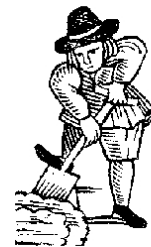


Diggers Forum report on away work and travel in UK commercial archaeology, 2011

Chiz Harward, Mary Neale and Sadie Watson

January 2012



The Diggers' Forum

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Summary

This report outlines the results of the recent Diggers' Forum surveys on work-related travel and away work in UK commercial archaeology. Two comprehensive anonymous internet surveys were carried out during 2011, the first gathered information from over 250 employees, whilst a second survey targeted archaeological employers. The resultant sample represents approximately 8% of working archaeological site staff at the time of survey, and approximately 10% of the employers. The employee sample appears to be in line with latest figures on the make up of the profession, although it is possible that a potential bias to older respondents is related to the recession restricting access to new entrants (Section 2.8).

The results of the survey are given and discussed in detail within the report. The profile of the respondents is analysed in Section 2. Section 3 looks at advertising of archaeological jobs: where employees look for work, and what is important to them, and to employers, this information was used to create a set of recommendations on advertising archaeological jobs.

Section 4 considers the current jobs of the respondents and the types of employers for whom they work. Away work is analysed in Section 5, with detailed figures on the number of nights spent away from home considered alongside the views of employees and employers. The nature, type and provision of accommodation is considered in Section 6, with subsistence payments covered in Section 7. Section 8 gives a detailed breakdown of the travel done by archaeologists –both normal commuting and work-related travel. Section 9 covers working hours, both the basic contractual hours and the extra travel hours that staff are expected to work. This section also covers the various levels of remuneration for travel time. The views of the respondents on travel and away work are highlighted in Section 10, with the effect of away work on financial, professional and personal life considered.

Section 11 presents a series of employee scenarios: examples demonstrating the effect of variable travel pay, away work and costs on an archaeologist's income. The simple figures underline the importance of travel costs and pay to archaeologists' incomes.

Section 12 discusses various elements of the current situation and highlights the need for clarity in advertising archaeological jobs, a register or website listing all archaeological terms and conditions is proposed to allow archaeologists to choose the best payers and avoid the worst.

Two sets of recommendations are made in the report; the first relates to advertising of commercial archaeological jobs and sets out a simple and achievable set of standards to ensure clarity in what terms and conditions are being offered (Section 3.1). This is essential to allow potential employees to know what they are really being offered, and is intended to act as a mechanism to allow potential, and existing employees, to understand the actual relative benefits and costs of each employment. It is hoped that moves towards transparent advertising will allow those employers who treat staff well will benefit from their actions, whilst those that have poor terms and conditions are exposed.

The principle recommendations on transparent advertising are:

- Details of the starting salary available to a new starter, avoiding use of incremental pay ranges that may make salaries appear greater than they could be for a new starter.
- State what level of experience is required for the post.
- Any probationary period.
- Details of sick pay, holiday entitlement and pension provision including any qualification periods.
- The length of the working week and whether any compulsory overtime may be required.
- Where the job will be based and whether away work is envisaged.
- Whether a driving licence or specific skills card is required.
- Indicate whether accommodation will be provided if the contract is a short term appointment and whether there is any charge for this.
- Indicate whether there are any subsistence allowances for away work and how much these are and when they are paid.
- Give details of pay for travelling time for both drivers and passengers, clearly stating that travel time is not paid if that is the case.

The second set of recommendations outlines the areas in relation to travel and away work where the Diggers' Forum feels that improvements can be made (Section 13). The basic principle is that you should be paid for the hours that you work. None of the employers stated that their wages covered a travel component, and none of the wages were sufficiently high to cover the costs of travelling as part of the salary. There are many complex and differing ways of paying staff for travel, and the DF acknowledge that it will be difficult to harmonise all aspects. However it does hope that all employers will work towards the spirit of the recommendations. The principal recommendations include:

- All travel time outside of core hours should be paid to all staff, or the equivalent TOIL accrued: this should be paid to all drivers and passengers. Staff should be paid for their hours.
- All driving and passenger time on Saturdays should be paid in full at time and a half, or the equivalent TOIL accrued; all driving and passenger time on Sundays should be paid in full at double time or the equivalent TOIL accrued.
- Mileage should be paid to all employees who use their own vehicles for work-related travel. Where company fuel cards are used a payment should be made to cover running costs, wear and tear and depreciation on a pro-rata monthly rate.
- Mileage rate of at least 40p per mile, reviewed annually and increased in line with the RAC Cost of Motoring Index or a similar index.
- Away work to be triggered after a drive of a maximum of 1.5 hours unless it is for a short duration (1-2 nights maximum), and *all* staff are happy to travel.
- National minimum sub of £15 a night for stays in B&B, rising to £20 a night in April 2013 to reflect inflation.
- Minimum notice period for away work of two weeks except when absolutely unavoidable, possibility of 'on-call' and 'off-call' system for last minute away jobs.
- Rotation of staff on away jobs in a transparent manner.
- Rotation of drivers to prevent fatigue and ensure driving pay is spread around the team.
- National register of terms and conditions relating to travel and away work allowing employees to compare different employers.

The Diggers' Forum calls on archaeological employers, employees, trade unions, professional and trade bodies to comment on this report and to join in discussions to agree a way forward to address the issues raised in this report, and to sign up to the twin sets of recommendations. The first step is to be open and transparent about what is currently being paid -and what is not being paid; the next step is to accept or develop the recommendations and raise standards to an acceptable level. By giving Diggers the information to compare units we can improve the current system for all employees, and allow employers to bid for work on an even footing with each other.

At present many employers are attempting to pay their staff properly for the long hours spent travelling on work business, or living away from home and family; these employers are losing contracts to those companies that choose to not pay any travel time, but demand the same long hours. The Diggers' Forum believes that the employees, already suffering on low wages, should not be the ones to suffer further financial distress for the benefit of their employers. We as Diggers need to stand up to bad employers, not be grateful for any work at all. There is a price to poor wages and conditions, and it is paid for in our colleague's abandoned careers. By making this issue public, and by continuing to shine a light on poor employers we will strive to level the field so that contracts can be won on standards and quality of work, not who is prepared to rip off their employees the most.

The Digger's Forum aspires to a sustainable and financially viable career for all archaeologists. This survey has shown that differences in travel and away pay seriously affect archaeologists' income, and the archaeologists themselves on both personal and professional levels. We recognise that many people in the UK travel long distances to work, and that for many this is a normal part of everyday life which is increasing as work opportunities get scarcer. We are not demanding special pleading for archaeologists, we are asking for clarity and fairness for the good of the individuals, the employers and the profession at large.

The ultimate question must be asked, what kind of profession do we want to leave to future generations of archaeologists? Do we want to maintain the current system of disposable, deskilled workers living often hand-to-mouth and travelling across the country in the hope of just keeping going? Do we want to maintain a kind of two-tier system between those that have permanent jobs and those that are on short contracts; between those working as Site Assistants and those who have climbed the ladder to Supervisor and beyond?

If this survey has shown anything, it is hopefully that by simply levelling the field regarding travel and accommodation conditions we can make commercial archaeology a less dysfunctional and self-abusing profession and significantly improve the profession for all.

Acknowledgements

The authors would like to thank all those Diggers who took the time to provide the detailed information on which this report is built: we hope that this report will make a positive difference to your conditions and help create a fairer profession.

We would also like to specifically mention those employers who not only took part in the survey but were confident enough in their pay and conditions that they felt able to be identified; thank you to Archaeological Services & Consultancy Ltd, Archaeology South-East (University College London), Archaeology Warwickshire, GUARD Archaeology Limited, Headland Archaeology (UK) Ltd, Southampton Archaeology Unit and Tyne and Wear Museums Archaeology.

Thanks must also be extended to the staff of the IfA, in particular Kathryn Whittington, for support and assistance in publicising the survey. The DF would like to thank David Connolly for technical support for Fig 7.

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The Diggers' Forum (DF) is committed to creating a positive, sustainable and financially viable career for all professional archaeologists at all points in their career. The DF is a Special Interest Group of the Institute for Archaeologists representing all archaeologists working out on site at whatever grade. Membership of the DF is open to all.

For more information please see the website www.archaeologists.net/groups/diggers

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1 Introduction and survey outline

This report presents the results of a comprehensive survey carried out by the Diggers' Forum (DF) into the current conditions relating to away-work, travel and subsistence payments in UK commercial archaeology in 2011. Research into the subject was carried out via two surveys hosted on SurveyMonkey, an online survey hosting service. The initial survey was designed to capture the situation and experiences of employees and was open between January and May 2011, this was followed by a survey aimed at capturing the situation from the employer's perspective which was open between July and August 2011.

The Employee survey contained 75 questions and was advertised on the IfA news webpage, the Diggers' Forum page on the IfA website, in Rescue News, and via email to Diggers' Forum members (for the text of the survey see Appendix A). Articles on the survey were included in the DF newsletter; it was also advertised on the BAJR news page. A link to the online survey was also made available for onward distribution via 'word of mouth'. Questionnaires were available in pdf format however this was not requested. The Employee survey was anonymous; it being felt the length of the survey was enough to put off any concerted attempts to skew the data.

The Employer survey consisted of 80 questions and was in a similar format to the Employee survey. A letter outlining the rationale behind the Employer survey with a link to the online questionnaire, was sent by IfA staff to a list of employers' email addresses held by the IfA (for the text of the survey see Appendix B). Employers were required to state their organisation's name, but were free to remain anonymous.

263 separate Employee questionnaires were submitted between 26th January and 19th May 2011. Multiple answers from IP addresses were checked to ensure that they represented individual entries. One respondent was disregarded as the responses were clearly not true. Data from those who clearly neither resided nor worked in the UK was also disregarded as having no relevance to the survey. A total of **258** submissions were analysed.

Due to the length of the survey and the fact that some questions were not relevant to all respondents many submissions were only partial. We have included all responses for each stage of the survey and expressed the results as a percentage of the relevant respondents to the particular question or combination of questions; where it is directly relevant we have specified the relevant number of responses.

Due to the complex issues involved some questions were clearly misunderstood, particularly on the Employee questionnaire; this led to some responses for some questions being excluded from the survey results as the respondent had not understood the question. Where there were significant problems with the responses for a particular question, all responses to that question were excluded. It is not considered that these omissions affected the results of the published survey.

The length of the survey was clearly a problem for some respondents, and in hindsight the surveys were probably over-ambitious. It was initially felt that a less detailed survey would not produce

meaningful evidence and that a detailed approach was worth pursuing, despite the potential drop in responses. That over 250 'employees' provided detailed data is a sign that this initial position may have been correct, the numbers who gave up part-way through the survey were far less than those who completed the survey to the last question.

Employer respondents were given the option of whether their results would be linked to their company, this was as it was considered that it was more important to gather as much data as possible rather than insist on units being named. On the Employer survey the name of the organisation had to be entered in order to view the rest of the questionnaire, interestingly two respondents filled in a false name in order to view the questions without answering any further questions. Twenty four respondents answered the survey between 1st July and 19th August 2011. Nine of the 24 participating companies agreed to be associated with their survey replies. Those employers who started the survey generally filled in the entire survey, with 18 employers reaching the end of the survey.

Responses to questions relating to IfA membership, DF activities and union membership (Employee survey questions 10-18) have not been included within this report except where they are relevant to the subject.

It was intended to publish the results of the survey as soon as was possible after the completion of the employer survey, however workload and other DF commitments prevented this. It is not felt that the situation has appreciably changed in the last six months and the overall conclusions of the report are considered to remain valid. Initially it was intended to publish the survey results in the Forum Dispatch, the newsletter of the Diggers' Forum, however it soon became clear that the report would be too long for this format, and that publication as a pdf hosted on the IfA website was more suitable.

1.1 Anonymity

The Employee survey was anonymous. Employees were asked to specify their current employer in the Employee survey, and employers' names were frequently mentioned in the free comments, although several respondents refused to give their employer's name. Employers had the option of remaining anonymous or of opting to be associated with their results in the Employer survey. It was decided that given the small proportion of employers that had given permission to be named, (9 out of 63) it would not be appropriate to name the employers; employers and employees have therefore been afforded the same degree of anonymity throughout this report. The names of current employers have been tabulated in

Figure 17, however no data has been attached to this list beyond the number of responding employees

Whilst it would have been very useful for employees to be able to compare employers' pay and conditions, it was felt that the information from the survey was not necessarily accurate –especially given conflicting accounts of mileage rates, travel pay and conditions at several companies. One of the recommendations of this report is that a national register of terms and conditions is established to allow employees to compare employers and see exactly what is paid and at what rates.

For a list of those employers that were prepared to stand up and be named, please see the acknowledgements.

2 The Employee Survey respondents

The initial questions of the Employee survey were designed to construct a picture of the respondents; this could then be used to test whether the data collected was representative of the wider profession, or was skewed in some way, as well as being a useful snapshot of archaeologists at the time of the survey. The main source for information on the archaeological profession is the series of publications known as Profiling the Profession (PTP) which have been produced by the IfA since 1999. The Invisible Diggers survey (Everill 2009) produced data specifically on commercial archaeologists and provides additional comparative material for this report.

2.1 Gender

164 of the responses were Male and 92 were Female, 2 did not state sex (Figure 1). Therefore of those who stated sex 64% were male and 36% female; this suggests a gender profile of the respondents that is identical to the Invisible Diggers results of 64.44% male, 35.56% female (Everill 2009, 67) and broadly in line with the overall ratio of 59% male, 41% female, and of 61% male, 39% female for 'Field investigation & research services' identified in Profiling the Profession (PTP) (Aitchison and Edwards 2008, 47–8).

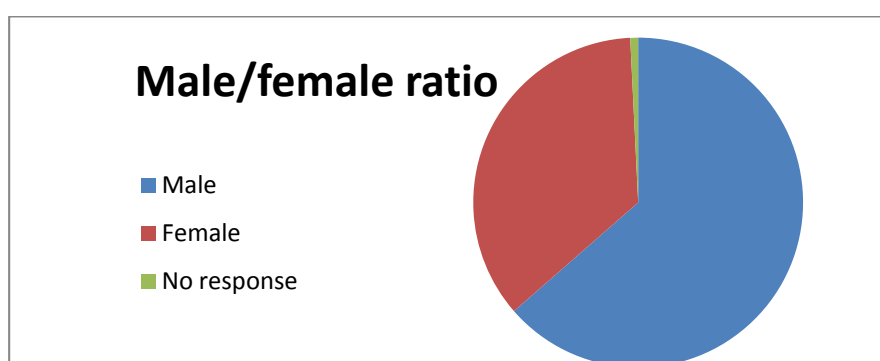


Figure 1 Male/female proportion of all responses

2.2 Age

Respondents gave ages between 21 and 69 (Figure 2). There were no responses from anyone aged under 21. Two respondents did not state their age. PTP gives the average age as 38 (Aitchison and Edwards 2008, 48) which is in broad agreement with our sample. The Invisible Diggers gave an average age of 32 for commercial archaeologists (Everill 2009, 67). The proportion of male to female was fairly even for the younger responses, with females 26-30 outnumbering males, however the proportion of female respondents was significantly lower after the age of 32. The age ranges of male and female respondents follows closely the graphs shown in PTP Figs 5 and 6 (Aitchison and Edwards 2008, 49–50) and Invisible Diggers Fig 32 (Everill 2009, 68), however there is a potential lag in the drop off in our sample, possibly caused by an over-representation of supervisory employees who may stay in archaeology longer, or this may have been caused by the recession. It may also be the case that younger archaeologists are less likely to be aware of, or fill out surveys than those who have been in the profession longer.

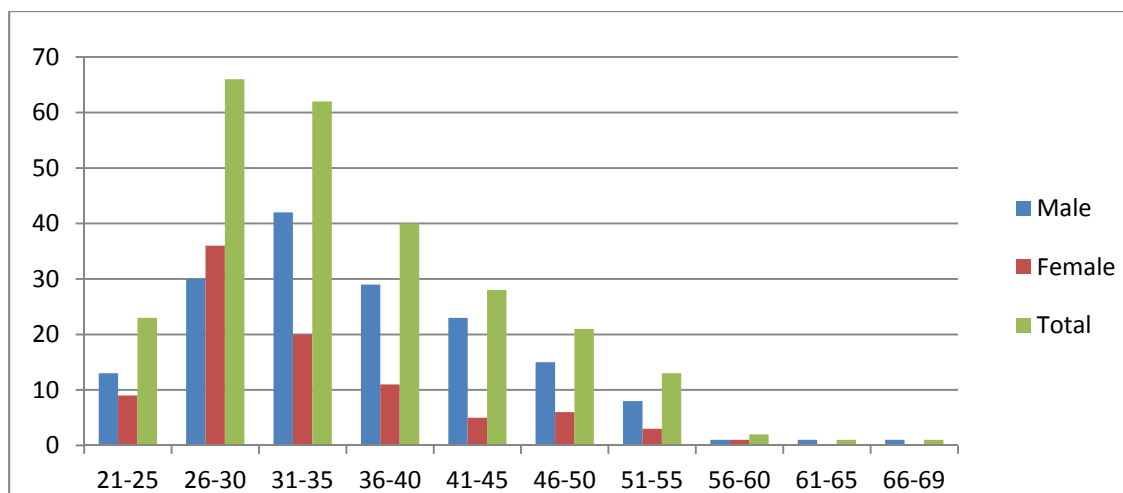


Figure 2 Male/female ratio against age-ranges (age range in years on X axis, number of responses on Y axis)

2.3 Dependant children

We asked how many children were respondents financially responsible for (Figure 3). Only **one** respondent aged below 30 had a dependant child. The overwhelming majority of respondents did not have children, with only 25% of males and 13% of females having a dependant child.

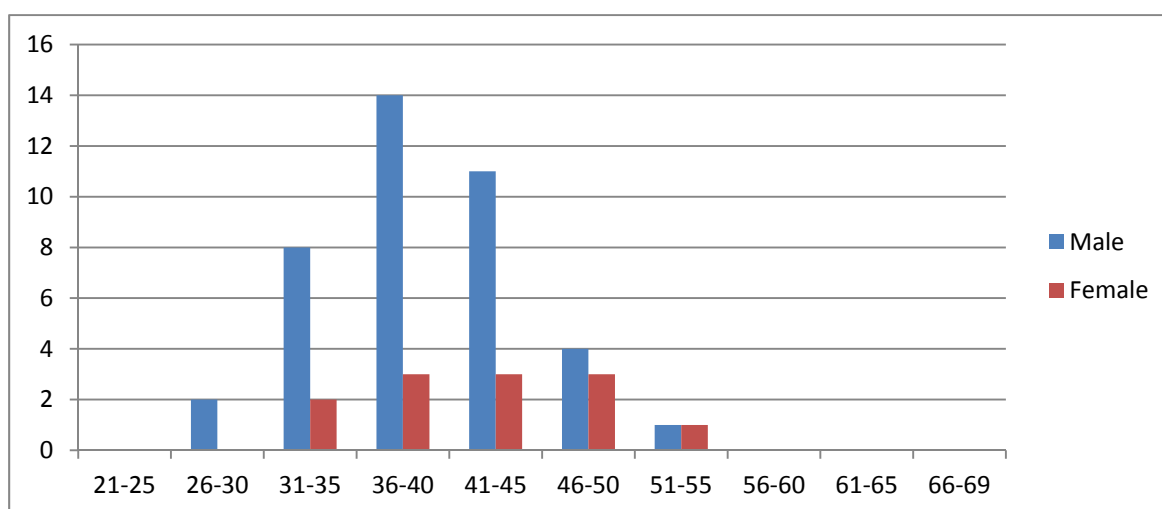


Figure 3 Number of respondents with dependant children (Y axis) by age-range (X axis) showing male/female split

Perhaps significantly more male than female respondents had dependant children, despite the 64/34% gender split(Figure 4); there are many possible explanations and we do not have data on why this may be the case.

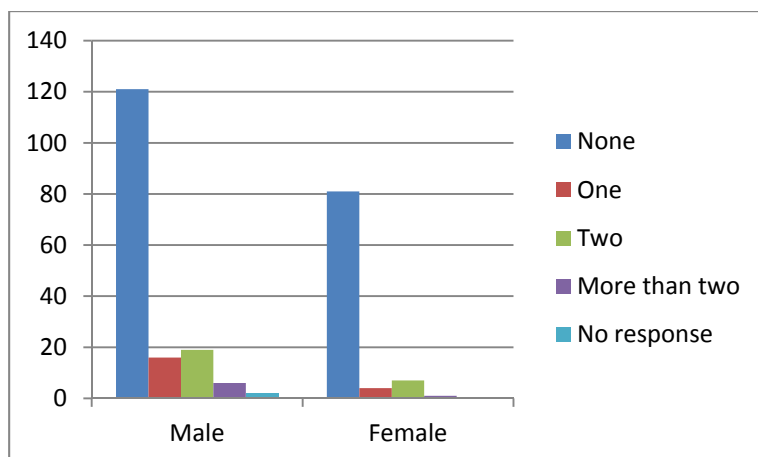


Figure 4 Number of dependant children by male/female split

2.4 Nationality

The overwhelming majority of respondents were UK nationals (Figure 5). Of the 8 EU nationals 4 were Irish and one was Polish. Seven of the ten non-EU respondents were from north America (USA and Canada) and two were Manx. This reflects the 93% figure in PTP for UK archaeologists (Aitchison and Edwards 2008, 54), it would be interesting to compare these figures with the anecdotal evidence for non-UK nationals working as archaeologists in many areas of the country, it is not clear whether there has been a decline in non-UK nationals working in archaeology since the 2008 recession.

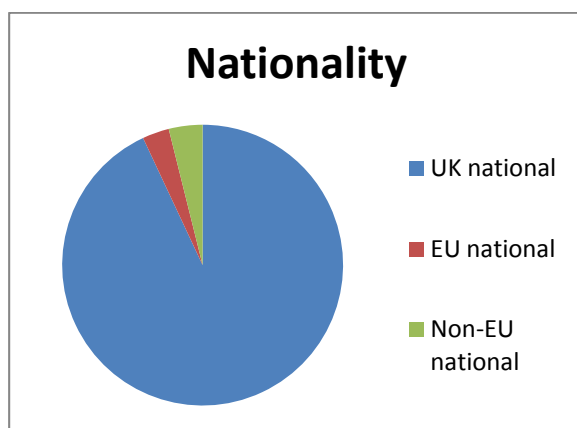


Figure 5 Nationality of respondents

2.5 Residence

Of those who responded a surprising proportion (41%) of respondents were owner-occupiers, with the second most common housing type being those who lived alone or as a couple in rented accommodation (33%; Figure 6). Far fewer were in multiple-occupant houses or flats (12%), with 8% either living full-time with parents or having no fixed address. This might seem to be a reflection of the age of the respondents –with a relatively low number of responses from 21-25 year olds who may be less likely to have a mortgage, however the youngest owner-occupiers were 25, and 24

respondents aged 25-30 were owner-occupiers. At the other end of the spectrum those who described themselves as 'no fixed abode (sofa-surfers)' were all in their 20s or early 30s.

Of the owner occupiers only 4 stated that they were at a Project Manager/Consultant level. In fact 4 were students (aged 30 or 31), 4 were self-employed, 8 were Site Assistants (although one of these had previously been a Project Officer, and two had been Supervisors), 10 were Supervisors (with 3 having worked previously as Project Officers), 17 were at Project Officer grade and 17 were unemployed. Of the unemployed 7 had previously worked as Supervisors, and one as a Project Officer.

We cannot know the individual circumstances of all the owner-occupiers, certainly it would be hard to get a mortgage on a site assistant's wage without a significant deposit, or a partner who earned a far higher wage.

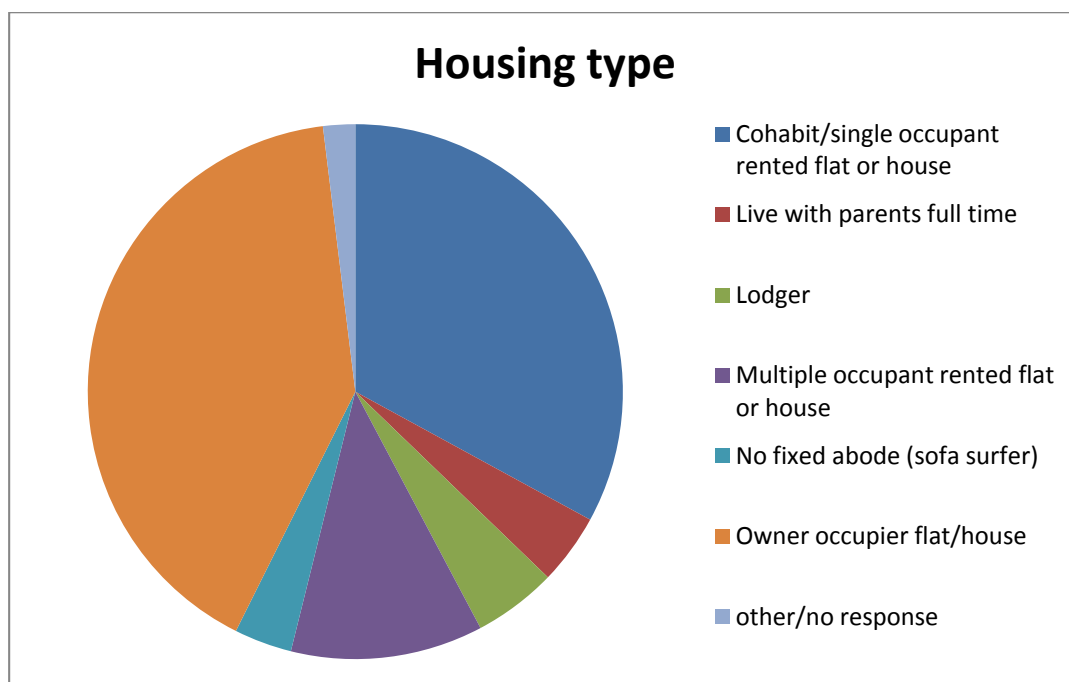


Figure 6 Housing type

2.6 Location

The survey asked for the postcode of respondents' main residence to allow the data to be checked for geographical bias (Figure 7). There is a clear distribution of responses across the UK mainland, with most regions and centres of population represented as suggested in PTP although it should be noted that we were surveying home addresses, not the employers address (Aitchison and Edwards 2008, 46). There is a paucity of data from the Southwest, Wales (and in particular South Wales), the Northwest and Borders, and the Highlands, but this may be a reflection of population density and distribution of archaeologists. Overall it is felt that the respondents are geographically a broadly representative sample.



Figure 7 Geographical distribution of Employee respondents

2.7 Level of education

The overwhelming majority of respondents had a first degree or higher qualification, of the 18 without a degree only one was in their 20s, and one in their 30s: the rest were all in their 40s or 50s; this confirms the figures in PTP (Aitchison and Edwards 2008, 12) and is broadly similar to the Invisible Diggers (Everill 2009, 69-72). 50% of the graduates had done a post-graduate course, with most taking a Masters (Figure 8).

When asked what was important in a prospective candidate none of the employers stated that a good degree was 'very important', 4 felt it was 'important', 12 felt it was 'useful', and 7 felt it was 'not important'. Similarly when asked about post-graduate qualifications no employers felt that it was 'very important', 2 felt it was 'important', 14 felt it was 'useful', and 7 felt it was 'not important'.

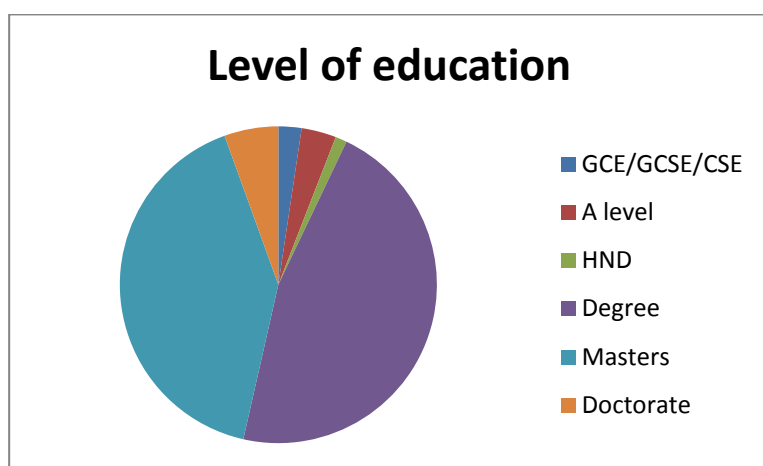


Figure 8 Highest level of education achieved

2.8 Sample size, validity and potential bias

The Employee sample size of 258 represents approximately 4.5% of the total archaeological profession of 5827 estimated for 1st January 2011 (<http://www.archaeologists.net/news/110216-new-job-losses-figures-published>). This may not be a statistically significant proportion of the whole profession, however the survey specifically relates to those field archaeologists in the predominantly commercial sector which was estimated to be 3189–3225 at the time of the survey, which gives a sample size of approximately 8% of the commercial fieldwork sector. Given that the survey largely relates to away work the percentage represented in our survey of those significantly affected by away work or travel may be higher than the 8% figure (excluding predominantly office based staff such as managers, processors, illustrators and specialists).

Of course we must remember that the IfA figures only represent those in actual employment, whereas our survey was open to those who were not currently employed. From the figures produced during the recession we know the approximate numbers of archaeologist who have been made redundant since 2008, however we cannot augment this with a figure for the number of archaeologists who were unemployed at any one time. The nature of the archaeological jobs market, with many archaeologists leaving after a short career, means that such data is hard to capture accurately, although it may be a useful avenue for future research.

The gender ratio of the sample appears to be relatively comparable to the wider profession; however the age distribution would appear to have a slight bias away from younger archaeologists. It may be that the archaeological workforce is aging, possibly due to the recession as new graduates cannot gain employment and there are limited opportunities for archaeologists to gain new employment outside archaeology. This is unproven, although again it would be an interesting avenue for research.

When establishing whether the Employee sample is valid and representative a number of factors have to be taken into account. We want a sample that is broadly representative of the archaeological workforce, however self-selection will have been at play in deciding who responded – many archaeologists will not have responded because they do not work away so did not feel the survey was relevant to them even though they travel to work every day. Those on away-work may have less access to computers to fill out the survey, or less time to do so, conversely they may actually have more time whilst away from home.

There is also a limited amount of recent data on archaeologists to compare against, with PTP and Invisible Diggers being the only real sources of statistical data that is scientifically collated. The data from Employee respondents is largely in line with the latest Profiling the Profession (Aitchison and Edwards 2008) and the Invisible Diggers data from 2003-5 (Everill 2009), despite the effect of the recession in the last three years. This suggests that the sample is broadly representative of the make-up of the archaeological profession as a whole.

2.9 IfA membership as an indicator of career progression

Some idea of the respondents' career progression can perhaps be gleaned from their IfA membership grade (Figure 9). In the Employee survey 115 respondents were IfA members, whilst 127 respondents were not members. Of the IfA members 16% were student or affiliate members, 26% were PlfA, 38% were AlfA, and 20% were MIfA. If extrapolated to the rest of the respondents this might suggest that our survey is biased to the higher grades of archaeologist, and is therefore not entirely representative of Site Assistants. However Site Assistants are perhaps less likely to join the IfA and this could be where the Site Assistants responses are hidden. A look at the current or highest previous job title of the non-IfA members who responded suggests that the survey is indeed slightly bias to supervisory positions, with 46% of non IfA members having worked at Project Officer level or above and only 17% having only worked as Site Assistants.

In the Invisible Diggers survey 116 (35%) respondents were IfA members and 212 (65%) non-members. Of IfA members 11% were non-corporate, 27% were PlfA, 32% AlfA and 30% MIfA (Everill 2009, 73).

In addition, the graph showing the length of time spent working as an archaeologist (Figure 15) clearly shows lower figures for those who have not been working as archaeologists for long, compared to those who are more established in their career.

It is therefore clear that the sample may have a slight bias towards established archaeologists and specifically to those in supervisory levels, with an under-representation of Site Assistant roles within the sample, especially those beginning their careers. No attempt has been made to 'fix' this bias, and

the results are reported as they were submitted, although comment is made where the results seem out of line with assumptions. Supervisory staff do undertake away work, and do travel – perhaps in some cases more than Site Assistants - however they are perhaps more likely to have permanent jobs and may carry out a *different type* of away work than the stereotypical ‘circuit digger’ moving from site to site with nothing more than a rucksack. We will try and determine the reality of modern archaeological life by careful interrogation of the data to establish the realities for differing circumstances.

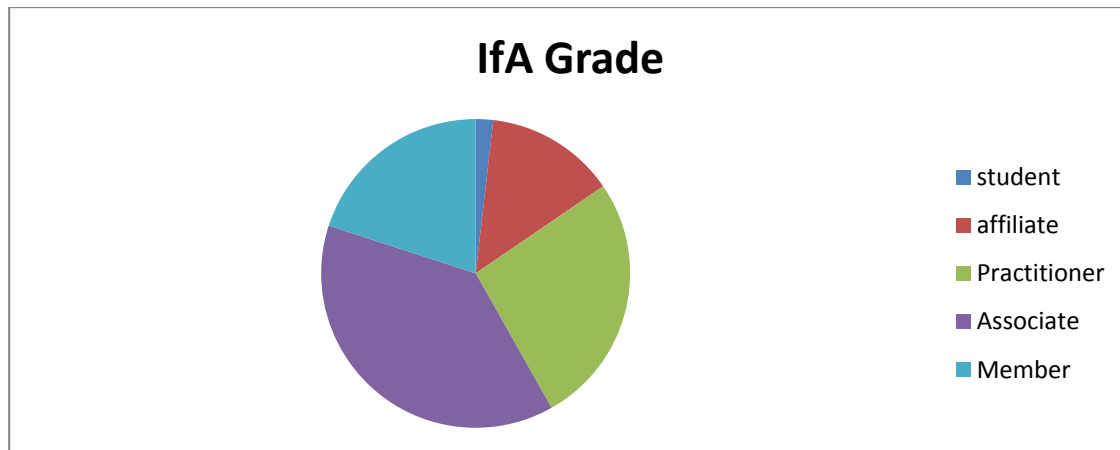


Figure 9 IfA grade of responding participants

The Employer sample is less clear, with only 24 respondents there is an apparent danger of skewing of the data given the limited number of participants. PTP gives 239 archaeological employers in 2008, so we have evidence from over 10% of the total employers, representing an estimated 561 employees by their own figures, or 10% of the total archaeological workforce at time of survey. Considering the number of archaeologists not directly employed in fieldwork that would appear to be a good sample size.

On the whole the sample appears to be approximately 8% of commercial archaeologists, and 10% of employers. Whilst there appears some bias against younger professionals this may actually not be the case given the potential effects of the recession. The sample is considered to be broadly representative of the current profession relating to the areas of survey.

2.10 Changing circumstances

We asked respondents what their current job title was, along with what their previous highest job had been, this was intended as a snapshot indicator of whether the recession had impacted on careers, although a number of other factors may be at play. Of the 79 who had worked as Project Officers 65 were still working at equivalent or higher grade; of the 70 sometime supervisory staff 34 were either working as Site Assistants, or were unemployed.

There appears therefore to have been a far bigger impact on lower supervisory levels, with the higher level respondents being able to either hang on in post, or get a new post at equivalent grade. It may be that Supervisor grade is one where there is more overlap with Site Assistants and there

may usually be a fair degree more mobility between these two grades than between Project Officer and Supervisor. For Site Assistants the choice is usually unemployment if alternative employment at Supervisor level is not available: of the 35 sometime Site Assistants, 10 were unemployed. The Landward Research State of the archaeological market report for the period of the survey suggested limited turnover of staff (Aitchison 2011) and it is likely that the main changes to personal circumstances were made soon after the recession hit. Whatever the factors it is clear that there are a large number of archaeologists working at below their former grade, and presumably below their potential, if they are working at all.

3 Jobs and adverts

The section on job adverts (Employee survey questions 8-9, Employer survey questions 18-26) was intended to try and understand how and where information on archaeological jobs is accessed and to establish what is important in an advert – for both the employer and potential applicants. It was hoped that we could suggest best practice in what to include in an advert and to make recommendations as to how the information in adverts could be improved.

Of the companies that replied, 7 felt that they might add more details to their adverts, 13 were open to the suggestion and only one said they would not add more detail. Employers may feel that additional information is unnecessary; however it is certainly easier to get information into an advert, or onto a website, once rather than having staff tied up explaining complex details of contracts over the phone. It also advertises the company as being open and transparent, as well as hopefully giving good terms and conditions to its staff.

It is also hoped that the results will allow applicants an insight into what employers want from candidates, although the limited response from employers makes that less possible.

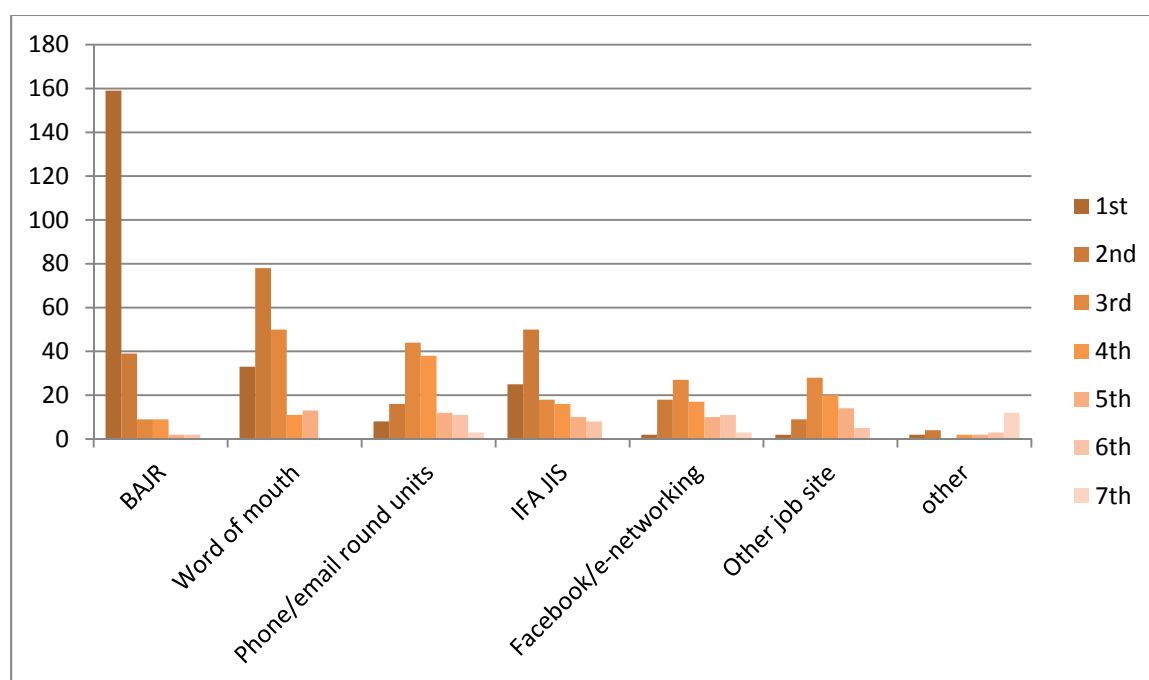


Figure 10 Bar chart of how respondents find out about jobs, by choice

The primary source for information on jobs is clearly the BAJR jobs site: 220 respondents used BAJR, and for 159 it was their first place to look for work, whilst 185 used old-fashioned word-of-mouth and 132 phoned or emailed units looking for work (Figure 10). 127 used the IfA JIS. 85 used Facebook or other forms of e-networking –although this may cross over into emailing and word-of-mouth. Only one person mentioned The Guardian. In practice most people use whatever resources are available, potentially checking BAJR daily, and the IfA JIS every week; with increasing links between published lists and the internet this pattern is likely to continue.

All the employers bar one (who reported no need to advertise) advertised on BAJR, with the majority also using the IfA JIS. Several said they would contact former staff if they needed to recruit, with over half keeping CVs on file (for an unspecified length of time), a few employers relied on word of mouth in addition to advertising.

Generally employers stated that it was easier to recruit good staff now than before the recession as the lack of work meant that good archaeologists were available. Only one employer felt that it was harder to get good staff than before the recession. Several employers stated that finding good quality field staff before 2008 was difficult and one said that in 2008 they had hired archaeologists with less experience than they would have liked, although they were quick to point out that the staff they did hire were *'still fully qualified for the work in hand'*.

Many mentioned issues of supply and demand of archaeologists with reference to the recession, some referred to the need to keep experienced staff in the profession; one company stated that several experienced staff members had left archaeology *'to take up completely different careers outside archaeology as they did not see it as having a future'*.

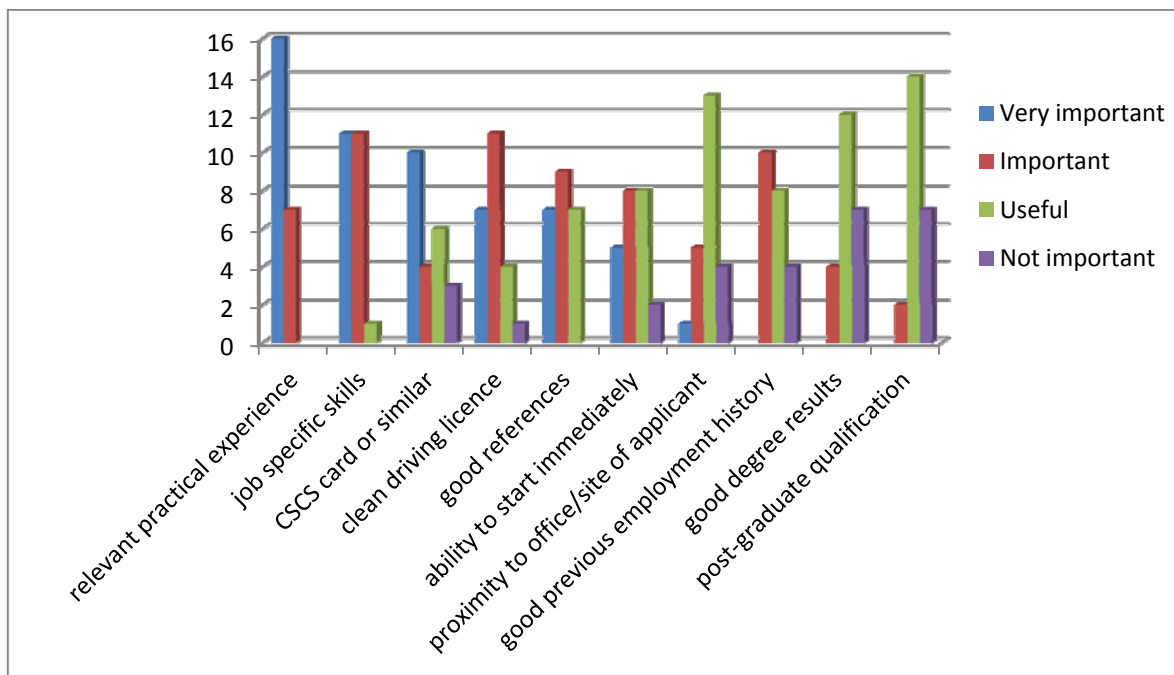


Figure 11 Relative importance of factors in hiring archaeological staff, Employer survey

Several employers stated that it was harder to recruit good staff at Project Officer and above, with Project Managers and specialists such as geo-physicists and surveyors, and experienced finds and environmental staff also mentioned as being hard to recruit for.

Employers were asked what they looked for in a prospective candidate; there was a clear desire for experience with *'relevant practical experience'* listed as *'very important'* or *'important'* by all the employers (Figure 11). Academic qualifications were generally seen as *'useful'*, or *'not important'*, although one may wonder if we had specifically asked this question about Supervisor level staff and above if employers may have seen academic rigour and a skill in assessing and analysing data and writing clear reports as more important? The ubiquity of graduate entrants into archaeology may

have removed any advantage from having a good degree, however there is no sign that for most jobs employers have set their sights on higher, post-graduate, qualifications to weed out applicants.

Specific skills like driving were not seen as especially important compared to being able to do the actual archaeological job. The importance of references and candidates' previous employment history seem to back up the general requirement for candidates who know how to do the job already. Interestingly given the short term nature of many archaeological contracts the ability to start work immediately was not considered 'very important' by most employers.

Employers commented that many job applications were poor, with applicants not reading instructions, giving generic cut and paste answers that did not relate to the specific questions, and generally using a poor level of English in applications, CVs and covering letters. Employers also commented about generic applications that were not tailored to the specific job or employer; however whilst ideally each application would be tailored to the specific circumstance it cannot be expected that applicants will rewrite their CV, covering letter and details for every 3 week contract.

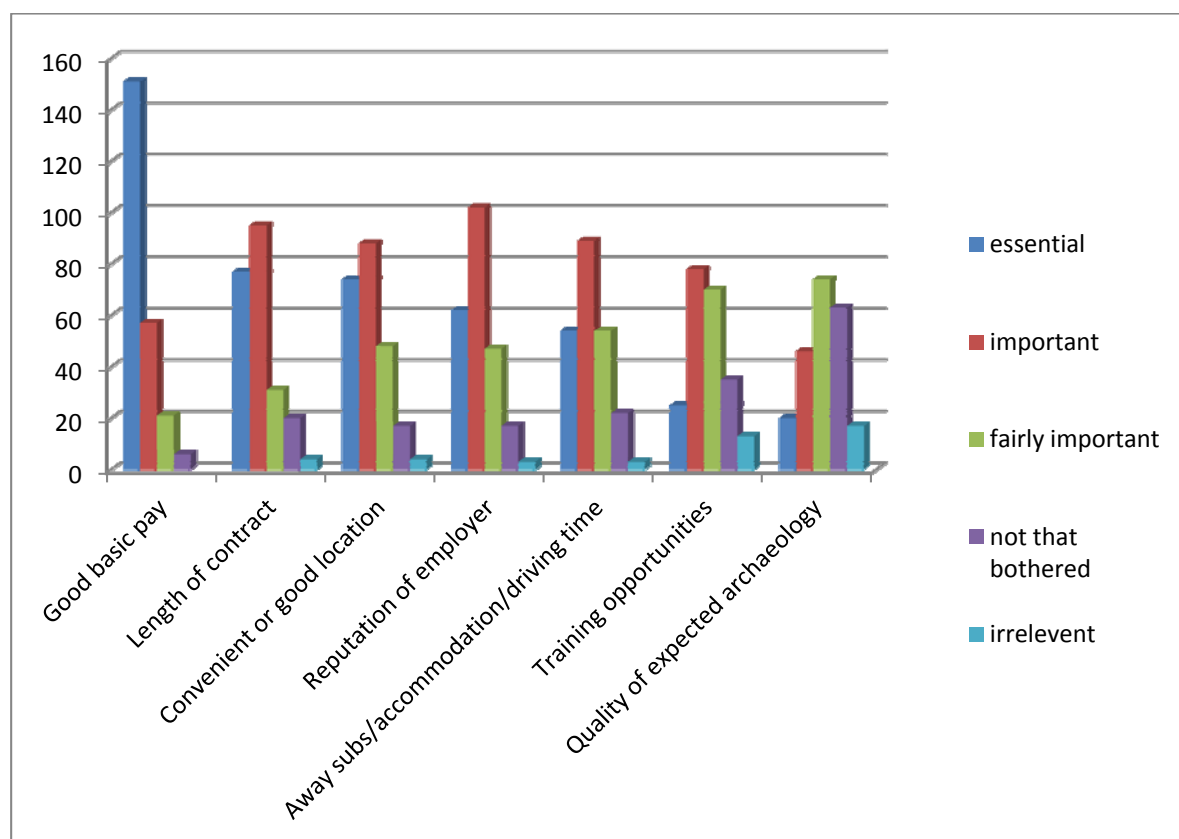


Figure 12 Relative importance of factors in choosing jobs

For employees the requirements from a job were different, with pay being the most important factor in any job. It is hard to know how much the recession has affected archaeologists in their willingness to work for companies they would not have considered three years ago. There is a potential for an 'any port in a storm' effect, with archaeologists wanting any job just to keep going, no matter where or what the pay levels. Even so, basic pay is the No.1 factor in whether someone will apply for a job, with nearly all respondents listing it as essential or important. Length of contract was also very important, as was the location of a job. All these factors are inextricably tied in with

away work, affecting whether archaeologists feel it is worthwhile applying for a job where they may have to move, but where the contract may not be for very long.

Reputation of employer was seen as an important factor in 'choosing' a job, however it is not clear on what criteria this reputation is based. Quality of expected archaeology was relatively less important than other criteria, with few listing it as essential and many seeing it as irrelevant.

3.1 Recommendations for advertising archaeological jobs

Based on the survey results and DF members' views, The Diggers' Forum believes that it can make several recommendations as to how to best advertise archaeological jobs. The DF considers that it is always to an employer's advantage to publicise good salaries and conditions and that there is considerable advantage to be had in splashing good pay and accommodation details across adverts. If you have nothing to hide, don't hide it, if you pay well and pay driving and passenger time then be proud of this and use it to your advantage to get better staff.

The justifiable concern about the cost of adverts is largely negated by the ability to use hyperlinks to access detailed breakdowns of conditions on a company website. It is far more efficient to get the information on accommodation and subs in the advert, or linked to your website where potential applicants can see it straight away, rather than having to deal with enquiries in person. In today's climate of over-supply of aspirant archaeologists when a job advert may generate hundreds of applicants it is even more sensible to set the conditions out clearly. It will then act as a filter, removing the need to deal with enquiries and applications from those who are unsuitable or cannot afford to take the work.

Many employers already do this, and more, however some do not. By creating a default position where employers are upfront about the true nature and value of each job those employers who are bringing the standards down will not be able to hide behind brief adverts that only mention a headline wage. We would ask each archaeological employer to publicly sign up to the following recommendations about advertising for new staff and to make a clear and public commitment to openness and transparency on terms and conditions.

The DF recommends that employers consider providing the following information in job adverts, or have the information readily and clearly accessible on their company website accessible via a hyperlink from the advert:

Give full details in the advert of the detailed information listed below , unless there is a hyperlink to a website containing the detailed information. Basic details should still be given in the advert.

- Details of the starting salary available to a new starter, avoiding use of incremental pay ranges that may make salaries appear greater than they could be for a new starter.
- State what level of experience is required for the post.
- If a particular salary is dependant on experience then state the typical level of experience required, and what the potential starting salary is.
- Any probationary period.
- Details of sick pay, holiday entitlement and pension provision including any qualification periods.
- The length of the working week and whether any compulsory overtime may be required.
- Where the job will be based and whether away work is envisaged.
- Whether a driving licence or specific skills card is required.
- Indicate whether accommodation will be provided if the contract is a short term appointment and whether there is any charge for this.
- Indicate whether there are any subsistence allowances for away work and how much these are and when they are paid.
- Give details of pay for travelling time for both drivers and passengers, clearly stating that travel time is not paid if that is the case.
- Give details of any deductions for accommodation or equipment.
- That details of advertised jobs on company websites should be kept live until at least the interview dates.
- Give the closing date clearly, and state whether applications should be received by that date, or by the end of that day.
- That employers will always respond to all applicants, or give a clear date after which candidates can consider themselves unsuccessful.
- Give feedback when requested by unsuccessful candidates.

We would also like to remind applicants of the importance of following instructions on application forms, writing neatly and in clear and succinct English, and performing a spell-check (for recent advice see 'CVs for fieldwork jobs' pages 10–12

<http://www.archaeologists.net/sites/default/files/node-files/DFnewsletter5web.pdf>)

4 You and your job

Questions 19–26 covered respondents' jobs and employers. The current job titles of respondents are shown in Figure 13, it is clear that the majority are in supervisory positions, this may be seen as a bias in the sample, however these archaeologists also carry out away work, and travel to and from site, so this is not a bad thing in itself. The bias to more established archaeologists has been acknowledged and is seen in this graph.

Respondents were also asked about their previous highest grade job, as has been outlined above, those previously Project Officer or above were likely to still be in that role, whereas those previously in supervisory positions were often now working as Site Assistants, for Site Assistants the choice was generally unemployment (see also Section 2.10 Changing circumstances above).

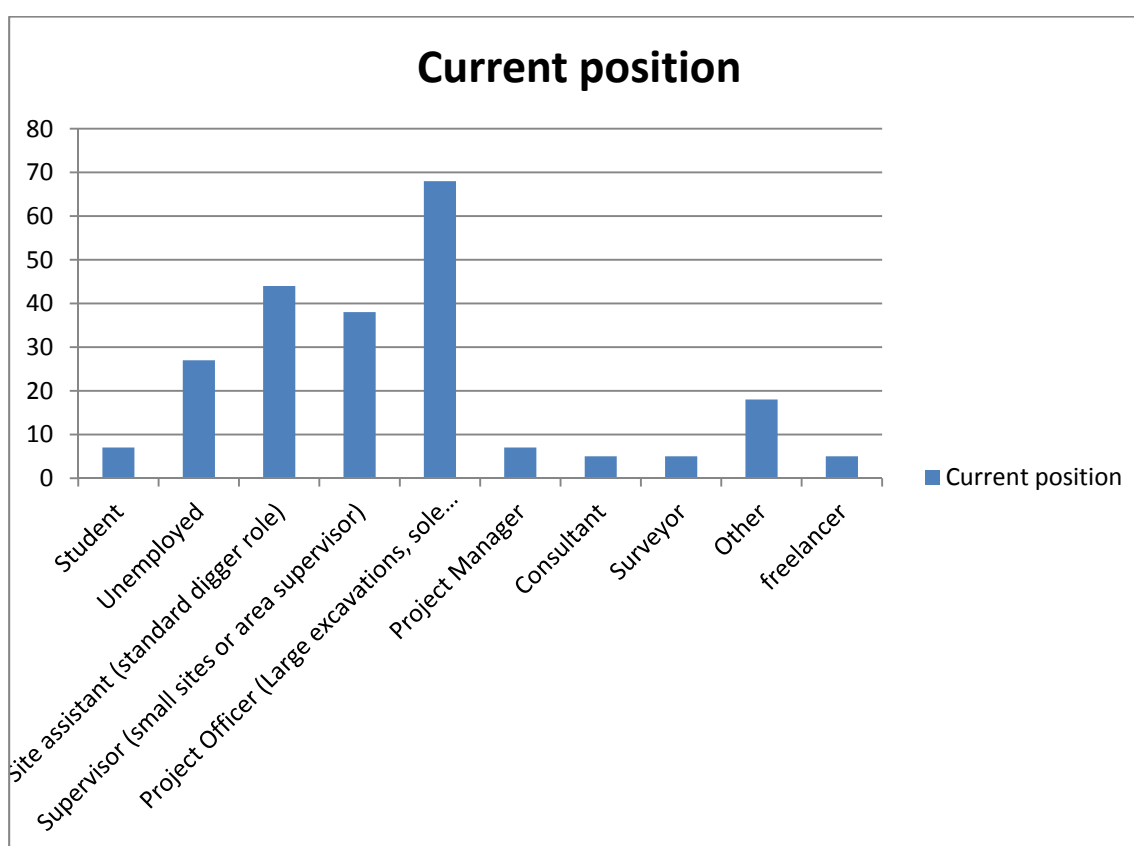


Figure 13 Current position of respondents

4.1 Salary

The salaries of respondents were collated, however the complexity of the responses and the variability of the stated salaries meant that the data could not be easily tabulated. This may be due to individual respondents having accrued a variable number of increments, and a variable knowledge of the headline value of each salary. Unfortunately given the low numbers of employers that responded to the survey we could not use definitive data from employers to correlate the employee data.

4.2 Average wages

Data collected by the DF and IfA in Autumn 2011 in advance of IfA Council discussions on IfA pay minima suggests a range of existing salaries for site workers. Most salaries appear to be slightly above the IfA minima with many following the BAJR minima which use a different grading system to the IfA. The salaries in Figure 14 are derived from both the employee and employer survey and from archaeological positions advertised during the survey period. Due to the nature of the data there has been no attempt to calculate average wages and the salaries given are purely indicative of a potentially non-representative range of salaries.

Following the Council discussions the IfA minima will be raised by 5.2% from April 2012, and the IfA has a stated aim of increasing minima by 13%.

BAJR Grade/IfA grade	Salary range (£)
Assistants PIfA	15,444
PIfA	15,444-16,830
G 2-4	15,500-16,500 with 363.20 LW
G 2-4	15,500-16,500 with 363.20 LW
PIfA	15,700
G 2/3	15,704.64 - 16,762.26
PIfA	15, 725 – 16,830
PIfA	15,736 - 16,436
PIfA assistants	15,849 - 16,959
G2-G3; PIfA	15, 849 - 19,273
Site Assistants. BAJR G2-G3	15,972 – 17,000
PIfA	16,000+
G2-G3; PIfA; Archaeologist	16,051 -17,117
G2-G3; PIfA; Archaeologist	16,051 -17,117
PIfA	16,054
PIfA	16,531 – 19,347
PIfA	16,835 – 18,737
PIfA	16,232-17,372
Project assistant PIfA	16,482 - 17,622
G 3-6 Project officer (post-ex)	16,762.26 - 23,685.72
BAJR G2-G3; PIfA; Archaeologist	17,111
PIfA	17,161
G 3	17,179 - 19,261
AlfA supervisors	17,294 - 19,273
grade 2 site assistants	17,309
G2-G3; PIfA	17,367
G 2/3	17,367 - 18,700 plus 220 clothing
G3; PIfA-AlfA Fieldworker	17, 399
Supervisors	17,633 - £19,258
Supervisors AlfA	17,802.00 - 21,519.00
Assistant project officer AlfA	17,964 - 19,993
Officer and supervisors, Grades 4-5	18,292 - 20,914
G2-G3; PIfA; Archaeologist	18,800
Project Officers	20,072 - £24,173
AlfA	20,199
G4-5; AlfA Geomatician	23, 724

Figure 14 Salaries for field staff by grade

4.3 Length of service

Length of service in archaeology echoes the potential sample bias to established archaeologists, with few respondents having served below 2 years (Figure 15). This may in fact be a product of the recession, with new graduates failing to get jobs in a suddenly competitive market, however previous research indicates a high rate of attrition in the first few years of an archaeological career (Everill 2009, 71) and the expected graph would show a higher number of 'new' archaeologists, before tailing off rapidly after 5-6 years as seen in our sample. It could be extremely interesting to look into the career lifespan of archaeological fieldworkers in greater detail.

The true impact of the recession on archaeological careers remains to be seen, it may be further affected by recent developments including increasing tuition fees.

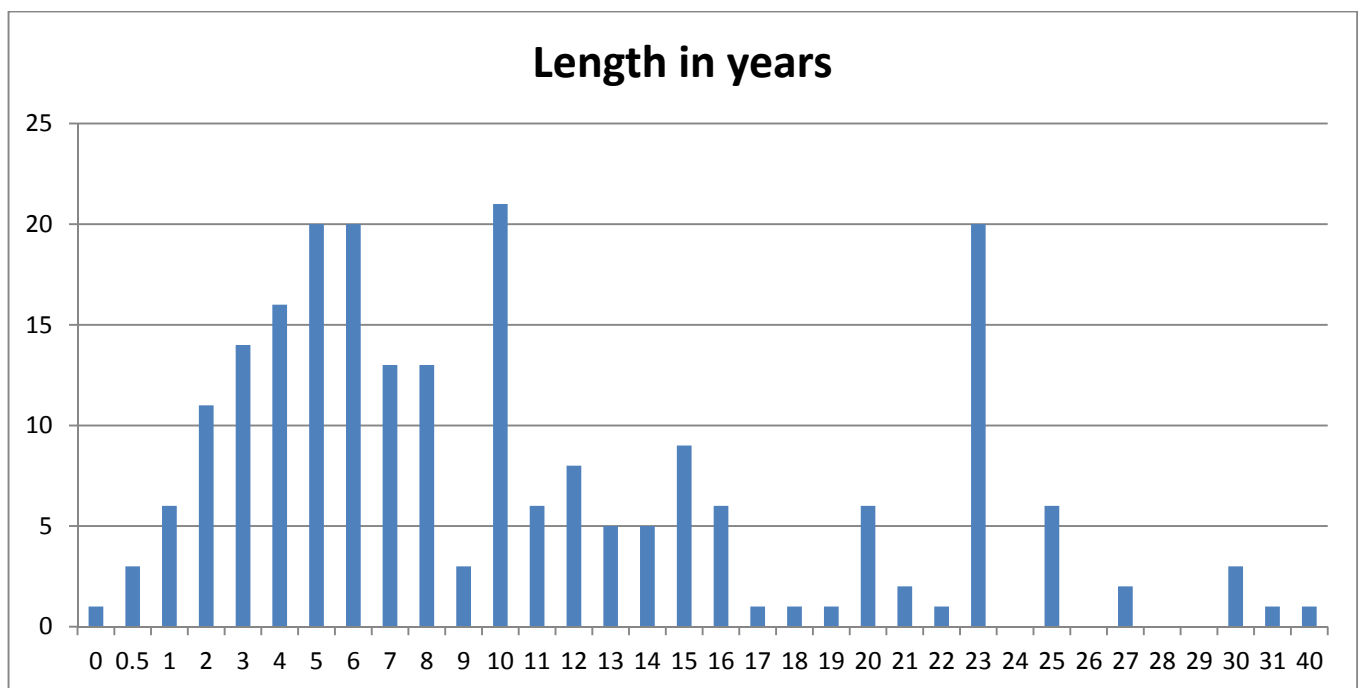


Figure 15 Length of career in commercial archaeology in years (X axis) by number of respondents (Y axis)

4.4 Freelancer/employee

90% of respondents were employees, although a limited number stated that they worked as freelancers or as either (Figure 16). There has been an anecdotal rise in the number of freelance site archaeologists over the last few years although this has not been seen in PTP, it would be interesting to see clear evidence to back this assumption and how this trend develops in the future.

Anecdotaly there are greater numbers of freelance site workers operating in certain geographical areas, mainly due to the presence of organisations 'employing' them. Unfortunately it was not possible to map where freelancers work geographically as they did not state to whom they were contracted. Self-employed field archaeologists would be a useful area for future research.

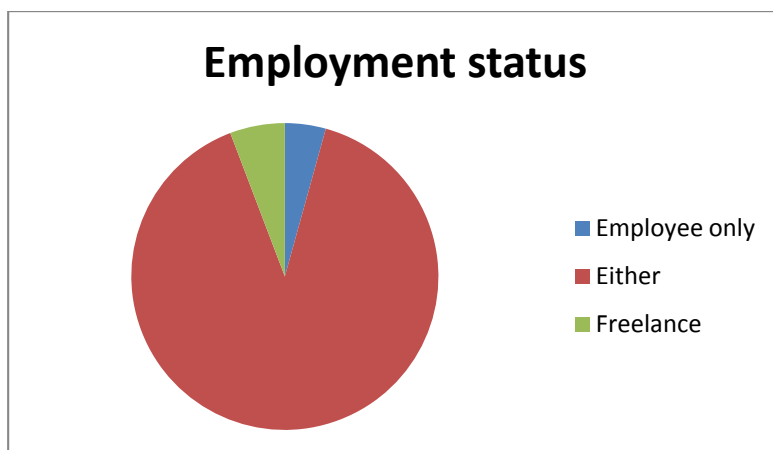


Figure 16 Proportions of respondents working as employees, freelance, or either

4.5 Current employer

Employee survey respondents were asked to name their current employer (

Figure 17). 63 separate employers were named in the employee survey accounting for 161 individual respondents. In a limited number (10) of cases this was refused, this was sometimes explained as being because the employer was a small company and there was some fear of being identified.

The largest cohort of employees was 25 (at Oxford Archaeology), whilst 39 employers were represented by only one employee.

The range of employers was very wide, representing a wide spectrum of archaeological employers with roughly a third of employers being commercial units, and a third being local authority units (Figure 18). Interestingly 22 respondents were not sure what type of employer theirs was, with most confusion over the status of charitable trusts and university and local authority units. Several respondents believed that both MoLA and Oxford Archaeology were Local Authority units. There is a rough correlation between the number of respondents and the size of organisation, but given the large number of organisations with only one responding employee this quickly breaks down.

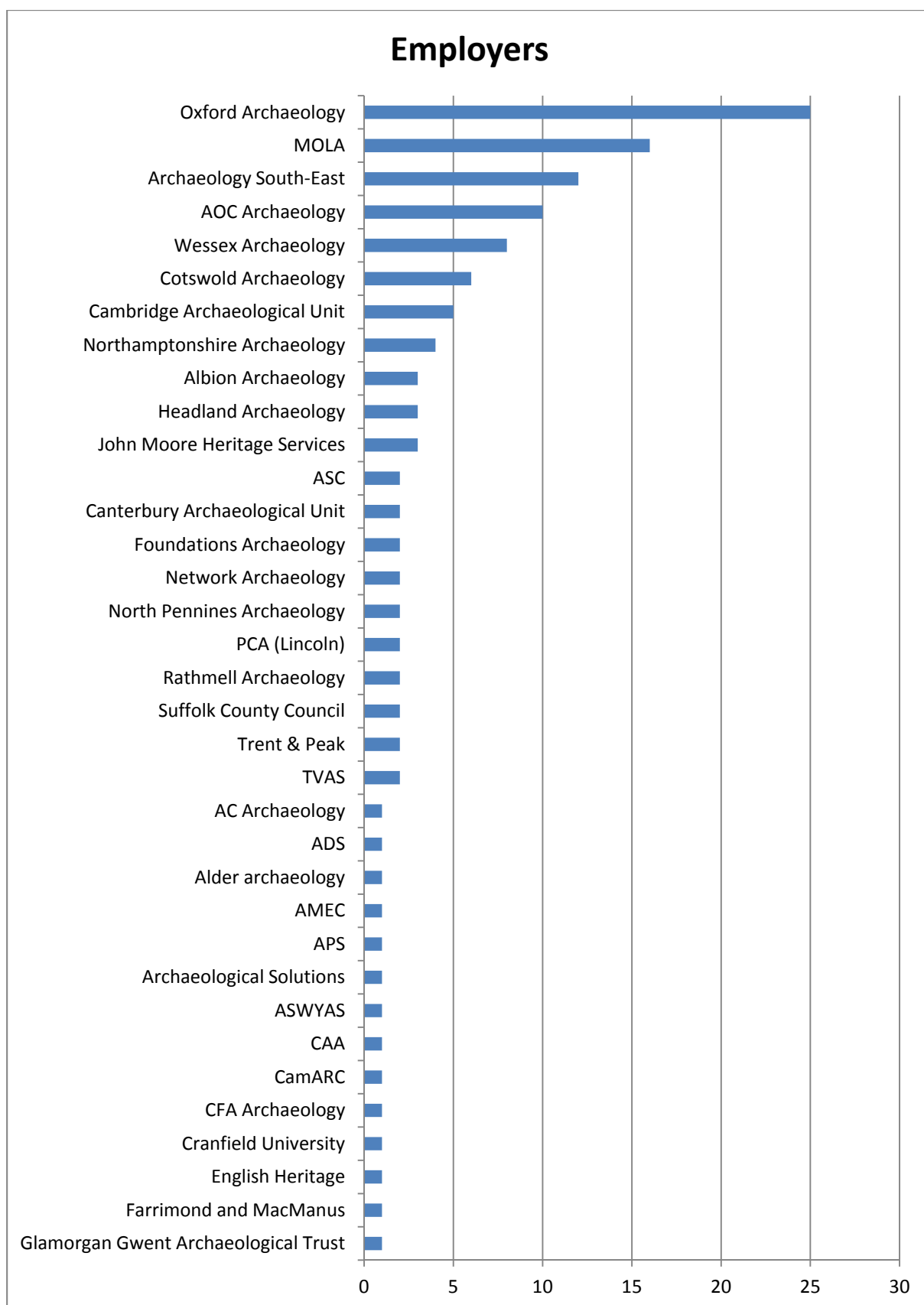
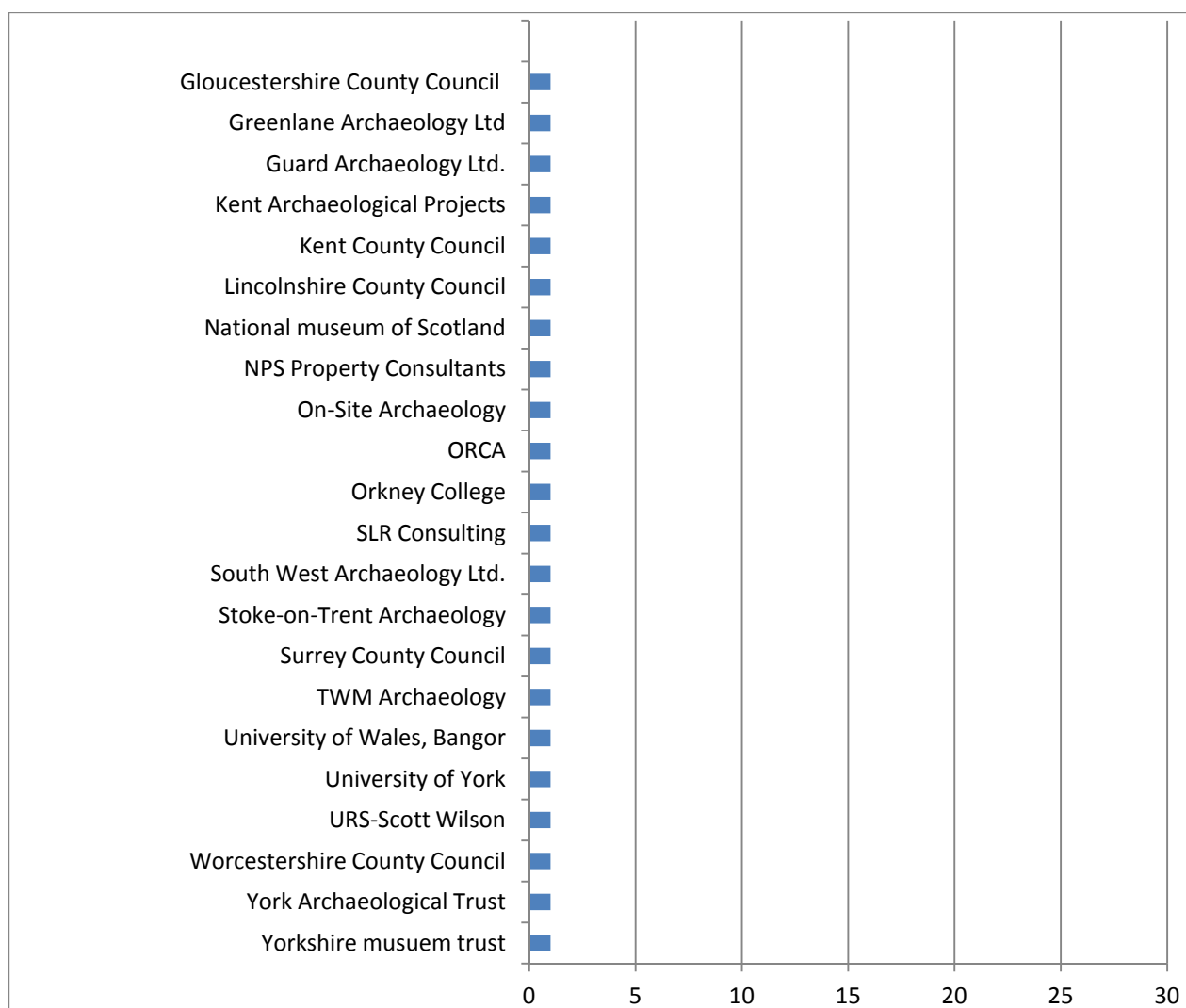


Figure 17 Number of respondents in Employee survey by employer



(Figure 17 cont.)

Twenty four Employers responded to the Employer survey. The Employer sample is remarkably similar to that from the Employee survey, with the addition of one Sole Trader organisation (Figure 19). 21 of the Employer survey respondents were Registered Organisations with the IfA, 14 were members of FAME, and 22 of the 24 organisations were headed by a MIfA.

Again, there was often understandable confusion over the size of their organisation amongst employees; often this may have been caused by a unit having several offices, or just by employees not being sure exactly how many colleagues they had. Clearly however most people worked for the larger units with nearly half the respondents believing their employer had over 50 employees (Figure 20). It is probable that for small units employees are likely to have a better idea of the number of employees, however this may not be the case. With the very largest units having nearly 300 employees at busy times, it is clear that these larger units can make up a very significant proportion of site archaeologists across the country.

The Employer survey provided accurate information on employee numbers, but unfortunately did not contain any of the very large units. The employers represented did however contain a range of sizes of workforce, from 70 to 11 employees (Figure 21).

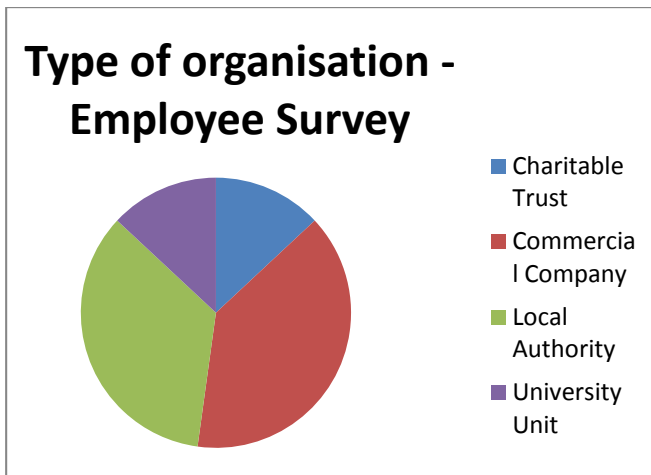


Figure 18 Type of organisation -Employee survey

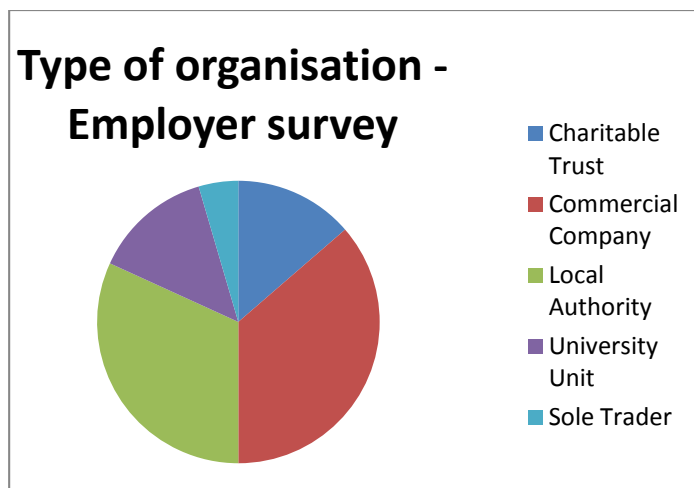


Figure 19 Type of organisation -Employer survey

Size of organisation Employee data

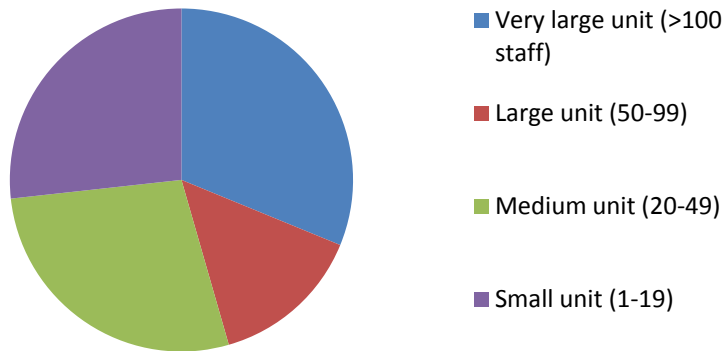


Figure 20 Size of organisation –Employee data

Size of organisation Employer data

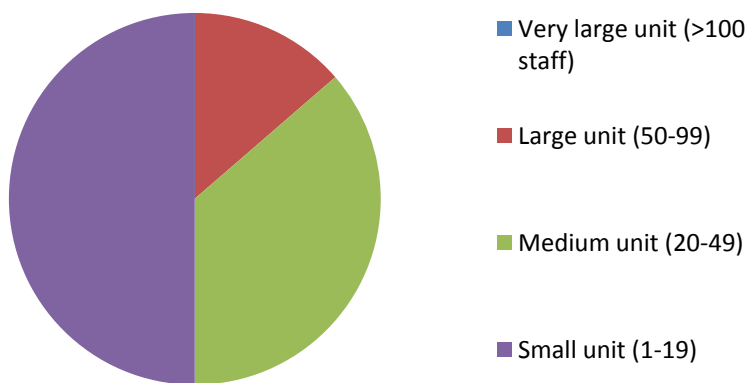


Figure 21 Size of organisation –Employer data

5 Away work

The practice of working away from home has been widespread for many years in the archaeological profession and 'The Circuit' is a part of our combined archaeological heritage and mythology, yet there appears to have never been any attempt to measure the nature or effects of this work. The DF surveys were specifically designed to capture information to allow the current situation to be assessed in detail for the first time. Both employees and employers were asked detailed questions about away work and travel, and how it affects them and their organisations.

Away work is defined for this survey as work which takes you away from your main residence for a night, it may therefore include occasional nights away from home for an evaluation, a week or two working on a site away from the home base, or several weeks or even months working away from home and staying in accommodation that may or may not be provided by the employer. Away work is usually defined as such by the employer, who provides accommodation for employees –usually. Workers taken on for a specific job may not be given accommodation, and it is these differences in treatment that have caused friction in the past between employers and employees, and between employees themselves.

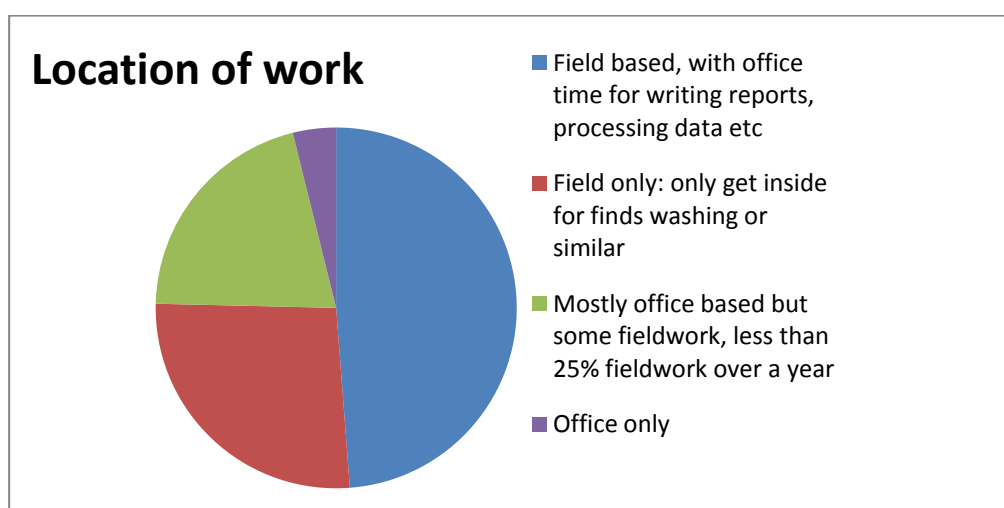


Figure 22 Location of work undertaken by Employee respondents

Of the employees just over a quarter never spent any significant time at the office, with just under 50% spending most time in the office (Figure 22). The relatively high proportion of supervisory respondents probably adds to the numbers spending some time in the office writing reports and processing data. Only 4% of respondents never worked in the field. The sample is therefore almost entirely fieldworkers who spend a variable amount of time on site –in some cases the occasional hour or day, in other cases most of the year.

5.1 Proportion of respondents who work away

Of the employees 166 respondents worked away for their employer at some time. 5 of these were in office-only posts so are not regarded as field staff, and 33 were mostly office based (Figure 23).

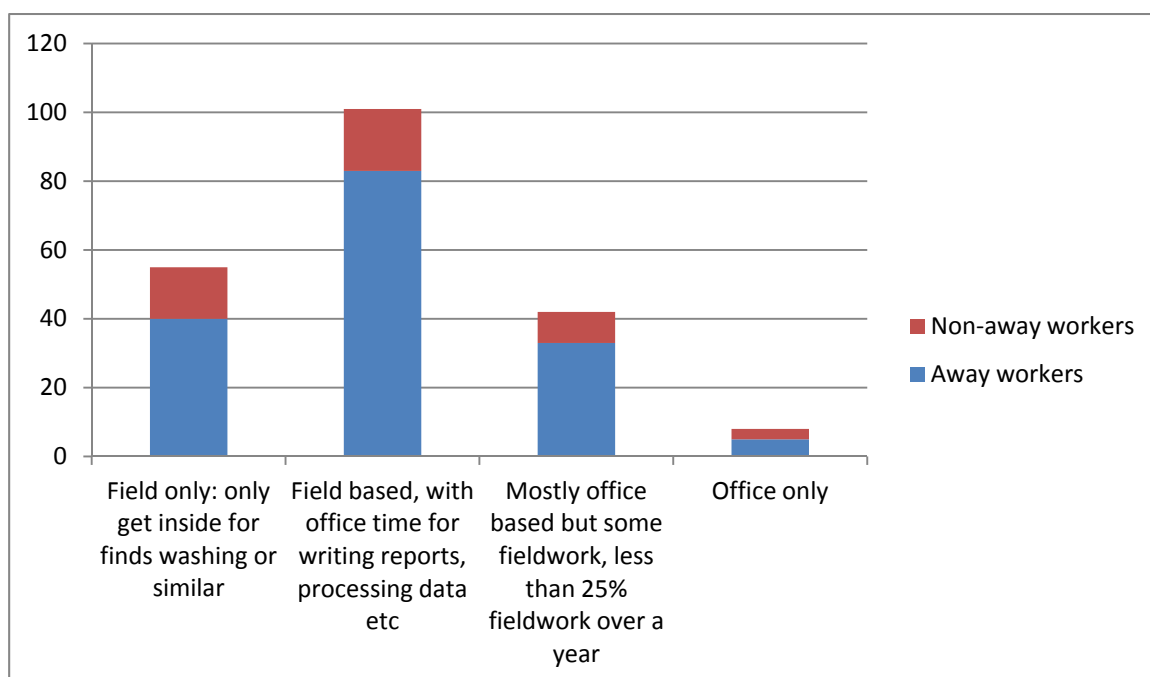


Figure 23 Comparison of location of work undertaken by away workers and non-away workers

45 respondents had never worked away for their employer, of these 12 were in office-only or mostly office posts. It is perhaps not surprising that in a survey of 'away work' there should be a majority of responses from those who work away.

17 of our employer respondents said that their staff worked away. Of these 12 estimated that the proportion of away work was less than 10% of employees' work, 2 said it was less than approximately 20%, with 2 saying it was between 50 and 60%. One employer stated that 100% of their excavation work was away-work.

5.2 Driving licence

Possession of a driving licence is potentially important for any staff who may be working away. 42 respondents had no driving licence, whilst 173 had a licence (Figure 24). Amongst the 31 who had no licence and worked on site for most of the year there was a wide spread of roles and employers: 15 being at Site Assistant grade, and 16 at Supervisor or Project Officer. It appears that not having a driving licence is not an insuperable barrier to progression; however this can depend on employer, and location.

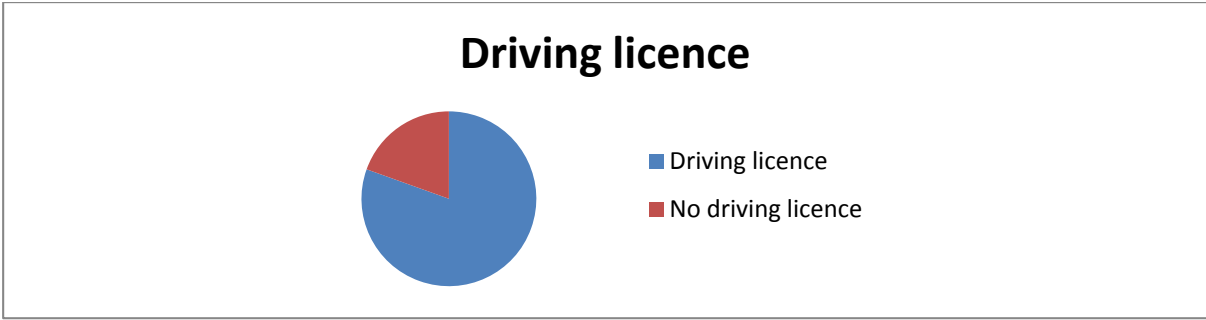


Figure 24 Proportion of Employee respondents with Driving licences

Questions on accommodation, subs and expenses were only asked of those respondents who answered YES to whether they worked away.

5.3 Working away from home

Employees were asked how many nights they had spent away over the last 12 month period (Figure 25). The answers may be slightly approximated but give an idea of the frequency and duration of away-work.

It is clear that in our sample the largest number of site staff work away for less than one month of the year in total, there are still though a significant number of respondents who work away for over

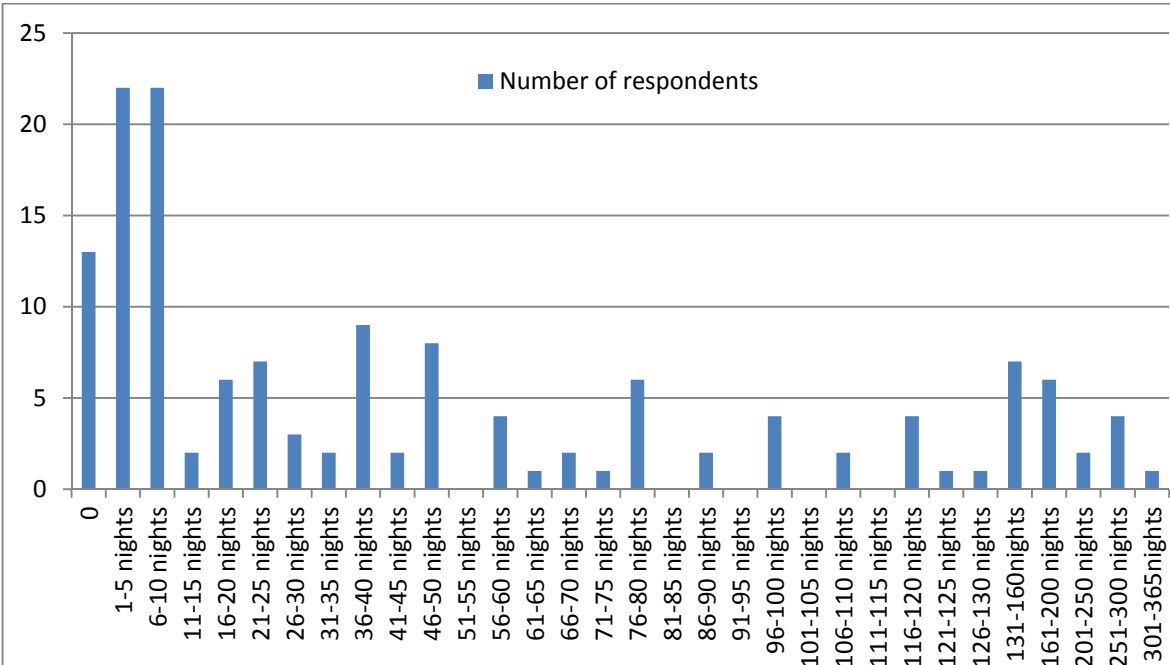


Figure 25 Number of nights spent away from home over the last 12 months, by number of respondents (note skewed X axis)

half the year, with 17% working away for over 120 nights. Five respondents claimed to be away from home all year, although it is not clear whether this includes holidays and again, may be an approximation.

Employees were asked how many nights they had spent away over the last 12 month period (Figure 25). The answers may be slightly approximated but give an idea of the frequency and duration of away-work.

It is clear that in our sample the largest number of site staff work away for less than one month of the year in total, there are still though a significant number of respondents who work away for over half the year, with 17% working away for over 120 nights. Five respondents claimed to be away from home all year, although it is not clear whether this includes holidays and again, may be an approximation.

The longest duration of an individual stint of away work was all year, although again this did not seem to account for holidays, 54% of away work was in lengths of less than a month (note skewed scale on Figure 26) and the majority less than 4 months, although several stints of shorter length may have been worked with short breaks in between.

There are again a number of employees who spent over 4 months away at a stretch with over 11% having had a stint of away work of over 6 months. Unfortunately the data for those who stayed away at weekends as well as during the week was not clear enough to interpret and has been excluded, although it was clear that many staff do stay away from home at weekends, although for others the weekly commute is a set part of their life.

It is clear that for most respondents away work was an occasional presence in their working lives, with the majority not working away for more than 2 months at a time, however there is a significant number for whom away work is the norm rather than the exception, and a small number who may always be working away from home, or have no home at all.

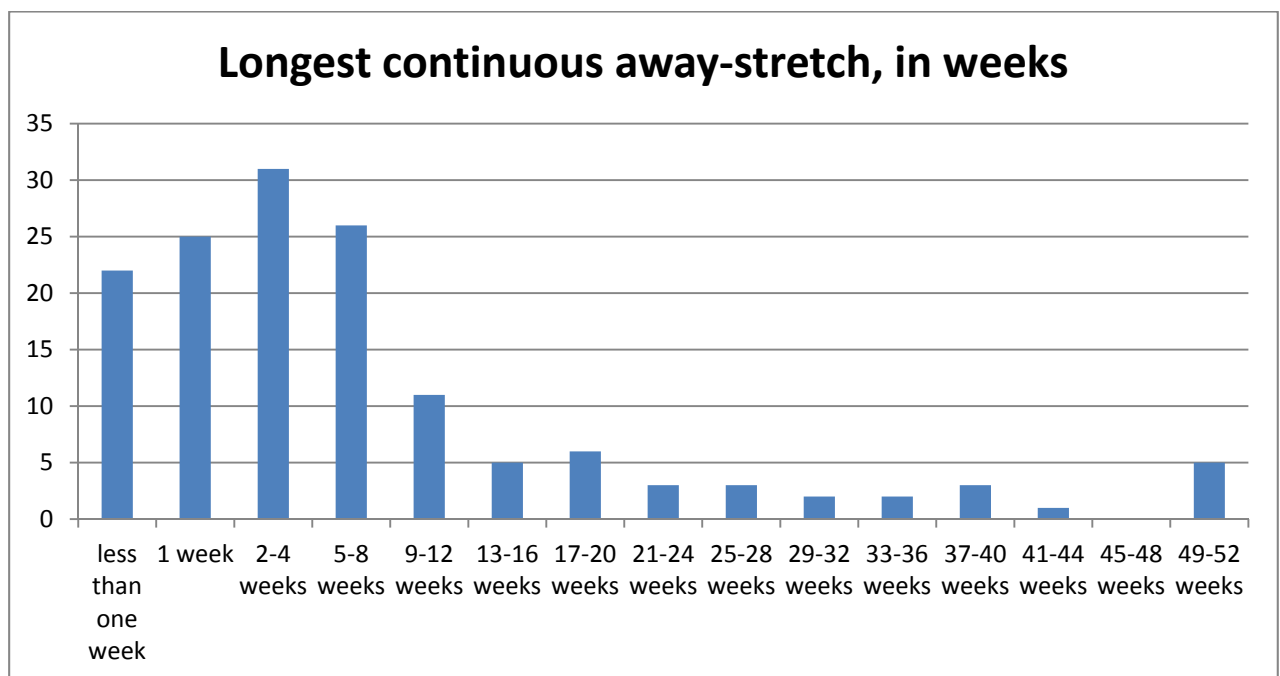


Figure 26 Longest continuous away-stretch over last 12 months, in weeks (note skewed X axis)

Respondents were then asked the question *‘How reasonable do you feel your CURRENT employer is when considering who to send on away jobs? For example does your employer take any factors into consideration when selecting staff for away jobs such as family commitments or where you live? Is there rotation of staff for away jobs?’*

Perhaps surprisingly only 3% of respondents felt their employers were ‘completely unreasonable’ and only 7% felt that their employer was unreasonable (Figure 27). 60% of respondents thought their employer was either reasonable or very reasonable.

Comments on away work however showed that there were undercurrents of discontent; certain themes were clear, and will be familiar to anyone who has worked in archaeology for long. Many comments centred on a lack of flexibility in employers and an assumption that site staff should be able to drop everything to get sent away at short notice. A lack of notice was also cited:

‘Many times they know away jobs are going ahead, but do not tell you until the last minute on a Friday. If you [say] well in advance [that] you can not work away they get annoyed with you. They put you down for an away job even if you tell them months ahead that you have things planned. The deployment manager’s view is that you have no personal life, and that archaeology is lifestyle choice not a career. Other comments include ‘I’m not your personal secretary’

‘You go where you are told or your contract is not extended.’

"You don't have a life outside of archaeology"

"Archaeology is a lifestyle choice, not a job"

Several respondents commented that it was very hard to attend evening courses or develop professionally if they were working away, and there was a general feeling that working away had an impact on personal relationships.

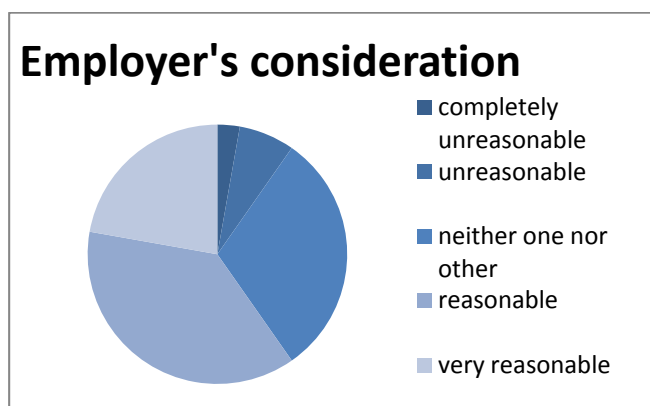


Figure 27 Do you feel that everyone at your CURRENT employer is treated the same with regard to away work?

Several employees noted that for some away work was beneficial, and for some it was financially desirable, especially for those with no home address: *‘On my wages I can not afford not to work away.’*

Employers claimed that they took various factors into account when selecting staff for away work, these included child care and family commitments, but also skill levels, availability and the amount of away-work already done.

'All our staff are expected to work away. Staff with childcare commitments (or similar) will have those commitments taken into consideration - but there is a general expectation that staff will find a way to ensure they can be available to work away if required.'

One employee commented: *'Project Managers attempt to ensure a 'fair' distribution of inconvenience.'* Two employers had a rotation system for away work, others felt it was not needed as they did so little away work.

Some employers kept a record of the amount of away work, although how this impacted on selection was unclear; two employers considered it may be worthwhile to monitor the amount of away work employees carried out.

Staff were given variable amounts of notice for away work, some were hired specifically for away jobs, so will have known that they were going to be working away, however for those already employed there was a wide variation in notice. Employers stated that they liked to give as much notice as possible, but that some jobs came up at short notice, especially short duration jobs and there might be only a few days warning. Most employers felt that two weeks was reasonable except in urgent circumstances. One employee suggested a rotation system for those last minute away jobs:

'There should be a rotation system - especially for those jobs where your told your going away the afternoon before hand... There is no consideration of any after work plans - you shouldn't have to let your employer know what your evening plans are weeks in advance just so you can ensure you might not be away that day. At least if you knew what weeks you were 'on', you could plan around that...'

A roughly equal number of employees felt that everyone was treated the same as disagreed with this statement (Figure 28).

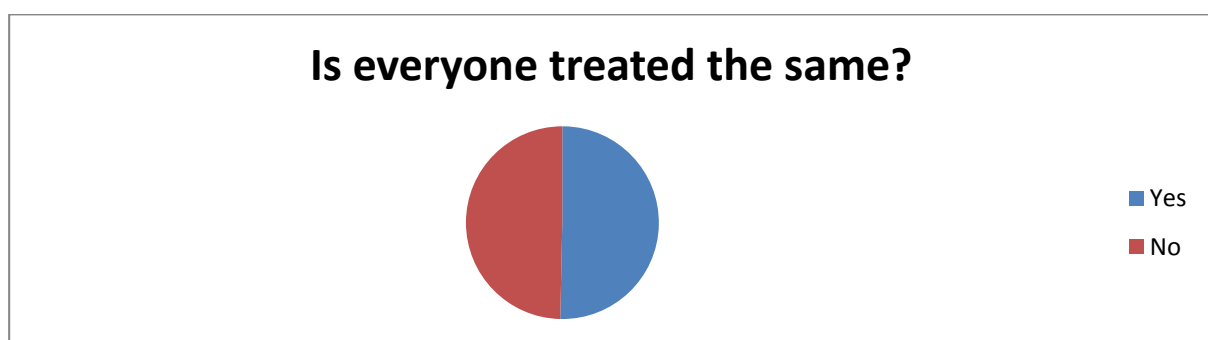


Figure 28 Treatment of staff in selection for away work

The effect of away work on those with dependants is an area that was noted by both employers and employees. *'In reality we never seem to have to insist on stay aways if people can't manage it although would try to spread this around. The sort of areas that create tensions are, for example,*

with parents with young children. We are very mindful that restrictive travel agreements can cause discontent amongst other staff who have to cover.'

There were some who felt that those with children were favoured by not having to go on distant jobs *'People with kids are favoured - they're never asked to work away'*, however many said they felt that this was reasonable behaviour: *'Kids are viewed as more important than any other commitments we might have, possibly rightly'*.

Evidence for friction between employees was evident at a low level. There were occasional comments that certain staff members never seemed to have to work away, whereas everyone else did; others resented 'away staff' getting subs when they were doing work near the 'home' office. Older staff were perceived as getting preferential treatment, or new staff always got sent away at short notice *'The usual suspects are treated fairly'*. Other employees disagreed that there was any favouritism *'There is no favouritism (if that's what you mean)'*.

There was also perceived differentiation between different grades of staff:

'Supervisors and Project officers get less choices and less possibility to swap stay aways then lower levels of staff'

There was concern that the ability to drop everything and do away jobs was a major part in selecting for redundancies. None of the employers acknowledged this; however redundancy scoring criteria do sometimes include deployability.

5.3 Guidelines

Ten employers felt that they provided clear guidelines which were readily available, with 5 stating that it is decided on a case-by-case basis with consultation of staff. There was a suggestion that this consultation did change whether work was away-stay or not on at least some occasions.

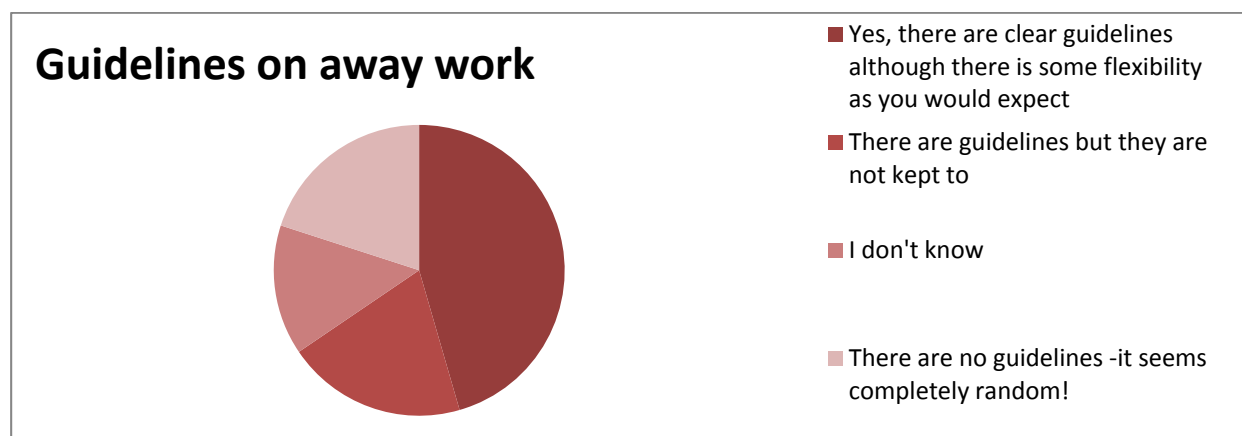


Figure 29 Guidelines on away work

Of the employees 15% didn't know whether there were clear guidelines on away work, 20% thought that there were no guidelines –decisions felt completely random to them, 20% felt that there were

guidelines, but they were not kept to (Figure 29). 46% of the employees knew that there were clear guidelines, albeit with some room for flexibility. There was concern that conditions had been cut to save money, possibly due to the recession:

'It varies from job to job how much travel is acceptable e.g. XXXXX to XXXXX started with B/B in 2009 then this option was cut to reduce costs'

The definition of what constituted an away job for employers was mostly based on driving time to the site, with an acknowledgment of the Health and Safety implications of long drives. For those with a set policy there was a trigger of 1–1.5 hours driving before a job was classed as an away-stay, however there was an acknowledgement that this could be adjusted on a case-by-case basis (Figure 30). Only one employer had a 2 hour limit, and this was based on a 2 hour/60 mile limit which was assessed at tender stage.

The employees' perception of the guidelines was that any formal limit was usually between an hour and an hour and a half from the office but this limit was often stretched to suit both the company, and the teams personal preferences. Employees acknowledged that for short jobs it was often not worth staying away for one or two nights, although others appreciated the extra subsistence payments.

'It's a bit like the British constitution; there's nothing written down, but everybody has a fairly good idea of what's acceptable.'

Several employees felt that the recession or wider cost-consciousness had impacted on whether jobs were classed as away jobs or not:

'The rules regarding this have gone out the window in the last 24 months. Anything over an hour from the office was an away job. We are expected to travel for ten hours in total over a week before it is considered part of our working week. Then we are required to work a half hour a day unpaid as 'reasonable overtime', so another 2.5 hours. Only then do we get paid for overtime. The overtime rate in our contracts is paid at time and a half. In reality we only get paid at time.'

'Away work is meant to be over an hour away from the office - however type of roads, different vehicles (e.g. lower speed limit for vans) and time of travel are not taken into consideration. Also the rule is often broken due to cost. On a long job, especially one at or over the hour limit the fatigue of driving - which normally falls to the most senior archaeologist is cumulative and potentially dangerous. As the drivers are normally the supervisors and POs they get no time to recover because as soon as they arrive on site they need to be directing the work.'

Employers did not have a limit on how early staff could set off on long journeys to site, however two employers mentioned that they would not want to see staff leaving before 7am on a regular basis with one stating that staff should not really leave before 6.30am. Employees reported that they often left the office before 7am and some companies had rules that 6am was the earliest acceptable start but some sites had required an earlier start. Several employees said that if they had a long journey they would set off later and make up the time over the week, setting off early on the Friday. This is less possible in winter months.

There is clearly a discrepancy between how away-work feels to employees and how employers consider it. The employers nearly all stated that they liked to give as much notice and take individual circumstances into account, for the employees however whilst there was an acknowledgement that it was a difficult task to keep everyone happy, there was a feeling that away work was having a negative effect on their lives. There appears to be a perception that employers saw employees as being available 24/7 and that any life beyond work had to be put on hold whilst working as an archaeologist. There is clear acknowledgement that there needs to be away work to ensure continuous employment, and there was a clear acceptance that however annoying, it was a fundamental part of the job; however the length of notice and the assumption that other engagements could always be dropped rankles with many. The respondents do not appear to be overly unreasonable in their views –offering that they felt most employers were reasonable- but the long term effects of away work can be seen in many of their comments. The use of flexibility to do away work as a measure in redundancy processes clearly made a few employees worried.

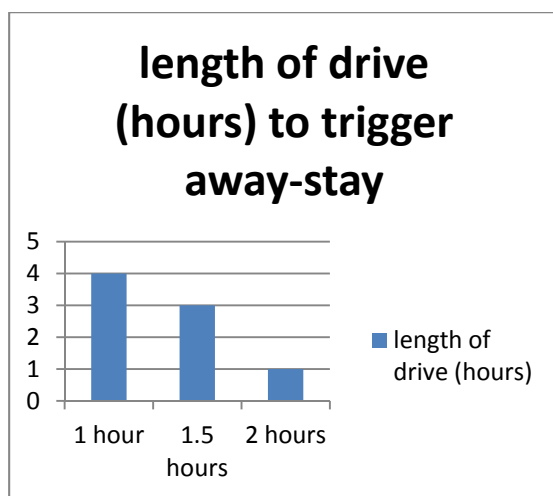


Figure 30 Length of drive (hours) to trigger away-stay (Employer survey)

For those who live a distance away from the home office there is an additional concern that when there is no away work (with accommodation) and staff have to work out of the home office there are difficulties in finding somewhere to stay, or having to commute long distances. The nature of archaeological contracts tends to force archaeologists into taking jobs that are local to them, are within a feasible commute, or which provide accommodation; when such a job ends it can be very hard to stay with the company as there is no longer any accommodation. The archaeologist must move home -with the consequent financial and social costs (often on the promise of a short and insecure contract), commute long distances, or pay two sets of rent.

6 Accommodation

Accommodation is provided by employers on many away jobs –but not all. Provision of accommodation in some form has been an accepted part of many archaeological jobs since well before PPG16. Generally employers provide accommodation for staff employed from the home office, but working on an away job. Staff employed specifically for an away job may or may not get accommodation, and if they do it may be a taxable perk. Increasingly certain units have recruited specifically for a site and then make that site the place of work, meaning that they do not have to provide accommodation for staff employed for that job.

‘My last TWO employers in the last twelve months tend to treat ALL work as local to site staff. [With] my most recent employer, that was understandable in the sense that all their projects tend to be within a geographically restricted area. The thing that made relocating difficult for staff is the unlikelihood of a contract long enough to make formally renting local accommodation feasible. (One needs at least six months work to do that.) The other unit was taking the proverbial P in their instance [by saying] that nearly all field staff were local. This was a very large joint venture project where the other unit treated staff as if it was an away project, which it was. An office in a site compound should never be allowed as a "main office." Getting accommodation was very difficult as most of the cheap and short duration options had already been block booked by every civil engineering firm also involved with the project.’

In addition the opening of regional offices means that it is not always clear whether staff are entitled to away accommodation if they are sub-contracted to another office:

Of the employers, 38% occasionally provided accommodation for staff working on ‘home’ projects, either for staff who lived a long way away but were working close to the office, for temporary staff on short term contracts, or for staff sub-contracted from another regional office.

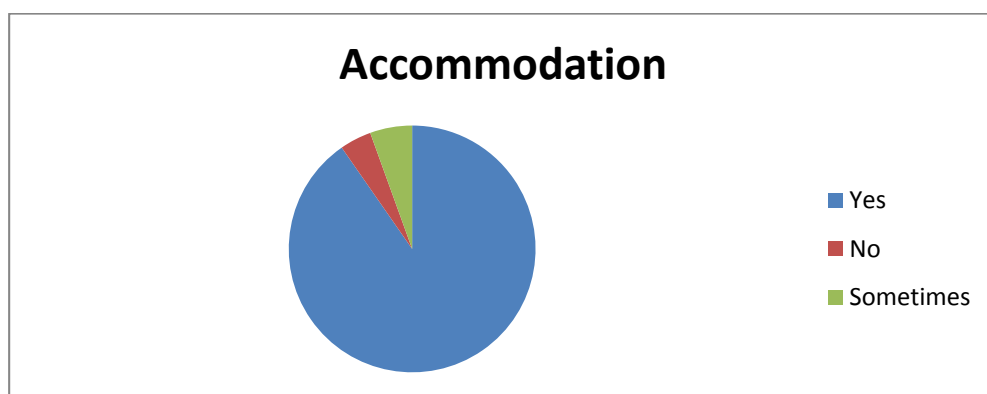


Figure 31 Does your CURRENT employer arrange the accommodation for you on away jobs?

The clear majority of respondents (90%) said that their employer provided them with accommodation when on an away job, 4% were not provided with accommodation, the remainder said that they sometimes provide their own accommodation (Figure 31).

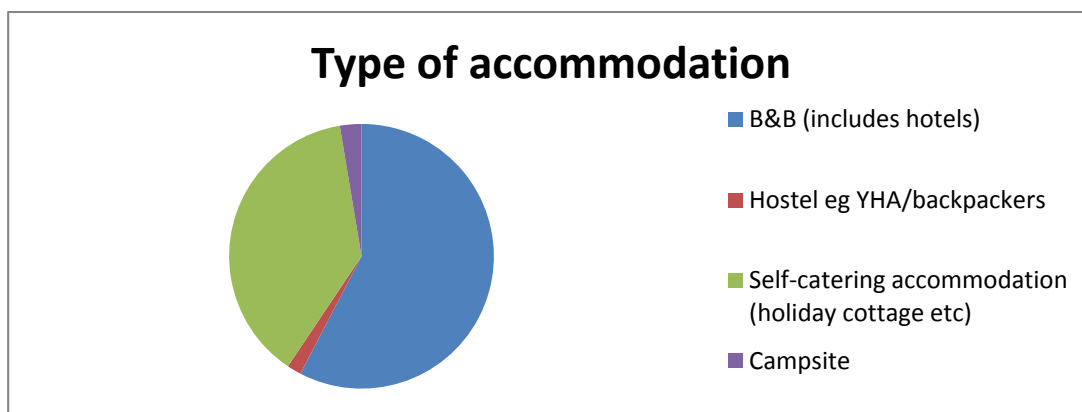


Figure 32 Type of accommodation provided

Accommodation was most frequently B&B (58%), with 38% mostly staying in self-catering accommodation (Figure 32). 2% stayed in hostels with 3% reporting that they were put up in a campsite -one employer admitted that they did use campsites *'only...in summer and in a tourist area where other types of accommodation are just not available'*.

Self-catering was given as preferred by several employees, advantages include space to get away from room mates, the opportunity to have breakfast, prepare lunch and cook dinner.

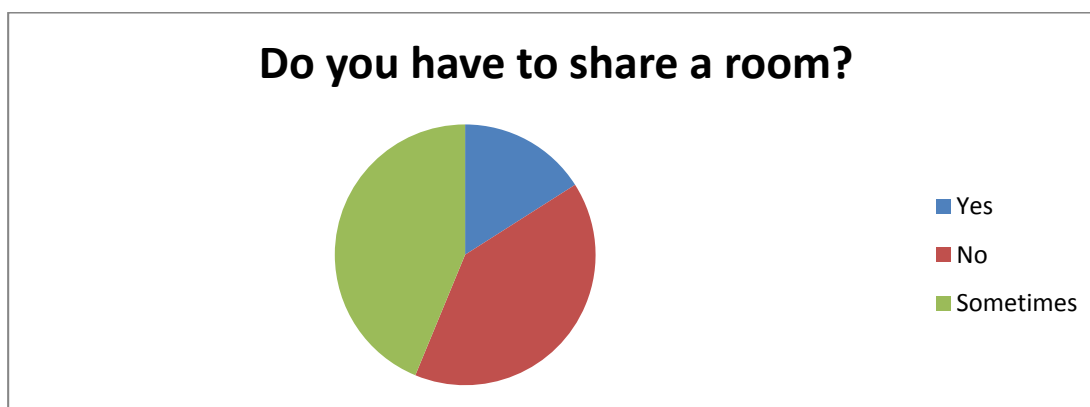


Figure 33 Do you have to share a room?

Sharing rooms is a common cause of friction on away jobs, with snorers often resented –both when you have to share with one, or when they get their own room as a result. Generally it appears that supervisory staff do not often share rooms, but Site Assistants often do. The proportions sharing rooms may be skewed by the high proportion of supervisory respondents (Figure 33). 38 of the 58 who said they didn't ever have to share rooms and who gave their current job title were Supervisors or Project Officer, only 6 were site assistants.

Of the 63 who ‘sometimes’ shared who gave their grade 39 were Supervisors or POs and only 12 were Site Assistants. All of those who said they always had to share were Site Assistants except 2 Supervisors and, perhaps surprisingly, 3 Project Officers.

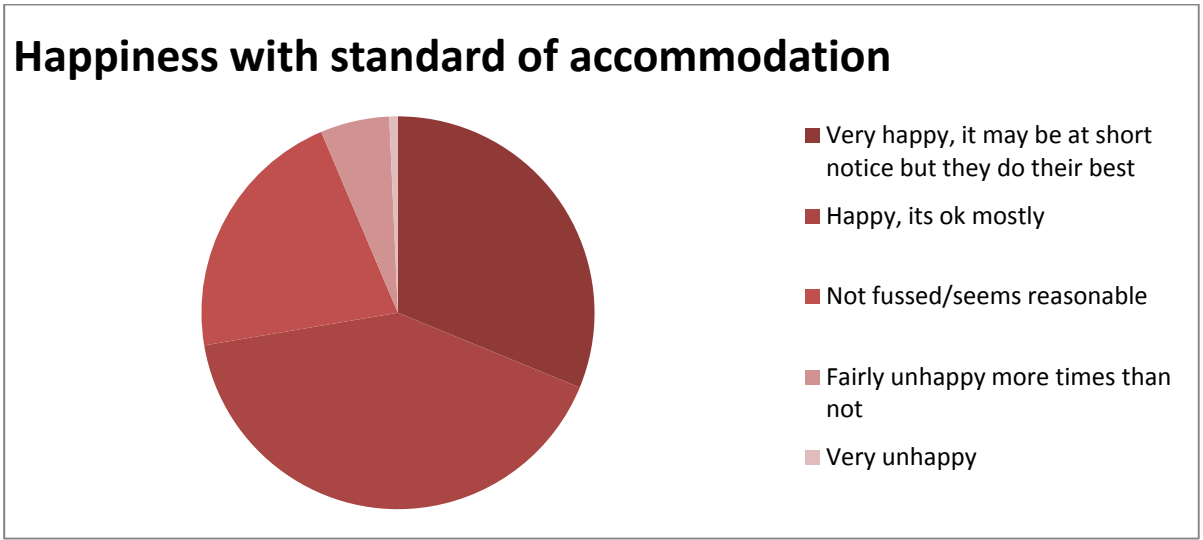


Figure 34 How happy are you with the standard of accommodation provided by your current employer?

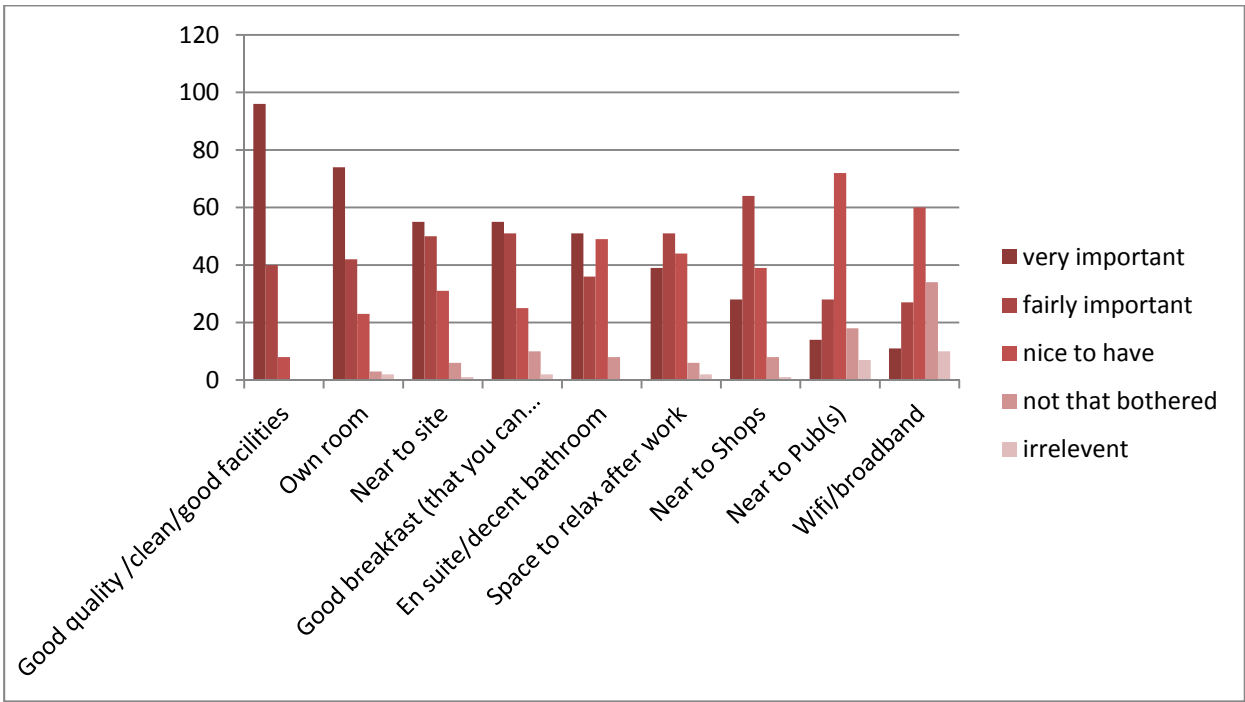


Figure 35 Ranking of facilities in provided accommodation

Some units had a no-sharing rule, except for very short periods of time, and others tried to avoid making staff share wherever possible, however cost appears to be affecting this. Some employees refused to share a room unless it was with their partner although did not report if this caused resentment amongst colleagues. One employee commented that they minded sharing less in self-

catering as there was more space for privacy and to get away from each other. It is not known whether those units that made employees camp provided single tents.

Generally most respondents were happy with their accommodation with 72% either very happy or happy with the standard, and only 7% unhappy or very unhappy (Figure 34). Only one person was 'very unhappy' about their accommodation, they had spent 35 nights away over the previous year.

When asked what they looked for in their accommodation, the most important factor was good quality accommodation which was clean and had good facilities, followed by your own room and proximity to site (Figure 35). The ability to actually eat your cooked breakfast was also high on the list, presumably for those in B&Bs, and a decent bathroom and space to relax. Perhaps surprisingly proximity to a pub was low on the list, as was shops and WiFi.

6.1 Additional accommodation

Not all employees were provided with accommodation on away jobs, a small but significant minority of those who work away (22%) paid for their own accommodation, in addition to their 'home rent', without any compensation from the employer. A variety of types of accommodation were used (Figure 36). The cost varied between £10 (to friends for use of the sofa) and £200 a week for B&B or holiday cottages, with most paying around the £50-£80 level for shared lodgings. Some chose to 'sofa-surf' to reduce costs, staying with friends or family wherever possible.

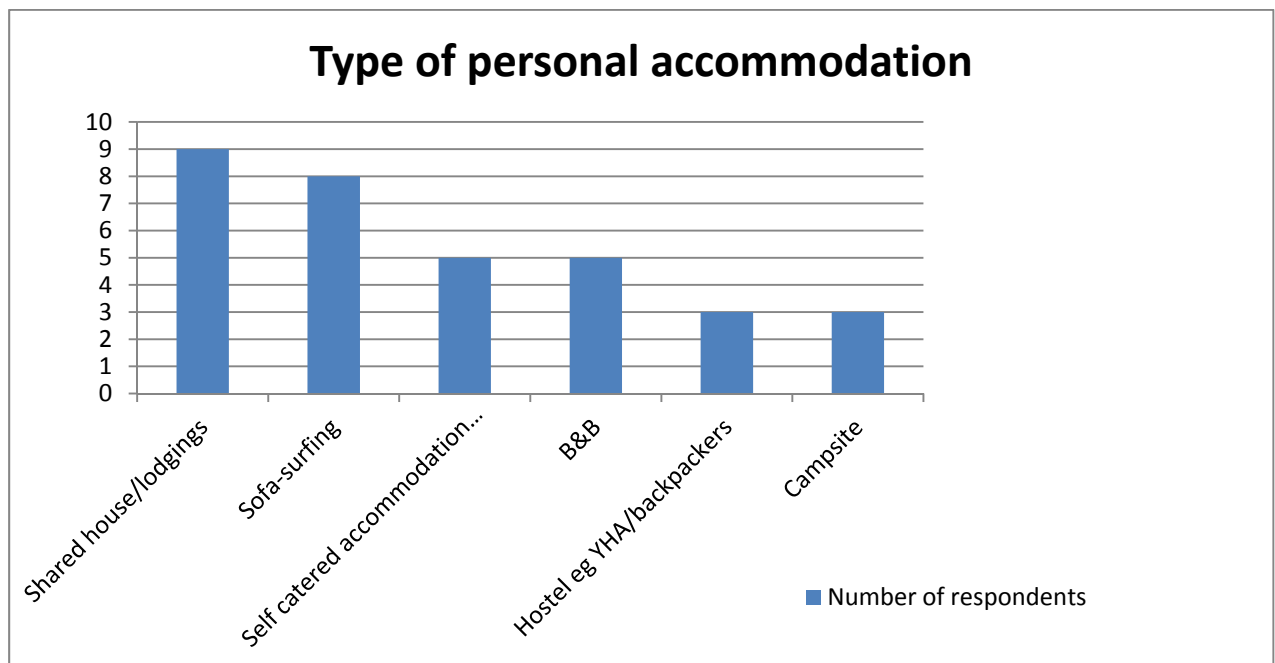


Figure 36 Type of personally financed away accommodation

Employers sometimes helped staff *find* accommodation, even though they did not pay for it. 35% of employees felt their employer was extremely or very helpful, however over 50% of respondents

were given no help in finding accommodation (Figure 37). Of the employers, 38% felt that they were extremely helpful or very helpful in helping staff find accommodation.

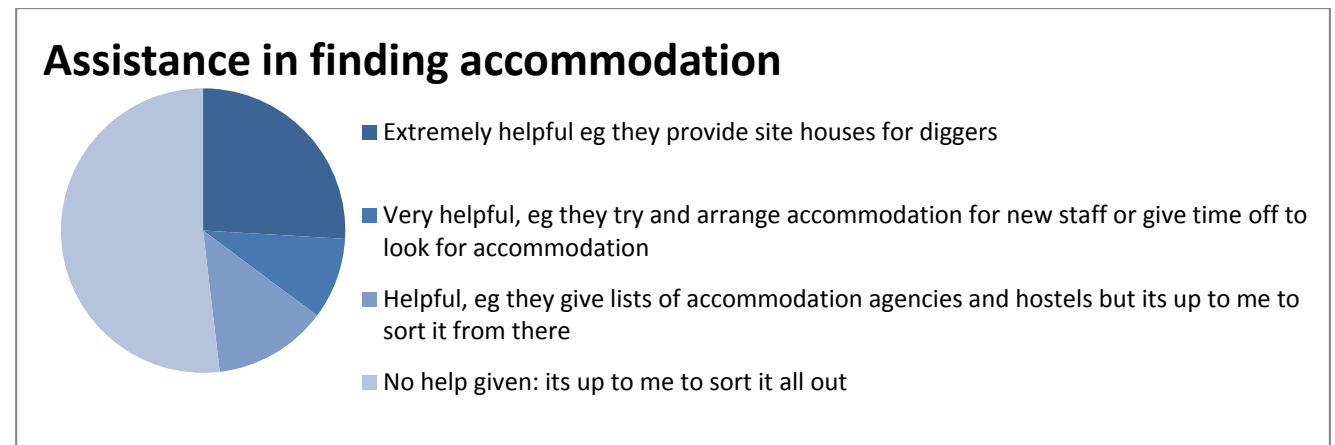


Figure 37 If you have to sort your own accommodation for work (in addition to your main residence), how helpful is your current employer?

7 Subsistence allowance

82% of employees received a subsistence allowance for away work (Figure 38). This was mostly based on a flat payment per night spent away from home. Most units had a single flat rate of sub, although several paid a lower rate to those in self-catering accommodation than in B&B. One employer appeared to not pay any subsistence for self-catering. Most employers did not require receipts for the money, and for many the money was paid direct through payroll.

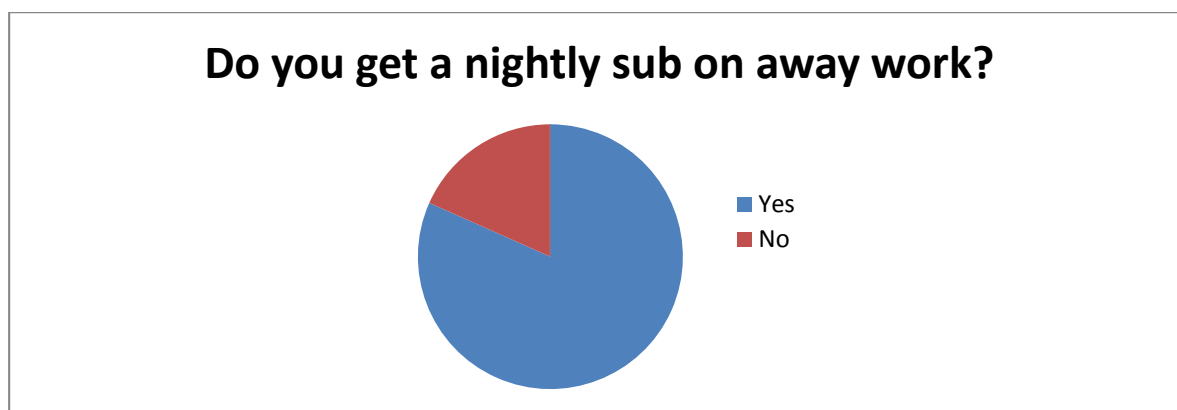


Figure 38 Provision of nightly subsistence payment

Most of the employers had not had any problems with HMRC regarding the taxable status of their subsistence payments, expenses or accommodation; however one employer had had to justify raising their subs rates to the taxman, and following discussions with the HMRC another employer received tax bills for the cost of project accommodation which they paid in full as part of the project costs.

Many units would appear to have dropped any requirement to provide receipts, presumably as it was an administrative burden, and they now pay direct based on timesheets; however for other units there was a requirement to provide receipts. Respondents who were employed by the units that demanded receipts had complaints that the payment could take up to 2 months to get into pay packets. One unit was applying to get their subs rates raised.

The sub payment varies across the country, however £15 a night was the most common payment (Figure 39).

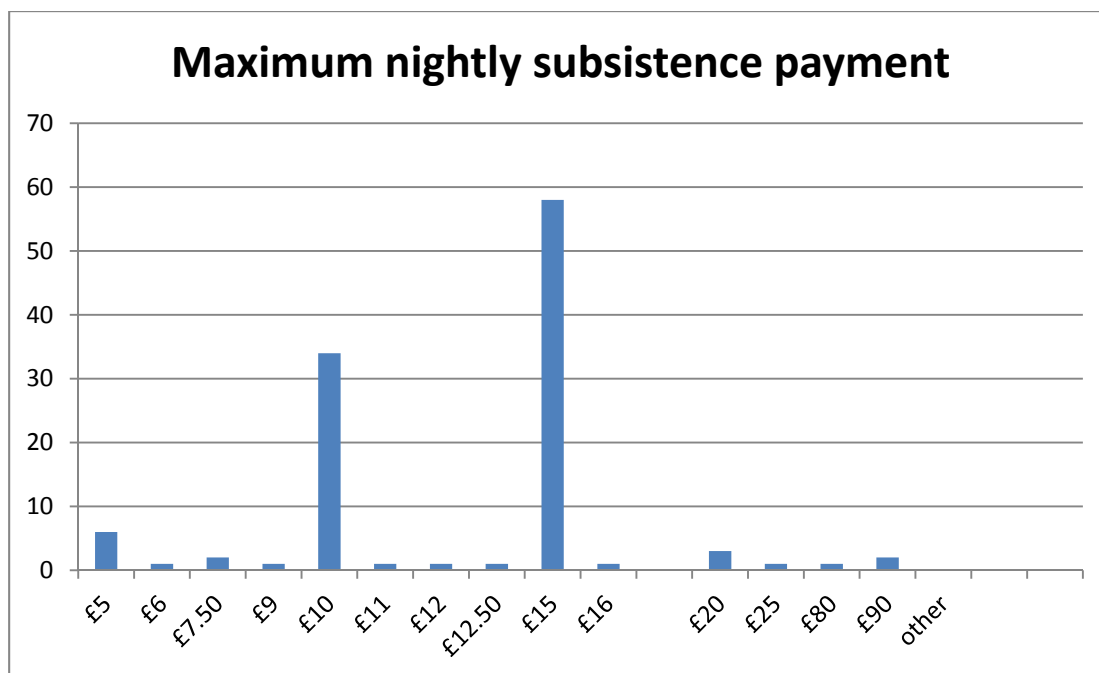


Figure 39 Maximum nightly subsistence payment by number of respondents

What was the total amount of subs received over the last 12 months by employees? By multiplying the number of nights spent away, by the subs, we can get an estimate of the amount paid in subs, obviously a number of factors limit how accurate this data is (Figure 40).

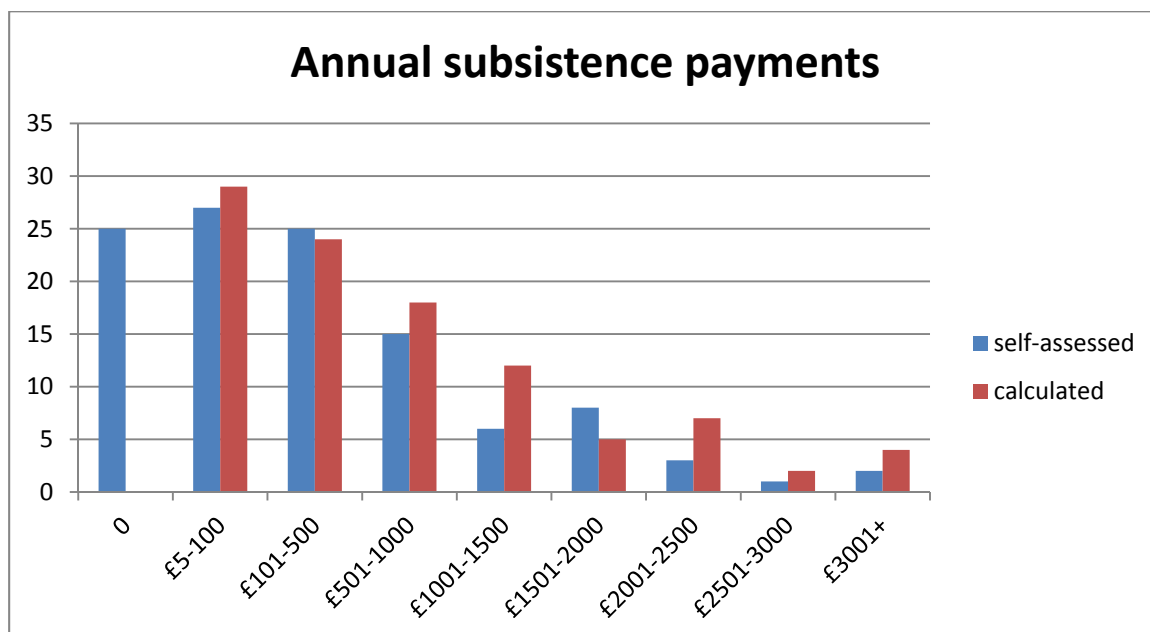


Figure 40 Annual subsistence payments; self-assessed versus calculated

We looked at the amounts that respondents said they had received over the last 12 months. Most respondents stated that they had received £500 or less, however significant numbers said that they

received far more. The highest amount a respondent claimed to have received was £10,000, however this person was on a (verified) rate of £90 a night subs, the next highest was £7,500, also on £90 a night subs. Eight respondents accrued £2000 or more.

We then looked at how many nights they claimed to have worked away to see if 'survey fatigue' had skewed the figures: we multiplied the number of nights away by the stated subs rate, the results were broadly similar, although there were a few more respondents receiving larger amounts than they had stated.

It is clear from our survey that there are some archaeologists who work around the year away from home. Some of these may not have any accommodation costs (as they do not have a fixed home), but many do have rent or mortgages to pay, yet rarely spend more than a weekend at 'home'. Those site staff who work away all year, for 200 nights a year, at a rate of £10 a night will receive £2,000 a year in addition to their salary, whilst those on £15 a night will receive £3,000 a year, both as tax free sums. This clearly represents a considerable amount of money compared to a PIfA salary of e.g. £15,500, increasing the total incomings to over £18,000. For some: *'the subs certainly make a noticeable difference to my pay. In fact I consider away jobs to be fairly lucrative financially.'*; *'subs and overtime are the only things that make the job come close to financially viable.'* Certainly several employees stated that long stretches of away work –especially in self-catering allowed them to save a bit of money, and that they really felt the difference when back on home jobs with no subs.

But at what price? The employee is working away from home for all the year, if they have NO rent or mortgage to pay then as long as they have continuous employment (as they lose their 'home' if they run out of away work) then they are at a considerable advantage compared to those that pay rent – but then this is always the case if you have no rent to pay! Is that a way to construct a profession?

Subs are officially to compensate for additional expenditure caused by away work, however they are often actually used to pay for a weekly commute to site/office, or to subsidise a low wage. For those on subs of £10 a night or less who are staying in B&B the subs often do not cover the cost of an evening meal and a lunch that has to be bought as there is nowhere to keep food fresh. If the breakfast cannot be eaten because you need to leave before it is served then that is an additional cost. For those who are not working in towns it is not always possible to get cheap food:

'If you are in a good location in self catering then you can save money as you can do a normal weeks shopping and cook for yourself. I wouldn't spend £60 on food a week for the whole family, let alone just me for 4 nights. If in B&B you can't store food so lunches (which aren't meant to be covered by your sub) are more pricey. It can be expensive to get evening meal if there is nowhere cheap, and this can swallow all your sub as other than chips the cheapest meals may be £10. I am fortunate as I have a good wage so subs are a nice extra but not essential. When at [company name deleted] 2 years ago, they were essential as the wage was so low. We were put up in a motel in the country where the cheapest meal was £8 and there were no shops. We did a shopping run every Monday but had no fridges or cooking equipment.'

Several employees commented that subs had not risen in line with inflation, and that their purchasing power was dropping. Several subs do not appear to have increased for several years, although no data was gathered on this.

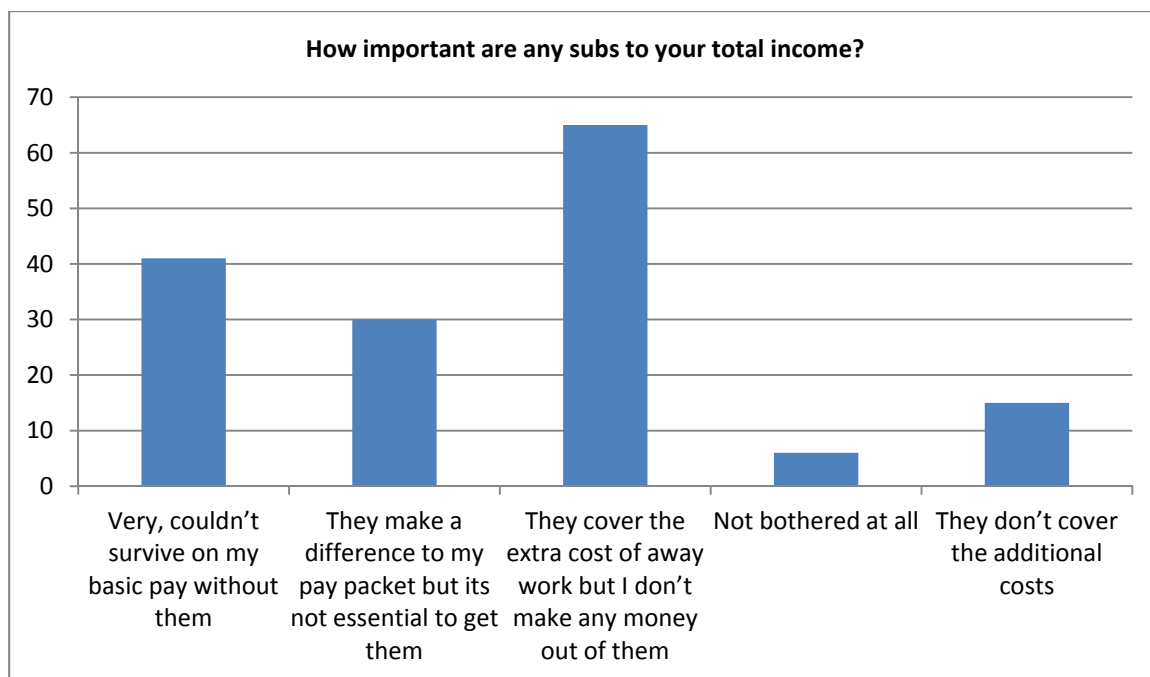


Figure 41 How important are any subs to your total income?

Of those who received subs a small number were 'not bothered' about the money, however these employees had not done significant away-work and were all at Project Officer grade or above. 26% of respondents felt that they couldn't survive on basic pay alone without subs, with 41% feeling that they broke even on the costs of away-work thanks to subs, for 19% they made a difference but were not essential (Figure 41). 10% felt that they didn't cover the costs of away work. Clearly some of these statements are not mutually exclusive, and for the majority of those that receive them, subs are a welcome addition to incomes.

8 Travel

Nearly all archaeological employees have to travel some distance to work, for some it is a short daily commute, for others it may be a weekly cross-country journey. Questions were designed to establish patterns of behaviours, and the costs to employees in terms of financial costs, and time costs.

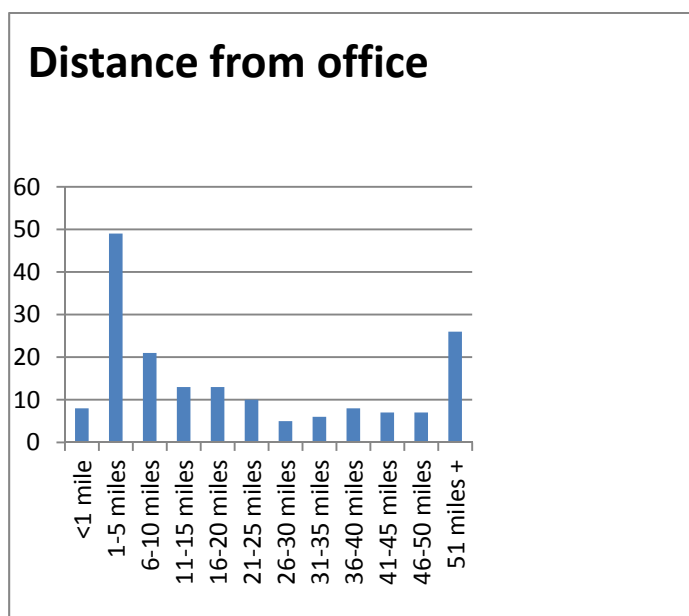


Figure 42 How far do you live from your CURRENT employer's office (in miles)?

The majority of respondents lived within 15 miles of their office; the maximum stated distance was 300 miles, presumably a weekly commute or away job (Figure 42). Refreshingly everyone living less than a mile from work walked, the longest cycle commute was 18 miles. Most people travelled in to the office by car or public transport, with only a small proportion getting a lift (**Error! Reference source not found.**).

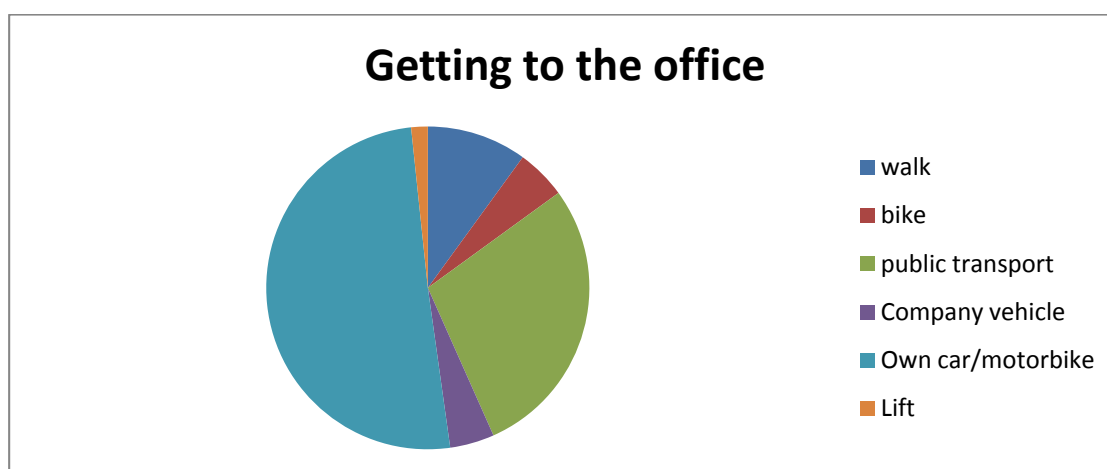


Figure 43 What is your principal method of getting to your current place of work?

The financial cost of a daily commute of a few miles by car may appear negligible; however a daily commute of 30 miles adds up to 150 miles a week, and can cost upwards of £25–30 a week in fuel alone. A weekly Zone 3 Travelcard in London cost £34.20 whilst the survey was open, a commute on local trains can carry a similar cost, especially in the expensive morning period, and longer train journeys can cost significantly more. Long car journeys such as the 600 mile round trip would swallow a significant proportion of an archaeologist's wage if done regularly.

The location of the office is also of relevance, for those employers whose office's are in a town or city, it is easier for employees to get accommodation nearby, and public transport is usually better. For offices away from centres of population there can be a proportional increase in commute, and a proportional increase in difficulty of getting accommodation, especially short term digs used by many temporary workers.

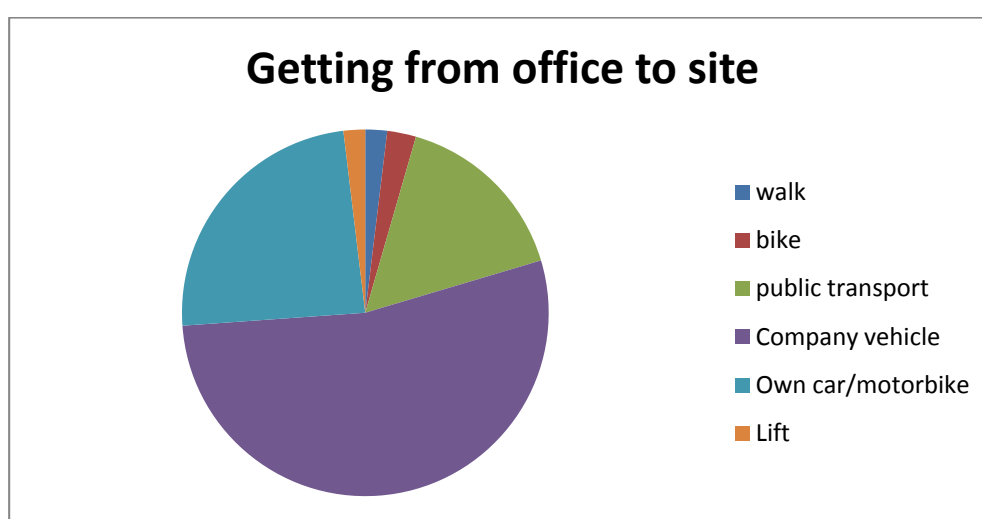


Figure 44 If you go to an office first, how do you normally get from your office to site?

Once at the office 54% transferred to a company vehicle to get to site, however 24% used their own vehicle to get from the office to site, with 2% getting a lift from a colleague –presumably also in a private car (Figure 44). 16% used public transport to get to site, however nearly two thirds of these employees worked in London. Employers who responded reported that all staff were allowed to drive company vehicles, although often there were checks such as a test drive with a senior manager, or in two cases some form of formal test.

8.1 Car ownership and use of private cars

11 employers stated that they sometimes required staff to use their own cars for work, although this was often to the employees' advantage as for example it meant they might not have to go to work via the office. One company did not own any company vehicles, and others stated that they required staff to use their own vehicles instead of hiring vehicles. Most employers checked that staff were adequately insured to use private vehicles, however one employer did not perform any such test *'but is it clearly stipulated that they must have this'*. Mileage forms were the main method of

claiming money back, however fuel cards were also given out (which obviously do not cover depreciation, wear and tear or running costs).

57 out of 184 respondents had no motorised transport of their own (Figure 45). Of those that said they didn't have a car, but said that they couldn't do their job without one, nearly all had a car-share or got lifts from family/friends or colleagues.

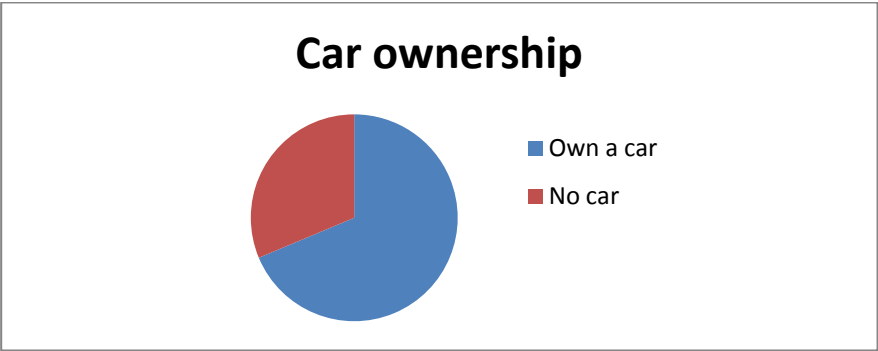


Figure 45 Do you own a car/motorbike?

Of those that did have a car, 79 out of 124 said they couldn't do their job without their car. 45 said they could. 25% of the employers said that they required staff to have a driving licence, although this was often only for Supervisor grade or above.

Of the non-car owners 141 did not car share, whilst 38 did depend on lifts provided by others. Of the car owners, 103 didn't car share or use lifts whilst 20 used lifts or car-shared despite having their own vehicles, presumably to save money and fatigue.

Of those that did have a car, 3/4s used it for work, but worryingly, a third of those who used their cars for work were not sure if they were properly insured or not (Figure 46).

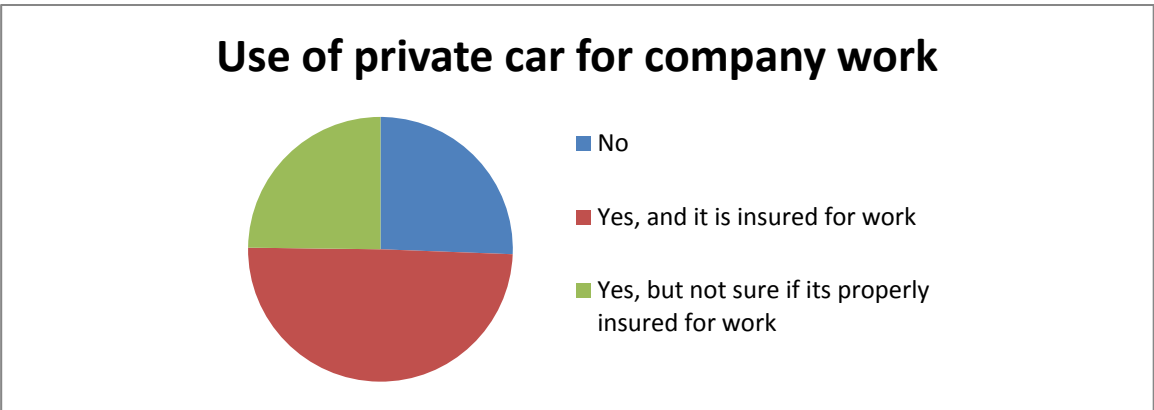


Figure 46 Use of private car for company work

The costs of running a vehicle obviously vary from person to person, and the data we got from respondents was in such varied formats that it was simply not possible to analyse. We have therefore looked elsewhere for figures on the cost of running a car. The RAC estimates that a used

car cost £4,724 a year to run in 2011, up by £283 since 2010. That is a mileage cost of nearly 40p per mile: anyone paid less than that is making a loss on every mile.

The RAC figure includes £1,556 for fuel to cover 12,000 miles, which when excluded leaves annual cost of £3,168 (RAC 2011). Petrol increased by 13.83% in 2011 (*ibid*), and insurance has also risen sharply; transport costs are increasing and wages and mileage are not taking this into account.

9 Working hours

Only one respondent worked part time, working a 3 day week. Of the full time workers most worked a 37 or 37.5 hour week as standard, although that did not include any paid or unpaid travel time outside of the basic working day (Figure 47).

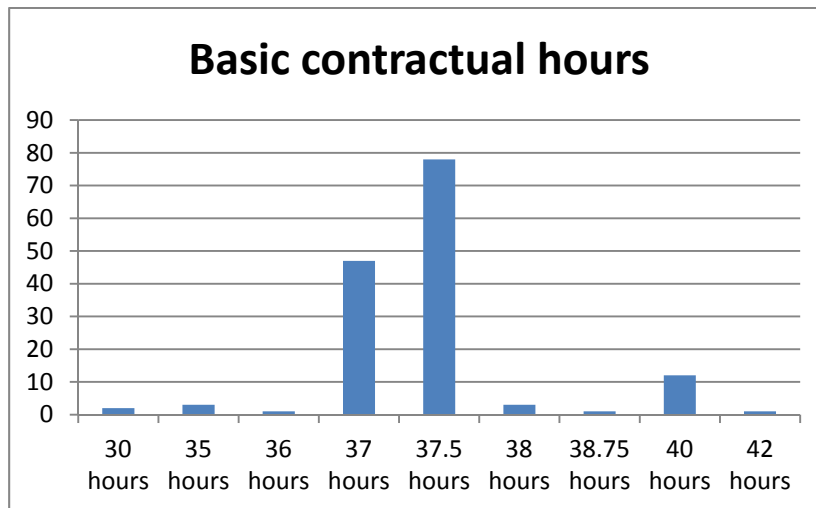


Figure 47 Basic contractual hours

When work-related travel (from the office to the site, outside of core hours, not including from home to office) is added to the basic contractual hours the figures jumped dramatically for many respondents (Figure 48).

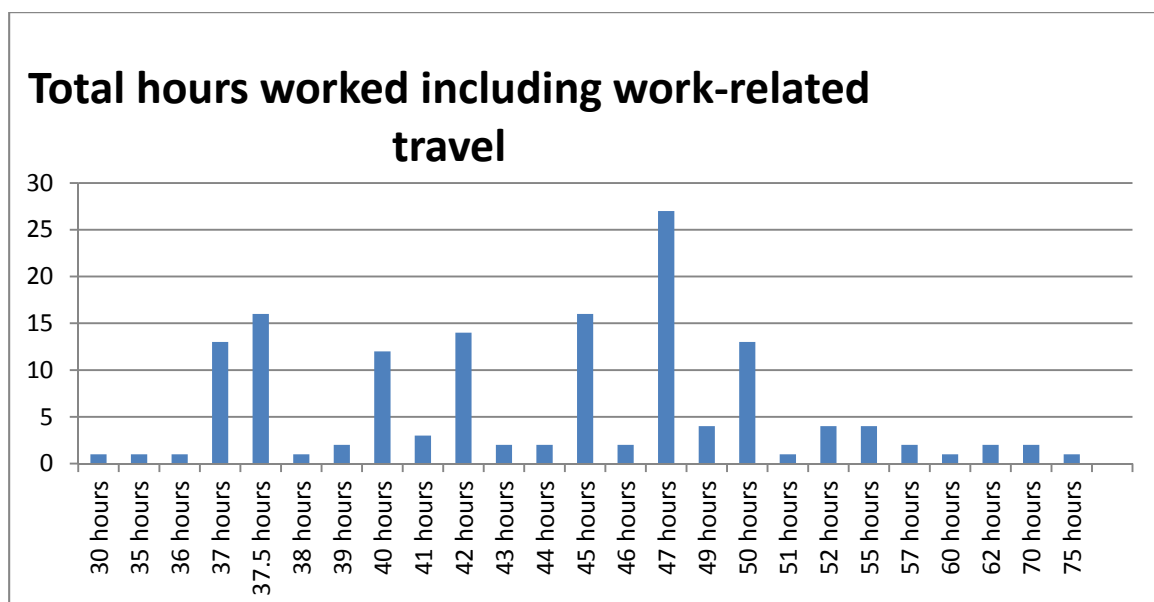


Figure 48 Total weekly hours worked including work-related travel

Approximately 25% of employees did not appear to carry out any work-related travel, this may be because they worked primarily in the office, or they travel straight to site each morning (at least ten worked in London). The remainder all travelled for work outside of core hours, usually from office to site. Of these, over 50% worked between 45 and 50 hours a week when work related travel was included: 28% spent between 1 and 5 hours on work travel, with 28% spending over 10 hours a week on work travel outside of contracted hours (Figure 49).

These hours are on top of the time spent travelling to the office, for site based staff the majority were out of the house by 6.30am, with some leaving as early as 5am every day and 8% leaving before 6am and 20% before 6.30am. 35% left home between 7am and 7.30, although some of these may have been office based staff. Employees got back home between 4.30pm if they were in the office and 8.30pm, with the majority getting home after 6pm. For staff who are commuting weekly from homes across the country the Monday starts are even earlier, and the arrival home even later on Friday evening.

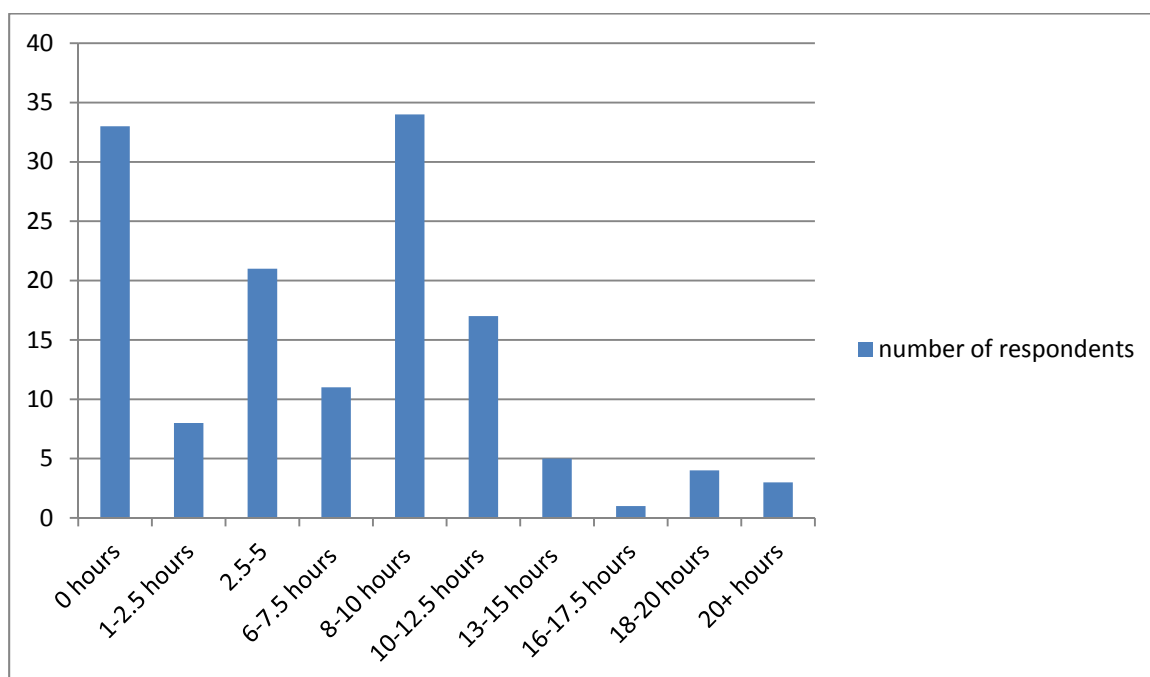


Figure 49 Number of hours of work-related travel outside core hours

9.1 Paid travel time

As we have seen employees are often expected to travel from office to work outside of core hours, often for ten hours a week. But are they paid for this? Practice was widely variable, and appeared to often be inconsistent within the same organisation, although this may merely indicate poor communication or understanding of the rules by staff. For some employers travel time was included within employees' weekly hours, for most it was not. For **drivers** the situation was marginally better than for passengers, even then the situation was confusing with a multitude of different ways of paying –or not paying driver's time.

Some companies gave Time Off In Lieu (TOIL) for drivers at basic rate, others paid drivers at 'Time', whilst one major organisation paid it at 'Time and a Half'. Another organisation paid drivers at a 75% hourly rate, another at 10% hourly rate, another paid a flat £5.50 a day, another apparently paid a flat rate of 1.6 hours a day.

Some organisations tried to reduce paid driving time, by discounting the first 30 minutes, or the first and last 30 minutes, others did not pay the first hour, these units usually paid at standard hourly rate.

For **passengers** several organisations paid at Time or in TOIL, with one unit paying Time and a half, although this may be only for supervisory staff. Other organisations pay at 75% of Time. Many units did not pay any passenger time.

It is not entirely clear what happens with passengers travelling in the private vehicles of colleagues on work related travel, although indications are they are not paid, with the drivers getting only mileage, or in some cases only fuel costs (via fuel cards) with no payment for running costs.

Some companies only paid their supervisors' travel time, whether they drove or not.

Many companies did not pay for driving time at all; these companies still asked their staff to travel, they just didn't pay any of them for any of their time.

There was a clear problem with confusing rates, with a lack of knowledge of the rates amongst employees, despite the apparently clear guidelines given by employers. It has not been possible to tabulate the different rates as it is too complex and the information is often contradictory dependant on employee grade, or location. Instead we have created a set of scenarios (Section 11) which show the impact of different rates of travel pay and of sub s on income and costs.

9.2 Mileage

For those using their own vehicles for work business mileage rates were also variable, between 12.5p per mile and 87p per mile, with most mileage in the 35–40p per mile range. Several employers paid a lower rate after a certain number of miles, dropping to as low as 11ppm after as little as 100 miles. Figures from a recent study show that with increased fuel costs the average used car costs just under 40p per mile to run (RAC 2011).

9.3 Total compensation for travel related time

Respondents claimed that the amount they received for travel related overtime and mileage was too variable to estimate accurately, however figures given varied between nothing and several hundred pounds for those that ran up large amounts of mileage or hours. There were comments that mileage payments took a long time to arrive, and were not covering increasing fuel costs. For those that accrued TOIL there was the benefit of additional paid time off, with some companies limiting this to 2 weeks TOIL with all time after this amount paid at time.

Approximately half of the respondents did not get any payment for any travel.

Travel payments –whether mileage or travel time, meant a difference to the pay packets of many archaeologists, 19% of respondents stated that they relied on travel payments to supplement their basic pay:

‘the car allowance transforms my salary from OK to reasonable. It is an essential part of my income, but is being eroded by rising fuel costs, against fixed allowances.’

Another 17% claimed they made a difference but they were not essential. It may be that the irregular nature of any payment –dependant on how much driving or travel is done, makes travel expenses –if paid, difficult to rely on:

‘driving pay makes a huge difference to the pay packet, but it would be foolish to rely on it. I live as much as possible within the means of normal hours pay (with subs when working away) and any extra is saved’.

The level of mileage payment was criticised by a few employees as not covering running costs, depreciation or wear and tear, especially due to rising fuel prices. 18% felt the payments didn’t cover the additional costs of travel, and for 14% the payments were irrelevant –probably because for both of these groups most of these respondents didn’t get any payment at all (Figure 50).

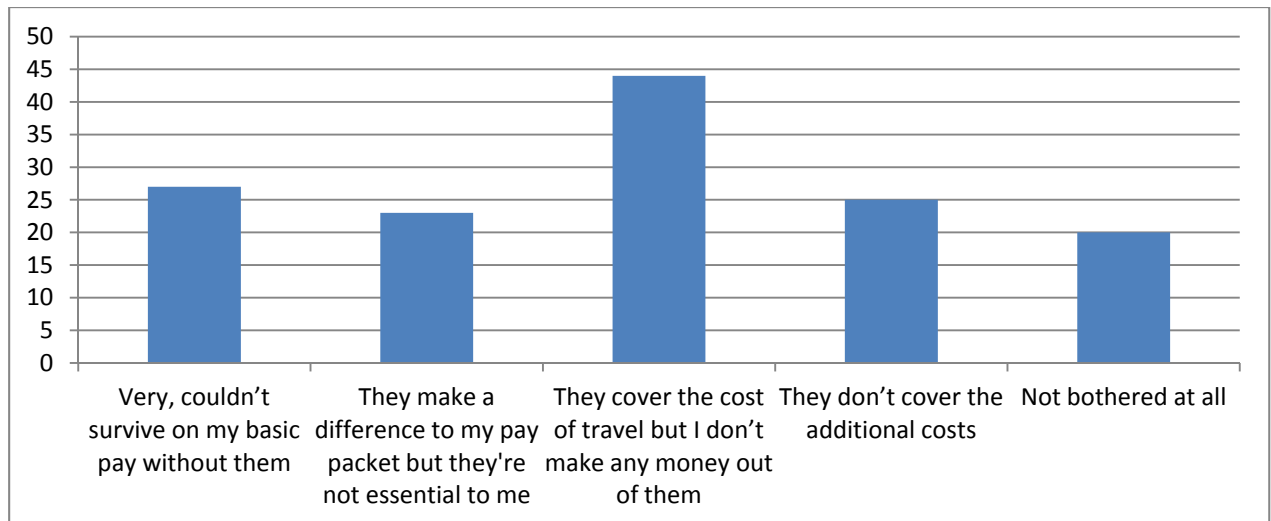


Figure 50 How important are any travel payments to you?

9.4 Driving whilst tired

18% of respondents stated that they sometimes drove just to get the extra money, 48% said that they sometimes felt pressurised to drive when tired. This could be a dangerous mix. The situation could be exacerbated by a lack of other drivers, meaning that the same person must do all the driving –and will often be running the site:

‘I have been on sites where I was the only driver, with a 1.5 hour drive each way, and then had to hit ground running immediately as [I was] running the site. No opportunity to rest, although passengers slept all the way. I used to do the same before I could drive! Work driving is on top of 1 hour getting to and from home. At end of week everyone just wants to get home asap so there is unspoken pressure although we are told to take rest breaks. Plus those who don't drive often are sleeping off a hangover whilst I was sober, which is really annoying!’

‘Two children, mortgage and need to hold down an unsteady job so try to be invaluable doing jobs others won't do.’

All but 2 of the employers stated that drivers were allowed paid rest breaks. 20% of respondents had received additional driver training, of these most had been on 4WD/offroad courses or MIDAS minibuses courses.

Employers have a responsibility for the health and safety of any employee driving, or being driven, on works business. Employers are also responsible for the health and safety of their employees driving to work if it isn't their normal place of work (so anyone driving from home to site, if their contracted place of work is 'the office'). This should be covered by workplace risk assessments and there is guidance on the HSE website about driving <http://www.hse.gov.uk/pubns/indg382.pdf> and fatigue <http://www.hse.gov.uk/humanfactors/topics/fatigue.htm>.

10 Views of away work and archaeology

The final set of questions reflected on the impact of away work on employees, and on how they felt about their archaeological careers and prospects. Employees were asked how much away work and accommodation provision affected their choice of what jobs to apply for, for 69% of respondents it did affect their decisions (Figure 51).

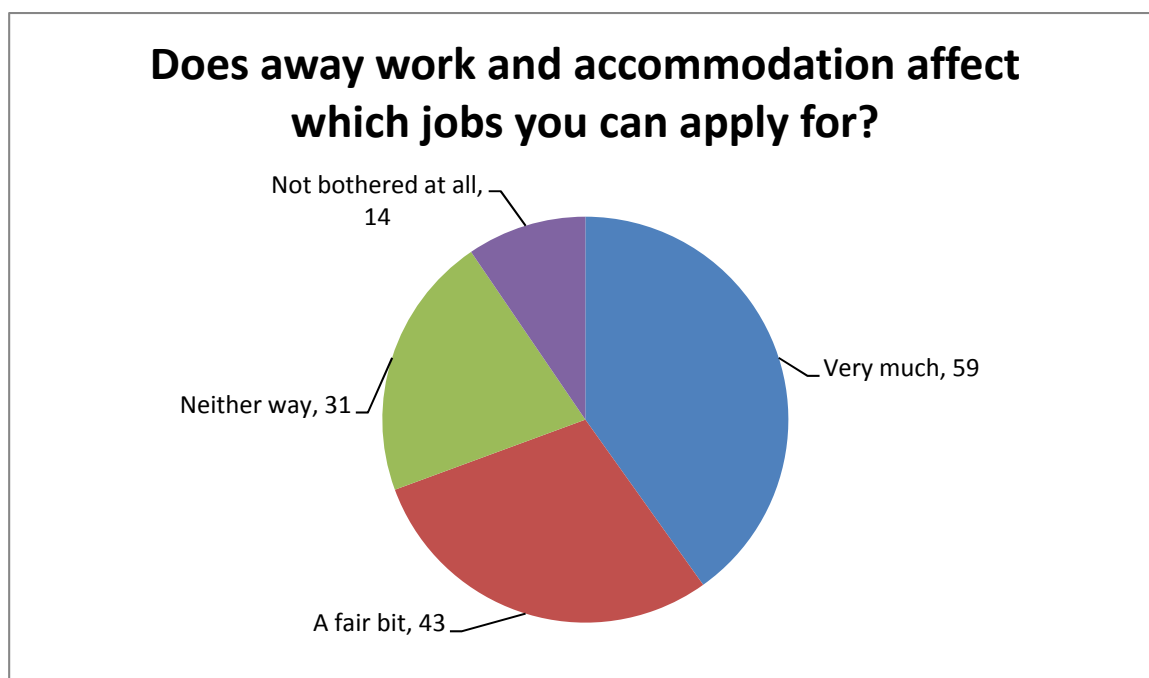


Figure 51 Does away work and accommodation affect which jobs you can apply for?

Several commented that staying away was a part of the job, and there was a widespread acceptance of both the need to be able to work away, and a willingness to move for a good contract. Most comments were however perhaps unsurprisingly negative, particularly where they touched on the difficulties of surviving on an archaeologist's wage. They included the difficulty of paying for a second home or a lengthy daily commute:

'Without provided accommodation, there is no way I can afford to work',

'I already pay for rent etc at my own flat, I cannot afford to pay for accommodation for away work',

'In the case where no accommodation is offered and it is beyond a reasonable commute I cannot seriously entertain applying for that work.'

'Usually provision of accommodation is the only thing I look for before applying'

'Several times offered work but had to decline due to it being too far away'

There was a noted dissatisfaction with doing an endless succession of away jobs, living out of a suitcase whilst paying rent for a home that was rarely seen; this combined with a clear sense of away-fatigue from many employees:

'I used to take jobs in the Republic of Ireland, but got fed up living out of a suitcase and having it affect my private and family life, so I will only take short term jobs away from home.'

'Not willing to do away work any longer in any future jobs'

Whilst there was a clear recognition of the need to do away work, especially when there was little other work in a region:

'I would not apply for a job that was away work all the time as my life would not be settled. but like to do some for the extra money and it has helped keep our jobs over the last two years as office based work wasn't available.'

There was acknowledgement that if accommodation was provided there was an opportunity to make more money, but it seems that this was generally compared to the cost of running two homes, and so was borne out of the desire not to be *losing* money on this:

'Makes huge difference to bank balance'.

Some commented that it was hard to move for less than a six month contract:

'I am very willing to work through out the country, but I have to be able to afford to do so. Accommodation for short duration projects is essential. I cannot up sticks and move for anything less than a year. Maybe that reflects my age.'

Family commitments were mentioned, as was the fact that some employees had now settled down and priorities may have changed.

'Now that I've got a house, a husband and a dog I couldn't do a job if I was expected to work away most of the time.'

Several times employers were noted as taking personal circumstances into account, however there was a concern that being tied to one place, or unable to work away for whatever reason affected job security:

'Can't work away from home (young kids) so have been viewed as less deployable during recent redundancy situations'.

Many employees felt that their flexibility and willingness to work away meant that they were still employed when others were not.

'Deployability' is an important consideration when the axe comes swinging down.'

'If I couldn't drive or work away I would have been unemployed several times over the years.'

Others were concerned about the impact of a peripatetic lifestyle in the long run:

'When I had more regular employment I regularly worked away. It did not affect how I was viewed in the unit. I think it affected my career development though as I was never able to commit to volunteer work (community outreach etc) nor courses for specific technical development. As my field career is coming to an end due to poor joints, I really feel the lack of this.'

The only comments from those that were 'not bothered' were from those that had either not done away work, or were always given accommodation.

10.1 Work-life balance and long term effect of away work

The effect of away work and long hours on personal life has been touched on in previous comments, most employees did not feel any positive effect from working away although 22% were ambivalent (Figure 52). Respondents mentioned the lack of notice of away work, and the lack of time to see partners or family or friends, and the pressure to make the most of shared time together when they were tired from long journeys.

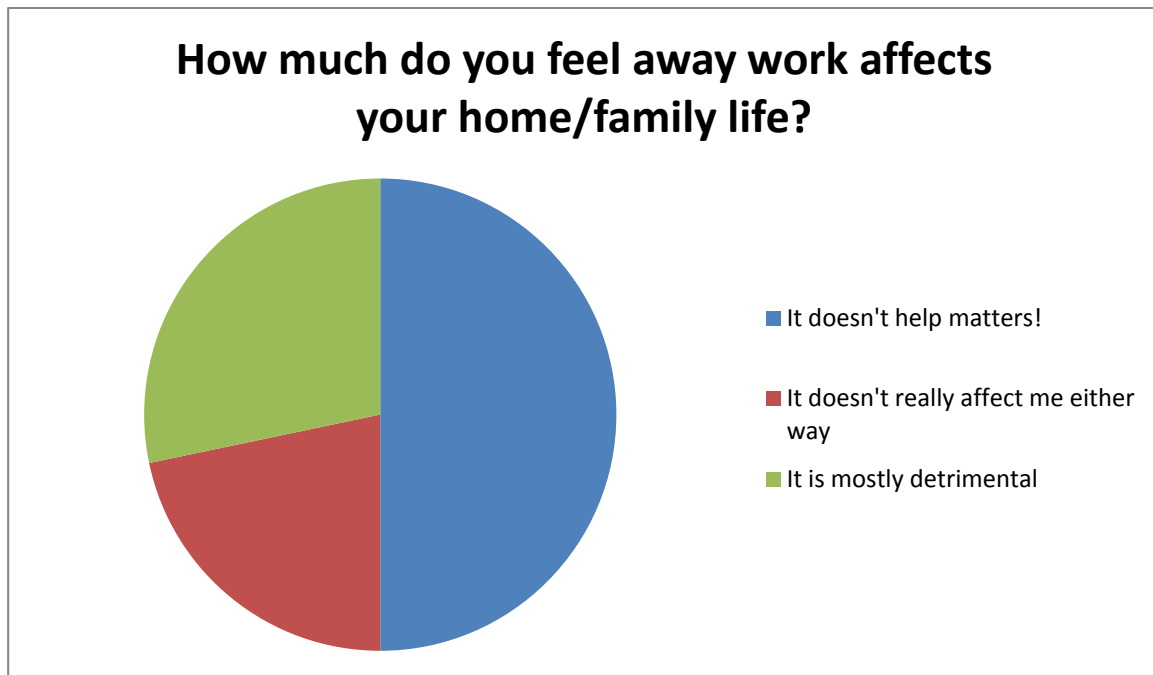


Figure 52 How much do you feel away work affects your home/family life?

All the responding employers felt that their employees were able to enjoy a good balance of away work and travel working for their company, allowing them to have a reasonably predictable home life:

'We are aware of the problems, and genuinely try to make sure that the demands of work and travel do not unfairly impact on home life ... but the nature of our work places some difficult demands on individuals.'

There was an acknowledgement that away work could be tiring, stressful, and *'not a good thing to do for long periods of time'*. *'Longer term I do not feel that it is very beneficial to staff.'* Some employers felt that it was an intrinsic part of archaeology: *'We explain that it is part of the job from the outset and if individuals do not want to undertake travel anymore then they are probably in the wrong job'* and a feeling that it was a temporary state of affairs for most: *'Away working is part and parcel of archaeological fieldwork and for most will be a feature of their earlier careers, rather than a permanent state of employment.'*

The effect on morale was acknowledged, as was the financial cost: *'We do not generally consider away work to be cost-effective or conducive to staff morale'*. Asked if they had tried to recruit locally to reduce travel and accommodation costs, several employers stated that they had, but with mixed results. One had reduced costs marginally by recruiting locally, others did this regularly and stated that it was hard to win long-distance jobs if accommodation costs were incurred. Two employers said that they subcontracted work to 'local' organisations.

Comments from the employees were possibly predictably downbeat:

'When I worked away a lot, it was very difficult to be there for my loved ones when they needed me.'

'Am now in a new relationship, prolonged away work was largely responsible for the breakdown of my previous relationship after a period of 2 years working solely on away sites.'

'I have a very understanding partner'

'It can be extremely detrimental - my wife feels entirely unsupported when caring for our child.'

Many commented that they were tired at the weekend and spent most of it asleep, washing clothes or preparing for the next week:

'Used to spend most of Friday night on public transport before i had a car, spent most of Saturday sleeping and doing washing. Only got to see friends/boyfriend sat night, and spent Sunday packing and travelling'

'Exhausted at end of week and by Sunday having to pack to think about leaving early Monday morning'

There was also an effect on hobbies, the ability to attend courses, and to see friends and keep in touch with people.

'It affected my ability to network in my home community, not just in Heritage, but life in general. I no longer know anyone who isn't an archaeologist.'

'I have given up all of my evening activities, including being Chair of an archaeological society as away jobs affected my input into the society. I cannot join evening classes as I do not know when I will be sent away. '

'It makes it difficult to maintain a stable private life outside archaeology.'

'As deployment is sorted out on a week by week basis I cannot commit to see friends, attend plays/functions etc. or pursue hobbies in the week as I don't know my availability.'

Some saw a positive side in away work, and many saw it in the round:

'divorced and single so I can do what I like!'

'It's great in small doses, but can become wearing after a while. Hasn't really affected me much recently, but have had long stints in Scotland, Turkey, and France in the past.'

'We cope. It means my girlfriend can't get a job easily as we have a daughter and I never know when I will be home. We can't plan going out as I may be away/getting [back] late. ...More notice would be good. The plus sides? A bit more money, but if I didn't work away my GF could get a job so we'd be better off. I do enjoy the social side of away work and the opportunity to get to know colleagues as people.'

And many were pragmatic about it, especially those who were not in a relationship, or did little away travel:

'In some ways I like away work, as it is a change of scene, an escape from office politics and a chance to spend some quality time in nice pubs. Also, if accommodation is close to site it can mean I get a (relative) lie-in in the mornings. It is actually the home based jobs which I find more disheartening as there are earlier starts, more driving, and often little problems to be dealt with in the office every night.'

'Back at weekends so not too much of a problem.'

'I don't do it very often, but it would become a nuisance balancing home/work life.'

'I am mainly a circuit worker and have never been permanent with a company. I enjoy the lifestyle for the most part but my girlfriend is an archaeologist and she feels that constantly following the work is detrimental as someone else is always in control of your life and where you are heading. Also living out of a backpack is not ideal.'

But many saw a longer term effect on those who were perpetually moving around:

'Away work means no "roots" set down to one place.'

'In many ways, I feel the itinerant lifestyle retarded my private life for several years and left me 'ungrounded' to a particular place. I feel this lack of stability is a serious hindrance to field archaeologists' personal lives and one that is not compensated for in pay.'

10.2 The future

Employees had mixed views on how away work affected future career choices of 155 answers, 22 said they enjoyed the lifestyle, however many of these also wanted a more predictable life in the future and some of them said it affected whether they will stay in the field long term (Figure 53). Of those that liked the extra income of away work (19) almost all (14) wanted a more predictable life in the future, 11 felt it was a job and they got on with it.

Of the 77 who agreed that *'it's a job, I get on with it'*, 30 wanted a more predictable life, and 18 felt it affected whether they would stay in the field long term. Of those that wanted a predictable life (67) 12 *'wanted to get out now'*.

Many say that they fully accept that it is part of working in the profession but that they hope that the unpredictability of away working will not affect them as much in the future. There is a

consensus that last minute away jobs are difficult to manage and affect personal commitments adversely – while there is a recognition that those with families are less likely to be asked to undertake away work there is a consensus that those without family commitments are expected to sacrifice their personal lives for their work. A common response was that limited notice does not allow for forward planning for personal life. There appears to be little willingness on the part of those organising away work to take account of prior family commitments and personal responsibilities, even at weekends, and this is evident in the amount of time that fieldworkers have to spend travelling out of hours. This time is often unpaid. Furthermore, ability to travel and home to site distance are rarely considered.

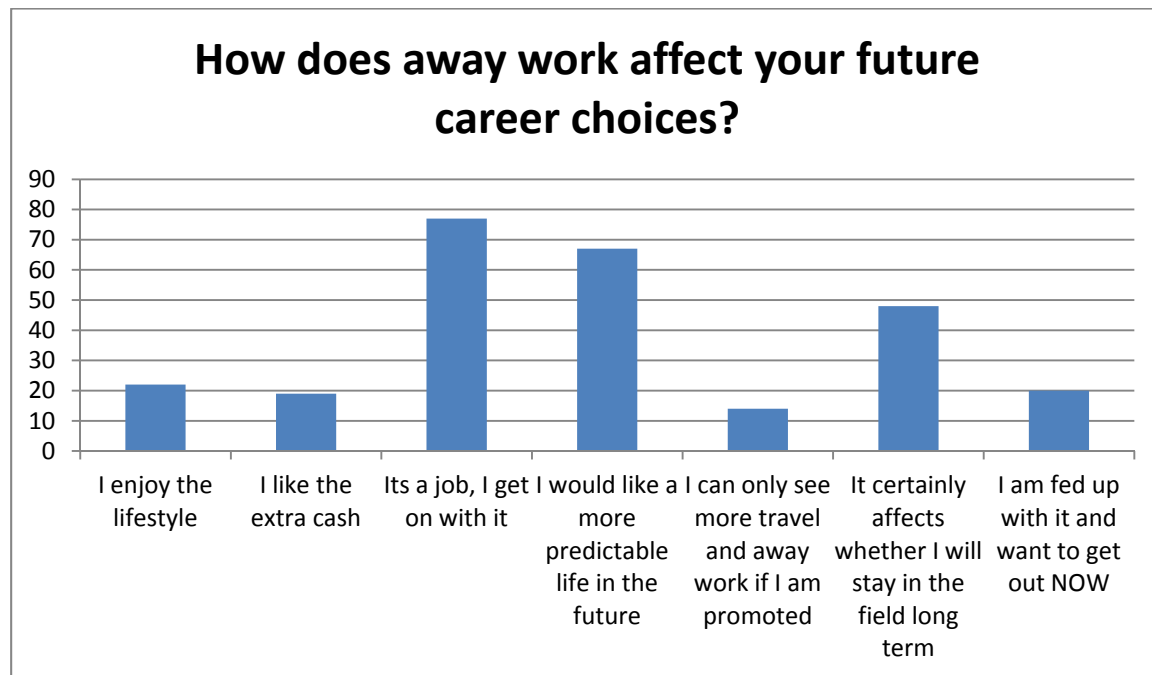


Figure 53 How does away work affect your future career choices?

Asked how long they would stay in archaeology there were a lot of archaeologists who were in it for the long run, however there were also a lot who were either actively looking to get out, or were on the last straw. There was a real feeling that there were a lot of employees who wanted to stay doing a job they both loved and hated for as long as possible, but for whom there was little chance of making a go of it if they wanted anything from life other than a hand to mouth existence.

Has it always been this way? Have we always treated our young archaeologists as disposable?

There has always been a rapid falling away of professionals after a few years as the reality sets in, but have we become conditioned by this apparent short-term career to not care about those that are on the junior rungs of the ladder, knowing that most will leave for good in a year or two? Is there a wider and deeper falling away at present, where there is an increasing feeling that the profession is not serving the archaeologists, or the archaeology? It must be remembered that many of the respondents who are so disillusioned are Project Officers and Supervisors, those who had already survived the traditional early exodus from archaeological careers, and who are in relatively better paid positions. If these professionals leave, and we are right about the hiatus in new recruits, then

the already shaky skills foundations in archaeology may be in grave danger, Archaeology cannot afford to lose these professionals.

There is an incredible fondness for archaeology and archaeologists in many comments, however at the same time there is an incredible tiredness with the poor pay and conditions. For a profession that traditionally sees itself as very willing to complain and whinge, the level of bitterness or resentment in the comments was very low. It was mostly sadness, tinged by the occasional anger at the perceived betrayal *by other archaeologists*. The comments seem to show a body of professionals who are by no means wanting unreasonable conditions: they can see the reasons why away work is needed, and are happy to do it; however they are tired of being shabbily treated.

The respondents want to work, and they want to do their job well, but there is a real sense that a large proportion of very talented and experienced archaeologists would leave the profession if they could. This is acknowledged by employers to some extent, but on present performance the means of improving the profession seems to be beyond them.

'Just wish that those in management could remember what it was like working away. How knackered you get, how run down physically over time, how many engagements you have to break and those you can't make in the first place.'

'We have to realise that archaeology is a job, and that we won't get fantastic conditions all the time, but paid travel time should be there, either in paid time, or in increased basic wages. Subs should be set at a national level of say £15, and employers should set out their travel/away rules on adverts so we can make an informed decision. I get paid decent travel/away rates but I am expected to do a lot, there is a quid pro quo. If they dropped the rates I would leave.'

'Being stranded in XXXXXX because of snowis not as bad as it sounds.'

'Cant work away because of family so have no option other than driving daily to site. This has been 84miles each way-daily.'

'I actually like working away - if the weather is nice it even feels like a mini holiday!'

'I am utterly sick of field staff being treated like dirt by employers. This used to be a great job, but not any more. The last couple of years have left me sick, exhausted and practically bankrupt. Most of my mates are on the dole. I can only see it getting worse.'

'I can't comment on costs, but I'm sure employers would have a better motivated workforce if they didn't make people drive so far every day.'

'I feel that away work/expenses should be standardised so that units can't take advantage to cut costs - cost cutting should not be passed to the employees who have it bad enough already and 99% of the time this means the site assistants, the lowest paid.'

'I have always thoroughly enjoyed my work and the variety is excellent as all my employers have been.'

'You cannot seriously be in your 30's and live like a student, sharing rooms and not knowing where you'll be from week to week. You cannot use the evenings to look for other work, or attend interviews or training.'

'if a child of mine expressed a desire to be an archaeologist I would thrash it out of them.'

11 Employee scenarios

In order to compare the different approaches to paying –or not paying- and compensating for travel and away work we have created a series of ‘typical examples’. These are based on common scenarios representative of our sample. No attempt has been made to quantify how many archaeologists are within each scenario within our sample.

To keep things simple the scenarios are all of Site Assistants earning £15,836.80 (£304.55 per week, £8.12 per hour) based on the IfA minima for PlfA level work which comes into force in April 2012. This is for working a 37.5 hour week with 20 days paid holiday plus 8 bank holidays. Scenarios are based on two fictional employers, both paying the same basic wage and subsistence payment, but one paying all travel time, the other paying none. A single example of a London based Site Assistant on a wage of £17,500 is given for comparison.

Fuel costs have been estimated, and will obviously vary depending on actual distances from work, and economy of vehicle. For those that own a car additional costs of tax, MOT, insurance, repairs and depreciation have to be taken from the final figure (see below for details). These costs are not normally incurred by archaeologists based in London.

Figures have been adjusted to show no commute times/costs on holidays or bank holidays. If travel time is accrued as Time Off In Lieu, then there may be additional savings in transport costs.

It has not been possible to cover every permutation of payment and circumstance, but the scenarios give good examples of the range of common experience. For variable rates of travel pay or away sub the figures can be adjusted up or down, in addition the proportional value of away subs and travel varies according to actual pay rate, contractual hours and other variables. In addition those who do not manage to be employed for the full year will obviously receive less.

Scenario A

Amy works in London, she is paid £17,500 to include an element of London Weighting (£335.25 per week, £8.94 per hour). She travels direct to site by tube and bus which takes 45 minutes and costs £34.20 a week. Her total work-related hours are 37.5 hours a week. Amy does not usually do away work, and has not done any in the last 12 months. She is home by 5pm most nights.

Amy does not need to run a car, and does not, so her disposable income is higher than appears at first glance in comparison with the other workers. Amy can also usually rely on being able to get home by 5pm each night unless working on the other side of town.

Scenario B

Bill works in the southwest of England, he earns £15,836.80 and he has done no away work this year and is not paid for the ten hours a week he travels to and from site. He lives 15 miles away from the office and commutes each day by car, taking 30 minutes each way which costs £25 a week in fuel.

Bill's wage is the basic salary, he hasn't had any of the benefits of away work, but doesn't have any of the costs or inconvenience. However there is no guarantee that Bill will not be sent on an away job next week for the rest of the year.

Scenario C

Bill's colleague, Charlie does exactly the same job, and lives the same distance from the office. He also doesn't get paid for travel, but he did work away from home for 7 weeks on a site with a 2 hour drive on Monday and Friday, and an hours driving each day to and from accommodation. He received a nightly sub of £15 whilst working away.

Charlie's apparent income is increased by his away subs and his costs were reduced whilst working away as he did not have to commute each day. However if Charlie is put up in a B&B his subs may well all be used in buying food –which is what they are intended for after all. If his company paid less than £15 then any money would be almost certainly used up and Charlie may be in deficit from the away stay.

Scenario D

Bill and Charlie's friend Dawn works for a different company but is paid the same as them in basic pay, but she is paid all her travel time at Time, which averages out at 10 hours per week over the year. Her costs are the same as Bill and Charlie. Dawn has done no away work this year.

Dawn's travel hours are paid for, and this means her income is greater than those at the other unit, however there is no guarantee that she will continue to get the amount of travel time she currently does, and she may have a month or two where a conveniently sited job means she has considerably less income from travel time. The extra money cannot be relied upon.

Scenario E

Emily works with Dawn, she has the same travel costs. Emily has done 7 weeks of away work, also with a 2 hour drive on Monday and Friday, and an hours driving each day to and from accommodation.

Emily is paid less travel time whilst working away, but the combination of subs and some travel pay from the reduced commute means she still earns more money than when on a home job.

Scenario F

Fred works for the same company as Bill and Charlie, but does not live in the local area as he has been on short term contracts for the last year. Fred pays rent in his home town. He commutes from home for the weekends which takes 2 hours each way and costs £20 a week in fuel. Fred pays for digs near the office which cost £50 a week and must be paid during holidays. He has an additional daily commute of 5 miles each way which takes 15 minutes and costs £2 in fuel a day. Fred has not done any away work for the company this year.

Fred's extra accommodation costs penalise him heavily. If he didn't have to pay for his digs whilst on holiday he would save some money, but would still be significantly worse off than colleagues. There may be many other reasons why he would need to keep his home in addition to the succession of short contracts, such as family commitments, partner or children.

Scenario G

Gary works for the same company as Dawn and Emily but is in the same situation as Fred. Gary has not done any away work for the company this year.

Because Gary gets paid travel time his extra accommodation costs are covered by his travel costs, meaning that he is effectively back at square one income wise.

Scenario H

Howard works for Bill and Charlie's employers but has worked away for 24 weeks this year on a site with a 2 hour drive on Monday and Friday, and an hours driving each day to and from accommodation. He received a nightly sub of £15 whilst working away.

The extra subs mean Howard earns slightly more, but may pay this out in extra food costs and he has been away for 6 months.

Scenario I

Ivor works with Dawn and Emily, but in the same situation as Howard, working away for 24 weeks over the last year.

Ivor's away work and travel pay makes him the best paid worker, however he is working away from home for 6 months of the year. The additional pay is proportionate to the disruption.

Scenario J

Johanna works with Bill and Charlie, but is usually on away jobs as she lives 100 miles away from the office. Johanna was recruited to work on a major road scheme and each week she commutes by train to the site which takes 2 hours, being picked up from the nearest station by colleagues. Johanna has only worked from the office for 4 weeks over the last year, when she had to travel there by train (taking 1 hour) and had to sleep on colleagues' sofas, giving them £10 a week towards bills. When working from the office the sites were one hour travel each way. The train fare to the site pick up costs £40.50 each week, the fare to the office costs £39.50 in order to be able to leave for site at 7am.

Johanna pays more for her weekly commute as she travels by train, however she does not have to pay for a car so should be better off. If she could not rely on colleagues to put her up when working at the office she may have greatly increased costs. Even when working away Johanna may occasionally also have to pay for taxis to get to sites, or leave the night before and pay for B&B accommodation.

Scenario K

Kevin works for the same company as Dawn and Emily and is in exactly the same situation as Johanna, working alongside her on the same Joint Venture road scheme.

The payment of travel increases Kevin's income, even though he still has to pay heavily for his commute.

Scenario	Basic income (per week)	Commute time (hours per week)	Commute costs (per week)	Second accommodation costs (per week)	Work related travel time (hours)	Work related travel pay (per week)	Away subs (per week)	Weekly income after additions	Weekly income after additions and costs	Total additions per year	Total pay	Total costs per year	Total annual income after travel additions and costs but before tax and NI deducted
Amy	£336.54	7.5	£34.20	0	0	0	0	£336.54	£302.34	0	£17,500	£1,586.88	£15,913.12
Bill (home)	£304.55	5	£25	0	10	0	0	£304.55	£279.55	0	£15,836.80	£1160	£14,676.80
Charlie (away weeks)	£304.55	1	£5	0	8	0	£60*	£364.55	£359.55	£420	£16,256.80	£1,020	£15,236.80
Dawn (home)	£304.55	5	£25	0	10	£81.20	0	£385.75	£360.75	£3,767.68	£19,604.48	£1,160	£18,444.48
Emily (away weeks)	£304.55	1	£5	0	8	£64.96	£60*	£429.51	£424.51	£4,074	£19,910.80	£1,020	£18,890.8
Fred (home)	£304.55	8	£28	£50	10	0	0	£304.55	£226.55	0	£15,836.80	£3,899.20	£11,937.60
Gary (home)	£304.55	8	£28	£50	10	£81.20	0	£385.75	£307.75	£3,767.68	£19,604.48	£3,899.20	£15,705.28
Howard (away weeks)	£304.55	1	£5	0	8	0	£60*	£364.55	£374.55	£1,440	£17,276.80	£680	£16,596.80
Ivor (away weeks)	£304.55	1	£5	0	8	£64.96	£60*	£429.55	£374.55	£4,817.92	£20,654.52	£680	£19,974.52
Johanna (away weeks)	£304.55	3	£40.50	0	4	0	£60*	£364.55	£309.05	£2,544	£18,380.80	£1,939.50	£16,441.30
Kevin (away weeks)	£304.55	4	£40.50	0	4	£32.48	£60*	£397.03	£341.53	£4,245.95	£20,082.75	£1,939.50	£18,143.25

*Actual value of away subs is greater as they are untaxed

For the staff that appear to benefit from away subs the question must be asked whether the apparent extra income is all spent whilst away from home. Are employees covering their costs, or making any extra from the subs, especially if the sub is less than £15 a night? Responses from the employees suggest it is sometimes possible to save money from subs, but often you lose money. It may be swings and roundabouts for most, with any savings made from subs paying for extra long commutes or being put towards vehicle running costs.

Additional savings are made by reduced commuting costs for those that travel in work vehicles, for those that have to pay to get to site themselves there may be no saving in costs, and the costs can quickly start to outweigh the benefits, especially if travel time is not paid.

From the figures it is clear that travel and away payments can make a massive difference to a pay packet and that those working for the same company, but doing different amounts of away work, can earn radically differing sums. The impact of paying staff for their hours travelling to and from sites clearly makes a large difference to final pay, as it should given that many staff are travelling an extra 30% on top of their contracted hours, a significant increase on the working week.

The figure for London appears low compared to its provincial colleagues, however London archaeologists do not usually own or run cars, making a large saving compared to rural archaeologists who nearly always must have a car. The RAC has calculated the cost of running a used car for 12,000 miles at £4,724 a year including fuel. Without fuel the cost is £3,168, which means that a London archaeologist's costs are significantly lower than their provincial colleagues who run cars, which is handy given the costs of living in the capital.

The scenarios show that the biggest negative impact is on those who have to run two homes, this can reduce actual income dramatically, especially if the second rent has to be paid all year. Employers may well ask why staff do not move closer to their office, however given that many contracts are short term, uncertain, and may not be extended, it is unsurprising that many employees commute long distances and/or live away from home during the week. The cost of a second home is exacerbated by the fact that often the rent must be paid even if you have been sent away on a job. For those unable to move location due to short term contracts, family commitments or a partner's job, there is a high cost to bear.

For those staff taken on for away sites there are additional costs when these sites end, the employee must either relocate to near the office, or get temporary accommodation there. The alternative is to look for a job local to their home, and if that is not possible to look for another job with accommodation. It is not clear from the survey how many employees are in this situation, but given the distances many live from their employer's office it is clearly not uncommon.

Those that are in the lowest paid jobs, and therefore generally on the most insecure contracts, appear to have to travel the most, and have to pay the most in travel. The survey did not specifically ask gather evidence on differences in travel time and costs between temporary staff and permanent staff however the results appear to show that the permanent staff travel less, and pay less as they are generally nearer to the home office so take advantage of work transport from the office, rather than commuting straight to the site.

Employers want to be able to work countrywide – a look at the IfA contractors map shows that most contractors claim to be able to work anywhere in the UK, and companies routinely tender for work

beyond a commutable distance. In order to staff such sites they require a flexible and skilled workforce that will move for the work, and who are willing to work away from home. This means that they have to provide accommodation for all staff, and consider paying for accommodation for staff hired as 'away-workers' if they are required to work from the home office.

It is hard to say whether there are any clear winners in the world of away work. It is true that those that live full time in provided accommodation, do not pay any rent and either live with parents or go travelling between jobs can make a decent wage from the basic salary and subs, however this can be said for anyone who does not pay rent. It is also an unsustainable lifestyle in long term for most people and is surely not the model we want for a profession?

The alternatives are stark if you do not live in an area that has enough archaeological work to sustain a full time workforce –and if those sites are not dug as away jobs by units from far away that ship in their own employees. If you wish to stay with a local employer then that employer will probably be bidding for work beyond a commutable distance and you may need to work away from home for long stretches.

12 Discussion, conclusions and recommendations

We feel that overall this has been a useful survey that adds to our existing understanding of the archaeological profession. It has gathered information on areas that have never been previously explored, and whilst the survey may have been over-long it still captured the views of approximately 8% of those working in commercial UK fieldwork, and 10% of the employers.

The area of away work, travel and subs is a massive and labyrinthine subject, we realise that there are areas left untouched by this survey, and that the picture we have built up may be patchy or incomplete. Some will say it does not reflect their experience, others will say that it is flawed. We accept that this survey is not a definitive study of the modern archaeological profession, but we do hope that we have opened the way for informed debate on the areas covered and look forward to this.

Although the circumstance of every individual are different, the payment of travel time does seem to compensate for the costs of commuting and travel (and in some cases for having to pay two sets of rent) and therefore makes for a more sustainable career and life. We have ended up in a situation where subs are used to pay the rent and transport costs, rather than being for food. Due to the low wages and often intermittent work there is no spare money to cover unexpected costs, and the loss of a week's subs or travel pay can spell financial disaster for many professionals.

It must be remembered that even in the boom years not all archaeologists could get work all year round, and much archaeology fieldwork is to some extent seasonal –being based around crops and building programmes. So any wage has in some sense to allow for people to live all year round, this is clearly not the case at present.

As the cost of living goes upwards, in particular fuel and fares, the income of archaeologists decreases in real terms. This has been keenly felt in recent years, especially in fuel: the cost of running a car is equivalent to a mileage rate of 40p, anyone paid less than that is making a loss.

12.1 Changing terms

Of the employers who responded, some had seen a recent upturn in work, however most were sceptical over the prospects for a sustained recovery. All the employers said that the recession had little or no impact on accommodation, subs or travel payments. A minority of employers had seen an increase in away work affecting costs, but most reported no change over the past few years.

Employees were asked if their away work and travel conditions had changed in the last year, 2 years and 5 years. Over the previous 5 years, stretching back to before the recession memories were dim, however there had been several improvements in subs rates and driving time payments. In the two years before the survey mileage was raised at one unit, subs went up by £5 at another, and driving time was introduced at another unit. There was evidence of the start of a shift to longer commutes rather than away jobs.

Over the last year a few employers had changed terms, with a reduction in travel time payments at two units, a freeze in travel payments at another unit, and an end to subsidised accommodation for away staff working on home jobs at another unit. On a positive note one company had implemented

a £350 annual car maintenance payment in the last year. There was anecdotal evidence that more jobs were being done as home jobs whereas they would have been away jobs previously.

'It used to be classed as an away job if it was over an hour from the office. Without consultation with us this has been abandoned to make us more competitive. This means that we work longer days, face greater travel costs and are no longer paid a subsistence allowance (which subsidised our low wages). We are compensated with a limited amount of overtime if you are prepared to fight for it...'

Comments that support this are from the many respondents have experienced away working less frequently in the last year or so. They are expected to work much longer hours travelling back and forth to sites instead of working away. This may have increased stresses on employees, especially the temporary employees who are most affected by the lack of provision of away accommodation.

Mileage rates, subsistence rates and other payments had generally not improved over the last five years, despite large increases in the cost of travel and foodstuffs. Against this backdrop of lower incomes in real terms some units have managed to improve their terms and conditions despite the recession and the massive drop in workload, and will hopefully reap the benefits in happier staff. Employees did comment that once they had worked for a company paying driving time, they wouldn't go back to driving for nothing. Who can blame them.

12.2 Employer attitudes to pay

The response of the employers to the survey was good, if muted, with messages of support from several employers, and a comment that this was an important survey for employers. Whilst relatively few employers filled out the survey, those that did gave detailed responses.

All the employers who responded felt that they were good employers –often qualifying that as being compared to others in the industry which suggest their views of the profession are not good. One said that this was based on feedback from employees. All the employers felt that openness and transparency was important in relations with staff one stated:

'It is very important to be open. I need staff morale to be high in order to meet the commitments I have made to clients. For staff morale to be high, the team needs to understand exactly why their contracts are a certain length, when and why we will be able to extend them and when and why we will not be able to. I have found openness ensures that most people feel they are treated fairly.'

11 employers replied 'Yes' to the question of whether they paid 'a good wage to your site staff', several of these employers paid significantly above IfA pay minima. Several employers recognised that archaeological wages are low: *'relative to other industries our wages are all low', 'In relative terms it is comparable to competitors. In absolute terms ...'. 'Pay rates and conditions, most notably for junior staff, are very poor. Units should not be competing with each other on the basis of exploiting their staff.'*

Asked whether they supported higher wages in the form of the IfA minima, BAJR minima and the (higher) IfA Recommended Starting Salaries most employers agreed.

'Ours is a skill based industry, and we have to improve on our ability to recruit and retain talented archaeologists.'

Several stated that they took care to pay above the BAJR minima, one noted that this made them less competitive. No opinions were expressed over the Recommended Starting Salaries, or the IfA goal of increasing pay minima by 13%. Concerns were raised over the effect of the minima in depressing wages:

'Most recently they have served to repress and depress the levels of pay on offer where we know ourselves to be competing for contracts with organisations that pay at those minima. Sensibly increased they might have a more useful role.'

Several employers felt the IfA and BAJR minima were irrelevant as they paid above them, how relevant they will be if these minima continue to rise is unclear.

Ten of the employers stated that they could set their own wage levels, overtime rates etc: these were mostly commercial companies and charitable trusts, with 1 university unit. Interestingly of the 13 who said they could not set their own wages 2 stated that they were commercial companies with 1 sole trader; the rest were the expected local authority units, government agencies and university units.

Local authority units were worried about their ability to keep up with minima should they rise (the IfA minima will rise by 5.2% from April 2012), however one local authority unit head stated:

'IfA minima is the only influence on the Council'

Another said:

'Indicators such as those provided by the IfA and BAJR can be used to support a grading appeal (but not for the main process itself).'

Chartered status was seen as a worthwhile objective *viz a viz* improved pay. Enforcement of minimum standards was also seen as vital to improving conditions

None of the employers said that any part of the basic salary was specifically intended to compensate for travel costs, however it is clear that those that pay better wages may feel that they are more entitled to not pay travel time. The variation of wages does not seem to correlate with travel pay however, with several of the better paying employers also paying travel time, and no guarantee that a company paying rock bottom wages will be paying any travel time.

12.3 Levelling the field

One area that is regularly highlighted by unit managers in conversations is that there is an uneven playing field for companies. Those who try and do a good job, or pay better are competing against those that will cut corners and pay the minimum. Those who do not pay any travel time are competing against those that pay it. There is a mutual responsibility as professionals to do the work to professional standards, and to treat staff professionally and to respect their professional aspirations. This is embodied in Principle 5 of the IfA Code of Conduct and the DF would argue this should extend to paying staff decent professional wages, and compensating for travel time and the disruption and cost of away work.

Any professional archaeologists who can influence the standards of archaeological work should consider their duty to raise the standards of the profession, this includes curators, consultants and managers. Some consultants already dictate that site staff must have cabins and toilets, this practise should widen.

Within companies the key should be fairness, openness, and respect. Transparency to your staff is key for all employers if they want a productive workforce; most recognise this, but more could be done as our survey has shown. Many employees clearly did not know their own terms and conditions, they weren't sure what they were meant to be paid, and what they did for nothing. Treating employees fairly, openly and with respect will increase productivity, and improve the quality of the work.

One area of unfairness is where certain units appear to pay different rates of travel pay for different grades: one major unit appears to pay travel time to their supervisory staff, but not to Site Assistants. Quite how this is justified is unclear. The unit in question did not participate in the survey.

12.4 Regional offices

The setting up of regional offices is a recent trend across the UK, whilst some offices are almost stand alone units, others are little more than a spare room. These offices cannot provide staff the same facilities as staff at the parent office. Regional offices must offer the same level of support and facilities to staff as the parent office, or mechanisms put in place to allow staff to go to that parent office.

There have been several recent projects where site staff have been recruited for a specific project and their place of work has been stated as the site, there is a perception amongst digging staff that this has been specifically done to avoid paying accommodation to staff hired for that site. This may not be the case in reality, but it is a widely held perception. There are tax issues with accommodation for staff hired specifically for a project, but arrangements can be made with HMRC.

Provision of accommodation on away jobs has been an accepted practice in professional archaeology for decades, any removal of this is a clear variation to the accepted nature of the job, and should be compensated for by an equivalent rise in wages.

12.5 Training and career development

There is an underlying sense that employees do not feel adequately valued by employers; several respondents stated that managers felt that since they had put up with similar or worse conditions, that field staff should still do so. This may be allied to a feeling that as many archaeologists' careers were 'nasty, brutish and short', that archaeologists are to some extent disposable below a certain grade. Employers want staff with experience and who can slot straight into the site, however if archaeologists are disposable and leave the profession after a short period, then this cannot be possible.

Issues of deskilling amongst archaeologists have been recently highlighted (Harward, 2011) and are relevant here. If we want to have a profession where we have skilled workers at all grades then we need to treat them in such a way that they will stay in the profession. The reported difficulties in

finding good candidates for more senior site roles may be linked to issues of de-skilling of Site Assistants and a lack of training opportunities. If it is hard to find experienced staff for particular roles, is it because we are not training any, or because low wages mean that most will leave after initial training and not get to the level of real competence and skill?

Although training is not covered in any detail in the survey (although many felt it was important in looking for a suitable job) it may be a key to creating a valued, and valuable, workforce. If we have a disposable attitude to employees then any training will be wasted in the long term, creating a vicious cycle of de-skilling and poor training, and of poor work.

The survey did not touch on provision of training for away workers, however there is a risk that those working far from the office will not be able to enjoy the same training opportunities as home-based staff. This could have a negative impact on their professional development, and on their career opportunities, as well as on morale.

The provision of training (and all other facilities and opportunities) should be as equal as possible for all employees, whether they are home or away. Frequent away working also means that staff are unable to gain experience through volunteering (community outreach etc.) or to commit to courses for specific technical development and can become effectively sidelined:

'In the current climate I do not think that there's a unit willing to train me "in house"'. Most field staff see their time in the field as limited due to decreased physical fitness with age, and become increasingly frustrated when they find that they do not have access to experience or training that will allow them to move into other areas of heritage.'

Another aspect is that having worked in this situation for a number of years, field staff refer to themselves as 'deskilled' and have noticed that this is becoming more common. However, one professional commented that their *'understanding of archaeology (features, soils, formation processes, how a site works, etc.) is better than ever.'* But other comments included examples such as *'field staff are used merely as labourers inside and outside the office'.*

12.6 Compare the Units.com

As our scenarios show, the payment of travel time and accommodation makes a considerable difference to whether a job is economically viable for many potential employees. It can be very hard to know exactly what is being paid and at what rate. It is also extremely hard to compare employers as they do not generally advertise specific rates of travel pay and subsistence payments. A national register of subs rates and travel payments would allow archaeologists to see exactly what is on offer at different companies, and make an informed decision about who to work for.

In addition the Diggers' Forum will consider creating an Excel spreadsheet or 'app' to allow members to work out, and compare, their income and costs based on the rates paid by different employers. This will give members the tools to see the real value of their employment and to see which employers are paying decent rates, and which are not. Whilst the employers have the greatest responsibility to improve the situation it is also the responsibility of every employee and potential employee to understand their rights, and to stand up for them. We intend to give Diggers the tools

to make informed decisions about who to work for, but for any improvements to take hold they must act on this information.

The Digger's Forum aspires to a sustainable and financially viable career for all. This survey has shown that differences in travel and away pay seriously affect archaeologists' income, and that travel and away work seriously affect the archaeologists themselves on personal and professional levels. We recognise that many people in the UK travel long distances to work, and that for many this is a normal part of everyday life which is increasing as work opportunities get scarcer. We are not demanding special pleading for archaeologists, we are asking for clarity and fairness for the good of the individuals, the employers and the profession at large.

At present many employers are attempting to pay their staff properly for the long hours spent travelling on work business, or living away from home and family; these employers are losing contracts to those companies that choose to not pay any travel time, but demand the same long hours. The Diggers' Forum believes that the employees, already suffering on low wages, should not be the ones to suffer further financial distress for the benefit of their employers. We as Diggers need to stand up to bad employers, not be grateful for any work at all. There is a price to poor wages and conditions, and it is paid for in our colleague's abandoned careers. By making this issue public, and by continuing to shine a light on poor employers we will strive to level the field so that contracts can be won on standards and quality of work, not who is prepared to rip off their employees the most.

The ultimate question must be asked, what kind of profession do we want to leave to future generations of archaeologists? Do we want to maintain the current system of disposable, deskilled workers living often hand-to-mouth and travelling across the country in the hope of just keeping going? Do we want to maintain a kind of two-tier system between those that have permanent jobs and those that are on short contracts; between those working as Site Assistants and those who have climbed the ladder to Supervisor and beyond?

If this survey has shown anything, it is hopefully that by simply levelling the field regarding travel and accommodation conditions we can make commercial archaeology a less dysfunctional and self-abusing profession and significantly improve the profession for all.

13 Recommendations

The Diggers' Forum would like to present a series of recommendations setting out what we feel is achievable practice in the area of away work, travel and subsistence. We are well aware of the diverse nature of archaeological employers in the UK, and of the diverse ways that they pay, or do not pay, for their employees' time and labour. The following recommendations are not a proscriptive list, rather a set of aspirations that any reasonable employer should aim to meet or exceed. By opening up this subject it is hoped that the best employers will be recognised, and will be rewarded, and that the worst will be identified and scorned. We all have a clear professional responsibility to stop the 'race to the bottom' in standards and conditions, away work and travel is a clear area where there is room for improvement on the part of many employers.

Despite the current economic situation, many archaeologists hope to continue within the profession and are willing to remain if they see some positive changes. This must include a fair and transparent code on away work, travel pay and subs. We would like to invite all stakeholders to consider the following recommendations:

All travel time outside of core hours should be paid to all staff, or the equivalent TOIL accrued: this should be paid to all drivers and passengers. Staff should be paid for their hours.

All driving and passenger time on Saturdays should be paid in full at time and a half, or the equivalent TOIL accrued; all driving and passenger time on Sundays should be paid in full at double time or the equivalent TOIL accrued.

Mileage should be paid to all employees who use their own vehicles for work-related travel. Where company fuel cards are used a payment should be made to cover running costs, wear and tear and depreciation on a pro-rata monthly rate.

Mileage rate of at least 40p per mile, reviewed annually and increased in line with the RAC Cost of Motoring Index or a similar index.

All subs and mileage/expenses should be paid within one month of submission, via BACS.

Away work to be triggered after a drive of a maximum of 1.5 hours unless it is for a short duration (1-2 nights maximum), and *all* staff are happy to travel.

Earliest leaving time in morning clearly stated by each employer, we would recommend that 6.30am should be the earliest for regular travel, with only exceptional journeys started before this time.

Friday night return time to be set by each employer.

National minimum sub of £15 a night for stays in B&B, rising to £20 a night in April 2013 to reflect inflation.

Minimum notice period for away work of two weeks except when absolutely unavoidable, possibility of 'on-call' and 'off-call' system for last minute away jobs.

Rotation of staff on away jobs in a transparent manner.

Paid drivers' breaks for all staff.

Rotation of drivers to prevent fatigue and ensure driving pay is spread around the team.

Employers should take copies of insurance cover to satisfy that it is adequate if they require employees to use their own vehicles for work.

We recommend the production and distribution of a fact sheet on business car insurance, to raise awareness of the issue amongst employees and employers, this could be based on the recent Diggers' Forum article on car insurance for work travel.

Flexibility in providing time off for temporary or new staff to find accommodation.

National register of terms and conditions relating to travel and away work allowing employees to compare different employers.

The Diggers' Forum would ask that the employers, trade unions, professional organisations and advertising sites consider this report and the two sets of recommendations contained within it. We would welcome the opportunity to discuss what changes can be made to current practice to work towards the recommendations.

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RAC, 2011 *RAC Cost of Motoring Index 2011* <http://media.rac.co.uk/pdf/rac-cost-of-motoring-index-2011.pdf> Appendix A: Employee questionnaire

Appendix A Employee questionnaire

A link to the Employee questionnaire was sent to all members of the Diggers' Forum by email, and a link to the SurveyMonkey page was added to the DF web page for the duration of the survey. The survey was publicised on BAJR, and by word of mouth.

The Questionnaire:

'The Diggers' Forum is committed to creating a positive, sustainable and financially viable career for all professional archaeologists at all points in their career. The DF is a Special Interest Group of the Institute for Archaeologists representing all archaeologists working out on site at whatever grade. Membership of the DF is open to all.

This online questionnaire is intended to gain an insight into the realities of work-related travel and away work within commercial archaeology in the UK. We want to find out what the real picture is in order to establish best practice and help achieve this across the board. We hope that this survey will provide valid data that can lead to informed discussion on the subject.

Please answer all questions as accurately as possible, if you have a diary or pay slips to hand then you'll probably find this helps a lot in answering some questions, you will need to set aside a bit of time to answer the questionnaire properly, we reckon if all the questions apply to you it may take up to 30 minutes. There is opportunity to make any additional comments at the end of the survey. Paper copies of the questionnaire are available on request from groups@archaeologists.net. The survey will be online until the end of March.

The results of the survey will be initially published in the Forum Dispatch, the newsletter of the Diggers' Forum.

We will not identify the responses of anyone who takes part in the survey, although we may publish comments. No names will be associated with any responses or comments.'

About You

1. What is your age?
2. Male or female?
3. Do you have any dependant children? How many?
 - one
 - two
 - more than two

Dependant children are those who live with you or for whom you are financially responsible.

4. What is your nationality? Please state nationality
 - UK national
 - EU national
 - Non EU national
5. Please indicate the type of housing you live in at the moment
 - No fixed abode (sofa surfer)
 - Live with parents full time
 - Lodger
 - Multiple occupant rented flat or house
 - Cohabit/single occupant rented flat or house
 - Owner occupier flat/house
 - Other (please specify)

6. Where is your main residence? Please give us the first half of your postcode eg BN2

Education

We'd like to know a little about your level of education and when you finished studying full time.

7. What is your level of formal education? Please tick the 'highest' level that you have achieved.
 - GCE/GCSE/CSE
 - A level
 - HND
 - Degree
 - Masters
 - Doctorate
 - Year of finishing full time education

Finding work

What do you look for in a job? We hope these answers will help employers get the right information into future adverts

8. How do you find about out about potential jobs when looking for work? Please place the following in order of importance to you, if you do not use a particular method, then please leave it blank
 - IFA JIS
 - BAJR
 - Other job site
 - Facebook/enetworking
 - From friends and colleagues/word of mouth
 - Phone/email round units
 - Other Specify any 'other'

9. Please rank the following in order of importance to you in a prospective job and whether you will apply:
In order: essential, important, fairly important, not that bothered, irrelevant, not applicable.
 - Good basic pay
 - Convenient or good location
 - Away subs/accommodation/driving time
 - Training opportunities
 - Length of contract
 - Reputation of employer
 - Quality of expected archaeology
 - Other (please specify)

The Diggers' Forum and the IfA

10. Are you a member of the IfA?

11. What is your IfA grade?
 - Student
 - Affiliate
 - Practitioner (PIFA)
 - Associate (AIFA)
 - Member (MIFA)
 -
12. Did you vote in the last IfA council elections?
13. If not, why not? Tick all that apply
 - Didn't know there were any elections.
 - No suitable candidates.
 - What's the point?
 - Couldn't be bothered.
 - Couldn't find a stamp.
 - Didn't get the voting papers in time
 - Other (please specify)

14. How well do you think the Diggers' Forum fulfils its role of representing fieldworkers within archaeology?
- Never heard of Diggers' Forum
 - Badly, they never actually achieve anything
 - OK I guess
 - They seem to do a lot of work behind the scenes
 - They do all they can given the system we all work in
 - Other (please specify)
15. Would you be prepared to help with the DF? Please leave your email address so we can contact you?
16. Are you a union member?
- Yes
 - No
 - No, not interested at all
 - No, but may be interested
 - Yes: Prospect
 - Yes: Unison
 - Yes: Unite
 - Other (please specify)

You and your job

We need to know a little about the job you do now. We want to capture the situation as it exists NOW so please answer the questions as they relate to you and your CURRENT employer. If you are unemployed then please use your LAST employer. If you have comments relating to previous employers please use the free text at the end of the survey.

17. What is your current position?
- Student
 - Unemployed
 - Trainee
 - Site assistant (standard digger role)
 - Supervisor (small sites or area supervisor)
 - Project Officer (Large excavations, sole responsibility, publication work)
 - Other (please specify)
18. Please tell us your current job title and basic salary
19. What is the highest grade at which you have ever worked?
- Student
 - Unemployed
 - Trainee
 - Site assistant (standard digger role)
 - Supervisor (small sites or area supervisor)
 - Project Officer (Large excavations, sole responsibility, publication work)
 - Other (please specify)

20. How long have you worked in commercial archaeology?
21. Over the last year have you generally worked as a freelancer or employee?
 - Freelancer only
 - Either
 - Employee only
22. Current employer. If unemployed then last employer
23. What type of employer is yours?
 - charitable trust
 - commercial company
 - local authority
 - university unit
 - Other (please specify)
24. Approximately how many people work for your employer?
 - Very large unit (>100 staff)
 - Large unit (50-99)
 - Medium unit (20-49)
 - Small unit (1-19)

Away work

We need to know a little about the job you do now. We want to capture the situation as it exists NOW so please answer the questions as they relate to you and your CURRENT employer. If you are unemployed then please use your LAST employer. If you have comments relating to previous employers please use the free text at the end.

25. Are you office or field based in your current role?
 - Office only
 - Field only: only get inside for finds washing or similar
 - Field based, with office time for writing reports, processing data etc
 - Mostly office based but some fieldwork, less than 25% fieldwork over a year
26. Do you have a full UK driving Licence?
27. Do you ever work away for your CURRENT employer? This means work where you spend one or more nights away from your home. This may be an away job for your employer, or where you have to move to get work, whilst keeping your original home.
28. Approximately how many nights have you stayed away from home due to work in the last 12 months? Please answer in terms of NIGHTS spent away, ie Monday to Friday is usually 4 nights away. Include weekend nights only if you stayed away at the weekend due to work.
29. What is your longest continuous stretch of away work in last 12 months? Please answer in terms of WEEKS spent away. Please specify if you stayed away weekends or not (e.g. 4 weeks, weekends at home).

30. How reasonable do you feel your CURRENT employer is when considering who to send on away jobs? For example does your employer take any factors into consideration when selecting staff for away jobs such as family commitments or where you live? Is there rotation of staff for away jobs?
- very reasonable
 - reasonable
 - neither one nor other
 - unreasonable
 - completely unreasonable
- Please expand
31. Do you feel that everyone at your CURRENT employer is treated the same with regard to away work?
- Yes
 - No
- Please expand
32. Are there clear guidelines on away work at your CURRENT employer, such as how far a site must be before it is classed as away job?
- Yes, there are clear guidelines although there is some flexibility as you would expect
 - There are guidelines but they are not kept to
 - There are no guidelines it seems completely random!
 - I don't know
- Please expand
33. Does your CURRENT employer arrange accommodation for you?
- Yes
 - No
 - Sometimes
 - Please expand
34. What type of accommodation is provided?
- B&B
 - Hostel eg YHA/backpackers
 - Selfcatering accommodation holiday cottage etc)
 - Campsite
 - Other (please specify)
35. Do you have to share a room?
- Yes
 - No
 - Sometimes
- Comments:
36. How happy are you with the standard of accommodation provided by your current employer?
- Very happy, it may be at short notice but they do their best
 - Happy, its ok mostly
 - Not fussed/seems reasonable
 - Fairly unhappy more times than not
 - Very unhappy

•
37. Please rank the following in any provided accommodation:

Rank as: very important, fairly important, nice to have, not that bothered, irrelevant

- Near to site
- Near to Pub(s)
- Near to Shops
- En suite/decent bathroom
- Good breakfast (that you can actually get before work)
- Space to relax after work
- Good quality /clean/good facilities
- Wifi/broadband
- Own room

Accommodation and subs

38. If you have to provide your own accommodation, (in addition to your main residence) how much does this cost you a week?

39. If you have to sort your own accommodation for work (in addition to your main residence), what is this normally:

- Sofa surfing
- Shared house/lodgings
- B&B
- Hostel eg YHA/backpackers
- Self catered accommodation (holiday cottage etc)
- Campsite
- Other (please specify)

40. If you have to sort your own accommodation for work (in addition to your main residence), how helpful is your CURRENT employer?

- Extremely helpful eg they provide site houses for diggers
- Very helpful, eg they try and arrange accommodation for new staff or give time off to look for accommodation
- Helpful, eg they give lists of accommodation agencies and hostels but its up to me to sort it from there
- No help given: its up to me to sort it all out

Please expand on this

Subs

41. Do you get a nightly subsistence allowance from your CURRENT employer for staying away from home?

- Yes
- No
- How much per night?

42. Approximately how much have you received in subs over the last 12 months?
43. How important are any subs to your total income?
- Very, couldn't survive on my basic pay without them
 - They make a difference to my pay packet but its not essential to get them
 - They cover the extra cost of away work but I don't make any money out of them
 - Not bothered at all
 - They don't cover the additional costs
 - Please expand

Travel and driving

We need to know a little about the job you do now. We want to capture the situation as it exists NOW so please answer the questions as they relate to you and your CURRENT employer.

If you are unemployed then please use your LAST employer. If you have comments relating to previous employers please use the free text at the end.

44. How far do you live from your CURRENT employer's office (in miles)?
45. What is your principal method of getting to your current place of work?
- Walk
 - Bike
 - Own car/motorbike
 - Company vehicle
 - Public transport
 - Lift
 - Other (please specify)
46. If you go to an office first, how do you normally get from your office to site?
- Walk
 - Bike
 - Own car/motorbike
 - Company vehicle
 - Public transport
 - Lift
 - Other (please specify)
47. Do you own a car/motorbike?
48. Could you do your job if you had no car/motorbike?
49. Do you car share? Are you dependant on colleagues/family for travel?
50. Do you use your own vehicle for work (other than driving to/from the office) Is your vehicle insured for this?
- Yes, but not sure if its properly insured for work
 - No
 - Yes, and it is insured for work

We need to know a little about the job you do now. We want to capture the situation as it exists NOW so please answer the questions as they relate to you and your CURRENT employer.

If you are unemployed then please use your LAST employer. If you have comments relating to previous employers please use the free text at the end.

51. Length of CURRENT basic contracted week in hours eg 37.5 hours
52. What time do you normally leave for work? Get home from work?
53. Is there a limit on the earliest you can leave the office/arrive back at the office?
54. Length of normal working week including work related travel for CURRENT employer (do not include travel from home to office and back). E.g. you work 37.5 core hours+10 hours travel=47.5 hours
55. With your CURRENT employer, in total how many hours each week do you spend travelling without being paid (both getting to office or to get picked up, and any unpaid travel time)?
56. What is your weekly expenditure on work related travel for your CURRENT employment, subtracting any travel subsidies/mileage paid by your employer? Please do not include any paid driver/passenger time.
Do you have any additional annual travel costs such as road tax, MOT, service, cost of vehicle? These may not be 100% work related but please give us an approximate figure for these annual costs
57. Do you get paid driving time for driving company vehicles outside core hours? What rate (eg get paid for the first 30 minutes at 'time' then paid rest of journey at half 'time')?
58. Do you get paid as a passenger outside core work hours? What rate (eg get paid for the first 30 minutes at half 'time' then rest of journey paid at 'time')?
59. What mileage rate do you get if you use your own vehicle for work business (pence per mile)? Are there any limits on the mileage?
60. On an average month how much do you receive for travel related time and costs from your CURRENT employer? This would include any mileage, driver or passenger time or any other payment relating to travelling for work
61. Do you ever do paid driving for your CURRENT employer just to get the extra money?
62. Do you get any additional driver training from your CURRENT employer eg SAFE driving courses, 4WD course?
63. How many passengers do you normally take in a work vehicle for your CURRENT employer?
64. Do you currently ever feel pressurised into driving when you are tired? This may be real or perceived pressure from managers, colleagues, friends or family
65. Could you do your CURRENT job without a driving licence?
 - Yes
 - No
 - It would be very difficult
66. How important are expenses from travel to your total income?
 - Very, couldn't survive on my basic pay without them
 - They make a difference to my pay packet but they're not essential to me
 - They cover the cost of travel but I don't make any money out of them
 - Not bothered at all
 - They don't cover the additional costs
 Please expand on this

Overview

67. Have your away work and travel terms changed over the past year with the same employer?
Over the past 2 years? 5 years?
 - Over the last year
 - 2 years
 - 5 years

68. How much does away work and provision of accommodation affect which jobs you can apply for?

- Very much
- A fair bit
- Neither way
- Not bothered at all

Please expand

69. Does your ability to do away work affect/has it affected employment with a unit?

- Yes
- No
- Any comments:

70. How much do you feel away work affects your home/family life?

- It is mostly a positive effect
- It doesn't really affect me either way
- It doesn't help matters!
- It is mostly detrimental

Please expand

71. How does away work affect your future career choices? Tick all that apply

- It certainly affects whether I will stay in the field long term
- I am fed up with it and want to get out NOW
- I can only see more travel and away work if I am promoted
- Its a job, I get on with it
- I would like a more predictable life in the future
- I like the extra cash
- I enjoy the lifestyle

Any comments:

72. How long do you feel you will stay in archaeology?

73. Got anything else to say? Tell us about any good or bad experiences of travel/away work.

Thank you for taking the time to respond!

Appendix B Employer questionnaire

A link to the Employer questionnaire was sent by IfA staff with the following letter to a list of employers email addresses held by the IfA:

Dear colleague,

The Diggers' Forum (DF) is currently carrying out research into the nature and effect of away work and travel on archaeology and archaeologists in the UK. Travel and away work is a major issue amongst field archaeologists and affects almost all archaeologists working on site in some way. Anecdotal evidence suggests travel and 'staying away' are major contributing factors to the loss of skilled staff every year, however there is a woeful level of information on this important area of our profession. That is a situation that the DF wants to address in a positive way.

We have successfully carried out an online survey of field staff, and are now extending this survey to include employers. This duplication is essential so that we can see the issues from all perspectives and create an informed report on the situation. We are therefore writing to you to invite your organisation to participate in the survey which is available online at <https://www.surveymonkey.com/s/DFemployersaway>. The survey will take a short while to fill out and there is ample space to express your organisation's terms, requirements, and viewpoints.

The survey can be completed anonymously if you wish (see survey), or if you are proud of your terms and conditions you are very welcome to include your organisation's name. We do understand that organisations may not be able to include detailed answers to every question, however please do answer **all** the questions that you are able to, and use the free text boxes to elaborate or explain. The survey will be available online until the 30th July 2011.

Following the survey we will be working towards a set of recommendations for improvements and best practice in this sphere of work. We will be publishing the results of the survey in a report on away work and travel. This will go to our members in the DF, to the IfA, and to FAME as well as being made available on our webpage (<http://www.archaeologists.net/groups/diggers>).

This survey has the potential to shine much-needed light on a poorly understood area of archaeological work, and we hope it can lead to a better understanding of what matters to staff and employers, and how, by working together, we can take simple steps to improve archaeological careers for us all.

We hope that you feel able to contribute to this survey and help make archaeology the profession we all deserve. If you have any questions about this survey please contact the Diggers' Forum at diggers@archaeologists.net.

Yours,

The Diggers' Forum Committee

The Diggers' Forum (DF) is committed to creating a positive, sustainable and financially viable career for all professional archaeologists at all points in their career. The DF is a Special Interest Group of the Institute for Archaeologists representing all archaeologists working out on site at whatever grade. Membership of the DF is open to all.

The Questionnaire

'This online questionnaire is the second part of our survey into work-related travel and away work within commercial archaeology in the UK. We have already asked for responses from those working out on site, we would now like to complement this with information and perspectives from the employers. We hope that this survey will provide valid data that can lead to informed discussion on the subject.'

Please answer all questions as accurately as possible, there is opportunity to make any additional comments at the end of the survey. Paper copies of the questionnaire are available on request from groups@archaeologists.net. The survey will be online for one month. The results of the survey will be initially published in the Forum Dispatch (the newsletter of the Diggers' Forum) with copies sent to the IfA and to FAME.

If you do not want your organisation's name to be associated with your answers then please state this and we will respect this wish and your organisation name and address will be stripped from the raw data after initial processing.

The Diggers' Forum is committed to creating a positive, sustainable and financially viable career for all professional archaeologists at all points in their career. The DF is a Special Interest Group of the Institute for Archaeologists representing all archaeologists working out on site at whatever grade. Membership of the DF is open to all.'

Your Organisation

1. What is the name of your organisation?
2. Do you give permission for your survey responses to be made public?
3. Please state your name, position and role within your organisation
4. Where is your head office? Address including the first half of your post code please
5. Is your organisation a Registered Organisation with the IfA?
6. Is your head of unit a Member of the IfA?
7. Is your organisation a member of FAME?
8. What type of organisation is yours?
 - charitable trust
 - commercial company
 - local authority unit
 - university unit
 - sole trader
 - Other (please specify)
9. Can you set your own rates for wages/expenses/overtime rates/subs etc or are you bound by a parent organisation such as a parent company, local authority or by Act of Parliament?
10. If you have any subsidiary or regional offices please specify which office you are answering on behalf of, and where it is located. eg Brighton Office, BN1.
11. Do you recognise a union? If so, which one?
 - None
 - Prospect
 - Unison

Your colleagues

12. Approximately how many people work for your organisation at present?
13. How many permanent site workers do you employ at the moment?
14. How many temporary site workers do you employ at the moment?
15. Do you use freelance site workers?
 - Yes, regularly
 - Occasionally
 - Only for specialist roles
 - Never
16. Are terms and conditions for staff identical at all offices? If staff are seconded to another office do they receive the same pay and conditions and are the same facilities and services available to them?
17. Please use this space for further comment.

Advertising for staff

18. Where do you advertise for new staff?
 - IfA JIS
 - BAJR
 - other jobsite
 - contact former staff
 - cvs kept on file
 - word of mouth
 - Other (please specify)
 19. What specific aspects of your terms and conditions do you include in your adverts over and above the headline salary rate?
 20. Would you consider adding further details of your terms and conditions to future adverts?
 21. How easy do you find it to get experienced, qualified staff? Has this changed over the past two years? And over the past 5 years?
 22. Are there any roles that are particularly hard to recruit for?
 23. Have you changed your requirements for field staff applicants recently for example to include a CSCS card?
 24. What do you especially look for in new site staff?
- Ranked by very important, important, useful, not important:

- relevant practical experience
- job specific skills
- good references ability to start immediately
- clean driving licence CSCS card or similar
- proximity to office/site of applicant
- good degree results
- postgraduate
- qualification
- (e.g. MSc/PhD)
- good previous
- employment history
- Other (please specify)

25. Do you have any trainee schemes for site staff? How do these work?

26. Please use this space to make any further comment on advertising for, and recruiting, new staff.

You as an employer

27. Do you feel that you pay a good wage to your site staff?

28. Do you feel you are a reasonable employer when compared to other similar employers or to your main competitors?

29. How important do you feel openness and transparency is when dealing with current and prospective staff? Have you had any problems in the past with this?

30. Do you agree that archaeological employers should be working towards the IfA recommended starting salaries?

31. How do salary minima such as the IfA minima and IfA recommended starting salaries, and the BAJR minima affect your wage levels?

32. Please use this space for further comment.

Employee wages

33. Do your wage levels include any element of London Weighting or similar?

34. Do your wages take into account the amount of away work and travel undertaken by staff? Is any payment for this built into the headline pay rate?

35. What is your current salary for site assistants?

36. What is your current salary for site supervisors?

37. What is your current salary for Project Officers?

38. What, if any, annual pay increase did you award this year?

39. How many hours a week are your site workers contracted to work? e.g. 37.5 hour week

40. How many hours do site workers usually work each week including paid or unpaid travel time? Include all time travelling from the office/pickup point to site. E.g. 37.5 hours plus 10 hours travel from office to site and back = 47.5 hours total

41. Please use this space for further comment.

Away work

42. Do your site staff ever undertake away work?
43. What proportion of the work your site staff undertake involves an away stay?
44. Do you have clear guidelines regarding away work and when a job should be classed as away work? Are the rules freely available to staff?
45. How are away jobs defined for
 - Staff employed for many projects
 - Staff employed specifically for a certain projectand do subs/travel payments differ for these two groups?
46. Do you have a set distance/travel time before a job is classed as an away job?
47. Do you have a limit on the earliest time staff can leave the office/set off for work in the morning? e.g. 5.30am
48. How do you select staff for away jobs? What factors do you take into account when selecting staff?
49. Do you have any form of rotation of site staff on away jobs?
50. Do you monitor how much away work and travel your staff are doing?
51. How much notice do staff usually get that they will be sent on an away job?
52. Please use this space for any further comment on away work.

Accommodation and subsistence payments

53. Do you help new staff with finding accommodation? Do you feel you are:
 - Extremely helpful eg provide site houses for diggers
 - Very helpful, eg try and arrange accommodation for new staff or give time off to look for accommodation
 - Helpful, eg give lists of accommodation agencies and hostels but its up to staff to sort it from there
 - No help given: its up to staff to sort it all out
54. Do you ever provide accommodation for staff working near the home office?
55. Do you provide accommodation for staff working away from the home office?
56. What type of accommodation do you provide staff?
57. Are staff expected to share rooms?
58. Do you make a subsistence payment for staff on away work? How much is it a night? When is it payable? How do you qualify for the payment? Are there any conditions/limits on this payment?
59. Have you had any issues with HMRC about accommodation and expenses?
60. Please use this space to further comment on accommodation and subsistence payments.

Driving

61. Do you require staff to have a driving license? At what level of post is a driving licence compulsory (if at all)?
62. Do you provide any driving or vehicle maintenance training for staff?
63. Are all suitably licensed staff allowed to drive company vehicles? What training or testing do they have to undertake before they are allowed out in a company vehicle?
64. Do you monitor mileage driven by staff?
65. Do staff get paid rest breaks on long drives?
66. Do you pay any form of travel time/driving time/passenger time? If so, how much and when?
E.g. all driving time paid at 'time', passenger time accrued as TOIL after first half hour of travel
67. Do you pay for travel by public transport, and if so are there any conditions?

Use of employee vehicles for work

68. Do you ever require employees to use their own vehicles for work?
If yes, then when and where, and why?
69. Do you check and record the vehicle insurance of employees who use their own vehicles for work?
70. What systems do you have in place for employees who use their own vehicles for work?
71. What mileage rates do you pay for employees using their own vehicles for work?
72. Please make any further comments on driving, travel and use of employee vehicles.

General

73. Do you feel work is picking up and how confident are you that there is a sustainable recovery in the economy?
74. How has the recession affected the provision of accommodation on away work and the level of subs/mileage?
75. How do you feel away work and travel affects site staff in the medium and longer term?
76. Do you feel that there is a good balance of away work and travel in your company allowing staff to have a reasonably predictable home life?
77. Have you had to send your staff away more over recent years and has this resulted in increased costs for your company in terms of accommodation etc?
78. Have you tried to recruit more 'local' staff when planning away jobs in order to reduce costs?
How has this worked in practice?
79. What questions should we have asked, and what are your answers to them?

Comments

80. Please use this space to make any final comments on the survey, on current employment practice or on any relevant subject. Your input is very much appreciated.

Thankyou for completing the survey, if you would like to get in touch then please email us via diggers@archaeologists.net

Once the survey is closed we will be analysing the results and publishing a report which will include recommendations on away work and travel. This report will be sent to Diggers' Forum members via the DF newsletter, to the IfA and to FAME.

The Diggers' Forum