

CIfA

**Chartered
Institute for
Archaeologists**

Annual Review 2019/2020

“Although the year ahead will bring challenges for the sector from COVID-19 and Brexit, thanks to its partnerships, ClfA remains well positioned to carry out the business of championing archaeology and delivering expert, reliable advice to members, to government, the wider sector and our non-heritage partners.”

Stephen Carter, ClfA Chair

Message from the Chair

Welcome to the Annual Review of the Chartered Institute for Archaeologists 2019–2020. The review itself covers work activities from July 2019 to July 2020, but also highlights our accounting period from 1 April 2019 to 31 March 2020. It is not often that the precise end-date of our financial year matters but this year it does: for those of us living in the UK, the COVID-19 stay-at-home order came into force only one week before the year-end.

The period from March 2020 onwards has been exceptionally difficult for all of us. Whether we work as archaeological contractors, freelance specialists, in museums, universities or local government, our focus has been on immediate problems such as safe working practices, cashflow and business continuity.

ClfA has been working with sector partners and members to provide information and advice to archaeologists and to government departments but the challenges are enormous. It is too early to predict the longer-term implications of the pandemic for our sector and ClfA but we would hope to have a much greater understanding when we report to you in next year's Annual Review.

I am writing this message at the end of July 2020, following four months of exceptional social and economic disruption and stress, so it is important to emphasise that this current review is very much a report on activities before the pandemic. 2019–2020 was a year when ClfA was busy pursuing a planned programme of activities on behalf of its members, affected most visibly by continuing uncertainty regarding the future relationship of the UK with the European Union. One important impact of the pandemic has been to thoroughly displace Brexit from the public agenda (for entirely understandable reasons) and yet, as we now pass through the transition period towards full withdrawal from the EU, issues like access to a skilled labour force remain a major concern for ClfA.

In 2019–2020 we continued to work hard on developing initiatives that meet the objects of our Royal Charter – advancing the practice of archaeology, defining and maintaining proper professional standards in training and education in archaeology, and disseminating information about archaeologists and their areas of interest. Our volunteers, from the Board, Advisory Council, committees and our 21 Area and Special Interest Groups, have played an active role in the development of these initiatives. This review highlights areas we've completed or made significant progress with over the last twelve months. This has included enhancing good practice through revisions to our Standards and guidance, reviewing the Institute's role in addressing equality and diversity in archaeology, and providing a range of CPD and training events.

Although the year ahead will bring challenges for the sector from COVID-19 and Brexit, thanks to its partnerships, ClfA remains well positioned to carry out the business of championing archaeology and delivering expert, reliable advice to members, to government, the wider sector and our non-heritage partners. There is a lot happening that is not reported in this review, and you can find out more about it in our magazine, *The Archaeologist*, through our regular eBulletins and on our website www.archaeologists.net, as well as by speaking to staff, or members involved in the ClfA committees, Advisory Council or the Board of Directors.

Stephen Carter ClfA Chair



What is the Chartered Institute for Archaeologists?

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

OUR AIM



For all professional archaeologists to have the skills, integrity and versatility to ensure archaeology brings real benefit to people's daily lives.

What we do

Training and development

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



Networks

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



Accreditation

We recognise and promote the skills and competence of professional archaeologists



Regulate the profession

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



Who we work with

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



What we achieve

Improving professional archaeology through

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



Our 2010–20 Strategic Plan objectives are to

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



Highlights of 2019/2020

Regulation



23
professional
conduct concerns

122 recommendations for improvement to ROs

10 conditions of registration issued to ROs

13 Standard and guidance documents

Engaging our members



45+
events

218
committee volunteers

5 Area
Groups

16
Special Interest
Groups

Advocacy and partnerships



7 formal partnerships (MoUs) with
other organisations

Professionalism



81 Registered
Organisations

175 applications for
professional accreditation

85%
of jobs ask for CfA
accreditation

7
accredited
degree
courses

3000+
accredited individuals

34
organisation
inspection visits

160 individuals on our
Professional
Pathways programme

Our membership

Support for ClfA from membership is helping our profession become stronger, improving the quality of archaeology through standards and training, and increasing our impact and influence on policy and decision makers. ClfA accreditation recognises the professionalism of practitioners, improves careers and attracts new people into archaeology.



Promoting accreditation

We have developed more resources to make clear what being professional in archaeology means and why it is important to have individual accreditation. Our fact sheets explain that professional accreditation by ClfA is a significant achievement for any individual. It is a recognisable indication of competence and a commitment to maintain and enhance these skills through continuing professional development.

Employers increasingly look for ClfA accreditation as part of their recruitment processes, with 85 per cent* of archaeological job adverts in the UK citing ClfA membership as a desirable qualification for applicants. Over 800 individuals have now been formally recognised as being professionally qualified by the construction sector, using their ClfA accreditation to gain a Professional Qualified Person card.

We also promote to those who are likely to commission or employ archaeologists that our accredited members are skilled, competent and comply with professional standards, meaning the work we carry out will meet their needs and the needs of the public. Through events with the Royal Town Planning Institute (RTPI), we reinforce these messages and engage with a range of audiences outside archaeology to enhance the profile and reputation of the profession. Topics for these events have been planning and heritage and ClfA has spoken on planning and archaeology, promoting the key findings of the Historic England archaeology and planning case studies project.

We continue to work closely with colleagues at HS2 construction companies to raise the profile of ClfA and professional archaeologists to construction managers, engineers and site supervisors, highlighting our remit and the important role this plays, and raising awareness that the same professional structures exist for archaeologists as for other professions.

**taken from adverts in JIST and on BAJR on 10 June 2020*

The increased awareness of professional accreditation and recognition for archaeologists has raised the profile of ClfA outside of the UK. Our Area Group in Australia is continuing to look at ways of enhancing archaeology there by creating a professional standards framework for archaeological practice and promoting links with ClfA. Our Area Group in Germany is exploring how to expand the Registered Organisations scheme here and to work alongside Deutsche Gesellschaft für Ur- und Frühgeschichte e.V. (DGUF) to influence the development of university courses that specialise in commercial archaeology. It is hoped that doing so will both equip graduates with the skills they need to manage a successful commercial unit and form a joint taskforce for improvement between commercial specialisms, universities, ClfA and the wider public.



“Accreditation is by peer review and it is a way of ensuring clients can have confidence in my abilities.” MClfA professional



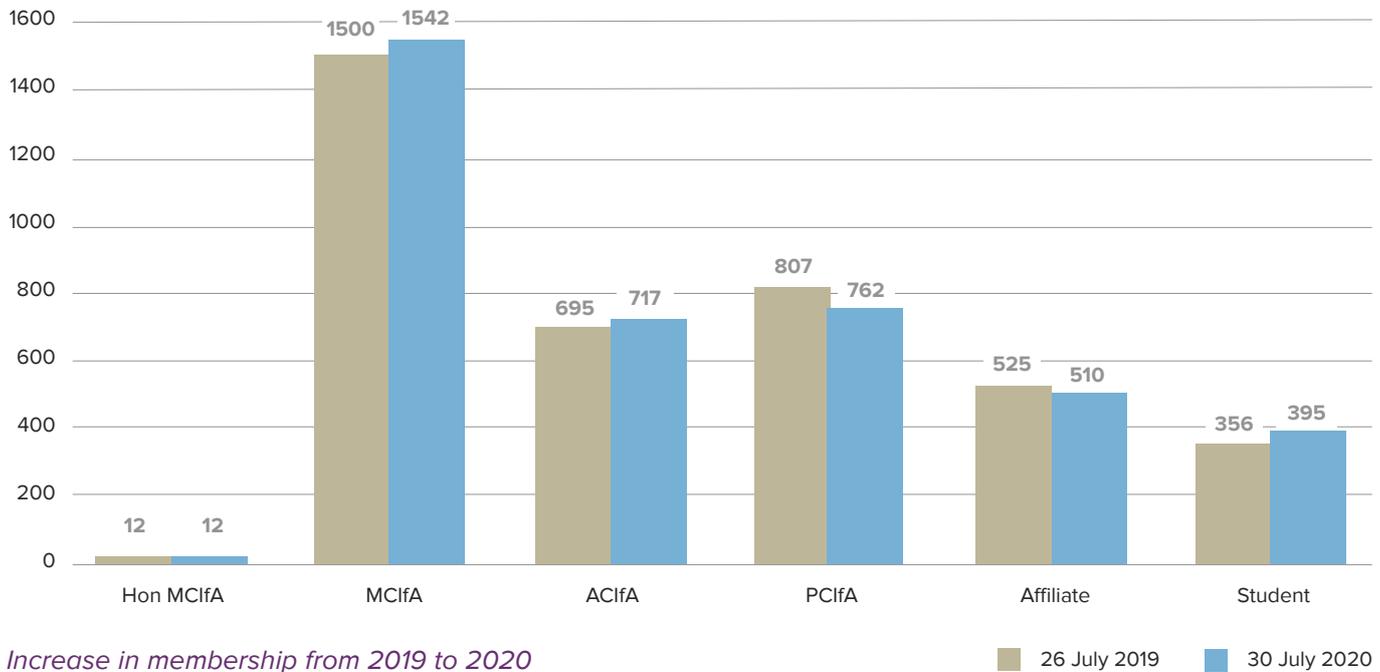
Supporting the achievement of accreditation

Since March 2020 we have run a series of workshops to assist new and upgrading members with the application process for accreditation and to give advice to Practitioners about starting a Continuing Professional Development log to support their career development. These workshops have been attended by almost 100 people and have allowed individuals to ask questions about the process, resulting in several successful applicants already. They have also been very informative for us, highlighting the more frequent parts of the process that cause issues or are misunderstood.

Overcoming these barriers to accreditation is important and we are reviewing the information from these workshops alongside other feedback – for example from the results of the dyslexia survey undertaken in partnership with Mentoring for Women in Archaeology and Heritage (MWAH) – to constantly improve our process. We have already introduced some additional guidance about what is needed to apply at the different levels and are in the process of developing the website to enable easier submission of applications. Our Special Interest Groups have developed additional specialist competence matrices; these help applicants see how they can demonstrate the required criteria in relation to their own specialism and area of expertise, whilst also helping the Validation committee to reach a decision effectively. These new matrices cover environmental, historic environment advice, and academic/research specialisms and have been added to our existing suite of matrices. We have also reviewed some of the existing specialist matrices with input from external partner organisations including the Society for Museum Archaeologists (SMA), the Archaeological Archives Forum (AAF) and the British Association for Biological Anthropology and Osteoarchaeology (BABAO).

Current membership statistics

Membership of ClfA now stands at 3931 (21 July 2020). Of these members, 3033 are accredited professionals (Member, Associate and Practitioner) who have demonstrated their technical competence and ethical suitability – including the professional skills relevant to their grade of accreditation – to the Validation committee.



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“The top reasons why individuals apply for accreditation is to be recognised as a professional, to demonstrate a commitment to professional standards and ethics, and to show support for the profession and ClfA.”

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There is strong support from our non-accredited membership (Affiliate and Student). These categories are not assessed for technical competence or ethical suitability, and although not bound by it, individuals agree to support the Chartered Institute’s *Code of conduct*. Many individuals in these categories are in a transitional period of their careers, gaining the relevant skills before seeking professional accreditation. Our Professional Pathways scheme provides structured resources to support Student and Affiliate members working towards accreditation.

The number of Registered Organisations in the scheme stands at 81. These include most of the large organisations in the UK, with a growing number of smaller and more specialist practices and archaeological advisory services.

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

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

Supporting career development

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



Twenty years ago, the Institute launched its training vision. This vision was to set out

- the roles that archaeologists fulfil, and the skills required to meet these (National Occupational Standards (NOS))
- the training required to provide the skills and the qualifications to meet these criteria (NVQs and apprenticeships)
- a suite of grades of professional accreditation to demonstrate an individual's competence

Academic and vocational training

Our recent work has seen the roll-out of our scheme for accrediting degree programmes. This collaborative initiative with University Archaeology UK (UAUK) offers accreditation to academic programmes providing appropriate vocational training relevant to a career in the historic environment sector. The aim is to help prospective students and their advisors to identify the right degree programmes, whether they are looking to pursue a career in archaeology or to gain a broad spectrum of transferable skills in preparation for a range of graduate careers. The scheme is also helping to strengthen our partnership with the academic sector, promoting archaeology as a discipline and as a career. So far, seven universities have had degrees accredited with six further universities being assessed.



As well as traditional academic routes into archaeology, we now have six Historic Environment Trailblazer Apprenticeships approved for delivery in England, the result of a long running partnership between employers, Historic England, CIfA, IHBC and Icon. CIfA chaired the Archaeology working group of the Trailblazer that has developed two apprenticeship standards; one aimed at entry level field skills and the second providing career development opportunities for those seeking to develop specialist skills. We have been engaging with employers to promote these opportunities to access government funding for skills development. Our application to become an end-point assessment organisation for the Archaeological Technician standard has been approved by the Education and Skills Funding Agency and we will be submitting applications for other relevant standards shortly.

In Scotland, we have continued to support Aim Five of Scotland’s Archaeology Strategy – Innovation and Skills – with the creation of a full-time post to support skills development, including greater engagement with Scottish universities. In collaboration with the ClfA Scottish Group, we have been coordinating workshops that provide cost-efficient training opportunities. Our work supporting the Archaeology Strategy has enabled us to look further into the ways we support professional development, to explore new ways of upskilling our existing workforce and to develop new entry routes into a career in archaeology. This work is being delivered against a wider backdrop of initiatives supported by Scottish government, which include the Attainment Challenge and the development of apprenticeships. ClfA is now coordinating the development of a Modern Apprenticeship in Field Archaeology and exploring the creation of several new qualifications that will help upskill our existing workforce in Scotland. This work is being informed and guided by the recently created Archaeology Skills and Training Working Group, a collection of industry leaders who ensure that any new initiative we are developing is fit for purpose.

We have also coordinated a series of workshops addressing objectives under Aim One of the Strategy – Delivering Archaeology – on behalf of the Strategic Archaeology Committee. These facilitated discussions on the structure, funding and delivery of archaeology in Scotland have resulted in a series of recommendations to the sector that will be published on the Strategy website and incorporated into the Strategy Delivery Plan.

Engaging new people

The careers section of our website provides information for those looking to start a career in archaeology, for individuals wanting to build on their professional development through training and Continuing Professional Development (CPD), and for employers wanting to know more about how to provide professional development training for their staff. Our new e-guidance module is a good starting point to understand how to set out a Personal Development Plan (PDP) and identify relevant CPD to support this.



We have expanded our ‘Pathways to PCIfA’ programme to support members at all stages of their career. Professional Pathways aims to support ClfA members to develop their skills and upgrade their accreditation to recognise their achievement through targeted bulletins with career advice and sector information, signposting grade appropriate training and including case studies and FAQs. Over 160 individuals have signed up to Professional Pathways so far, including students from ClfA-accredited degree programmes and trainees on approved employer training courses.

Training courses and learning opportunities

We continue to look at ways in which we can improve and enhance the training we offer. Our survey specifically aimed at Practitioner members has helped to identify how we can provide more relevant and accessible training that can be beneficial to all members.



Cancellation of ClfA2020 had an impact on our events programme, but through our Annual General Meeting, Groups and other activities, we have provided 49 CPD events. These have included

- specialist training in timber buildings, dendrochronology, infrastructure and the historic environment, significance-led selection, and osteoarchaeology

- good practice advice in archive selection, desk-based assessments, project management, embedding workplace training, heritage apprenticeships, reporting bullying and harassment in the workplace, professional ethics, and Standards and guidance
- developing our profession through discussions about equality in future heritage practice, re-imagining Scottish archaeology, planning the future for finds specialists and digital archiving
- supporting accreditation, understanding CPD and networking

Many of these have been run as online events due to the restrictions imposed by the COVID-19 pandemic and we hope that the success of these will allow us to continue to develop our online training programme, alongside any face-to-face events in the future.



“By encouraging me to partake in CPD events, my employer has helped me to develop my career as a recent graduate. CPD events allow me to improve my skills, network and get an understanding of industry, and the support my employer has shown me has helped me thrive in my role within their business.”



EVENT SPOTLIGHT TEA BREAK CHATS

At the start of the COVID-19 outbreak it became apparent that the sudden absence or cancellation of office chats, face-to-face meetings, the conference and events was having a big impact on our profession. The networking opportunities and interaction with archaeological colleagues that take place at those meetings and events were missing, so in response, we decided to set up a weekly ‘tea break’. Since the end of April, we have run 11 of these.

Format: simple; three broadly themed rooms (sometimes hosted by our Special Interest Groups) to get discussion going, lasting 45 minutes. Everyone is welcome to attend.

Attendance: statistics from these events have been interesting.

- Attended by 105 individuals
- 60 per cent of attendees have been female
- Based on a percentage of the total number of individuals in each member category, the greatest representation has been from Student members, followed by Practitioners (PCIfA), and Associates (ACIfA), then Members (MCIfA)

Benefits: sharing of information and advice; informal mentoring; creating new contacts or catching up with old ones; emotional support; engaging more with ClfA.

Reflections: the statistics are a reverse of how ClfA events are usually perceived in terms of attendees, so it’s important that we look at how we can maintain this level of engagement for other events.



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

Creating, promoting and enforcing professional standards

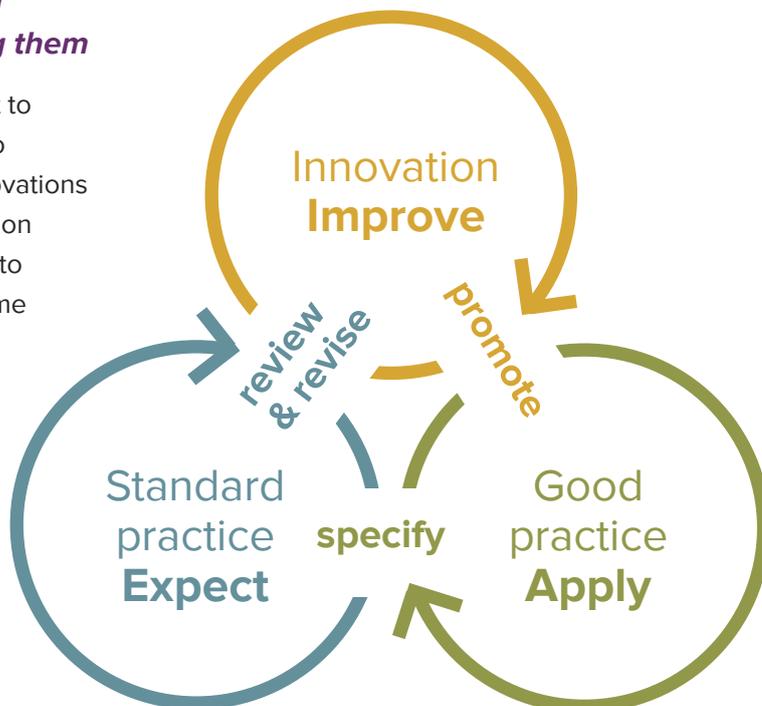
Defining and promoting professional standards of practice is key to the role of the Institute. We provide a mechanism for our profession to be self-regulated by setting standards of practice. Under the *Code of conduct* all accredited professionals have committed to not only comply with these standards themselves but to promote adherence to standards to others.



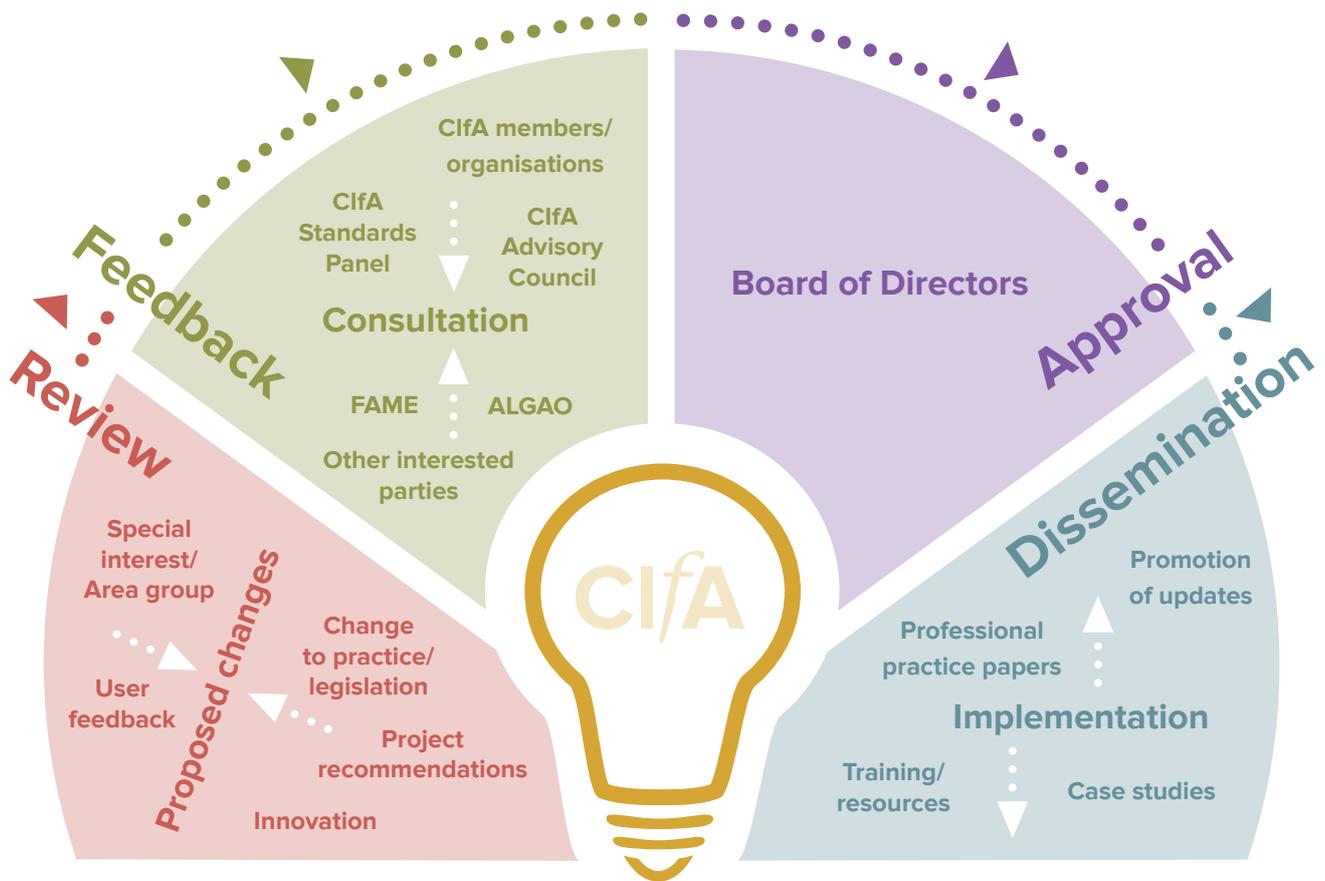
The Standards and guidance documents cover a wide range of professional archaeological practice, and are supported by professional practice papers, online toolkits/e-learning and CPD resources.

Continuous development: professional standards and the process of updating them

Standard and guidance documents are subject to continual development and need to respond to changes and expectations stemming from innovations or changes in policy or legislation. The promotion of new and *improved* methods or approaches to archaeology, once tried and tested, may become increasingly *applied* as good practice across the sector before evolving into what is *expected* as standard practice.



There are four main stages in the process of making changes to the ClfA Standards and guidance; they focus on review, feedback, approval, and dissemination.



Recent updates to the Standards and guidance

In June 2020, changes to the wording of the text of the *Standards* for evaluations and watching briefs and the text of the *guidance sections* for archives and archaeological advice were published. These derived from projects focusing on archaeological archives and archaeological reporting with the objective of improving quality and providing good practice guidance.

A pivotal part of the continual development of Standards and guidance involves project and research collaborations that help to identify changes in working practices. Over the last year, ClfA has collaborated with Historic England, Historic Environment Scotland and sector partners on projects including *Digital archives in archaeology*, *Revisiting 21st Century challenges for archaeology*, *Building capacity through innovation*, *Developing a finds reporting standards toolkit for grey literature*, *Mapping the sector* and *Re-imagining Scottish archaeology: structures, delivery and funding*. Similarly, CPD events, such as the *What's going wrong with desk-based assessments?* series provide key feedback directly from practitioners allowing for a better understanding of how well the Standards and guidance are being utilised and implemented on a day-to-day basis.

Project outcomes include the production of good practice resources to support professional archaeologists. This year an online *Toolkit for selecting archaeological archives* was published and a further two focusing on finds reporting and the management of digital data will follow. The publication of templates aimed at evaluation and watching brief reports are also currently in development (the *Write Here! Write Now!* project) and will provide guidance on what should be included to enable field evaluation findings to be used as a research resource.

Promoting, enforcing and celebrating compliance with standards

Alongside the introduction to Standards and guidance, and specific training in desk-based assessments, we have been running a series of workshops on professional ethics. These workshops look at the relationship between morals, the law, and our ethical obligations set out in the *Code of conduct* and Standards and guidance. Using everyday ethical dilemmas facing archaeologists, the workshops consider how we can use these documents to guide our decisions and to take the best course of action.



The Institute's **Registered Organisation scheme** is a mechanism for us to measure compliance with standards. The scheme highlights the importance of quality assurance and demonstrating that a Registered Organisation can be trusted to work to all relevant ClfA standards. The benefits of working with Registered Organisations is promoted through our external relations programme, client guide, Yearbook, website and other ClfA material.

Over the past year ClfA has carried out 34 inspections of organisations and 33 organisations were registered.

The inspections resulted in 10 conditions of registration and 122 recommendations for improvement. These conditions and recommendations covered a range of issues including

- reports should be subject to robust quality assurance procedures, be compliant with Standards and give due regard to guidance. Areas highlighted included the assessment of significance of heritage assets and the impact of development upon this significance, employing coherent terminology, referencing and interpreting the research context, and reviewing templates and targeting training for key staff.
- producing and implementing a robust action plan for archive deposition
- ensuring adequate welfare for staff and endeavouring to meet or exceed ClfA minimum salary recommendations, to be able to recruit, retain and motivate skilled staff
- training and development are planned, facilitated and implemented
- outreach activities are enshrined in policy and written into Written Schemes of Investigation
- greater advocacy for staff at all levels to gain ClfA accreditation. Via the Annual update form this year, over 50 Registered Organisations have requested further support and resources in achieving this aim.

As well as identifying areas of quality improvement, every inspection highlights the many strengths already demonstrated by Registered Organisations. This year there were several common themes

- high quality of reports and publications
- strong volunteer, student and outreach opportunities
- excellent culture of health and safety
- good programmes of recruitment, retention and reward
- investment and commitment to training, planned and tailored through appraisals and delivered in a variety of ways, producing knowledgeable and competent staff. Additional opportunities to meet personal research and career development objectives
- strong teams with enthusiasm, passion and commitment for their work and profession
- some notable examples of initiatives to promote a good work/life balance and opportunities for autonomy and involvement in deciding strategy and policy
- a high proportion of ClfA accredited members, subsidised ClfA subscriptions, time allowed for applications and active encouragement and support for engagement with ClfA activities

- good change management, keeping staff engaged throughout
- staying focused and working within both the capacity and expertise of the organisation



“ ClfA champions professionalism in archaeology by setting standards, measuring compliance, promoting good practice and sharing knowledge”



All accredited individuals and Registered Organisations agree to abide by the Institute’s *Code of conduct* and can be held to account by their peers through the professional conduct process if their professional behaviour is in question. Over the last twelve months we have dealt with 24 concerns raised against individuals (9) and organisations (14). Three were submitted as formal allegations. One case was dismissed as there was no case to answer, and one case has been withdrawn and one case is still ongoing. Details of completed cases are published in *The Archaeologist* when applicable.



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



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

For more information about professional practice advice visit the ClfA website at www.archaeologists.net/members/downloadpapers

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

Policy, partnerships and collaborations

As part of ClfA's policy work, we work closely with government, civil servants and external organisations, collaborating with many others in both formal and informal partnership. Our advocacy objectives are discussed with the Advisory Council and agreed by the Board.



In the last twelve months our advocacy networks have been working at full strength, as ClfA has been engaged at the heart of sector-wide working groups reforming the Historic Environment Forum in England and, of course, responding to COVID-19. We have worked closely with DCMS over Brexit and have met several times with civil servant colleagues to share knowledge from the sector with government.

On planning reform, we have attended meetings with civil servants in Scotland alongside other sector representatives to help inform the early stages of designing Scotland's National Planning Framework 4 (NPF4) and have also commented on the development of permitted development right (PDR) proposals. More recently, ClfA has been working to highlight concerns around radical planning reform in England – an objective that we will continue to work on in the year ahead.

Given this important moment for planning, it is essential that ClfA is maintaining close links with bodies like the Royal Town Planning Institute (RTPI), the Chartered Institute of Ecologists and Environment Managers (CIEEM), and Wildlife and Countryside Link. These bodies are key allies in our attempts to champion archaeology's positive contribution to good planning.

COVID-19 also promoted collaborative working as we gathered information and formulated responses to the challenges we have faced – in England through the Historic Environment Forum and Heritage Alliance, in Scotland with the Built Environment Forum Scotland, with the Historic Environment Division of the Department for Communities in Northern Ireland and with Cadw in Wales. We have worked closely with Prospect Union and have supported their work to monitor safety and produce guidance for archaeological site work during the pandemic, and championed this guidance to DCMS, ensuring it was eventually adopted into government guidance. We also applaud the work of Registered Organisations in adapting to the crisis. The committed response of the profession appears to have been effective and positively received, with respondents to a ClfA survey rating their employers 4.2 stars out of 5 for their response to the pandemic.

The converse of this informal advocacy engagement through partnerships is that we have achieved our aim to be more proactive and respond to fewer consultations, focusing only on responding where we are likely to have a strong influence. This year we have targeted important issues such as UK immigration policy, the Environment Bill in England, environmental land management in Wales, PDR in Scotland, NPF4, and Historic England’s Local Authority Strategic Framework and advice note on statements of heritage significance – the latter still a concern to us as it could mislead ClfA-accredited professionals to breach the *Code of conduct*.

Delivery of many of ClfA’s strategic objectives is dependent of effective collaboration and partnerships with other bodies, within and outside our sector. This year we hosted three workshops in support of Aim 1 of Scotland’s Archaeology Strategy, where sector representatives from across Scotland contributed to discussion of archaeology’s structure, funding, and delivery. We have also worked closely with Historic England to develop and refine the 73+ recommendations from the *Twenty-first-century challenges for archaeology* project into a sector action plan supported by ALGAO, CBA, UAUK, the Society of Antiquaries of London and others. This work has also resulted in the signing of a Memorandum of Understanding (MoU) with Historic England, setting out the basis for our partnership on this initiative.

We have also signed a new MoU with the Council for British Archaeology, recognising the mutually supportive but different sector-leading roles of each organisation. Together, we support the Westminster All-Party Parliamentary Archaeology Group (APPAG), on behalf of The Archaeology Forum (TAF).

We also remain committed to collaborative working and mutual support under our existing MoUs with the European Association of Archaeologists (EAA), the Register of Professional Archaeologists (RPA), Deutsche Gesellschaft für Ur- und Frühgeschichte e.V. (DGUF), the Institute of Archaeologists of Ireland (IAI), and the Institute for Historic Building Conservation (IHBC) – with whom our MoU partnership was renewed this year.

Few of the issues archaeology faces are exclusive to our profession, and most of the good practice evolved elsewhere can be adapted and applied to ClfA. As well as our formal collaborations, ClfA is a regular attendee of CEO forums held by the Professional Associations Research Network (PARN) and the Institute of Association Leadership (IAL), sharing perspectives, ideas and fixes with up to 50 other professional and trade bodies. ClfA members continue to benefit from this community of knowledge.

Although the year ahead may bring challenges, we remain well positioned to carry out the business of championing archaeology and delivering expert, reliable advice to government, the wider sector, and non-heritage partners.



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

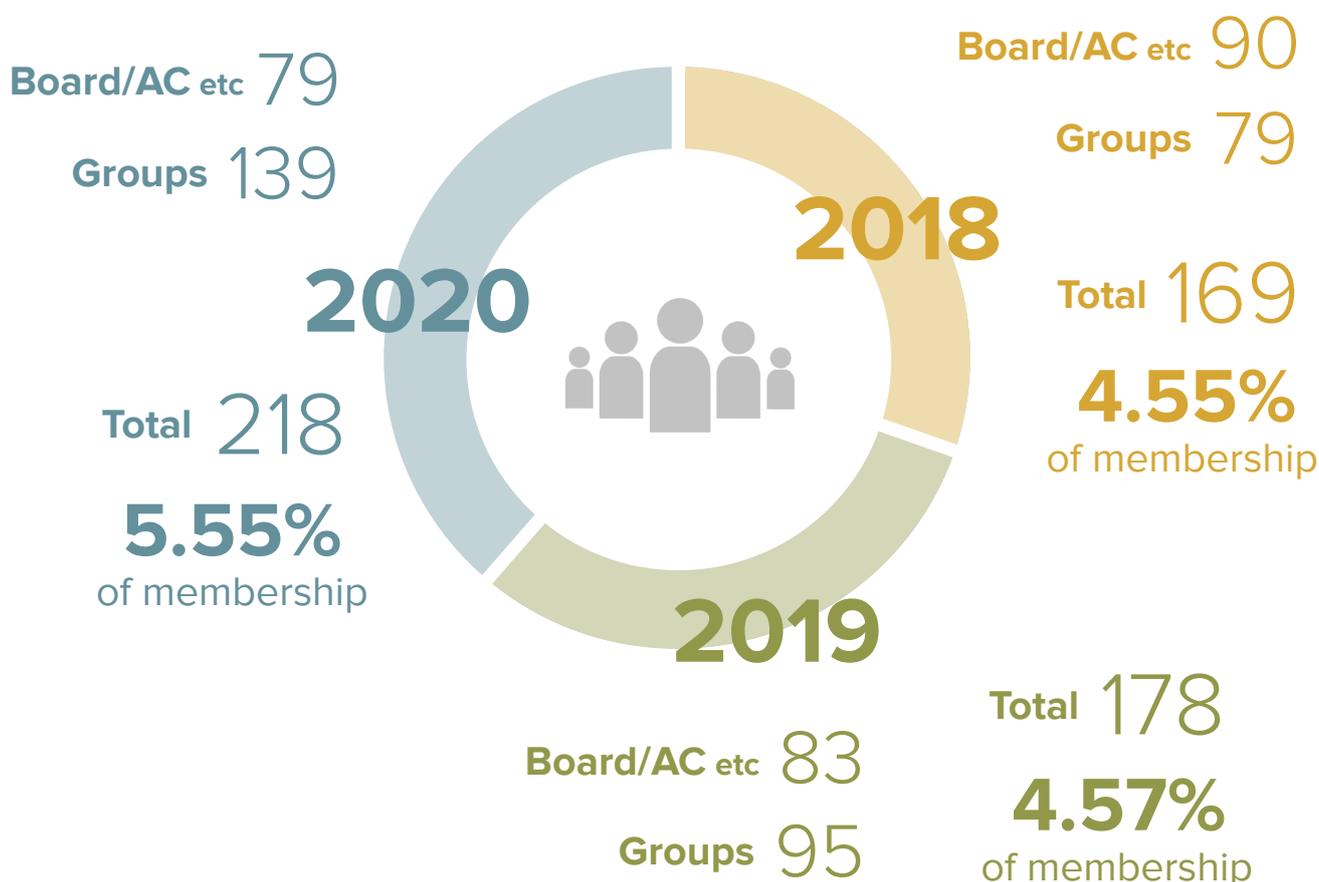


“ Working with others helps us to more effectively communicate the work of the Institute and its members, and to benefit from sharing ideas with other professionals ”

Celebrating our volunteers

ClfA has seen an increase in staffing provision (14 FTE) this year, but an enormous amount of work would not be achieved without the support and commitment from members who volunteer to help with our activities. Without volunteers joining our Board, Advisory Council and committees, and supporting our advocacy, the Institute would not be able to function as it does. Our governance structure and the mechanisms to determine applications for accreditation would not exist.

Following on from the participation survey carried out by Advisory Council we have been continuing to promote volunteer vacancies through the website and social media and thinking about how we can develop volunteer opportunities to make them more accessible to as many members as possible. As a result, there has been a positive increase in the number of members getting involved with ClfA committees.



Increase in members involved in committees 2018–2020

Of our 3033 accredited professionals (Practitioner, Associate and Member), 79 currently volunteer on the Board of Directors, Advisory Council, Validation and Registration committees. They dedicate a huge amount of time and effort in assisting the Institute to meet its objectives and providing expert advice. In addition, a further 139 members (from all categories) are involved in Area and Special Interest Group committees, providing important networks, CPD opportunities and expert advice. Other volunteers offer their time by assisting with professional conduct panels and Registered Organisation inspections panels, with advocacy, or through running sessions or speaking at conferences and other events. Our volunteers come from a variety of backgrounds, such as fieldwork, finds, academia and museums. They may be self-employed, retired, students or in part- or full-time employment, and working at all levels of responsibility.

Volunteering for ClfA committees and groups provides many CPD benefits for individuals, from being involved at the forefront of discussion about developments to the profession, to networking with colleagues and benefiting from sharing advice and experiences. It also provides a strong sense of being able to contribute to the profession and to give something back.

To help support the work of our volunteers we have appointed a full time Membership Engagement Coordinator. This role focuses on developing and implementing engagement strategies, particularly through ClfA's network of Area and Special Interest Groups, and helping to link up and promote the work happening through these.



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



We would like to take this opportunity formally to thank all those volunteers for their contributions to the Institute since it began. We would also like to thank the organisations and employers who allow their staff the time to commit to the Institute.



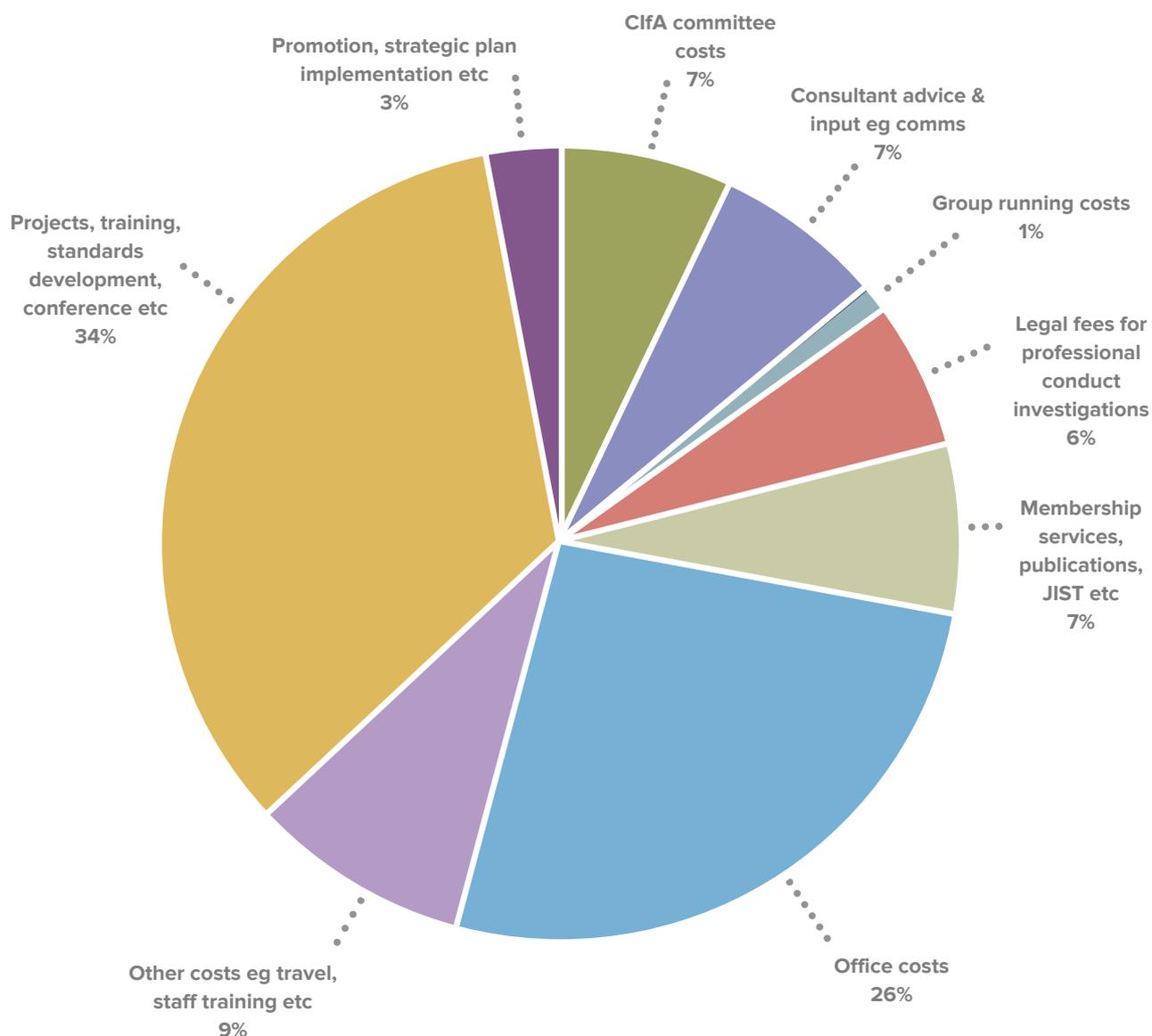
For more information about getting involved with ClfA visit our website at www.archaeologists.net/involved or email us at admin@archaeologists.net

Accounts from 1 April 2019 to 31 March 2020

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

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

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



ClfA expenditure April 2019 to March 2020

“Archaeologists accredited by ClfA have demonstrated that they have the skills and competence to carry out their work to recognised standards. Using accredited archaeologists assures clients and customers that archaeological work will meet their needs and the needs of the public.”

