

CIfA

Chartered
Institute for
Archaeologists

Annual Review 2014/2015

Chartered
Institute
Archaeologists



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.

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.

“Professions are disciplines whose members, whether paid or voluntary, agree to be bound by an ethical code, and ethical competence, and are subject to the oversight of their peers.”

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) and promote training 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
- 02 strengthen the relationships between archaeologists across the historic environment and other sectors
- 02 make ClfA membership and registration essential demonstrations of fitness to practice
- 02 develop a stronger influence on historic environment policy
- 02 give archaeologists a credible, effective and efficient professional institute

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

Over the last twelve months we have responded to 28 complaints and allegations made against our members or Registered Organisations.



Richard Moore admiring the Charter

Charter

We have been granted a Royal Charter of incorporation and established the Chartered Institute for Archaeologists, significantly raising the profile of the profession and confirming its parity with other Chartered professions.

Advocacy

We have engaged proactively with governments and their advisors around the UK on policy matters potentially affecting archaeology, and have responded to c65 consultations to ensure the voice of the professional institute for archaeologists is heard by government and others.

Promotion

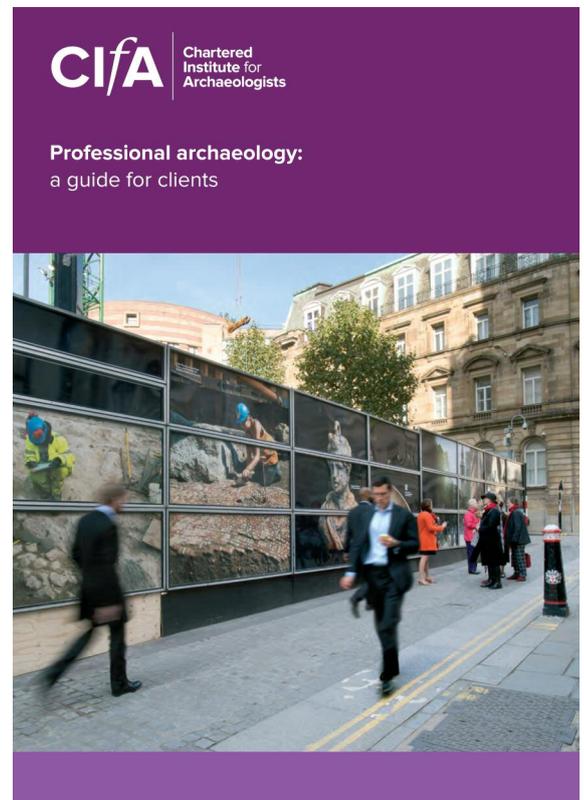
Our *Professional archaeology: a guide for clients* promotes to clients the important benefits of using accredited archaeologists.

Influence

We represent the views of our members and registered organisations on over 35 forums and committees, raising awareness of and inputting into important issues as widely as possible.

CPD opportunities

The 2015 conference in Cardiff included ten research sessions, five discussion sessions and two CPD workshops. Throughout the year our Area and Special Interest Groups have run a further nine workshops.



Message from the Chair

Again, 2014/15 has been a busy year for the Institute in terms of working toward meeting our Strategic Plan objectives, as well as introducing the new Chartered Institute for Archaeologists and putting into place the new governance structures. Our Advisory Council has already hit the ground running and agreed a set of policy objectives for the year ahead, while the Board of Directors has ensured that the transfer from IfA to ClfA has gone smoothly. This review highlights some of the key activities we have been involved in over the past year. We are now at the midpoint of our ten-year plan and in the process of reviewing the achievements we have made and the areas we will need to focus on for the remainder of the plan. 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, as well as speaking to staff or members involved in Advisory Council or the Board.

Governance and Charter

In June 2014 we were granted a Royal Charter of Incorporation for the Institute, and the formal launch of ClfA took place in December. This was a momentous occasion for archaeology, not just as a step forward for the Institute but a massive leap for the profession. The long-term strategy of the Institute has not changed and we continue to work towards achieving the objectives set out in the Strategic plan: chartered status will help with this as it raises our profile with outside bodies. Edition 94 of *The Archaeologist* was dedicated to the celebration of the new Chartered Institute and poses many questions about how this recognition will help us achieve our goals.



Current and former chairs
of ClfA/IfA with the Charter
© Adam Stanford/Aerial-
Cam Ltd

On the more inward facing agenda, we have been implementing the new governance structure set out in the Charter. We now have a Board of Directors which has responsibility for ClfA and our compliance with the Charter. To support the Board, the much larger Advisory Council is in place to help inform decisions on policy and strategy. The Advisory Council is formed of 20 directly elected representatives of ClfA and up to 20 representatives from the area and special interest groups to ensure it has as wide a representation of the membership as possible. Since the launch, the Advisory Council has met twice, discussing issues such as our core messages, recruitment priorities, policy positions and advocacy priorities.



Members of ClfA's Advisory Council and Board of Directors discussing advocacy priorities for the Institute © ClfA

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. Over the past year this has involved us supporting the Historic Environment Strategy for Scotland, advising on the legislation merging Historic Scotland and the Royal Commission on the Ancient and Historic Monuments of Scotland, and inputting into the Archaeology Strategy – a ten-year plan to contribute to the delivery of archaeological aspects of the Historic Environment Strategy, and to complement the National Strategy for Scotland's Museums and Galleries. We have been involved in the drafting of the Historic Environment (Wales) Bill and relevant secondary legislation with the aim of ensuring that they most effectively facilitate the management and protection of the historic environment and do not weaken the provisions of previous legislation. Our extensive involvement with the drafting of the



*Scottish Strategic Archaeology Committee at the castle
© Historic Scotland*

English Good Practice Advice notes to accompany the National Planning Policy Framework and supporting government guidance (to which we also contributed) has resulted in a strong steer towards the use of ClfA standards (including compliance by local government with the *Standard and guidance for archaeological advice by historic environment services*), and advice on the use of Registered Organisations and ClfA-accredited individuals.

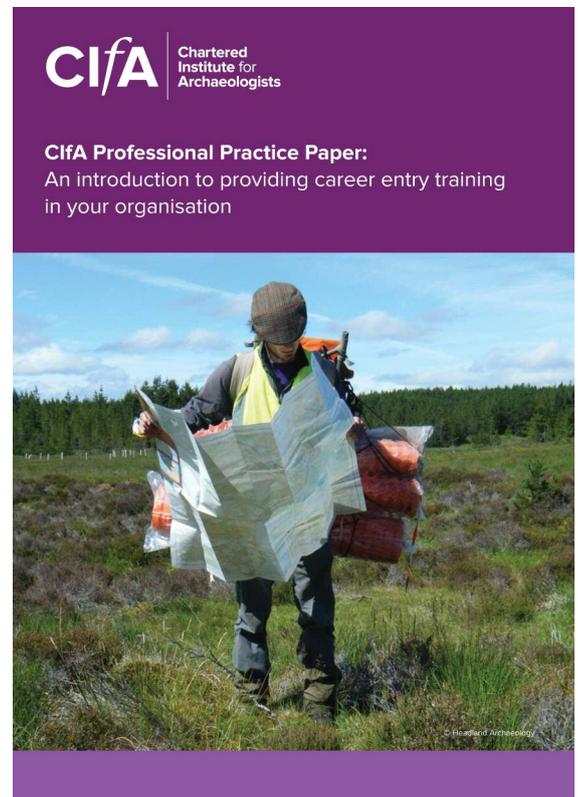
We have continued to maintain the pressure for the continuation and improvement of services advising on archaeology and the protection of the historic environment. Along with ALGAO England and the CBA, we provided significant advice and evidence to heritage minister Ed Vaizey's review into the future of local government services – the outcome of which has yet to be made public. In addition, we have continued to remind individual English and Scottish local authorities proposing to cease providing expert archaeological advice of their obligations under planning policy.

Input into consultations also forms a significant part of our workload and we have responded to around 65 over the past twelve months. These have included the public consultation on the Europe 2020 Strategy (European Commission), the English Heritage consultation on Historic Environment Good Practice Advice Notes 1–3, the first draft of Environmental and Social Framework (World Bank), Newport City Council's Budget Proposals, the Advisory Panel on the Archaeology of Burials in England consultation on Sampling Large Burial Grounds, the Defra consultation on Sites Proposed for Designation in the Second Tranche of Marine Conservation Zones, consultation on a Strategic Planning Policy Statement for Northern Ireland (Draft) and the consultation on Heritage 2020 by the Heritage Alliance. All consultation responses are published on the ClfA website at www.archaeologists.net/advocacy/consultations.

Professional development

The Institute continues to maintain and develop standards, policy and good practice advice which are used throughout the archaeological profession. Last year amendments were made to the *Standard and guidance for commissioning work on, or providing consultancy advice on, archaeology and the historic environment* following a review with input from FAME and ALGAO. Our suite of fieldwork standards (excavation, field evaluation and watching briefs) has been updated with revisions to the sections on Written Schemes of Investigation and specifications, to provide more guidance on how they should be written and what they should contain. All the above, along with other relevant standards, have been amended to incorporate the provisions of the *IfA Code of approved practice for contractual arrangements in archaeology*, which was removed from the regulations following the transfer to ClfA.

Following the completion of the Heritage Lottery Fund workplace learning bursary placement scheme in 2014, we have published a Professional Practice Paper: *An introduction to providing career entry training in your*



organisation to guide employers and employees in the sector to provide structured training within their organisations, based on a tried and tested model piloted through the workplace learning bursary scheme funded by the HLF and English Heritage (now Historic England). To support the paper there is a wide range of early-career training plans in various aspects of archaeological practice (www.archaeologists.net/trainingtoolkit), and the methodology has already been successfully adapted for use by Historic England, the Council for British Archaeology, Worcestershire County Council Archaeology Service and Oxford Archaeology.

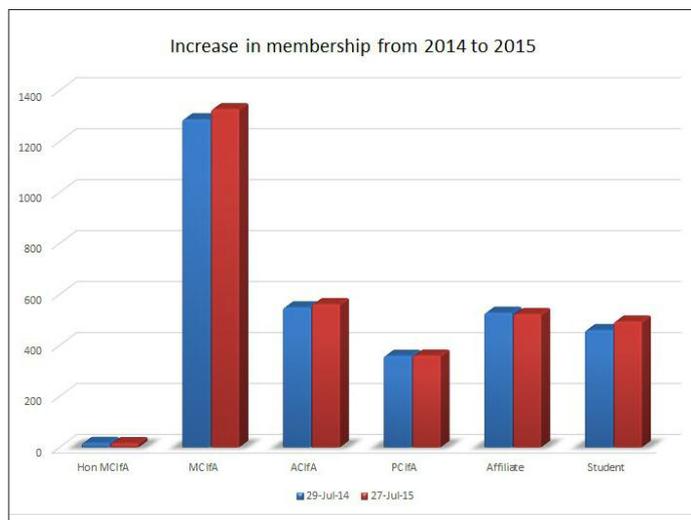
As reported in the last Annual Report and through *The Archaeologist*, we have maintained our commitment to encouraging the improvement of pay and conditions in archaeology. From the information gathered as part of the Remuneration Working Party established by IfA Council in 2012 we have made a clear statement about ClfA's policy on pay in archaeology and our role as a professional institute in this, and set out our action plan to 2016. We have pushed to establish an industry pay group with ClfA, FAME and Prospect and as a result issued a joint statement on pay in July 2014.

One of our key strategic aims is to raise the profile of archaeology and archaeologists outside the profession, ensuring heritage is valued by all (including clients and the public). One of the first things we did as ClfA was to launch our *Professional archaeology: a guide for clients*, a short document aimed at anyone using the services of archaeologists with the simple message that by working with accredited professionals, clients will increase their chances of reaping benefits from archaeological work and avoiding some of the possible hazards of working in the historic environment. We have been promoting the guide directly to clients in the historic environment, and have also been using the guide and the opportunities chartered status has offered to raise the profile of ClfA, its members and standards to the members of professional bodies and trade associations representing planners, architects, engineers, surveyors, landowners, developers and those working in the natural environment. We are building partnerships to share knowledge and CPD opportunities with several of these organisations.

Membership and registration

Membership of ClfA has continued to grow and now stands at 3282, a 2.5% increase from this time last year.

Of these, 2265 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. 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. Chartered status has again given us the opportunity to push this message further, securing reference to the use of accredited professionals in national guidance.

Increase in membership from July 2014 to July 2015

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.

Our Registered Organisations scheme has remained fairly constant, with 72 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.

Over the past year ClfA has carried out 26 inspections of organisations which resulted in 14 conditions for registration, to be implemented within a given time frame, and 56 recommendations for improvement. Further information about this is included in the most recent edition of *The Archaeologist* (95).

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 28 complaints and allegations made against our members or Registered Organisations. Again, details of completed cases are published in *The Archaeologist* when relevant and most recently in editions 94 and 95.

CPD, education and training

Providing opportunities for our members to undertake relevant and quality training to contribute to their CPD is another core aim of the Institute. In the past twelve months our groups have run a wide range of CPD courses including *Going Underground: The impact of basement construction on the historic environment*, a joint event with the London groups of ClfA and IHBC; *Dealing with organic finds* organised by the Finds Group with speakers from Historic England, University of Bradford, University of Leicester and York; the Research and Impact Group session about *Collaborating for better research*, and the Archaeological Archives group, *It's not just about box sizes: Alternative archives in archaeological practice*. With the generous support of Historic Scotland, the Scottish Group has run a series of CPD workshops ranging from planning and archaeology, ClfA standards and guidance, open source GIS and archaeological finds.

“CPD is vital for all grades of membership. We are a professional organisation with highly qualified members who should maintain their levels of expertise and knowledge.”

To assist members in recording their CPD we have made improvements to our CPD guide and templates. This was following feedback from our member survey asking accredited members whether they undertake 50 hours of CPD over two





Francis Taylor, *Workplace Learning Bursary in Graphics for Archaeology*
© University of Reading

years (as stated within the *Code of conduct*, rule 1.4). Survey findings indicate that over 90% were aware of the requirement under the Code, with 75% of respondents having a training or personal development plan in place, and 80% regularly keeping track of their own CPD log.

As reported above, the HLF-funded workplace learning bursary scheme drew to a close in June 2014. Over the eight years of the scheme we delivered a total of 78 placements over a diverse range of specialisms, and throughout the UK. The project invested over £1.6 million of HLF funding in workplace learning in archaeology and levered in nearly half a million in cash and in-kind contributions from placement hosts and project partners. Of the 78 placement holders, 75% have remained working in the historic environment sector.

Historic England continues to support workplace learning placements, working in partnership with ClfA. To date, we have delivered 44 placements and a new cadre of five placements is currently being recruited.

The majority of our bursary holders have been registered for the NVQ level certificate in archaeological practice. To date, 66 NVQs have been awarded, predominantly but not exclusively to bursary-supported candidates: with another 50 currently being assessed through the ClfA Assessment Centre.

Over the year, we have developed our criteria for accrediting fieldschools piloted in 2013 and this is now incorporated into the Registered Organisations application process. The criteria are based around National Occupational Standards and have also been adapted for use with short CPD courses. All courses run by ClfA's Area and Special Interest Groups meet the criteria and we are also endorsing courses provided by external training providers including Oxford University Department of Continuing Education and the Centre of Archaeology at Staffordshire University. We have begun initial discussions with University Archaeology UK (formerly SCFA) about the potential for ClfA accreditation of academic modules or programmes and will report on this further throughout the coming year.

Staff members have also contributed to conferences, discussing archaeology in wider contexts as well as raising the profile of archaeology, ClfA and professionalism to wider audiences. These have included sessions at the FAME Forum, TAG conference, the European Association of Archaeologists and the Association of Professional Heritage Practitioners (in South Africa), and externally to other professional bodies via the annual Memberwise conference, the Professional Associations Research Network, and through our own conference sessions on *The future of our profession* and *The future of their professions* with speakers from RICS, RIBA, CIPR, ICON and IHBC.

Treasurer's report

The accounts have been audited by Haines and Co. Under the 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 final few months of trading for the Institute of Field Archaeologists up to 3 June 2014 when the Directors of IfA stood down and the Board of Directors took over as ClfA.

The accounts show an operating deficit of £91,915 to 31 March 2014. The Institute's reserve levels now stand at £334,610. The current agreed reserves limit set by the former Council of IfA and adopted by the Board of Directors is £225,000, to ensure that the Institute has sufficient funds should it experience any substantial loss of income or unanticipated costs. Over the past few years the Council of IfA and the ClfA Board of Directors have taken the decision to invest some of the Institute's reserves in taking forward elements of the Strategic plan as highlighted in this review. An operating deficit of £84,654 was budgeted, so the loss for the year is not a matter of concern. A further, smaller, deficit is budgeted for the current year. Our budget projection shows a return to break-even trading and a balance sheet just above the reserves limit in two to three years' time.

In the past twelve months there has been particular investment in the promotion, messaging and rebranding of ClfA through the use of a marketing consultant, assistance from a temporary editor to free up staff time to focus more on the recruitment of members to ClfA, and investment in our IT support, back-up and security systems through an external IT company. There have continued to be some legal fees around the drafting and completion of the application for Chartered status, and we have also maintained our link with the legal advisors to guide professional conduct and complaints matters.

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 now 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 increasing costs of travel continues to be an issue in terms of expenditure, and although all those involved in ClfA committees and inspections are encouraged to travel by the cheapest means possible how much train companies increase their fares by is out of our control. Moving forwards we are looking at ways in which our volunteers can continue to input into ClfA work via video conferencing to attempt to bring these costs down.

Report of the directors and audited financial statements for the year ended 31 March 2015

Officers and Professional Advisors

Board of Directors

S Allen
B Ballin Smith
P Belford
P Hinton
K Holland
A Llewellyn
C N Maylan
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 Registered 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 2015.

On 9 December 2014 the Institute ceased trading as The Institute for Field Archaeologists and commenced trading as The Chartered Institute for Archaeologists.

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 2014 to the date of this report.

S Allen
B Ballin Smith
K Holland
C N Maylan
J Wills

Other changes in directors holding office are as follows:

P Belford	appointed 9 December 2014	R Oram	resigned 3 June 2014
J Bacon	resigned 9 December 2014	J Pilkington	resigned 3 June 2014
B S Buss	resigned 3 June 2014	N Powers	resigned 3 June 2014
M A Collard	resigned 3 June 2014	N J Shepherd	resigned 3 June 2014
C Cox	resigned 3 June 2014	S Watson	resigned 3 June 2014
C Harward	resigned 3 June 2014	B Wilkins	resigned 3 June 2014
S Jennings	resigned 3 June 2014	P Hinton	appointed 3 June 2014
J M Lochrie	resigned 3 June 2014	A Llewellyn	appointed 3 June 2014
F Meddens	resigned 3 June 2014	P Spoerry	appointed 9 December 2014
G Morley	resigned 3 June 2014	G Wait	appointed 9 December 2014
M Neale	resigned 3 June 2014		

Report of the directors (continued)

Statement of Directors' Responsibilities

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: 9 July 2015

Report of the independent auditors

We have audited the financial statements of The Chartered Institute for Archaeologists for the year ended 31 March 2015 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 April 2008) (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 2015 and of its deficit 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: 10 August 2015

Income and expenditure account

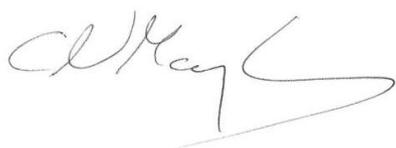
		2015	2014
	Notes	£	£
Turnover		717,697	939,992
Cost of sales		(256,831)	(463,382)
		<hr/>	<hr/>
Gross surplus		460,866	476,610
Administrative expenses		(556,121)	(476,355)
		<hr/>	<hr/>
Operating (deficit)/surplus	2	(95,255)	255
Interest receivable and similar income		4,175	5,412
		<hr/>	<hr/>
		(91,080)	5,667
Interest payable and similar charges		-	(33)
		<hr/>	<hr/>
(Deficit)/surplus on ordinary activities before taxation		(91,080)	5,634
Tax on (deficit)/surplus on ordinary activities	3	(835)	(1,082)
		<hr/>	<hr/>
(Deficit)/surplus for the financial year		(91,915)	4,552
		<hr/> <hr/>	<hr/> <hr/>

The notes form part of these financial statements

Balance sheet

		2015	2014
	Notes	£	£
Fixed assets			
Tangible assets	4	251	503
Current assets			
Debtors	5	101,343	103,542
Cash at bank and in hand		457,978	609,152
		<hr/> 559,321 <hr/>	<hr/> 712,694 <hr/>
Creditors			
Amounts falling due within one year	6	(224,962)	(286,672)
		<hr/> 334,359 <hr/>	<hr/> 426,022 <hr/>
Net current assets		<hr/> 334,359 <hr/>	<hr/> 426,022 <hr/>
Total assets less current liabilities		<hr/> 334,610 <hr/>	<hr/> 426,525 <hr/>
Reserves			
Income and expenditure account	7	334,610	426,525
		<hr/> 334,610 <hr/>	<hr/> 426,525 <hr/>

The financial statements were approved by the Board of Directors on 9 July 2015 and were signed on its behalf by:



C N Maylan, 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 April 2008).

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 Institute operates a defined contribution pension scheme. Contributions payable to the Institutes' 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 (deficit)/surplus

The operating deficit (2014 – operating surplus) is stated after charging:

	2015	2014
	£	£
Depreciation – owned assets	252	502
Auditors' remuneration	4,200	4,200
Foreign exchange differences	891	221
Pension costs	15,261	14,824
	<hr/>	<hr/>
Directors' remuneration and pension costs etc.	88,375	-
	<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:

	2015	2014
	£	£
Current tax:		
UK corporation tax	835	1,082
	<hr/>	<hr/>
Tax on (deficit)/surplus on ordinary activities	835	1,082
	<hr/> <hr/>	<hr/> <hr/>

4 Tangible fixed assets Computer equipment

Cost	£
At 1 April 2014 and 31 March 2015	27,763
	<hr/>
Depreciation	
At 1 April 2014	27,260
Charge for year	252
	<hr/>
At 31 March 2015	27,512
	<hr/>
Net book value	
At 31 March 2015	251
	<hr/> <hr/>
At 31 March 2014	503
	<hr/> <hr/>

5 Debtors: amounts falling due within one year

	2015	2014
	£	£
Trade debtors	58,409	58,304
Other debtors	42,934	45,238
	<hr/>	<hr/>
	101,343	103,542
	<hr/> <hr/>	<hr/> <hr/>

Notes to the financial statements (continued)

6 Creditors: amounts falling due withing one year

	2015	2014
	£	£
Trade creditors	108,056	187,420
Taxation and social security	9,985	5,191
Other creditors	106,921	94,061
	<hr/>	<hr/>
	224,962	286,672
	<hr/>	<hr/>

7 Reserves

Income and expenditure account		£
At 1 April 2014		426,525
Deficit for the year		(91,915)
		<hr/>
At 31 March 2015		334,610
		<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

	2015		2014	
	£	£	£	£
Turnover				
Subscriptions	361,011		349,998	
Application fees	1,707		1,762	
RO Fees	72,505		67,037	
Adverts	2,838		2,838	
Publications	410		729	
JIS subscriptions & adverts	6,316		5,914	
Group fees	5,726		2,307	
Project Income	267,184		509,407	
		717,697		939,992
Cost of sales				
Direct project costs	96,126		102,694	
Core staff project salaries	41,374		36,676	
Non-core staff project salaries	119,331		324,012	
		256,831		463,382
		460,866		476,610
Gross surplus				
Other income				
Deposit account interest		4,175		5,412
		465,041		482,022
Expenditure				
Premises costs	21,213		13,612	
Core staff overhead salaries	291,561		290,518	
Pensions: defined contribution	15,261		14,824	
Temporary staff costs	17,296		2,220	
Telephone	4,612		4,680	
Printing, stationery and postage	17,410		23,620	
Committee travel	19,250		11,750	
Travel & subsistence	22,553		18,489	
Carried forward	409,156	465,041	379,713	482,022

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

Detailed income and expenditure account (continued)

	2015		2014	
	£	£	£	£
Brought forward	409,156	465,041	379,713	482,022
Expenditure (continued)				
Group funding	12,594		8,245	
Insurance	7,463		7,889	
Staff recruitment	942		200	
Staff training	883		2,627	
Venue hire	7,271		2,231	
Computing, website & IT	12,461		4,322	
JIS costs	2,435		1,769	
Sundry expenses	73		79	
Magazine and institute subscriptions	2,313		2,248	
Staff expenses - conference	1,230		569	
Payroll costs	1,362		1,479	
Accountancy	-		780	
Consultancy fees	36,358		-	
Legal fees	20,178		18,413	
Auditors' remuneration	4,200		4,200	
Foreign exchange losses	891		221	
Bad debts	-		62	
Publications: TA, papers & e-bulletin	26,395		28,193	
Promotional material	5,760		7,528	
Hospitality	48		467	
Depreciation of tangible fixed assets				
Computer equipment	251		502	
		552,264		471,737
		(87,223)		10,285
Finance costs				
Bank charges	3,857		4,618	
Bank interest	-		33	
		3,857	4,651	
Net (deficit)/surplus		(91,080)		5,634

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

Group reports

ClfA has 17 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, Finds, Geophysics, International Cultural Heritage Practice, Maritime Affairs, New Generation and Project Management Group have provided annual updates on their activities. Information about all our Groups is on the ClfA website at www.archaeologists.net/groups



Archaeological Archives

Committee matters

At the 2014 AGM Theodora Leigh-Anastasiadou, Rebecca Sillwood and Emma Wells joined the committee as ordinary members. At the end of 2014, due to work commitments, Helen Harman stood down and Rebecca Sillwood became acting Secretary. The Chair and Committee would like to record their thanks to Helen for her hard work on behalf of the Group. Emma Wells has also had to step down as a Committee Member (but we hope she will return soon), so prior to the 2015 AGM the committee consisted of

Chair – Duncan Brown

Secretary – Rebecca Sillwood

Treasurer and Advisory Council representative – Helen Parslow

Ordinary Committee Members – Lorraine Mepham, Sam Paul, Theodora Leigh-Anastasiadou

Events

Best Practice in Archaeological Archives workshops were held at Durham, Aberdulais and Blaenau Ffestiniog, before the final occasion in Reading. A plenary event held at the Karl Marx library in London, in September, summarised the results of and feedback from the workshops, and discussed the future aims of the group.

The group's 2014 AGM was held in Birmingham in March, combined with a workshop entitled 'Collecting Archaeology' and followed by a visit to the conservation department of Birmingham Museum, where the Staffordshire Hoard was being cleaned.



The final workshop in the 'Best practice in archaeological archives' series, run by ClfA Archaeological Archives Group
© ClfA

New objectives

At the plenary the attendees helped the committee decide on the future realistic objectives of the group, to be presented to a vote at the 2015 AGM:

- continue to provide information on what an archaeological archive is, in order to address poor understanding of the significance of archiving (which often results in poor resourcing).
- provide advice on the initiation and monitoring of projects especially in areas where there is little or no provision for the long term curation of the archive.
- collaborate on the production of guidance for the creation, compilation and deposition of digital material for archive.
- work with others to address the lack of archaeological archive expertise and resources across the sector.
- provide advice on the retrospective rationalisation of archive material in store.

Membership

The group's membership at the end of 2014/2015 was 529 ClfA members, an increase of 120 on last year's figures, and 28 non-ClfA.

Other matters

Committee members Duncan Brown, Helen Parslow and Rebecca Sillwood attended the Groups Forum in December, which was immediately succeeded by the launch of ClfA. The new ClfA Archives Group logo was presented to the Groups Forum and, after negotiating a colour change to 'document box grey', has been adopted by the group.

Contacts and media

Facebook Page:

www.facebook.com/pages/Archaeological-Archives-Special-Interest-Group/409131725829669

Twitter Page: https://twitter.com/ifa_archives

G-Mail: archaeologicalarchives@gmail.com

Diggers' Forum

Committee members

DF Committee April–October 2014:

Acting Chair – Mary Neale

Newsletter Editor (Co-editor, October 2014–February 2015) – Chiz Harward

Committee member – Cat Gibbs

Treasurer – Sophie Jennings

DF Committee October 2014–April 2015:

Chair (Winter 2015) – Chiz Harward

Chair (Spring 2015) – Paul Riccoboni

Chair (since May 2015) – Kelly Madigan

Secretary – Cat Gibbs

Treasurer – Samantha Boyle

Newsletter Editor – Robin Weaver

Ordinary Committee members:

Richard Bradley

Charlie Enright

Gemma Ward

Events

DF AGM was held in at the Petrie Museum, University College London on Saturday 18 October 2014 and turnout was good. A new committee was assembled from candidates chosen by our members and ongoing campaigns were outlined and discussed.

The committee has met twice since: 28 March 2015 (Bristol) and 18 July (Oxford), both with good turnout and members also attending over Skype.

Membership

Membership of Diggers' Forum stands at 750 (Summer 2014), a healthy figure, which includes a good spread across all the various grades: PCIfA (109), ACIfA (130), MCIfA (130), students (193) and affiliates (188).

Publications

Diggers' Dispatch, the newsletter of DF SIG, was published three times between April 2014 and March 2015 (Spring 2014, Summer 2014, and Winter 2014/15). These newsletters include original reports (eg Examination into zero hours contracts, Summer 2015) and studies (eg of whether companies implemented the

recommendations from the Diggers Forum Away Work and Travel Report, 2012, Winter 2014/14), as well as 'op.ed.' committee communications and feedback, excavation reports, etc. Papers from the Diggers' Forum and Prospect Joint Conference, 2013, were also published online recently (Summer 2015).

Current activities and campaigns:

- A renewed skills matrix
- Investigation into a Skills Passport, or equivalent, for all trainees
- Continue to try to have our Competency Statement explicitly endorsed by ClfA
- Achieve some level of Occupational Health Awareness for field archaeologists of all units
- Maintain and improve upon the ClfA minima, especially for those at the bottom of the pay scale, and advance fair employment conditions for all grades
- Establish contacts with FAME and Prospect representatives
- A panel at the ClfA Conference in Leicester next year: pay and conditions in archaeology.

Contacts and media

The Diggers' forum has over 700 'likes' on its Facebook page:

<https://www.facebook.com/DiggersForum?fref=nf>

Our email address is: diggers@archaeologists.net



*Cist burial, Furness Abbey,
Cumbria © Headland
Archaeology (UK) Ltd*

Finds Group

This year we held a successful and well received training symposium at the ClfA conference in Cardiff, jointly with the archives, project management and research and impact groups, around the topic of ‘post excavation’. The model for training we adopted – the critical deconstruction of reports from OASIS – is one we think would be useful for future training.

At the AGM in Cardiff, our Newsletter editor, Stephen Brunning, stepped down from the committee, but is continuing to produce the groups newsletter – and he is always happy to receive items for it. The committee is also saying good bye to Andrew Jones and Michael Lewis. This year welcomes Kayt Marter-Brown, Rowena Hart and Louise Rayner to the committee and we are hoping to co-opt Mags Felter and Marie-Claire Rackham-Mann.



*PCA Supervisor Jon House showing finds from our 2014 excavation at Great Barton, Suffolk to local primary school children who were studying the Saxons © Abbott Photography
The project was undertaken by Pre-Construct Archaeology who were commissioned by Icen Homes Ltd who managed the scheme on behalf of Suffolk Housing*

We have also been promoting a project to survey a sample of the finds reports available within the grey literature in OASIS. The aim of the survey is to see how well standards (those produced by ClfA and those produced by specialist groups) are upheld, and to provide a simple checklist for non-specialists to assess the quality of a report. We have been awarded money from Historic England to produce a costed project design, developed by Rachel Edwards, Hal Dalwood and Jane Evans, which has just been submitted and we are optimistic that it will be commissioned in the very near future.

The new improved standards and guidance for field evaluation was adopted when the IfA became the ClfA, strengthen the requirement for proper analysis of finds arising from evaluation work. 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 also working with Validation committee develop a competence matrix to help assess appropriate skills of finds workers for the different levels of accredited membership.

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.

Geophysics

While we are sure it has looked dormant from the outside the GeoSIG has gained fresh impetus from a number of new members to the committee who are keen to re-engage with the geophysical community and move forward with the thorny issues of data archiving, professional development and raising awareness of geophysics beyond practitioners.

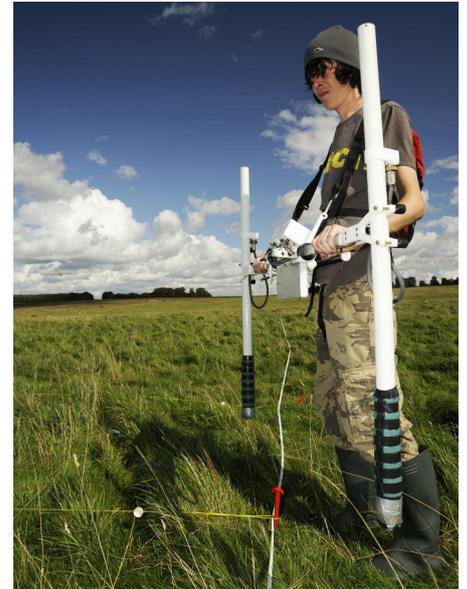
Membership of the group currently stands at 504 (502 CIfA members and two non-members) which is slightly down on previous years. However, we accept that this slight drop off in number is in part down to the limited communication from the GeoSIG to members. Group meetings have been difficult to organise due to other commitments of committee members and a belated AGM for 2014 was held in March 2015. It is hoped that the group will hold at least two further meetings in 2015 including the 2015 AGM in November. Any new members who feel they have time to contribute to the running of the committee would be warmly welcomed. In addition there is a plan to produce a quarterly newsletter and to use Twitter to publicise this, events and other relevant issues.

The group has started to prepare advice sheets to replace the IfA Technical Paper 6 and it is hoped that these will provide a better and easier reference for non-specialists to help raise the awareness of techniques beyond gradiometer surveys. All of the practitioners on the committee are keen to increase the range of geophysical techniques applied to commercial projects and help offer better solutions to the sector and encourage debate about multi-method / higher resolution survey. We also wish to encourage greater confidence in geophysics among archaeological curators; it is still widely variable and there is a wide range of understanding and indeed, lack of it. Part of this has to be helping develop better links between commercial archaeological and HE Science Advisors plus the GeoSIG. Finally, we want to increase dialogue with our learned societies (Geolsoc – NSGG, ISAP) to explore and create better opportunities for training.

The main topic of debate within the group continues to be around data archiving and the recent development of this as a condition on projects in some areas, despite there being no agreed process. The GeoSIG is working with the ADS to move this forward and opinion from the membership would be greatly welcomed as this issue continues to evolve. Concerns have been raised about inflexibility of process and high input costs plus issues connected with client confidentiality.

EuroGPR wishes to remind surveyors, via GeoSIG, of their need to hold a current OFCOM licence for all GPR survey and also that those hiring in equipment should not be relying upon the hire companies' own licence; they must have their own.

Anyone who has additional ideas for newsletter content, proposals for seminars or workshops or concerns pertaining to geophysics that they feel the group should be looking into and potentially tackling, can contact any of the committee members direct or the committee as a whole through CIfA.



Bournemouth University in the Avenue field during the Stonehenge Riverside Project © Adam Stanford/ Aerial-Cam Ltd

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 current committee members are Leonora O'Brien (Chair and Advisory Council representative), Gerry Wait (Treasurer), Alice Hobson (Secretary) and ordinary members Kenny Aitchison, Paul Belford, David Jennings, Ian Oxley and Annette Roe.

The group has 464 members in 23 countries, working on research and commercial heritage projects across the world. The International Practice Group continues to be accessible online at the [ClfA website](#) and at [LinkedIn](#), with occasional Twitter feeds by members. The online LinkedIn group has 67 members.

In the past year, the Group has undertaken advocacy work with DfID's International Development Committee and prepared a response to the consultation on the World Bank draft Environmental and Social Framework with ClfA's Senior Policy Adviser Tim Howard. We contributed to an article in *The Archaeologist* on the future of our profession and our second group newsletter focussed on the ongoing destruction of cultural property in the Middle East. IPSIG members have developed a Competency Matrix and a group representative attends Advisory Council meetings. Committee meetings were held in July 2014 and March 2015, and the SIG AGM was held at the ClfA Annual Conference in Cardiff in April 2015. In May we met again and organised a summer social, a visit to the Indigenous Australia: enduring civilisation exhibition at the British Museum.

In Autumn 2015, IPSIG will be chairing a session at EAA Glasgow on Intangible Cultural Heritage and Archaeological Studies of Social Identity, and members will be presenting papers on intangible aspects of international cultural heritage. The group is also planning to hold a training workshop in November 2015, focusing on the social science methods used in community-based participatory research related to cultural heritage.

Maritime Affairs

Much of the work of the past year has involved trying to create better relationships between MAG and the membership with mixed results. Following a membership survey a Twitter and Facebook account was set up and 200 and 400 people follow these respectively. However it has been noted these do not always overlap with our membership. Following a suggestion at a committee meeting two copies of the MAG bulletin has been produced, but again responses to this have been muted and only a few MAG members have volunteered work to be show cased to other members.

MAG continues to have involvement with policy and guidance and responds to information sent to the committee. In July 2014 the group was represented at a ClfA meeting designed to look at developing competence grids for Maritime Archaeology and encouraging more Maritime Archaeologists to join ClfA.

The 2015 AGM was held in the CMA University of Southampton. After three years Stuart Churchley stood down as an ordinary committee member. For the first time in three years there were more applicants than vacancies on the committee and it was necessary to hold a vote to decide the new members (Bob Mackintosh, Peter Campbell, Victoria Cooper and Terence Newman). In addition Michael Walsh agreed to join the committee in an advisory capacity. Katy Bell moved from acting Chair to Chair of the group, and finally Victoria Cooper agreed to represent MAG on the ClfA Advisory Council. As well as members of the committee (in person and via Skype) six additional members of the group attended which made for useful and interesting discussions.

Significant time was spent on the three year draft plan adopted by MAG in 2014. It was felt in a time of changing legislation and following the momentum generated by UKNC Policy Brief 17 the group should do more to both take a lead on these areas and keep membership informed of policy discussions, and promote maritime archaeology to other groups and ClfA membership as a whole. Maritime heritage ethics are not always fully explained outside a narrow group of people and some ClfA members still don't fully understand what maritime archaeology is in scope and content. The committee agreed that MAG should become more of a brand with a distinct identity separating it from other maritime groups and fulfilling a specific role within ClfA. This would also go towards addressing the view from some that MAG is too inward looking (despite all the work on a website and social media) and needs to do more to connect with the membership.

It was also decided to revisit the constitution and to review if this needs to be updated to better suit the needs of ClfA and the membership. In many ways the discussion proved more informative than the 2014 survey, proving the importance of asking the correct questions. An amended and agreed three year plan will be available shortly.

New Generation

2014–15 saw several changes to the New Generation SIG committee, with Alistair Galt, Chris Chinook and Rebecca Enlander all joining us as ordinary members, whilst Holly Beavitt-Pike stood down, and we would like to officially thank her for all her enthusiasm in setting up the Group and helping to drive forward our projects. Ben Jervis has now taken over as secretary from Oliver Davis.

We put our draft business plan, which we brought to last year's AGM, out for consultation, receiving only 1 response. Based on our progress so far, it is likely that the business plan will take more than 3 years to complete, so it is likely that some of the actions will go beyond the scope of this committee.

The past year has seen the NGSIG work to advance a number of our priorities in our business plan, including

- Training – we organised the second in our series of training events based on the outcomes of our training survey, this time focusing on applying for funding. The events took place on 30 April 2015 in Manchester from an HLF perspective, and on 8 May in Bristol from the perspective of applying for funding. Both events sold out.
- Mentoring – following the 2014 conference where we used our poster boards to collect information and views on what people want out of a mentoring scheme and how they want it to function. We have worked up a proposal for a mentoring scheme which is currently with ClfA, and we are awaiting feedback and comments. Depending on the outcome of this we hope to be able to launch with a pilot scheme in 2015.
- Career help sheets – we have started work on our career help sheets – highlighting the experience and qualification required for particular careers within the heritage sector.



*Speed mentoring workshop at
ClfA conference Glasgow run
by the New Generation Group
© ClfA*

Project Management

It has been a very positive and productive year for the Project Management (PMSIG), founded at the end of 2013 in an attempt to align archaeological project management in all of its facets with other comparable professions.

In June 2014 PMSIG held a Committee Meeting at the Bolsover Meeting Room, London. Matters discussed included an opening address from Steve Haynes (Chair) focussing on the challenge that risk management presents to effective project management, and the imperative to ensure appropriate control mechanisms are not only in place to mitigate, but clearly communicated to all stakeholders. Andy Crockett (Treasurer) presented a proposed three year business plan to the committee, and further consideration was given by the entire group to a forward programme of workshops, seminars etc. and particularly a proposed session at ClfA Cardiff.

In November, a Committee teleconference finalised and agreed the three year business plan, as well as the PMSIG budget application, format and structure of the ClfA Cardiff conference session, and outlined the beginnings of a questionnaire aimed at gauging levels of project management experience, and therefore potential areas where training sessions would be of greatest benefit – effectively developing a competency matrix for project management.

The ClfA Cardiff conference session, entitled 'Easier said than done', was very well attended, with papers delivered by Prof Ian Baxter (Suffolk Business School), Malcolm Cooper (CEO, FAME), Andy Crockett (Regional Manager South, Wessex Archaeology), Steve Haynes (Arup) and Stephen Kemp (Environment Agency) with Deborah Nutt (EC Harris). The session was concluded with a plenary breakout session, which stimulated a very useful discussion on the project management of archaeological works within the paradigm of major infrastructure works. Coinciding with the session, the opportunity was taken to circulate a final draft competency matrix questionnaire to all attendees, and at a Committee Meeting held during the lunch interval, Stephen Kemp was formally elected to the PMSIG Committee.

In June 2015 the PMSIG Committee held its most recent meeting, at the Somers Town Coffee House, London. Amongst many matters discussed, particular attention was given to developing an introductory seminar focusing on alternative methodologies (eg BIM, AGILE etc) that can support project management. The provisional timeframe for this introductory session is likely to be November 2015 and possibly followed up by a more detailed training workshop at ClfA Leicester in April 2016. The committee are actively working on the formulation of a competency framework for project managers.

CIA

Chartered
Institute
Archaeologists

Contact us at:

Chartered Institute for Archaeologists
Miller Building
University of Reading
Reading, RG6 6AB
Tel: 0118 378 6446
www.archaeologists.net