

Item: 6

College Management Council Sub-committee: 28 May 2018.

Orkney Research Centre for Archaeology.

Membership of Chartered Institute for Archaeologists.

Report by Executive Director of Education, Leisure and Housing.

1. Purpose of Report

To consider signing up to an endorsement statement of the Chartered Institute for Archaeologists which would enable the Orkney Research Centre for Archaeology to complete the membership process of becoming a Registered Organisation.

2. Recommendations

The Sub-committee is invited to note:

2.1.

That the Orkney Research Centre for Archaeology currently operates to standards set by the Chartered Institute for Archaeologists.

2.2.

That formal membership of the Chartered Institute for Archaeologists, as a Registered Organisation, will assist the Orkney Research Centre for Archaeology in:

- Attracting commercial contracts and unlocking further funding potential.
- Maintaining current and future standards amongst staff.
- Facilitating future training in heritage work.

2.3.

That, in 2014, an application was made to join the Chartered Institute for Archaeologists, setting out the operational policies already in place with Orkney Islands Council, Orkney College and Orkney Research Centre for Archaeology where relevant.

2.4.

That, following submission of the application referred to at paragraph 2.3 above, an Inspection Panel visited Orkney Research Centre for Archaeology to assess its suitability to join as a Registered Organisation.

2.5.

That, following the application process and Inspection Panel visit, Orkney Research Centre for Archaeology was recommended to the Chartered Institute for Archaeologists Council.

2.6.

That, in order to complete the process of accreditation to a Registered Organisation by the Chartered Institute for Archaeologists Council, a resolution on the Codes of Conduct, Charter, By-Laws and Regulations for the Registration of Organisations must be passed at the correct level regarding work carried out by the organisation.

It is recommended:

2.7.

That all archaeological work of Orkney Research Centre for Archaeology be carried out in accordance with the Code of Conduct, the Charter, By-Laws and Regulations of the Chartered Institute for Archaeologists.

3. Chartered Institute for Archaeologists

3.1.

The Chartered Institute for Archaeologists is the leading professional body representing archaeologists working in the United Kingdom and overseas. Members are professionally accredited and skilled in the study and care of the historic environment and they sign up to a rigorous code of conduct, professional development schemes and complaints procedures to uphold competence and standards in archaeology.

3.2.

The Chartered Institute for Archaeologists has over 3,100 individual members and more than 70 registered organisations. A number of staff in Orkney College are already individual members of the Chartered Institute for Archaeologists.

3.3.

The Chartered Institute for Archaeologists operates a Registered Organisation scheme which is open to any organisation that carries out archaeological services. The purpose of registration, as described by the Chartered Institute for Archaeologists, is that it allows a Registered Organisation to:

- Demonstrate the quality of the work of the organisation.
- Show that the organisation meets a recognised quality benchmark.
- Highlight the organisation's contribution to the protection of the historic environment.
- Provide informed and reliable advice and is evidence of such.
- Give clients' confidence in minimising delay and offering value for money.

- Show that the organisation subscribes to the Code of Conduct.

3.4.

Benefits of membership described by the Chartered Institute for Archaeologists, include:

- Provision of an annual registration certificate.
- Ability to use the Registered Organisation designation on its website.
- Use of the Registered Organisation logo on promotional materials.
- A directory entry in the Chartered Institute for Archaeologist's Yearbook.
- Being listed on the Chartered Institute for Archaeologist's website under the Find a Registered Organisation section.
- Free publicity material about the benefits of using Registered Organisations for distribution to potential clients.
- Receipt of a library copy of 'The Archaeologist' magazine and professional practice papers.

3.5.

An increasing number of bodies and companies for whom Orkney Research Centre for Archaeology undertakes work are requiring membership of the Chartered Institute for Archaeologists as a condition of tendering for work. This alone makes membership critical.

3.6.

For bodies that do not specifically require the Chartered Institute for Archaeologists membership, holding the Registered Organisation status strengthens the profile of Orkney Research Centre for Archaeology in what are often highly competitive tendering processes.

4. Registration Process

4.1.

The scheme for the Registration of Organisations of the Chartered Institute for Archaeologists is governed by a number of provisions within the Charter and the regulations of the Institute.

4.2.

The Code of Conduct, Charter and By-laws; Regulations for the Registration of Organisations and policies of the Chartered Institute for Archaeologists are compatible with the policies and Code of Conduct of the Council. It is not anticipated that any change in existing Council or College policy is required as the application for membership as a Registered Organisation has been accepted on the basis of existing Council and College policies.

4.3.

The Chartered Institute for Archaeologists provides guidelines on recommended minimum salaries for particular roles undertaken by staff working on the historic environment. Details of these recommendations are published annually in accordance with clause 5.5 of the Code of Conduct. The Chartered Institute for Archaeologists may seek further clarification if organisations do not meet those recommended although it may still accept applications for registration from organisations unable to meet this expectation where it judges that there are exceptional circumstances. Comparisons have been made between the Chartered Institute for Archaeologists recommended level of pay and the current pay of relevant staff within Orkney Research Centre for Archaeology. The current levels of pay comfortably exceed the minimum. Whilst both College rates of pay and the Chartered Institute for Archaeologists recommendations may change in the future there is minimal long-term risk to Orkney College as membership is renewed annually. Should there be any change in Orkney Research Centre for Archaeology staff salaries relative to the Chartered institute for Archaeologists recommended minimums then there would be an option to cease membership at that point in time.

4.4.

The object of the scheme of Registration of Organisations is to ensure that organisations carry out historic environment work in accordance with the Code of Conduct of the Chartered Institute for Archaeologists. It specifies that historic environment work undertaken by a Registered Organisation shall only be carried out by, or under the responsibility of, a suitably experienced Member of the Chartered Institute for Archaeologists. This is referred to as “The Responsible Post”.

4.5.

It is a requirement of the Chartered Institute for Archaeologists that the position which represents the highest level of specifically historic environment responsibility within the management structure of Orkney Research Centre for Archaeology, whether or not any other historic environment posts are subordinate to that position, will normally be held by a Member of the Institute, unless otherwise agreed by the Board of Directors. It is proposed that this be undertaken by the most senior person of Orkney Research Centre for Archaeology or the Director of the Archaeology Institute, both of whom are already members of the Institute in their own right.

4.6.

The requirement set out in section 4.5 above means that, in practice, membership of the Chartered Institute for Archaeologists would be an essential qualification in the person specification of the senior postholder in Orkney Research Centre for Archaeology or the Director of the Archaeology Institute. It is proposed that the job descriptions for these posts would be amended accordingly. The responsibility to maintain individual membership of the Chartered Institute for Archaeologists would rest with the postholder concerned. As noted in section 4.3 above, Orkney College would retain the option to withdraw from the Chartered Institute for Archaeologists membership at any time should such membership in any way compromise the interests of the Council.

4.7.

Admission to Registered Organisation status involves two steps. The first stage towards membership involved a written application made in 2014. Orkney Research Centre for Archaeology was required to demonstrate that all of its work in the historic environment was undertaken in accordance with the Charter, by-laws and regulations of the Chartered Institute for Archaeologists. Assessment of this was undertaken by a combination of completed application form, hosting a site visit from academic peers assigned by the Chartered Institute and by disclosure of relevant information. This stage has been undertaken and successfully completed.

4.8.

The second stage of the process to meet the requirement of the Chartered Institute for Archaeologists is that the following resolution be adopted:

“All archaeological work of the Orkney Research Centre for Archaeology shall be carried out in accordance with the Code of conduct, the Charter, by-laws and regulations of the Chartered Institute for Archaeologists”.

4.9.

Orkney College has been given provisional membership of the Chartered Institute for Archaeologists subject to the agreement of the resolution as described in section 4.8 above.

5. Human Resource Implications

5.1.

The Council existing terms and conditions of service including salary for the relevant staff exceed the suggested requirements from the Chartered Institute for Archaeologists. Should this position change in the future the Council will need to give consideration to the way forward at that time including seeking approval from the relevant Committee where necessary.

5.2.

The contracts of employment, job descriptions and person specifications for the posts of Director of the Institute of Archaeology and Senior Projects Manager will require to be amended to include the requirement for post-holders to have individual membership of the Chartered Institute for Archaeologists, There is no anticipation that this will or should impact on the grade/salary for the post as the minimum level of qualification to obtain membership is no higher than the current essential qualification requirement for these posts.

5.3.

In line with other areas across the Council, with the exception of the Director and Senior Projects Manager, other staff will not be required to achieve and hold individual membership, all staff working within the Institute of Archaeology including ORCA would be expected to work to the Code of Conduct of the Institute. This would become a contractual requirement.

5.4.

It is the responsibility of individual employees to ensure that professional subscriptions are paid as required by their professional body. The Council does not pay for or refund subscription fees for employees' professional memberships. However, individuals are able to claim tax relief on such professional subscriptions through HM Revenues and Customs.

6. Links to Council Plan

The proposals in this report support and contribute to improved outcomes for communities as outlined in the Council Plan strategic priority of Enterprising Communities.

7. Links to Local Outcomes Improvement Plan

The proposals in this report support and contribute to improved outcomes for communities as outlined in the Local Outcomes Improvement Plan priority of a Vibrant Economy.

8. Financial Implications

8.1.

Registered Organisation status allows Orkney Research Centre for Archaeology to tender for high value jobs which it would otherwise be ineligible to apply for.

8.2.

The cost of the annual Registered Organisation membership fees will be taken on by Orkney Research Centre for Archaeology and is priced at £940.40 for 2018 to 2019 financial year.

8.3.

Cost of allowing staff time to visit conferences, training workshops et cetera will be met from Orkney Research Centre for Archaeology income.

8.4.

Cost of maintaining membership and preparing for Inspection Panels to be met from Orkney Research Centre for Archaeology income.

8.5.

Cost of Orkney Research Centre for Archaeology paying staff the Chartered Institute for Archaeologists minima salaries. Orkney Research Centre for Archaeology salaries are currently above minima. The Chartered Institute accept Orkney Research Centre for Archaeology are not responsible for setting staff salaries and have no power or authority to do so.

8.6.

The requirement for Orkney College to set a balanced budget is based on the premise that planned levels of income and expenditure are realistic and achievable. On the basis that a significant proportion of the Research Business Units operate on the basis of sourcing their income, the forecast carries with it the inherent risk that the assumed levels will not be realised. In the event that these funding levels are not achieved then a compensatory reduction in expenditure across the College will be required.

9. Legal Aspects

9.1.

Orkney College is a college of further education for the purposes of the Education (Scotland) Act 1980 as amended and is not an independent college incorporated under the Further and Higher Education (Scotland) Act 1992 and is therefore part of the Council

9.2.

The aspiration that the Orkney Research Centre for Archaeology becomes a member of the Chartered Institute for Archaeologists is an aspect of good governance, which concept is derived from the Local Government (Scotland) Act 2003 and best value principles.

9.3.

Any amendment to an employee's terms and conditions of employment and job description must be reflected in the contract of employment.

10. Contact Officers

Wilfred Weir, Executive Director of Education, Leisure and Housing, extension 2401, Email: wilf.weir@orkney.gov.uk.

James Wylie, Head of Education (Curriculum and Community Learning), extension 2401, Email: james.wylie@orkney.gov.uk.

William Ross, College Principal, Orkney College, Tel 569250, Email: bill.ross@orkney.uhi.ac.uk.