to be creative with its plans for replacement. In simple terms it had to build a new one next door to the existing substation and, only when it was completely finished, switch all of the cable connections over to the new unit.'

### Protecting and preserving peatland

Creating the new substation involved another challenge for the team. A challenge that had been gathering for hundreds, if not thousands of years – the presence of peat deposits.

Peatlands are the largest natural terrestrial carbon store and the restoration and protection of peatland is a priority for the Scottish government as it seeks to reduce its carbon footprint. It follows that SSEN with support from WSP needed to minimise disturbance to Harris and Lewis's rich and ancient peatlands, and also consider peat restoration projects.

Although the site of the existing substation was already fixed, the team was able to position the new substation in a way that minimised the amount of peat that was disturbed from about 10,000 cubic metres to 4,000 cubic metres. Furthermore, the team made sure that the deepest layers were not affected. This was achieved primarily by looking at the size and orientation of the compound.

Given the island's long history and rich cultural heritage assets, WSP was also asked to carry out an archaeological assessment of the site, which encountered evidence of prehistoric funerary activity in the area. WSP's Kevin Mooney explains:

'This took the form of a stone circle, which was identified and scheduled in 1992. It was completely obscured by around two metres of peat so the potential existed for further archaeological remains where peat deposits were present. So we introduced a phased approach of archaeological monitoring during the construction of the substation.'

It also became apparent that very little radiocarbon dating had been done of peat deposits across Lewis so SSEN agreed to carry out a paleo-environmental survey, which involved drilling out a core sample of the peat to ascertain its age at various depths.

'We found peat dating to the Mesolithic, Bronze Age and medieval times,' says Kevin. 'So from these early dates, right to the current period, we had a fully preserved stratigraphic sequence, or what we call an environmental baseline on Lewis. Ultimately, the results of this work will be put on record allowing for further research at the University of the Highlands and Islands.'

**Kevin Mooney MCIfA, WSP**

# Public engagement in our everyday work

Farriers Way, Warboys, Cambridgeshire



*Warboys Archaeology Group volunteers taking part in the evaluation in May 2018 ©Oxford Archaeology*

In 2018–19 Oxford Archaeology’s East office, based near Cambridge, undertook the archaeological evaluation and excavation of a 3.5-hectare site on the outskirts of Warboys, Cambridgeshire. The work was commissioned by The Environmental Dimension Partnership (EDP), on behalf of Bellway Homes Limited (Northern Home Counties) ahead of residential

development of the site. The excavation was undertaken in accordance with a brief issued by Cambridgeshire County Council which required a strategy for site presentation, to include the issue of press releases/articles, an open day for visitors (where appropriate) and/or a parish-based presentation of the excavated remains.



A final team photograph with OA East archaeologists and volunteers in winter 2019 © Oxford Archaeology



Above and below: The site presentation event at Warboys Methodist Church in July 2019 © Oxford Archaeology



## COMMUNITY PARTICIPATION

OA East already had strong links with the local community. It helped to establish the Warboys Archaeology Group, a sub-group of the Warboys Local History Society, as part of the National Lottery Heritage Funded Jigsaw community archaeology project in 2011.

During the three weeks of evaluation trenching in May 2019, nine members of the Warboys Archaeology Group took part alongside OA East's professional team. Permission was granted by EDP and Bellway Homes, and OA East followed ClfA's guidance on the use of volunteers and students on archaeological projects.

In August 2019, OA East returned to excavate the site and 15 individuals volunteered over 200 days over a period of four months. EDP and Bellways gave support and PPE (hard hats and hi-vis vests) for the volunteers taking part. One of the volunteers was a locally based university student, looking for experience during a 'sandwich' placement year during their degree course at Bournemouth University, and is now employed by OA East following graduation. Some of the other volunteers were members of the Warboys Archaeology Group who had also taken part in the evaluation. The group also undertook a geophysical survey of a neighbouring sports field out of their own interest, borrowing geophysical survey equipment held by OA East as part of the Jigsaw community archaeology project.

All those who completed a feedback form rated the experience as 'Excellent' or 'Good' and said they would recommend it to others. Here is a selection of comments:

*'This was a great opportunity to work in Warboys and being involved led to a geophysical survey of the sports field which would just not have happened, but which has the potential to add to the village's knowledge about its heritage.'*

*'Thank you and I very much appreciate the opportunity to carry on diggin'! Whilst this time of the year may not be the easiest weatherwise, I have thoroughly enjoyed the experience and look forward in continuing my learning with OAE in the near future. Steve and his team have been very welcoming and helped whenever I've required any guidance – so a big thanks to them!'*



**PUBLIC ENGAGEMENT**

The excavation finished in February 2019 and site conditions were very poor. Warboys Archaeology Group was consulted by OA East about whether a site-based open day should be held during the winter months. Together with the clients, all agreed to postpone a public site presentation event to the summer. A free drop-in exhibition was held at Warboys Methodist Church for local residents to meet the archaeologists involved and see a selection of the finds in July 2019, coinciding with the Festival of Archaeology. Warboys Archaeology Group was consulted about where and when to host the event and was on hand to help during the day, and members of the church congregation put on refreshments. A school student, as part of their work experience placement with OA East, was involved in helping to put together information and photos for the display boards, selecting finds for display and helping to prepare the object labels.

Over 140 residents dropped by to meet the team and see the finds. All of the visitors who completed feedback forms rated the event as ‘Excellent’ for interest, information and enjoyment and here are a selection of comments:

*‘Fantastic. Friendly staff, wonderful.’*

*‘Needed a bit longer. Experts on hand were most informative. Amazed at range of items and also have been told of quantity found. All exciting.’*

*‘Excellent presentation. Would like more.’*

OA East returned to the village in the autumn to give a talk to the Warboys Local History Society, open to the whole community, and also gave a talk and display at the Cambridge Antiquarian Society’s annual conference on local archaeological discoveries in November 2019, attended by over 100 people.

**PUBLICITY AND PRESS RELATIONS**

An initial press release about the ongoing archaeological investigations came out in November 2018, and another was released about the site’s findings in July 2019, coinciding with the public presentation event. The story was covered online by local news outlets including BBC Cambridgeshire, the *Cambridge News*, *The Hunts Post* and *Peterborough Today*, and by the national newspaper *The Times*. OA East’s archaeologists gave an interview with BBC Radio Cambridgeshire.

An article was subsequently published in the popular archaeology magazine *British Archaeology* in March/April 2020.

**Clemency Cooper, Oxford Archaeology**



An article about the site published in *British Archaeology* magazine (March/April 2020) ©British Archaeology ©Oxford Archaeology



An initial press release about the excavations (November 2018, screenshot) ©The Hunts Post

# Excavation for wellbeing – volunteering in the Covid-19 pandemic

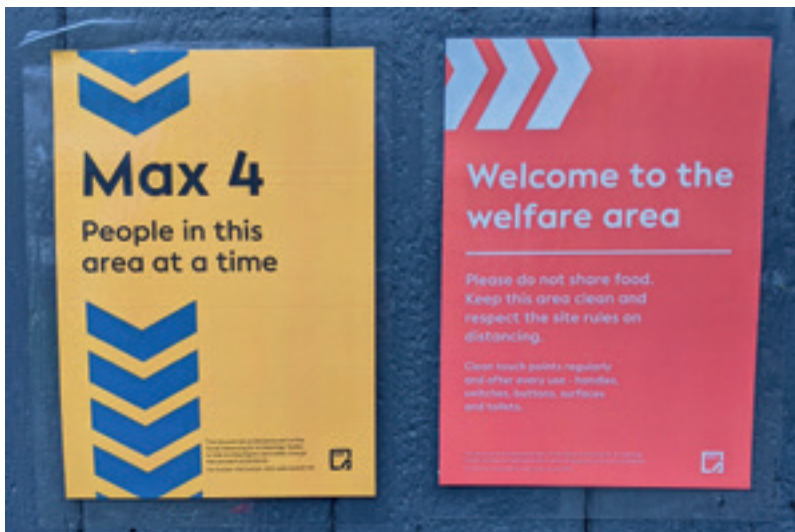


*Socially distanced site briefings become the daily norm – and also the time to check in with how everyone feels about procedures and safety. ©CPAT*

The Clwyd-Powys Archaeological Trust has excavated at locations across the Chirk Castle estate near Wrexham in north-east Wales for several years. Investigating landscapes from early medieval linear earthworks to 17th-century workshops and formal gardens, the project has combined research objectives with volunteer opportunities and public outreach to develop a programme of work that is firmly embedded in the local community and the wider region. Volunteers on the project have ranged from undergraduate archaeology students to National Trust volunteers, Young Archaeologists' Club groups to members of local societies. With a broad age range and some diversity in background, the varied volunteer groups have worked well together on tasks across the site

– some working on their Archaeological Skills Passports, others filling CPAT's own Volunteer Skills Handbook, others preferring a less formal approach. By offering a variety of ways to interact with archaeology in this way, the project can accommodate volunteers with different backgrounds, skills and confidence levels.

Volunteers at Chirk Castle excavations have shared the impact of their experiences with CPAT staff through both formal and informal evaluation, and the outreach team observed significant positive wellbeing and health outcomes from working on the project. There were several members of the regular volunteer crew living with chronic or long-term health conditions, who have shared their observations on how working on site has made them feel



*The SoDA (Social Distancing for Archaeology) Toolkit by L-P Archaeology and Prospect Union Archaeology Branch is a vital tool for instantly recognisable, clear signage across the site. ©CPAT*



*Finds labs move outdoors – in this case in what is usually a covered but open air picnic spot – to allow air to circulate for the safety of staff and volunteers. ©CPAT*

and how it has impacted them in the short term. As part of a revamped volunteer programme, in 2019 volunteers were invited to fill in an evaluation including wellbeing indicator surveys based on the WEMWEBS scale, both before and after their time on site, to further establish impacts on mental wellbeing. This kind of quantification of wellbeing impact is the type of evidence and research that is urgently needed within archaeology, to bring it to the levels of Museum Studies and other adjacent disciplines when it comes to building evidence bases for public value, impact and economic benefits.

With the lockdown and restrictions of Covid-19, it was apparent that the project would have to shift approach if any volunteers could benefit from being on site and if

further evidence could be gathered towards assessing impact. Many previous volunteers had been in touch citing the excavation as an important part of their year and a way for them to both connect to other people and to get out of their daily routine; some directly referenced the impact on their mental health as a reason they wanted to come onto site.

Several modifications were made to the usual setup – workshops on health and safety, site history, and project briefings were moved online. Paperwork was abandoned in favour of Google forms and other digital methods. Trenches were made into socially distanced outdoor workspaces, with one way systems and hygiene stations. The Volunteer Skills Handbook was not feasible in a time when



*Working in a bubble or in their own, socially distanced spot – volunteers found plenty of space in the trench.*  
© CPAT

contact with surfaces and having ‘dwell time’ at potential pinch points like break spaces and picnic tables was not a possibility. Instead, evaluation was informal with conversations between CPAT staff and volunteers, as well as follow-on surveys sent by email. With numbers limited further by Welsh government restrictions to movement only within counties, a close group of volunteers formed who acted as peer support for each other throughout the two weeks on site. Shared experiences of getting used to the new one way systems, face shields during finds processing, and finding ways to chat and socialise at lunch break in a safely distanced fashion brought the group closer together. Above all, the nature of working on site – going through the careful process of excavation and recording in a methodical fashion, finding a comfortable and effective pace of trowelling or clearing spoil, and sorting finds in a meticulous fashion – is a way of finding a rhythm that some volunteers describe as almost meditative.

CPAT has only begun to explore the impacts of archaeological fieldwork on wellbeing, both short and long term. While staff can see the immediate impact and gather observation-based evidence, the next step is to gather larger, quantifiable datasets on the impact it can have on a diverse range of people, and how archaeological projects can include this important outcome in their planning and delivery across developer-led, research, and project-based excavations. This evidence will help ClfA and other organisations to deliver important messages to policy makers, project partners and other key stakeholders that the value of archaeology and archaeological outreach is more than the impact on knowledge and understanding of the past; it is also deeply embedded in social and economic impacts on local and wider communities.

**Penelope Foreman PCIfA, Clwyd-Powys  
Archaeological Trust**

## ARCHAEOLOGY INDUSTRY ADDRESSES

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### ARCHAEOLOGY SCOTLAND

Tel 0300 012 9878

Web [www.archaeologyscotland.org.uk](http://www.archaeologyscotland.org.uk)

### ARCHIVES WALES

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### ASSOCIATION FOR ENVIRONMENTAL ARCHAEOLOGY

Web [www.envarch.net](http://www.envarch.net)

### ASSOCIATION FOR INDUSTRIAL ARCHAEOLOGY

Web [www.industrial-archaeology.org](http://www.industrial-archaeology.org)

### ASSOCIATION FOR STUDIES IN THE CONSERVATION OF HISTORIC BUILDINGS

Web [www.aschb.org.uk](http://www.aschb.org.uk)

### ASSOCIATION OF LOCAL GOVERNMENT

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### BRITISH ARCHAEOLOGICAL ASSOCIATION

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### CADW

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Web [www.ceca.co.uk](http://www.ceca.co.uk)

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Web [www.archaeologyuk.org](http://www.archaeologyuk.org)

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Web [www.gov.uk/government/organisations/ministry-of-defence](http://www.gov.uk/government/organisations/ministry-of-defence)

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Web [www.culture.gov.uk](http://www.culture.gov.uk)

### ENVIRONMENT AGENCY

Tel 03708 506506

Web [www.gov.uk/government/organisations/environment-agency](http://www.gov.uk/government/organisations/environment-agency)

### EUROPEAN ASSOCIATION OF ARCHAEOLOGISTS

Tel 00 420 7337016979

Web [www.e-a-a.org](http://www.e-a-a.org)

### FEDERATION OF ARCHAEOLOGICAL MANAGERS AND EMPLOYERS

Tel 0116 243 7581

Web [www.famearchaeology.co.uk](http://www.famearchaeology.co.uk)

### THE GARDENS TRUST

Tel 020 7608 2409

Web <http://thegardenstrust.org/>

### HEALTH AND SAFETY EXECUTIVE

Tel 0300 003 1747

Web [www.hse.gov.uk](http://www.hse.gov.uk)

### THE HERITAGE ALLIANCE

Tel 020 72330 500

Web [www.theheritagealliance.org.uk](http://www.theheritagealliance.org.uk)

### HERITAGE FUND

Tel 020 7591 6000

Web [www.hlf.org.uk](http://www.hlf.org.uk)

### HIGHWAYS ENGLAND

Tel 0300 123 5000

Web [www.gov.uk/government/organisations/highways-england](http://www.gov.uk/government/organisations/highways-england)

### HISTORIC ENGLAND (LONDON)

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Web [www.historicengland.org.uk](http://www.historicengland.org.uk)

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Tel 023 9285 6704

Web [www.historicengland.org.uk](http://www.historicengland.org.uk)

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## THE ROLE OF LOCAL AUTHORITY ARCHAEOLOGISTS (LAA)



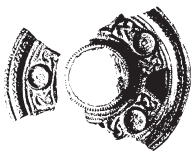
The job of the archaeological advisor is crucial where archaeology is undertaken in the spatial planning process, in response to development proposals. The advisor is equally important where archaeology takes place in accordance with some other condition or permission, for example under an archaeological excavation licence or a consent to investigate a designated, protected site.

Working within local government, archaeological services have **four** key functions in order to encourage the identification, recording, protection, management, interpretation and promotion of archaeological sites and monuments:

- 1 To develop and maintain comprehensive public information resources (Historic Environment Records/Sites and Monuments Records) for the understanding and enjoyment of the historic environment.
- 2 To ensure that all development and other land use takes into account the need properly to conserve the archaeological heritage.
- 3 To conserve the historic environment by improved management through, for example, agri-environment schemes which can protect archaeological sites from the damaging effects of ploughing.
- 4 To promote awareness, understanding and enjoyment of the historic environment through education and outreach programmes.

For more information and the up-to-date list of LAA archaeologists please see [www.algao.org.uk/localgov](http://www.algao.org.uk/localgov).

## THE ROLE OF THE PORTABLE ANTIQUITIES SCHEME (PAS)



Portable  
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Scheme

[www.finds.org.uk](http://www.finds.org.uk)

The British  
Museum

The Portable Antiquities Scheme is run by the British Museum and Amgueddfa Cymru – National Museum Wales to encourage the recording of archaeological objects found by members of the public in England and Wales. Finds recorded with the PAS help advance knowledge of the history and archaeology of England and Wales.

In order to do this the PAS

- promotes the maximum public interest and benefit from the recovery, recording and research of portable antiquities
- promotes best practice by finders/landowners and archaeologists/museums in the discovery, recording and conservation of finds made by the public
- in partnership with museums and others, raises awareness among the public, including young people, of the educational value of recording archaeological finds in their context and facilitating their research
- creates partnerships between finders and museums/archaeologists to increase participation in archaeology and advance our understanding of the past
- supports the Treasure Act and increases opportunities for museums to acquire archaeological finds for public benefits

For more information and the up-to-date list of PAS contacts please see <https://finds.org.uk/contacts>.

## THE CIRIA (CONSTRUCTION INDUSTRY RESEARCH AND INFORMATION ASSOCIATION) GUIDE

### ARCHAEOLOGY AND CONSTRUCTION: GOOD PRACTICE GUIDANCE

Authors: Taryn Nixon MCIfA, Heritage Works, MOLA and CfA

[www.ciria.org](http://www.ciria.org)



Archaeology is a necessary and positive element of many construction projects, and directly and indirectly contributes to sustainable development. When construction and archaeology processes are managed by an integrated team working to common goals, they deliver significant commercial and public value.

This CIRIA guide provides good practice advice and practical information for managing the

archaeological elements of the project at each stage of construction, from feasibility and due diligence through to post-construction use.

By mapping the correlation between stages in the construction and development, archaeology and environmental impact assessment processes, the guide identifies key points for decision-making, information exchange and regulatory approvals. It summarises the main good practice activities at each stage, including stages when archaeological activities are taking place off-site.

The CIRIA guide emphasises how early engagement and collaboration manages for the unexpected, and how shared understanding allows integrated teams to plan and manage for positive and mutually beneficial outcomes. It sets out how an integrated approach not only avoids planning delays, additional costs or enforcement action, but also helps meet construction and development targets at the level of the scheme and as part of wider sustainable development and public benefit goals. The guide shows how to achieve that team integration and collaborative planning, by identifying the interfaces between the archaeological Written Scheme of Investigation and the suite of construction management plans and it advises on how to ensure a unified Safety, Health and Environment culture in the context of the UK's Construction, Design and Management Regulations.

Outlining the relevant law and policy context, the guide introduces the responsibilities and opportunities that archaeology brings to construction. It summarises how

the planning system expects archaeology to create public benefits, not only creating new knowledge about the past but providing a wide portfolio of social, economic and environmental gains. It addresses steps to optimise how archaeology enables archaeological planning conditions to be discharged. It considers how to use archaeology to contribute directly to construction cost and programme efficiencies, and to sustainability and performance targets, for example in the United Nations' Sustainable Development Goals, BREEAM, CEEQUAL, Skills, Education and Employment (SEE), Equality, Diversity and Inclusion (EDI). The guide takes a positive approach to risk management and provides practical guidance on approaches to safety, programme delivery, cost-effectiveness and reputation. It emphasises the role of the WSI as the main archaeological control and quality assurance document.

The CIRIA guide shows how the outputs from archaeological work deliver social impact and benefit the scheme. Outputs from archaeological work – such as research and educational information, opportunities for public and stakeholder participation, narratives from archaeology and archives from each archaeological intervention – all represent a construction and development legacy, and are used to support place-making, marketing, scheme promotion, wellbeing, community cohesion and wider economic, social and environmental impact.

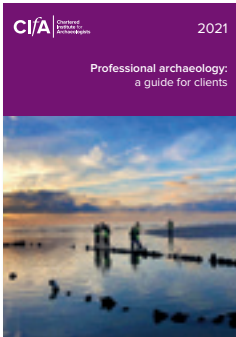
Drawing from decades of archaeology in construction, the guide is supported throughout by good practice case studies: some come from large schemes and others from small, but all the illustrated good practice can be scaled to meet project needs. In the guide, highlighted key messages reinforce understanding; checklists provide detailed guidance for practical implementation.

This CIRIA guide is not intended to tell construction professionals everything they need to know about archaeology, nor to turn archaeological readers into construction experts. Rather, it makes the most of both sectors' expertise, using the synergies and impact of collaborative working to deliver projects that reflect the significance of the past and create sustainable, positive developments, infrastructure and places.



## PUBLICATIONS

### CIFA CLIENT GUIDE



This guide is for anyone who needs to commission archaeology. It explains what you need to do and why you need a professional archaeologist to help you through the process. It also provides some recent case studies as examples. This guide will help you increase the benefits from your archaeological work and avoid some of the possible hazards.

This year's edition, along with further information and case studies, is available on ClfA's website at <https://bit.ly/2WFSfGJ>.

### THE ARCHAEOLOGIST



ClfA publishes *The Archaeologist* magazine three times a year. It includes diverse coverage of developments in UK and international archaeology as well as news of the latest Institute activities, events and other information for front-line archaeology professionals. Contact ClfA for subscription information. PDF copies of the magazine are also available online at <https://bit.ly/3kXmhQh>.

### HISTORIC ENVIRONMENT: POLICY & PRACTICE

In collaboration with ClfA, Taylor & Francis produces four issues per year of the peer-reviewed journal *Historic Environment: Policy & Practice*.



The journal forms essential reading for all archaeological practitioners, and those involved in building conservation, both professional and voluntary, demonstrating best practice and appropriate methods, and the enhancement of technical and professional skills. The journal is available by subscription. Content from past volumes is also available online.

See [www.tandfonline.com](http://www.tandfonline.com) for further information.

### CIFA PROFESSIONAL PRACTICE PAPERS

All ClfA professional practice and technical papers are available digitally to members free of charge via the ClfA website at <https://bit.ly/3xbXGcP>.

Non-members digital £5 and hard copy £10.

Here are a few examples:

#### Professional archaeology: a guide for clients

ClfA 2015, ISBN 978 0 948393 23 5

Digital and hard copy available.

#### An introduction to professional ethics

Gerry Wait, 2017, ISBN 978 0 948393 26 6

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#### An introduction to drawing archaeological pottery, revised edition

Lesley Collett, 2017, ISBN 978 0 948393 25 9

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#### Updated guidelines to the standards for recording human remains

Piers D Mitchell and Megan Brickley, 2017

ISBN 978 0 948393 27 3

Digital and hard copy publicly available.

### CIFA CONSTITUTIONAL DOCUMENTS

A complete set of constitutional documents, including the Charter and by-law, ClfA Regulations and *Standards and guidance* can be downloaded from <https://bit.ly/3y79XAI>.

Each of the five principles of the *Code* is underpinned by a number of more specific rules.

Supporting the *Code of conduct* are further regulations. These are

- Professional conduct
- Regulations for the registration of organisations
- Membership regulations
- Area and Special Interest Groups
- Board of Directors
- Advisory Council
- Procedure at general meetings
- Regulations for the Equality, Diversity and Inclusion (EDI) committee
- Regulations for the accreditation of degree programmes
- Regulations governing membership of the Forensic Archaeology Expert Register and Panel (FAEP)

In addition, ClfA has 13 standards and guideline documents that are binding on all members and Registered Organisations. These are the *Standard and guidance* for

- archaeological advice by historic environment services
- historic environment desk based assessment
- archaeological field evaluation
- archaeological excavation
- an archaeological watching brief
- the archaeological investigation and recording of standing buildings or structures
- the collection, documentation, conservation and research of archaeological materials
- stewardship of the historic environment
- nautical archaeological recording and reconstruction
- the creation, compilation, transfer and deposition of archaeological archives
- forensic archaeologists
- geophysical survey
- commissioning work on, or providing consultancy advice on, archaeology and the historic environment.

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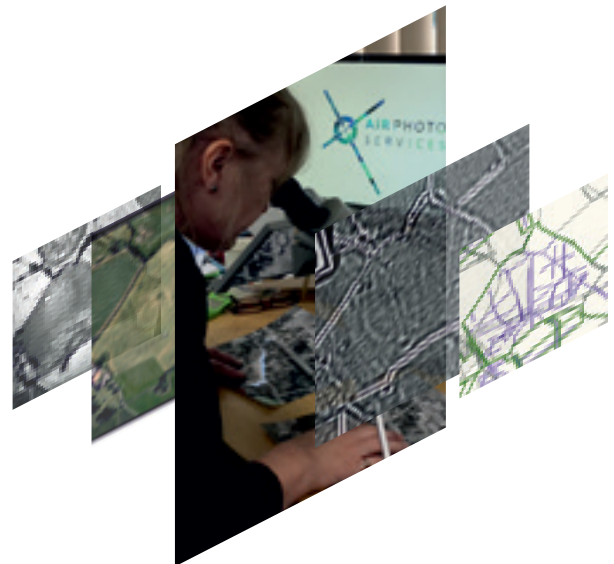
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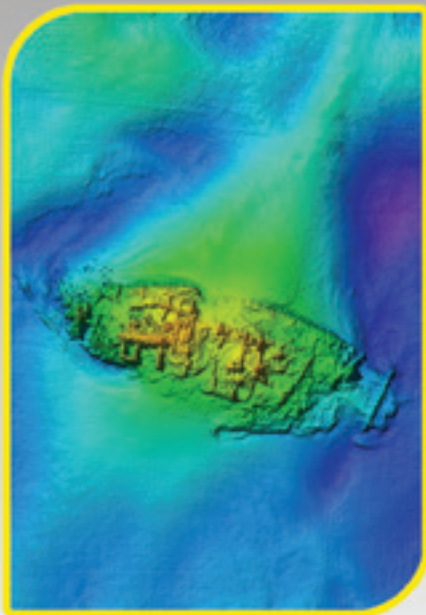
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