

CIfA

**Chartered
Institute for
Archaeologists**

Annual Review 2021/2022

***“Communicating the value of
archaeology and the contribution
our members’ work makes to society
is an important part of our work.”***

Stephen Carter, ClfA Chair

Message from the Chair

Welcome to the Annual Review of the Chartered Institute for Archaeologists 2021–2022. This review covers the work of the Institute from August 2021 to July 2022, but also highlights the finances of the Institute in our accounting period from 1 April 2021 to 31 March 2022.

The Covid-19 pandemic has forced most of us to re-examine long-established working practices; ClfA is no exception to this, and our volunteers and staff have been developing effective new ways to meet and work. As a result, it has not curbed the work we have been undertaking and this review highlights some of the areas in which we have made significant progress over the past twelve months.

There have been some substantial areas of development, including Ofqual recognition of the Institute as an End Point Assessment Centre to allow us to assess Trailblazer apprenticeships and, potentially, regulated qualifications in England. We have also revised our individual accreditation processes to give more weight to the assessment of ethical awareness – an integral part of being a professional. As a result, we have increased the staff complement in these areas to ensure that we have the resources and ability to deliver our work, welcoming Amanda Wood as Assessment Centre Manager, and Ellen McNamara as Membership Services Coordinator. Additionally, we are appointing a Marketing and Communications Manager to offer further support to all staff members and to better communicate what we do.

Communicating the value of archaeology and the contribution our members' work makes to society is an important part of our work. We were delighted to see the new CIRIA¹ *Archaeology and construction: good practice guidance* published, with its emphasis on early engagement with accredited archaeologists to deliver real public benefit as part of construction projects. The CIRIA guide complements our developing public benefit pages showcasing resources and case studies and demonstrating how archaeology adds value to business and to society when carried out with professionalism.

All this, and more, is reported in the pages that follow; I hope you find it interesting and informative. If you want to know more about anything reported on here, or have something you want to tell us, please get in touch. It is your Institute, and members of the Board of Directors, Advisory Council and staff would all be pleased to talk to you.

Stephen Carter ClfA Chair



¹ Construction Industry Research and Information Association www.ciria.org

What is the Chartered Institute for Archaeologists?

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



Our aim

By 2030 CIfA-accredited professionals will be setting and meeting **improved standards** for learning, competence and ethical practice.

They will be **trusted influencers** in the discipline.

Through their professionalism they will deliver **greater public benefit**, and they will be **better recognised** for doing so.

Our strategy

At the beginning of 2021 we launched our new ten-year strategic plan, setting out how we intend to achieve our aim. This gives us a ten-year framework for using our limited resources through annual business plans, with a review after five years. The plan makes all parts of CIfA coordinated and effective. It guides the annually reconstituted Board, Advisory Council, committees, groups and a changing membership and staff, helping everyone stay focused on what we need to achieve. It means we can alter approaches, but not objectives, according to changing circumstances.

We will

- prioritise promoting the **public benefit** that professionalism in archaeology brings
- show that archaeologists have **skills, responsibilities and a value to society** equivalent to other professions
- encourage archaeologists to have **pride in their professionalism**

We are going to put our plan into action by

1 Developing archaeology as a career

2 Reflecting our discipline better

3 Extending our reach

4 Being more inclusive

5 Strengthening our institute

6 Protecting archaeology through advocacy and challenge

Find our strategic plan here: www.archaeologists.net/mission

Highlights of 2021/2022

Developing archaeology as a career

31 accredited degree courses

16 approved employer training programmes

6 apprenticeship standards

Reflecting our discipline better

1100+ Student and Affiliate members

80% of jobs ask for ClfA accreditation

3100+ accredited individuals

82 Registered Organisations

258 applications for professional accreditation

900+ individuals on our Professional Pathways programme

Extending our reach

7 formal partnerships (MoUs) with other organisations

Being more inclusive

5 Area Groups

16 Special Interest Groups

Strengthening our institute

14 professional conduct concerns

13 Standard and guidance documents

234 committee volunteers


12 Professional Practice Papers

4 specialist toolkits

Developing archaeology as a career

A core area of our work focuses on professional development – ensuring that professional archaeologists have access to training to develop their skills, sharing good practice and knowledge, and strengthening traditional and non-traditional entry routes into the profession. This is to encourage a wide and diverse range of people to consider a career in archaeology.

Over the last twelve months, we have continued to see significant pressure to meet the demand for archaeological services through increased infrastructure development, the impact of Covid-19, and in the UK from the combined factors of Brexit and challenges within tertiary education. These have also served to highlight and exacerbate existing skills issues. In response to feedback from our members, stakeholders, and project partners, ClfA facilitated a roundtable discussion to explore skills in archaeology and to consider the issues affecting our ability as a sector, to



We want to help people overcome barriers into archaeology.

- ensure that work is done by competent professionals and to professional standards
- maintain or improve the protection and management of the historic environment
- maintain or advance, in the interests of the public and clients, the quality of archaeological practice
- ensure that we move to a more inclusive, sustainable and valued profession

The meeting was attended by representatives from the main stakeholder organisations including University Archaeology UK (UAUK), Federation of Archaeological Managers and Employers (FAME), Association of Local Government Archaeological Officers (ALGAO), Prospect and the national agencies.

Diversifying entry routes into archaeology

These current challenges make it ever more important to increase and support different routes into a career in archaeology. ClfA's work has continued on the development of Modern Apprenticeships in Scotland with encouragement and practical support from Creative and Cultural Skills Scotland. In partnership with University of Strathclyde, Society of Antiquaries of Scotland and Museums and Galleries Scotland, ClfA has also supported the delivery of an equality, diversity and inclusion work placement scheme which supported four 16–24 year olds to gain experience of the archaeology sector. The placement scheme was delivered in partnership with Ando Glaso, an organisation which promotes Roma culture.

It has also been an extremely busy year for the ClfA end-point assessment organisation (EPAO): we have recruited a new Assessment Centre Manager, achieved Ofqual recognition, completed the assessment of the first cohort of Level 4 Historic Environment Advice Assistant apprentices and are currently preparing for assessment of the first



ClfA-recognised training routes into professional archaeology

cohort of Level 3 Archaeological Technician apprentices. We are continuing to work with training providers, including University of Wales Trinity St David's, which is delivering the Level 7 Archaeological Specialist apprenticeship.

Another three universities – Bristol, Cambridge and Canterbury Christchurch – achieved **accreditation** for archaeology degree programmes, bringing the total number of universities with accredited degree programmes to 15. Three new applications are currently being assessed. The Accredited Degree committee's structure and membership was formalised through a new regulation which has been approved by ClfA's Board of Directors.

Sixteen Registered Organisations have met ClfA's requirements for approved employer training offering both graduate and non-graduate training programmes. New procedures for the ongoing monitoring of approved training programmes have been introduced during the year to ensure that employer training continues to deliver high-quality skills development opportunities.



Developing our careers information

Information and advice about these and other opportunities to start a career in archaeology has been brought together in a series of new careers pages, the Careers Kit. Aimed at aspiring archaeologists and their parents, teachers and advisors, the kit also includes information about what it's like to work in archaeology, case studies from a range of archaeologists reflecting on their archaeological journeys, and links to further resources and useful websites. The kit will continue to expand and develop as an invaluable resource for those looking to start a career in archaeology.

Our Careers Kit, accredited training, apprenticeships and employer training schemes aim to encourage new and a more diverse range of people into archaeology.

CIfA Deutschland and Deutsche Gesellschaft für Ur- und Frühgeschichte e.V (DGUF) have jointly developed their *Vortragsreihe* programme of evening lectures for early career and student archaeologists on what it means to work in archaeology: topics include employment, recruitment, contracts, safe working and the importance of professionalism.

Providing training courses and learning opportunities

Through the last year we have provided over 40 CPD events for archaeologists, including

- specialist training covering topics such as archaeology and planning, major developments in master planning, making the most of online toolkits, how are we preparing for a digital future, and the Scottish national planning framework
- good practice advice in supporting neurodiverse colleagues, inclusion awareness, making fieldwork more inclusive, resilience in the workplace and fieldwork safety
- developing our profession through discussions about public benefit and innovation
- CPD courses in ethical awareness and competence
- supporting accreditation and understanding CPD

The majority of these have continued to be online along with our online networking opportunities for members. These included our regular tea-break sessions, which have covered a wide range of informal discussion topics, Group annual general meetings, and shorter 'lunch and learn'-style sessions.

Our Innovation Festival (first run in February 2021) has now been established as an annual online conference, and in October covered a wide range of topics such as *Innovation underwater: improving the accessibility of marine heritage*, *Virtually engaged – using 2D animation and virtual reality to enable access to heritage* and *Digital or diverse? Stratifying the sector*. In April this year we were delighted to be able to run a hybrid annual conference in Bath which delivered both an online and in-person experience; the first since our 2019 conference in Leeds. The theme for ClfA2022, *Making a difference: the value of archaeology*, explored how archaeologists make a difference: to people's lives, to the practice of archaeology, to the places where we live, work and socialise and to our profession. The conference offered 29 different sessions showcasing great archaeology, stimulating debate, and looking at where archaeologists are generating new knowledge, understanding, and contributing to the big questions of our time.

“
: Thank you again for allowing me the opportunity to attend the conference
: over the last two days. I really enjoyed myself and have met some useful
: contacts to help me move forward towards a better future, I hope.
:”

Following this, in June 2022, ClfA Deutschland held an in-person conference in Frankfurt, looking at the topics German archaeologists sought to discuss with ClfA, including health and safety, pay and conditions. It was accompanied by an exhibition with displays from archaeological companies, infrastructure developers who need archaeological services, specialist providers of health and safety advice and insurance, and many others working in or with archaeology.

An advantage of running more online events has been our ability to record these and add them to the event recording page on our website, providing an ongoing CPD resource.

For more information about professional development and training opportunities visit the ClfA website at www.archaeologists.net/events

For more information about progressing your career in archaeology visit the ClfA website at www.archaeologists.net/careers/intro

Reflecting ClfA Deutschland's growing reach, information about ClfA is increasingly available in German at www.cifa-deutschland.de

Reflecting our discipline better

Archaeology is a multidisciplinary, collaborative discipline and we should be a multidisciplinary, collaborative profession. ClfA's aim is to support and represent all specialisms in archaeology: all branches of the profession are important. To achieve this we will work to make our standards for accrediting competence, training and qualifications applicable and appropriate across specialisms and roles, and seek to attract and accredit under-represented parts of the discipline.

We want ClfA to be seen to represent all specialisms and for all archaeologists to want to engage with us.

Developing our accreditation processes

In April 2022 we launched changes to the application process to include assessment of ethical competence, in that applicants need to demonstrate that they understand their ethical responsibilities and work in accordance with ClfA's ethical *Code of conduct* and professional standards. This has been in response to member feedback from the 2019 Chartered Archaeologist proposals, highlighting the need to ensure that all accredited archaeologists are recognised for their ethical practice. Preceding the launch of these changes, discussions took place with Advisory Council to expand the competence matrix to include consideration of professional ethics. At Practitioner and Associate level, applicants now need to address ethical criteria in their statements of competence, supported by evidence of ethical working in the examples of work they provide, in their CPD records (where applicable) and by their references. Applicants at Member level will undertake a professional review interview, recognising the greater level of personal accountability required at this grade.

We want all archaeologists to have the opportunity to demonstrate their professionalism and to be recognised for the high levels of skill they possess and the contribution they make to society. As well as introducing the new requirements set out above, we are focusing on the actual and perceived barriers that make it harder for some archaeologists to demonstrate the competence requirements, particularly at Member grade. With support from the Advisory Council and our Special Interest Groups we are working to identify and remove these barriers where we can.

Ethical principles, based on our values, are set out in our Code of conduct.

Valuing what our professional accreditation means

Professional accreditation by ClfA is a significant achievement for any individual as it is a recognised indication of technical and ethical competence, a commitment to uphold ClfA's *Code of conduct: professional ethics in archaeology* and to maintain and enhance their skills through continuing professional development. We continue to provide information about what being a professional archaeologist means and why it is important to have individual accreditation.

Employers also look for ClfA accreditation as a desirable qualification for applicants as part of their recruitment processes, with 80 per cent* of archaeological job advertisements in the UK citing this. Over 800 individuals have now been formally recognised as being professionally qualified by the construction sector, using their ClfA accreditation to gain and continue a Professionally Qualified Person card.

“
Achieving accreditation ... assures my colleagues as well as any potential clients that they can trust me and the quality of my work.
MClfA professional
”

The top reasons why individuals apply for ClfA accreditation are



- to support the start of their career and ongoing career development



- to be recognised as a professional



- to show support for the profession and ClfA

*taken from adverts in JIST and on BAJR in July 2022

Supporting the achievement of accreditation

We have employed a new Membership Services Coordinator to support senior staff with the administration of applications for individual membership, and the annual cycle of Registered Organisation inspections. This will allow more work to be done around developing the member experience and the way organisations apply and are processed online.

We are continuing our successful online workshops to assist archaeologists with the application process for accreditation and to give advice to Practitioners about starting a Continuing Professional Development log to support their career development. These workshops have been attended by over 150 people and many have made successful applications since then. Successful applicants have also been sharing their achievements online through Twitter and LinkedIn and this helps to start conversations with others who might be potential new members.

The process [of applying for ClfA accreditation] gave me the confidence to seek promotion and a new role ... where I can continue to develop.
ACIfA professional

The workshops have been very informative for us, highlighting the parts of the process that more frequently cause issues or are misunderstood. As a result, the information and guidance in support of applicants for accreditation has been developed considerably over the last year. This includes new webpages to make the process of applying simpler and clearer. We have produced information and guidance targeted at specific accreditations to help with the new process and have a suite of ethics resources, including the ethics database, an elearning module and a Professional Practice Paper. We run regular ethics workshops to discuss case studies and help start those discussions that organisations should have with their staff on a regular basis.

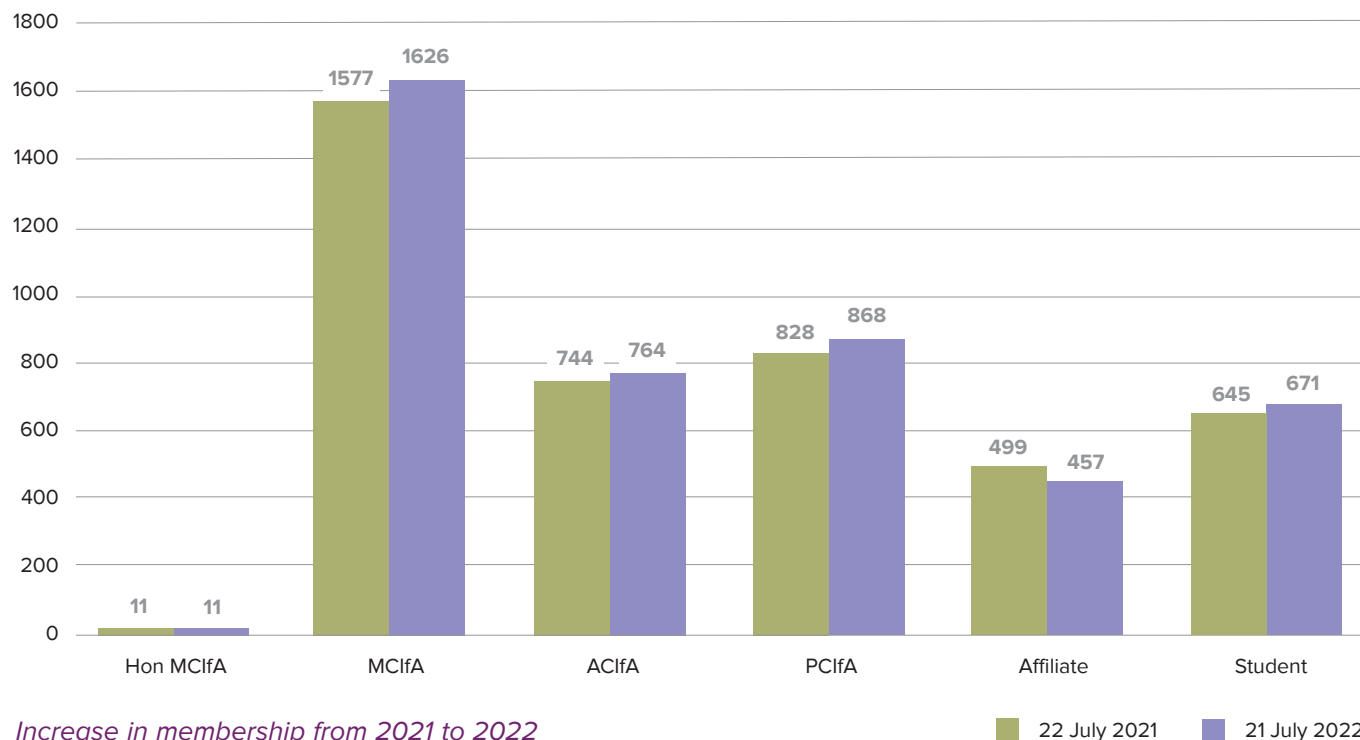
Our professional pathways bulletins are in place to help support members thinking of upgrading, with hints and tips about how to apply and ethics resources. Alongside the bulletins, we have a professional pathways

webpage, which is populated and updated with resources to assist existing members in gaining skills and knowledge to work towards the next accredited grade.

Our professional pathways guide people through their careers and our accreditation and membership support lifelong CPD.

Current membership statistics

Membership of ClfA now stands at 4397 (21 July 2022). Of these members, 3269 are accredited professionals (MCIfA, ACIfA and PCIfA) who have demonstrated their technical competence and ethical suitability – including the professional skills relevant to their grade of accreditation – to the Validation committee.



There is strong support from our non-accredited membership (Affiliate and Student), of which there are 1128 members. These categories are not assessed for technical competence or ethical suitability, and although not bound by it, individuals agree to support the Institute's Code of conduct. Many in these categories are in a transitional period in their careers, gaining the relevant skills before seeking professional accreditation, and have joined our Special Interest Groups to help move the profession forward and benefited from networking by attending tea breaks and the ClfA conference through bursary applications. We have expanded the definition of our Student grade to include apprentices and trainees on ClfA-approved training programmes and anyone studying who has an interest in archaeology. Through our accreditation of degree programmes, we are supporting students in the early stages of their archaeological careers through free Student membership, working closely with our Early Careers Special Interest group. Through sponsorship and attendance, we have, once again, supported the Scottish Student Archaeology Society Conference.

For more information about professional ethics and the Code of conduct

www.archaeologists.net/membership/ethics

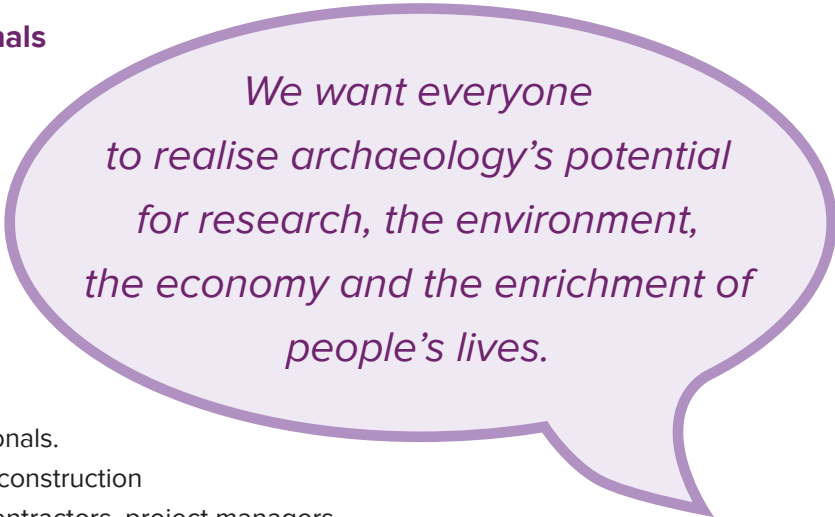
For more information about professional accreditation, registration and our professional pathways visit the ClfA website at www.archaeologists.net/join

Archaeology is global, and ClfA's code and standards should apply wherever members work. ClfA aims to promote the public benefit that professionalism in archaeology brings. Through our work we want to help others to make the most of the opportunities that archaeology offers.

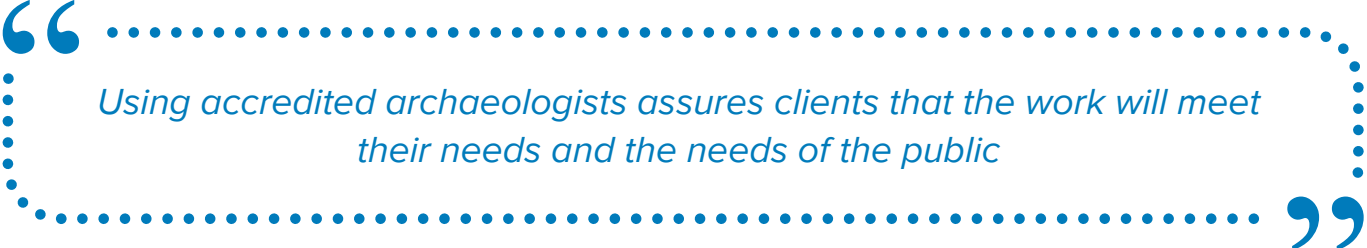
Promoting our accredited professionals

The new *Archaeology and construction: good practice guidance* from the Construction Industry Research and Information Association (CIRIA) has formed a major component of ClfA's external relations programme. Through this guidance we promote the benefits that archaeology brings to clients and the public when delivered by ClfA-accredited professionals.

The guidance has been written primarily for construction and development professionals, including contractors, project managers, engineers, environmental consultants, developers, planners and masterplanners. It applies to all types and scales of scheme, on land, coast and estuary, across the UK.



We want everyone to realise archaeology's potential for research, the environment, the economy and the enrichment of people's lives.



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

ClfA staff and volunteers have worked closely with a number of co-professional and trade bodies on a range of initiatives, including joint CPD seminars, events and articles. These include the Royal Town Planning Institute (RTPI), the Chartered Institute of Building (CIOB) and the National Federation of Builders. We have also partnered with the Northern Ireland Department for Communities Historic Environment Division and others on a shared programme of built heritage CPD events. The objective of this work is to ensure the members of all these organisations are aware of the value that archaeology and accredited archaeologists bring and how we fit into the development process.

Later this summer we will be circulating our next edition of *Professional archaeology: a guide for clients*. This year the case studies focus on buildings archaeology and construction and promoting the competence of our professional archaeologists. We will continue to use this as a key outward-facing tool to create and maintain relationships with other organisations outside of archaeology who might be potential clients, and include weblinks to the online Directory of Accredited Professionals and Register of Organisations to help clients find them more easily.

Communicating this message to clients is particularly important as they typically look for individual chartered status as the recognised mark of competence and professionalism, a status currently unavailable to archaeologists. This year, we have advised Transport Scotland on the development of their framework for commissioning archaeologists and have promoted the need for archaeological work to be carried out by accredited professionals to a wide range of clients.

“
*Archaeologists demonstrate they are ethical, competent, and accountable,
and working in the public interest, through their ClfA accreditation*
.....”

Aligned to this, ClfA is also participating in the Advocacy for Accreditation Registers Shared Initiative. This is a pan-professional initiative across the historic environment focusing on the client side. The objective is to clarify and simplify the benefits of engaging accredited heritage professionals and the breadth and depth of specialist skills available through participating registers, including ClfA's registers.

Collaborating with sector partners

ClfA and Historic England are jointly leading a collaborative programme of strategic improvements to archaeological practice in England. Sector bodies undertaking the work include: the Association of Local Government Archaeological Officers, the British Academy, the Council for British Archaeology, the Federation of Archaeological Managers and Employers, the Institute of Conservation, Society of Antiquaries of London, the Society for Museum Archaeology and University Archaeology UK. An advisory panel of sector representatives supports the programme. ClfA's own contributions to the programme involve

- revision and reformatting of our Standards and guidance
- CPD events, a publication and other means of sharing the collated case studies of archaeology delivered through the English planning process. This project was funded by Historic England to help archaeologists, planners and UK government better understand which parts of the English planning system most need protection, better resourcing or implementation, or improvement
- a sector-wide survey of organisational advocacy objectives – improvements to law and policy that they wish to see – with a view to greater alignment and collaboration. This work also scopes known and predictable opportunities to bring about those desired changes

For more information about our funded projects visit the ClfA website at www.archaeologists.net/profession/projects

For more information about our guide for clients visit the ClfA website at www.archaeologists.net/clientguide

Being more inclusive

Our aim is for archaeology to be a profession that is open to everyone and for more archaeologists to want their professionalism recognised through accreditation. A larger, more diverse and inclusive profession will offer a wider range of expertise and better reflect its relevance to society. In turn it will allow us to reach and inspire a more diverse audience and to build a better profession for the future.

By encouraging diversity and a culture of equality we can help archaeology to be seen as a worthwhile and rewarding career for anyone.

A new committee for equality, diversity and inclusion

In November 2021 the Board of Directors introduced a new Equality, Diversity and Inclusion (EDI) committee into the ClfA governance structure. The purpose of the EDI committee is to support the Board of Directors in delivering its strategy for equality, diversity and inclusion. The committee was established following consultation with the Equality and Diversity Group committee and in recognition that EDI is not a special interest, but fundamental for all archaeologists. As a result the Equality and Diversity Group has been disbanded.

ClfA recognises the importance of diversity and inclusion and wants to be a part of the positive changes taking place

Since November, the committee has got off to a flying start, meeting online monthly. Its initial focus has been on identifying the top priority areas for the Board's strategy, including training and resources. Since April a small working group has been developing a Diversity and Inclusion Progression Framework for the Institute. The Framework model has been developed by the Science Council in collaboration with the Royal Academy of Engineering and is a tool for professional bodies to assess and monitor their progress on diversity and inclusion. Completing the framework will allow ClfA to assess each of its functions (ranging from governance and leadership, accreditation and training, to outreach and engagement) against a four-level maturing model. The aim is to support discussion, initiation, planning and assessment of our diversity and inclusion work.

The EDI committee is tasked with delivering at least one training event every year that is relevant to the EDI strategy and/or policy, potentially in collaboration with other organisations. The committee has an ever-growing list of different training areas to be covered, but for the remainder of this calendar year it is keen to focus on

unconscious bias, disability awareness, and trans awareness training, delivered by the organisation Gendered Intelligence.

We have continued to provide a forum for conversation around neurodiversity and archaeology through regular online tea-break sessions and a discussion at the ClfA 2022 conference. Alongside these we have gathered ideas for easy, cost-effective workplace adaptations to benefit neurodiverse individuals. We equally found that many of these could help neurotypical colleagues.

“
.....
*Fantastic workshop. Very enlightening and supportive environment.
If people looked teary towards the end, it really was because a lot
of us finally felt understood and supported.*
.....”

Working with others

ClfA has secured funding from Historic England to take forward qualitative research exploring inequalities in the archaeology sector workforce. The development of the initial project design was carried out on behalf of ClfA by Cultural Associates Oxford (CAO). CAO will now continue with the research, which will take place in the autumn. This will include workshops, surveys and one-to-one conversations exploring individuals' experiences of working in archaeology, or of looking for work in the sector. The research will explore both barriers to entry and progression within the profession, and the reasons why people are attracted to careers in archaeology. The findings will help ClfA understand how it can improve the equality of access to careers in archaeology through its requirements and frameworks.

“
.....
*New research will help us understand the barriers that people face
when entering or progressing through their careers.*
.....”

ClfA, alongside BAJR Respect, has contributed to the funding from UCL to print English language posters for the UK version of the Archéo-sexism exhibition. The exhibition is the work of Paye ta Truelle and the Archéo-Éthique association and comprises illustrated testimonies on sexist discrimination in archaeology to raise awareness and change people's actions and the negative cultures that exist in archaeology. The exhibition was launched in London in July and will be displayed at ClfA2023 in Nottingham. It is hoped that more institutions and organisations around the country will be interested in hosting it too.

We continue to look for other opportunities for collaboration on EDI both within and outside the sector to benefit from shared information. ClfA staff have attended construction cross-sector disability meetings, the Professional Associations Research Network's (PARN) equality and diversity group, and are working with the Enabled Archaeology Foundation on a themed edition of *The Archaeologist*.

For more information about equality, diversity and inclusion in archaeology visit the ClfA website at www.archaeologists.net/practices/equality_and_diversity_in_archaeology

Strengthening our institute

It is vital we reflect the needs and aspirations of our profession. 'We' are everyone who is accredited by ClfA or who supports ClfA through non-accredited membership – not just our Board, Advisory Council, committees or staff. We aim to foster a sense of shared responsibility and ownership in our institute, and to encourage more members to become involved in ClfA's work, at every level, taking advantage of the opportunities that provides.

Seeking the views of archaeologists

In October 2021, following the launch of our new strategic plan, we commissioned a research project to gauge the attitudes and behaviour of key audiences and stakeholders in relation to ClfA. We identified ten personas representing ClfA's key audiences and discussed with them topics including professional standards; professionalism and accreditation; external audience and stakeholders; ClfA's leadership and governance; and the preparedness of graduates. Overall insight gained was very similar across all ten groups, except for those representing academics. In general, there is positive appreciation for ClfA as an organisation, especially ClfA's advocacy work on behalf of the profession. But ClfA's role is not clear. There is scope to clarify our role in terms of 'policing' professional standards and regulating the profession, monitoring CPD, pay and conditions, and public outreach and outreach to non-member archaeologists. More generally, ClfA's role as a professional body and what a professional body is could be clarified. And there is scope for ClfA to build stronger links with academia, which may have benefits for commercial archaeology as well as undergraduates and graduates.

With a large, diverse and representative membership, ClfA can have more influence over our discipline and those we work with.

The insights gathered from these focus groups have helped us to work on prioritising our communications. To support and develop our expanding communications work we are appointing a new Marketing and Communications Manager. Our intention is these focus group discussions will be repeated and collectively, they are designed to help measure whether the 2021–30 ClfA strategic plan has been successfully implemented.

Our members survey, focus groups and research projects help us understand what really matters to our members so that we know what to prioritise.

Benefiting from lay director involvement

Since the introduction of the new governance structure when the Institute gained its Royal Charter in 2014, ClfA has benefited from being able to appoint lay directors to the Board of Directors. Lay directors bring a new perspective to the Board from outside the archaeological profession, helping us to think differently or to enhance our existing procedures based on their experience and expertise. The Board has recognised the value of different insights and detached viewpoints that lay directors bring to ClfA and considers this independent thinking an important component of good governance. In recognition of this the Board introduced a new policy statement setting out its procedure for recruiting lay directors.

Enhancing our ethical *Code of conduct* and policy statements

ClfA's *Code of conduct* set out the ethical principles for professional archaeology, and the rules that deliver them. These principles define how ClfA-accredited archaeologists should behave as we carry out our archaeological activities.

“
ClfA's *Code of conduct* defines how a ClfA-accredited professional should behave in archaeological practice
”

At times it is necessary to make changes to the *Code* to strengthen these rules and to develop our profession. At the 2021 AGM updates to the *Code* were proposed by the Board of Directors and agreed by the membership. Some of these related to aligning the *Code* with a new policy statement introduced earlier in 2021 setting out the crimes and actions the Institute considers might constitute a breach of rule 1.1. This rule is the expectation that accredited members will conduct themselves in a manner which does not and is not likely to bring archaeology or the Institute into disrepute.

The purpose of this policy statement is to guide those making, defending, assessing or investigating an allegation made against an accredited archaeologist or Registered Organisation in relation to this rule under the professional conduct regulations. These changes introduced revisions to the wording of rule 1.1 and the addition of a new rule 5.9: *A member shall not behave in a way, repeated over time, that is intended or likely to hurt an individual employee, colleague or helper, or group of employees, colleagues and helpers, physically or emotionally.*

A further new clause was added under principle 1 to make a member's responsibilities to the public interest as explicit in the rules as it is in the Preamble to the *Code* and the Charter By-Laws. This new rule requires that *A member shall be mindful of their duties to society, to those that could benefit from their work, to clients and commissioners, colleagues and helpers, to the profession and to themselves; when applying their judgement to balance differing demands they shall give due regard to their fundamental responsibility to the interests of the public.*

Promoting professional standards

CIfA Standards and guidance are reviewed regularly in light of changes to practice and advice from our special interest groups. This year, we have started on a more radical overhaul, looking at how they are structured, the relationships between guidance and Standard and between Standards and the *Code of conduct*. We are splitting the guidance into two parts. The first is high-level, universally applicable, in line with our strategic objective to ensure CIfA professionals have access to fit-for-purpose technical and ethical standards wherever they practise. This will be separated from nationally or regionally specific guidance, which is often more detailed. As part of this process, we have been working with the Historic Environment Division of the Department for Communities in Northern Ireland to align its guidance with CIfA and IAI Standards, providing a suite of integrated Standards, good practice guidance and jurisdiction-specific specifications. As well as supporting archaeologists in Northern Ireland to deliver the aspirations of the Archaeology 2030 strategy, the work will provide a template which can be rolled out across the UK and beyond.

Binding for accredited archaeologists and registered organisations



Code of conduct: professional ethics in archaeology

- defines the rules that tell a professional archaeologist how to behave in accordance with our shared values
- application of the rules in the *Code* is supported by Standards, guidance, policy and good practice guidance



Standard

- sets out the **required** outcome of the archaeological 'product' and/or activity eg field evaluation or archaeological advice
- working to the Standard = compliance with the *Code*
- supported by additional guidance demonstrating how to deliver the Standard



Policy statements / Practice papers

- additional **advice** to support adherence to the *Code* and/or Standard

Strongly recommended for accredited archaeologists and registered organisations



Universal guidance

- **Higher level guidance** to support the delivery of the Standard
- advises on what the profession presently considers good practice
- deviation from the guidance is not recommended and must be justified



Detailed guidance

- detailed guidance highlighting **jurisdiction/country specific** differences
- supports the universal guidance and adherence to the *Code* and/or Standard



Toolkits

- additional **resources** to support adherence to the **guidance**

We have also been taking a closer look at field evaluation practice as part of a Historic England-funded project working with FAME and consultants WSP, which will report shortly. The project has sought views from those who recommend, commission and carry out archaeological evaluation as part of the development process and has resulted in a wider conversation about the objective(s) of evaluation and the techniques we use to achieve them.

Providing good practice advice

To support the profession in applying the rules and expectations in the *Code of conduct* and Standards, ClfA provides additional good practice advice. Often this is produced in partnership with others.

Last September we published a new Professional Practice Paper on Delivering public benefit, setting out the rationale for putting public benefit at the heart of all archaeological work. This is based on recent and emerging research and grounded in our ethical obligations as professional archaeologists and was developed in collaboration with colleagues at HS2 and Sadie Watson MCIfA.

It is our shared view that archaeological work should deliver real, engaging and innovative public benefit. The Professional Practice Paper provides practical advice and suggestions and includes a range of case studies, from high-profile public projects to small-scale, privately funded developments.

“
ClfA accredited archaeologists have an ethical commitment to promote the value of the historic environment and to engage with the public to include, inform and inspire.
”

Specialist Toolkits are fast becoming an established feature on our website. These Toolkits have proven to be a great vehicle for providing accessible guidance and resources for practitioners across the historic environment sector. These have been developed with funding from Historic England and in collaboration with Sam Paul Heritage, the Archaeological Archives Forum (AAF) and Dig Ventures. In the past year we've added three more to the current suite:



- Toolkit for **selecting archaeological archives**: new guidance focused on sterile archives, including a sector-agreed definition, forms part of a new page of information added to the existing Toolkit for selecting archaeological archives.



- Toolkit for **recording archaeological materials**: complementing the existing Toolkit for specialist reporting, this Toolkit provides guidance for the collection of data that are essential for successful reporting.



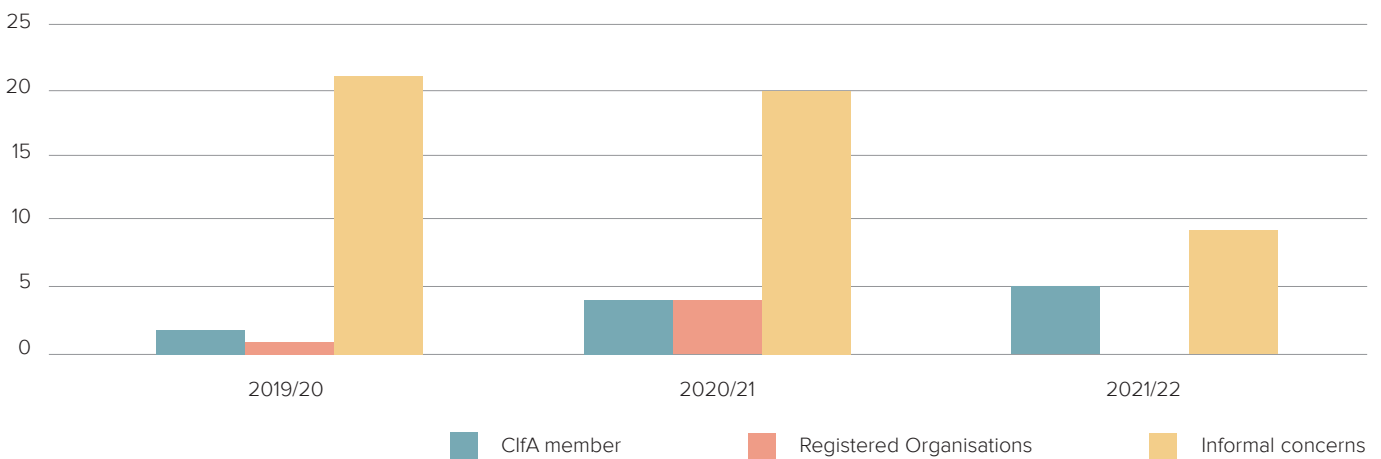
- Toolkit for **managing digital data**: the management of digital data and digital archives has been a hot topic for archaeology for years, and even more so as digital technologies have developed, transforming the way archaeologists work. This Toolkit provides guidance and resources to support the management of digital data.

Monitoring and enforcing compliance with standards

All accredited individuals and Registered Organisations agree to abide by the Institute’s Code of conduct and can be held to account by their peers through the professional conduct process if their professional behaviour is in question. Over the last twelve months we have dealt with 14 concerns raised against individuals (10) and organisations (4). Five were submitted as formal allegations. Two cases were dismissed as there was no case to answer or there was no reasonable prospect of a breach of the Code of conduct being found. Two cases are still ongoing. One resulted in a formal reprimand being issued to the member. Details of completed cases are published in The Archaeologist when applicable.

The current version of the Professional conduct regulations has been in place since 2019. Under the regulations, ClfA is normally expected to arrange for a review of completed cases approximately every two years by a lay person (who is not a member of the Institute). In April 2022 Sara Crofts, Chief Executive of the Institute of Conservation (Icon) carried out a review of a selection of completed professional conduct cases and prepared a report which was presented to the Board of Directors.

Overall, Sara’s view was that the processes in the Professional conduct regulations were followed appropriately. General observations were made for some improvement which relate to housekeeping and consistency in the use of terminology relevant to the regulations; and to providing more guidance to potential complainants on whether their allegation is covered by the regulations.



Number of formal and informal allegations received in the last three years

Our Registered Organisations scheme is a unique quality assurance scheme in archaeology. It is a recognised mark of quality indicating high professional standards and competence. ClfA’s Registered Organisations have demonstrated the necessary technical and ethical competence for their accreditation.

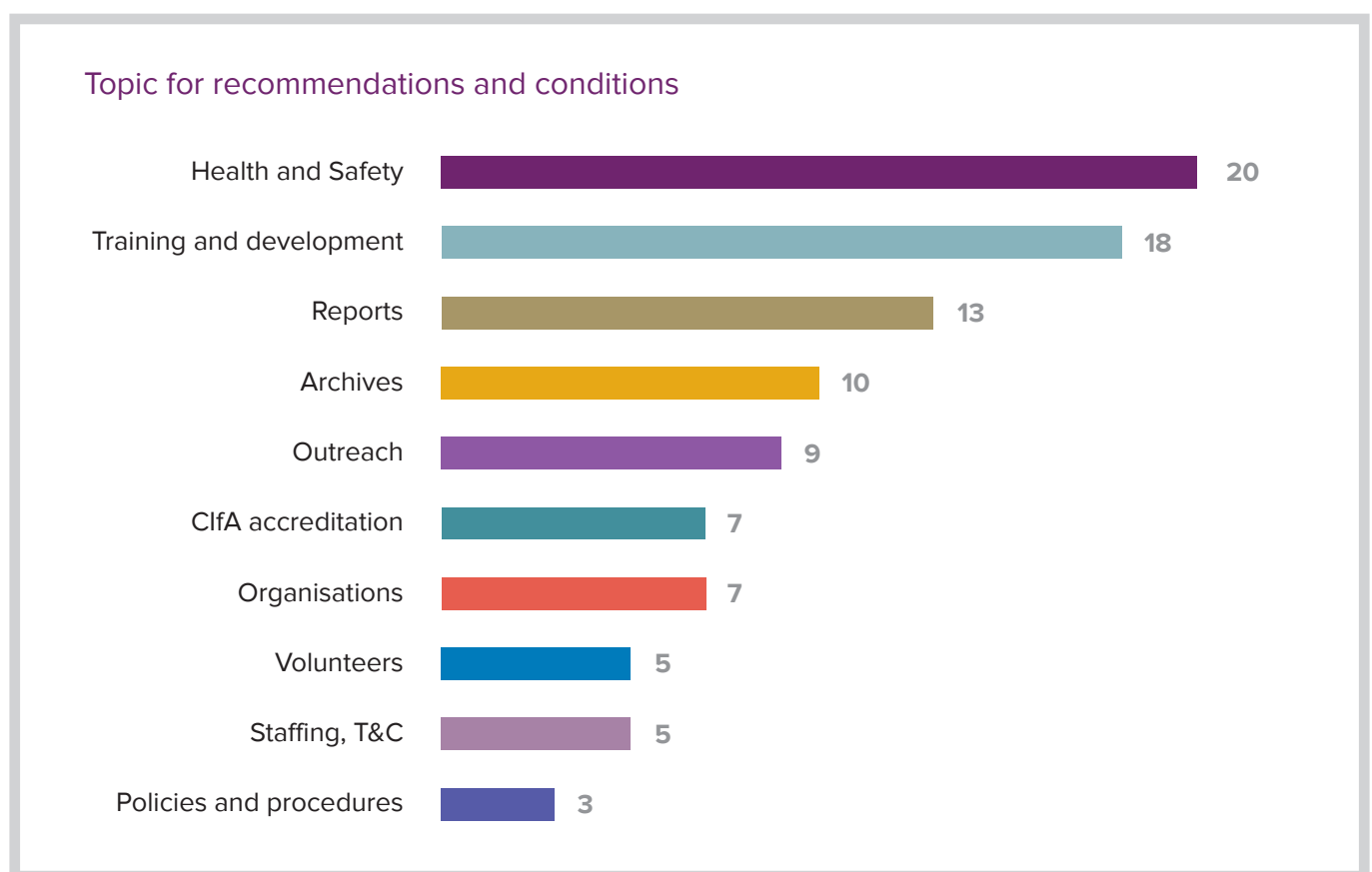
There are 82 Registered Organisations. They include most of the large organisations in the UK (nine with over 100 employees), with a growing number of smaller, self-employed companies and more specialist practices and archaeological advisory services. This year we also welcomed our first Registered Organisation in Germany.



Registered Organisations are subject to the oversight of peers and to become registered, businesses and suppliers of archaeological services must be assessed and inspected. The recommendations of the inspection panels are considered by the Registration Committee (Organisations), which assesses whether the organisation demonstrates they meet the requirements of the scheme and have the skills to provide informed and reliable advice and execute appropriate schemes of work.

Registration with the scheme usually lasts for three years, after which organisations submit a new application and are inspected again. As a result of the pandemic, the inspection of organisations was postponed for a year. Consequently, the following figures represent 2021–22, but also include a handful of organisations inspected at the end of 2020.

In total, 33 organisations were registered following inspection. Collectively they received 2 conditions of registration and 95 recommendations for improvement. No organisations were removed from the register, but 3 voluntarily left and 2 merged.



Further details of the conditions and recommendations can be found on our website.

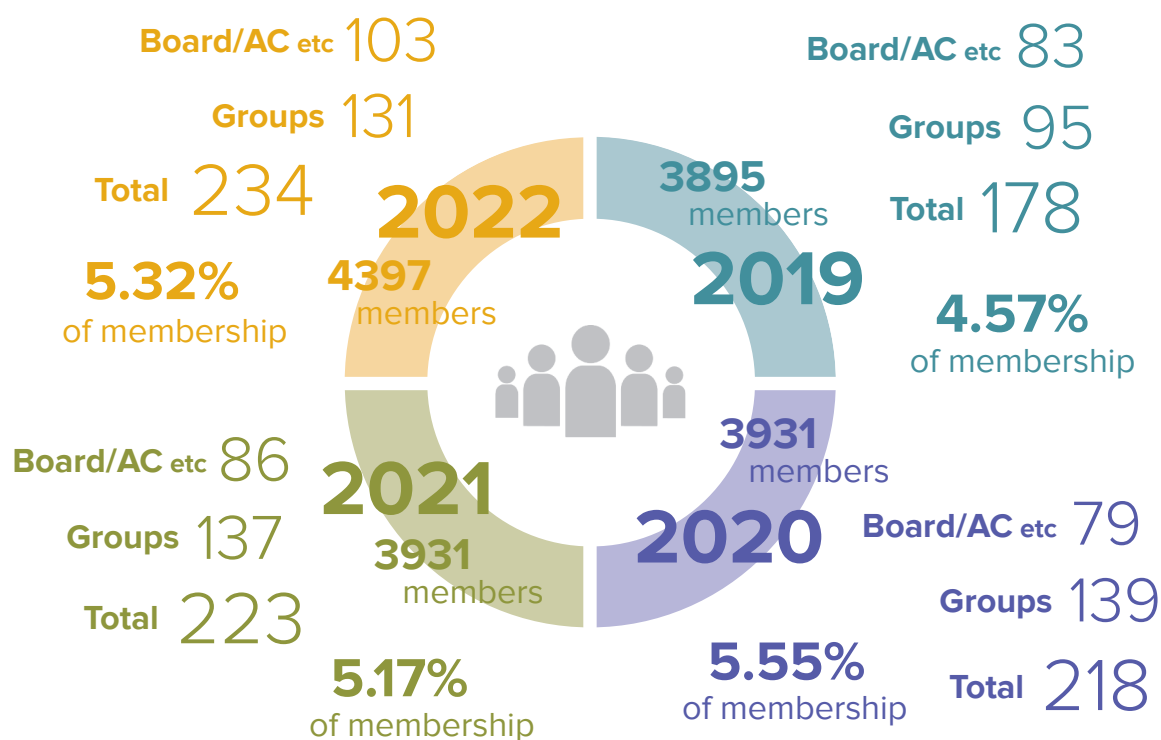
For more information about getting involved with ClfA visit our website at www.archaeologists.net/involved or email us at admin@archaeologists.net

For more information about professional standards in archaeology, including the Toolkits, visit the ClfA website at www.archaeologists.net/codes/cifa

For more information about the Registered Organisations scheme visit the ClfA website at www.archaeologists.net/regulation/organisations

Celebrating our volunteers

Again this year, ClfA has seen an increase in staffing provision (16.3 FTE) with new posts to support our assessment centre, membership accreditation processes and communications. An enormous amount of work would not be achieved without the support and commitment from members who volunteer to help with our activities. Without volunteers joining our Board, Advisory Council and committees, and supporting our advocacy, the Institute would not be able to function as it does. Our governance structure, the mechanisms to determine applications for accreditation and the development of good practice advice and procedures would not occur.



Number of ClfA volunteers

Of our 3269 accredited professionals (PCIfA, ACIfA and MCIfA), 103 currently volunteer on the Board of Directors, Advisory Council, Validation, Registration, Equality, Diversity and Inclusion, and Accredited Degree committees. They dedicate a huge amount of time and effort in helping the Institute to meet its objectives and providing expert advice. In addition, a further 131 members (from all categories) are involved in Area and Special Interest Group committees, providing important networks, CPD opportunities and expert advice. Other volunteers offer their time by assisting with professional conduct panels, Registered Organisation inspections and Accredited Degree panels, with advocacy, or through running sessions or speaking at conferences and other events. Our volunteers come from a variety of backgrounds, such as fieldwork, finds, academia and museums. They may be self-employed, retired, students or in part- or full-time employment, and working at all levels of responsibility.

The governance of ClfA – and verifying all our processes for measuring compliance with standards – is demanding, so we need to draw on the rich talent our members offer to support this.

Volunteering also provides a strong sense of being able to contribute to the profession and to give something back.

Volunteering is a huge support to the Institute, but it also provides many CPD benefits for individuals. These range from being involved at the forefront of discussion about developments to the profession, to networking with colleagues and benefiting from sharing advice, experiences and values. Skills such as minute taking, organising events or chairing meetings, as examples, help to support individual career development.

For the last couple of years, we have taken part in the UK's national Volunteer Week, using our social media platforms to promote the benefits of volunteering, and collecting sound bites from some of our volunteers about their experiences. Our regular tea breaks have provided a great opportunity to have informal discussions with members about how they can get more involved in ClfA. The move to more online working has made our committees more accessible to members by not having to factor in the travel time to attend in person. Our Advisory Council has used this to its advantage, holding more frequent but shorter online meetings, which in turn has allowed it to offer more timely advice to the Board and ClfA staff. Additionally, having committee meetings online has allowed members to observe how these work before joining formally.

The Board and ClfA staff would like to offer our thanks to all those who volunteer for the Institute. We would also like to thank the organisations and employers who allow their staff the time to commit to the Institute.

I find volunteering rewarding and positive for my own career, forming links with others in archaeology and promoting changes and ideas within our sector.

Protecting archaeology through advocacy and challenge

The public value of professional archaeology justifies ClfA to lobby for improvements to laws, policy and practice affecting archaeology. We work closely with governments, civil servants and external organisations, collaborating with many others in both formal and informal partnership to ensure our contribution is understood. The better this is understood, the more archaeologists are listened to and respected.

Realising our long-term efforts

More than 14 years since they were first drafted for the 2008 Heritage Bill in England, the provisions that would place Historic Environment Records (HERs) on a statutory footing were included in the Levelling up and Regeneration Bill, published in May. If the Bill passes UK parliamentary scrutiny, this will be a major win for ClfA and sector colleagues who have long argued that HERs need to be less vulnerable to having their roles and funding diminished. This would bring England level with Wales, where HERs received statutory protection in 2016, and highlights the target to bring Scotland and Northern Ireland in line in coming years.

Through our advocacy, ClfA influences policy and decision makers and works to make sure the historic environment is considered and protected.

The Levelling up Bill is also being used as a vehicle for the replacement of Environment Impact Assessment and a new suite of National Development Management Policies (NDMPs). NDMPs also precede the government's review of the (English) National Planning Policy Framework, a scoping paper for which is due this summer. ClfA advocacy advisors are currently engaged in discussing the ClfA approach to advocating on these important issues.

ClfA is also engaging in ongoing discussions with Historic Environment Scotland, following a consultation on Scotland's National Planning Framework 4, which was published in early 2022. Government is currently considering changes and we will be working to ensure that the final document capitalises on opportunities to seek technical improvements to planning and presents a positive, mainstreamed set of historic environment policies which reflect the broad contribution that archaeology makes to placemaking in Scotland.

Responding to threats and change

Beyond planning, there have been several prominent threats to university archaeology departments in the last 12 months. These threats have characterised a period of broader uncertainty around the long-term sustainability of graduate entry pathways into archaeology, heritage and the arts. As well as responding directly to universities threatened with cuts, ClfA has worked with University Archaeology UK to support efforts to lobby government to achieve a more favourable funding settlement for English archaeology courses when cuts were proposed in July last year. These efforts were successful and the proposed cuts were withdrawn.

In addition to this work, ClfA has recognised the broader need to support and promote sector skills through ClfA advocacy. ClfA staff have represented ongoing work on apprenticeships, accredited degree programmes, approved employer training, and other work being undertaken by ClfA and throughout the profession to the Minister of Culture, Communications and Creative Industries in Westminster, and in discussions around updates to Scotland's Our Place in Time strategy.

Through this advocacy ClfA is communicating to government that archaeology at university is both a valuable vocational degree subject, where there is demonstrable demand, and a blended science/humanities degree which will provide students with many transferrable skills should they choose not to enter the industry.

“
We are communicating to government that archaeology is a valuable vocational degree subject.
..... ”

Getting archaeology's voice heard

ClfA continues to participate actively in many sector forums and working groups and directly with a range of partners to deliver on a wide range of policy issues. This year, such work included reviewing the UK Forestry Standard, developing guidance for woodland creation in England, developing Wales's Sustainable Farming Scheme, examining DCMS's Cultural Heritage Capital programme, and advising on Scotland's NPF4 and Archaeology Strategy, as well as Northern Ireland's Archaeology 2030 programme. ClfA works closely with the Heritage Alliance advocacy groups, CPRE-led Better Planning Coalition, and Wildlife and Countryside Link to ensure joined-up responses to all relevant planning and environment issues.

At present ClfA's advocacy is predominantly focused within the UK, because that's where most of our members' and staff's expertise lies. As ClfA's non-UK membership grows, its non-UK advocacy is expected to grow proportionately. ClfA's relationship with the Deutsche Gesellschaft für Ur- und Frühgeschichte e.V (DGUF) provides fruitful opportunities for advocacy initiatives to take root as ClfA Deutschland expands activities in proportion to its growth. We will also explore options to develop advocacy expertise within ClfA Australia when they have the expertise to do so.

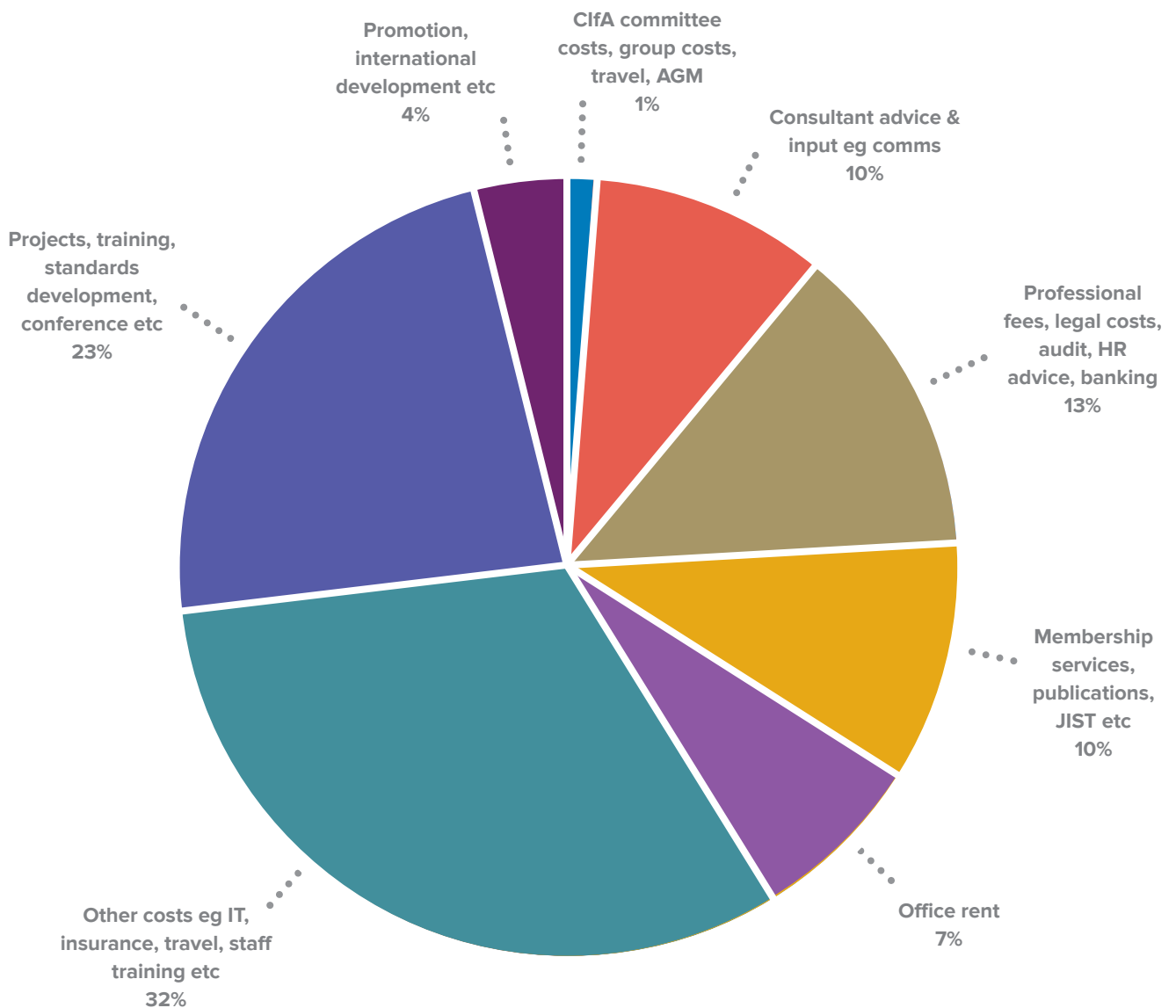
Details of our current advocacy priorities are on the ClfA website at www.archaeologists.net/advocacy

Accounts from 1 April 2021 to 31 March 2022

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

Detailed income and expenditure accounts, financial statements and Honorary Treasurer report are available on the ClfA website at www.archaeologists.net/annual-reviews-and-accounts.

In addition to the costs of employing staff to run the Institute and deliver the work highlighted in this review to meet the objectives for the strategic plan, your subscription fees, along with external project funding and event fees, have been invested in the following areas:



ClfA expenditure April 2021 to March 2022

***“By promoting professionalism
and professional recognition
ClfA helps attract talent and
develop careers”***

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ClfA