

ARCHAEOLOGY: A QUICK INTRODUCTION

Our environment is changing rapidly.

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

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

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

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

You may be seeking archaeological expertise as

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

You need a professional archaeologist if

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



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ABOUT THE CHARTERED INSTITUTE FOR ARCHAEOLOGISTS (CIFA)

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

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

WHAT WE DO

Training and development

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

Networks

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

Accreditation

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

Regulate the profession

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

WHOM WE WORK WITH

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

WHAT WE ACHIEVE

Improving professional archaeology through

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

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



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THE HISTORIC ENVIRONMENT: A RESOURCE AND AN OPPORTUNITY

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

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

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

You will need professional advice to help you

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

Working with a professional archaeologist enables you

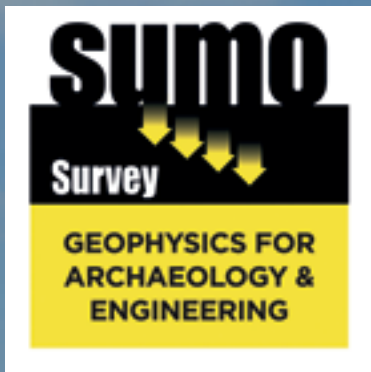
- to enhance the significance of the assets you are working with
- to contribute to human knowledge
- to make distinctive, attractive places
- to support education through the involvement of local communities and schools and through the work of universities using the results of your work
- to develop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



Aerial Surveys

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REALISING ECONOMIC AND PUBLIC BENEFITS THROUGH ARCHAEOLOGY

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

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

Archaeology and environmental benefit

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

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



ARCHAEOLOGY AND ECONOMIC BENEFIT

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

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

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

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



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ARCHAEOLOGY AND PUBLIC BENEFIT

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

ARCHAEOLOGY AND SOCIAL VALUE

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

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

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



ARCHAEOLOGY, PLANNING POLICY AND LEGISLATION

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

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

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

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



GOOD PRACTICE GUIDANCE

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

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

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

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

WORKING ON PROJECTS OUTSIDE THE UK

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

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

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

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



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THE ROLE OF THE PROFESSIONAL ARCHAEOLOGIST

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

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

However you engage with an archaeologist, they should be able

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

PROJECT TYPES

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

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



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WORKING WITH PROFESSIONALLY ACCREDITED ARCHAEOLOGISTS AND REGISTERED ORGANISATIONS

Individual accreditation

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

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

Registered Organisations

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

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

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



PROCUREMENT

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

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

Check that the archaeologist or organisation you approach has worked

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

Check that the archaeologist or organisation you approach

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

Tell the archaeologist or organisation

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

REGULATION AND PROFESSIONAL CONDUCT PROCEDURES

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

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

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

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

