

THE CATHEDRALS FABRIC COMMISSION FOR ENGLAND

**THE ROLE AND DUTIES
OF THE
CATHEDRAL ARCHAEOLOGIST**

May 2010

Endorsed by the
Association of English Cathedrals
and the
Association of Diocesan and Cathedral Archaeologists

Cathedral Archaeology

(1) Cathedral archaeology is a branch of the wider field of church archaeology, which may be defined as the complete historical study of the fabric and material remains of a church, above and below ground, in relation to its site, contents and historic setting, and to the community it has served. Cathedrals are marked out from this wider field both by their particular legal status and by the fact that among them are numbered a remarkable group of buildings that constitute a pre-eminent element in the nation's historic heritage. Some cathedrals stand on sites of additional archaeological interest deriving from their history antecedent to the cathedral's foundation.

Responsibility for Archaeological Matters

(2) The responsibility for the fabric, monuments and ornaments of a cathedral church, with its churchyard and precinct, resides with the Chapter in accordance with the constitution and statutes of each cathedral. Chapters have, therefore, responsibility to manage carefully the historic heritage in their charge and to preserve archaeological evidence, above and below ground, from unnecessary destruction; they also have a responsibility for recording fully and publishing archaeological evidence when it has been destroyed unavoidably on account of some other more important work.

(3) The results of any archaeological works are likely to add to the understanding of the cathedral and its surroundings, and this can, in turn, add to the appreciation of different aspects of the site and its history. In this way a well-designed archaeological programme, which both mitigates any change or destruction and investigates the information that can be extracted can add value to a project.

(4) In discharging its function the Chapter is specifically subject to the provisions of the Care of Cathedrals Measure 1990 (as amended) which requires that no works be implemented which might materially affect any archaeological remains within the precinct of the cathedral, including works to the fabric of the cathedral church and any other buildings in ecclesiastical use, unless the proposals have been approved under the Measure. Additionally certain parts of the precinct may be subject to scheduling under the Ancient Monuments legislation, or certain buildings within the precinct may be listed under the Planning legislation.

Appointment of Cathedral Archaeologists

(5) The Care of Cathedrals Measure requires the appointment by the Chapter of a Cathedral Archaeologist, except where the Commission has notified a Chapter that the archaeological significance of that cathedral does not justify such an appointment. The Cathedral Archaeologist should be seen as the professional advisor to the Chapter on all matters for which it has archaeological responsibility. It is essential, therefore, that the Archaeologist should be suitably qualified to give professional advice of a high standard. The Cathedral Archaeologist should normally be a graduate, or hold a post-graduate qualification, in archaeology or closely related discipline. He or she should preferably, but not necessarily, be a member of the Institute for Archaeologists (IfA). The Archaeologist must, furthermore, be a person of proven experience in the study and understanding of historic buildings and monuments and archaeological sites, in particular with regard to those aspects relating to church archaeology, as appropriate to each particular cathedral. In addition to these qualifications, it is desirable that the Cathedral Archaeologist should be able to organise and

carry out small-scale programmes of archaeological recording, monitoring and excavation, but he or she must be able to co-ordinate such work by other qualified parties. **It should be emphasised, however, that there should be no possible conflict of interest between the Cathedral Archaeologist's primary advisory role and curatorial responsibilities and any executive or contractual role.**

(6) In appointing a Cathedral Archaeologist, the Chapter should consult with the Commission. In most instances, it will advise that the Chapter should advertise the post in several relevant publications or websites, and that it should invite a short list of candidates for interview before appointing. The Commission may suggest or recommend an Archaeological Assessor, who can help the Chapter prepare the job description and advert, assist with the short listing of applicants and serve on the interview panel (the Commission is not liable for any fees or expenses accrued by the Assessor, so all terms should be agreed between the Chapter and Assessor beforehand).

(7) Following appointment, the Cathedral Archaeologist should be invited to join the Association of Diocesan and Cathedral Archaeologists (ADCA) and to subscribe to its general aims and principles, as outlined in its Constitution (available on its website <http://www.britarch.ac.uk/adca/who-we-are.html>).

Role and Duties of the Cathedral Archaeologist

Relationship with Chapter

(8) It is important that the Cathedral Archaeologist is consulted at the earliest possible opportunity on occasions where change, demolition or restoration is proposed; this consultation should take place whether the project being discussed is above or below ground, and whether it is in the cathedral church or in the precinct. The Cathedral Archaeologist can assist the Chapter in the management of the cathedral and precinct through the preparation of appraisals and assessments for the cathedral's archaeology. Through regular and early consultation the Archaeologist should be able to advise on the relevant legislation and permissions which will be required, the likely archaeological scope of any project and the outline costs and timescale of work which may be required. **The Cathedral Archaeologist has a valuable contribution to offer the Chapter and should be accorded proper professional status among other lay officers such as the Cathedral Architect or Surveyor of the Fabric.**

Relationship with the Cathedral Architect or Surveyor to the Fabric

(9) The first duty of the Cathedral Archaeologist should therefore be to advise upon the archaeological implications of any works recommended by the Cathedral Architect or Surveyor to the Fabric, not only arising from the preparation of the quinquennial report (as required by the Measure) but also from time to time as other matters arise. Under Section 14(1) of the Care of Cathedrals Measure (as amended), there is a requirement that the Architect or Surveyor should consult with the Archaeologist in the preparation of the quinquennial report.

(10) The Archaeologist should also have regular progress meetings with the Architect or Surveyor, perhaps monthly or quarterly as necessary.

(11) To give advice the Cathedral Archaeologist must be provided with information about all works recommended by the Cathedral Architect or Surveyor to the Fabric, whether by receiving minutes of architects' meetings with the Chapter, or by other means.

Relationship with FAC

(12) The Archaeologist is required under the Care of Cathedrals Measure to attend, *ex officio*, meetings of the Fabric Advisory Committee (FAC). He or she attends as the Chapter's professional advisor and is not a voting member.

Archaeological Process

See also:

- CFCE Guidance Note 5 – Cathedrals and Archaeology: A Guide to Good Management (1994)
- ADCA, Guidance Note 1 - Archaeological Requirements for Works on Churches and Churchyards (2004)
- The relevant IfA Standards

(13) The Cathedral Archaeologist should first produce an appraisal identifying if there are any significant archaeological implications to the proposals, and, if so, what further work will be required.

(14) This may be followed by a (*Desk-Top or Desk-Based*) Assessment or (*Field*) Evaluation, as appropriate: see CFCE Guidance Note 5 (GN5). The Assessment should recommend what archaeological recording, excavation and post-excavation work is necessary to retrieve information that would be destroyed, revealed or concealed by reason of the work. Copies of this Assessment should be submitted with any subsequent applications. The Evaluation may include both intrusive and non-intrusive works, but should not at this stage disturb or destroy any archaeological remains

(15) If the Assessment or Evaluation demonstrates that remains are of significance, a suitable mitigation procedure should be agreed with the Chapter. It may be that the proposed works may be modified, or it may be essential to carry out a major programme of excavation or recording, in which case the Cathedral Archaeologist should advise on the procedure necessary to secure an adequate programme of investigation, analysis and publication following the procedures laid down in GN5. Under Planning Policy Guidance 16 (PPG 16) there was a presumption that archaeological remains should be preserved *in situ* where possible, and the Commission has endorsed this approach (the new Planning Policy Statement 5 (PPS 5) underlines it in stating that there should be a presumption in favour of the conservation of designated heritage assets and the more significant the designated heritage asset, the greater this presumption should be). It is therefore the responsibility of the Cathedral Archaeologist to reflect this in any proposal.

(16) If archaeological investigation is decided upon, the Cathedral Archaeologist will be responsible for providing information and obtaining estimates for the Chapter throughout the process as set out in GN5, and in advising the Chapter on the best possible quality and value of archaeological work.

(17) It is extremely important that there is a clear understanding between the Chapter and Cathedral Archaeologist at this stage about the scope of the work, the likely timetable and the archaeological budget (which should also include provision for any necessary post-excavation work or publication and a contingency allowance). However, it should also be accepted that, even where the most thorough Assessment or Evaluation has been carried out, there is always a potential for unexpected further discoveries, and the project resources may need to be renegotiated to take account of this, bearing in mind what is 'reasonable' in the context.

(18) The Cathedral Archaeologist will be expected to provide the Brief for any programme of archaeological work, including a statement of the aims and objectives for the work. This may cover recording, monitoring, excavation, post-excavation analysis, putting together the project archive and the production of any reports or publications.

(19) The Cathedral Archaeologist will be responsible for vetting any Specification, Project Design or Method Statement prepared by contractors in response to the Brief and recommending to the Chapter its approval or otherwise. He/she will also be responsible for monitoring the execution of the contract against the Specification, Project Design or Method Statement.

(20) It is important that every application made to an FAC or to the Commission, which potentially has archaeological conditions, is accompanied by, as a minimum, a brief statement from the Cathedral Archaeologist indicating that he/she has been consulted about the proposals and setting out what his/her recommendations are. This includes those applications where the Archaeologist has advised that no further action is required.

Publication and Archiving

(21) The Cathedral Archaeologist and Chapter have a responsibility to publish or disseminate the results of archaeological work. A copy of the final reports should be deposited with the National Monuments Record (NMR) and local Sites and Monuments Record (SMR) or Historic Environment Record (HER), along with, where appropriate, a copy of the project archive. The Archaeologist should advise the Chapter on the development of a policy for the deposition of archaeological archives (paper, electronic and finds) in a suitable place; this may be at the cathedral itself (if the relevant archival standards can be met) or with the local authority or museum service. (For further information on standards and procedures see 'Archaeological Archives: A guide to best practice in creation, compilation, transfer and curation' by Duncan H. Brown (2007)).

(22) The Cathedral Archaeologist should advise the Chapter on the appropriate manner, place and timing of publication of the results of any archaeological works which has been carried out within its field of responsibility.

(23) It has been estimated that the cost of carrying out the appropriate post-excavation work and publication will be around 50% of the total archaeological project budget (See ADCA Guidance Note 1); in other words, the budget figure for the archaeological fieldwork (recording, etc) should be doubled to allow for proper post-excavation work and publication. Therefore it is extremely important that the Cathedral Archaeologist, project archaeologist (if different) and Chapter agree beforehand what types of publication will be appropriate and what the likely costs will be; if the results of the

excavation are more interesting or significant than expected those involved may agree to increase this budget or to seek separate funding for the project.

Standing Building Archaeology

(24) Standing buildings are considered to constitute a particular category of archaeological remains. Many are protected by listed buildings legislation, and the Chapter is required under the Measure to notify the Commission of all applications for listed building consent in respect of its properties within the precinct. The Cathedral Archaeologist should, in cases where the proposed works involve significant alteration to buildings, make an Appraisal (and Assessment and Evaluation as necessary). Where the works involve tenanted properties, the Chapter should consult the Archaeologist, before itself giving permission, in order to ensure that appropriate provision has been made.

(25) Where building repairs are to be carried out the Cathedral Archaeologist should, in association with the Architect or Surveyor, ensure that an appropriate record is made of the affected fabric and works done.

Statutory Undertakers, etc

(26) The Cathedral Archaeologist should be informed about and advise upon any works to the fabric or to buildings or any disturbance of ground surfaces, which may be authorised by the Chapter to be carried out by its works staff, or the local authority, or statutory undertakers, outside the programme of work directed by the Cathedral Architect or Surveyor to the Fabric. It is important that the Cathedral Archaeologist is consulted about the proposals at an early stage to ensure that they can be modified, where possible, to include any necessary mitigation, and to allow any arrangements for recording or monitoring to be put in place.

Disaster Contingency Planning

(27) It is considered good practice for the Architect or Surveyor and Chapter to carry out a regular review of contingency arrangements in the case of fire or other disaster. These arrangements should include the Cathedral Archaeologist who should be a member of any emergency disaster management group. This is because the matter of making adequate records after a disaster, especially a fire, is essentially an archaeological recording process, and will need to be put in hand rapidly before indiscriminating clearance takes place. Such an archaeological record has a dual importance: it assists in reconstruction of damaged buildings, and should provide evidence of the cause of the disaster.

Reports, Records and Inventory

See also:

- CFCE Procedural Guidance Note 3: The Archaeological Assessment and Report for Cathedrals and their Precincts (2009)

(28) The Cathedral Archaeologist is obliged under the Care of Cathedrals Measure (Section 14A(2)) to produce an annual report to the Chapter summarising works carried out and outlining how the identified archaeological priorities are being addressed. (For an explanation of the initial Archaeological Assessment and Report, which was introduced as a requirement

by the Care of Cathedrals (Amendment) Measure 2005, see CFCE Procedural Guidance Note 3). Working with the Chapter, it is desirable that the Archaeologist should continue to initiate assessments and/or strategic plans for the management of the cathedral's archaeology: all advice given by the Archaeologist must be based on as full an understanding as possible of the significance, both local and national, of the archaeological resource.

(29) Under the Care of Cathedrals Measure (Section 14B), the Archaeologist should include in his/her annual report details of those works carried out in the previous year of which a permanent record should in their opinion be maintained. It is then the duty of the Chapter to keep such records and to inform the FAC and the Commission of their existence (Section 14B(b)).

(30) The Cathedral Archaeologist should advise the Chapter on the relevant sections of the Inventory. He or she should also be able to indicate where advice may be obtained on the proper storage and curation of material included in the Inventory or of finds made during the course of archaeological work.

Second Opinion and Mediation

(31) The Cathedral Archaeologist should have the right to ask authority from the Chapter to obtain a second opinion on an important and complex problem. Likewise the Chapter should be able to call for a second opinion, having informed the Cathedral Archaeologist of its intentions.

(32) In instances where the Chapter and Cathedral Archaeologist cannot reach agreement on any matter, they are advised to contact the Commission in the first instance for its advice. The IfA also offers a mediation service for disputes involving its members, who are bound by its Code of Conduct.

Other Archaeologists

(33) The Cathedral Archaeologist should have overall responsibility for advising the Chapter on archaeological policy and any works. At the same time, the Chapter may commission either the Cathedral Archaeologist or another archaeologist to carry out a particular piece of archaeological recording, monitoring or excavation, having discussed this with the Cathedral Archaeologist first.

(34) Where larger scale archaeological works are proposed, the Chapter should be aware of the general European Union (EU) and World Trade Organisation (WTO) procurement regulations. Where a project has received grant aid, the Chapter may need to be able to demonstrate that it has either put the work out to tender or has very good reasons why a particular archaeological contractor should be used. This does not however affect the Cathedral Archaeologist's role as curator and consultant.

(35) Where the Cathedral Archaeologist wishes to appoint another archaeologist to carry out a piece of work, this should be discussed with the Chapter in advance, particularly where additional costs may be incurred.

Continuing Professional Development

(36) The Cathedral Archaeologist has a duty to keep up-to-date with developments in cathedral archaeology generally, and to this end it is advisable that he or she attend meetings of the ADCA.

(37) The Cathedral Archaeologist should also be aware of legislation which impinges on his or her work, such as Health and Safety regulations, Construction Design and Management (CDM) regulations, Ministry of Justice regulations concerning human remains, listing and scheduling controls, ecclesiastical legislation, etc.

Terms of Employment and Insurance

(38) There are currently no standard terms of employment agreed for professional archaeologists, although the Institute for Archaeologists may be able to offer advice on the matter.

(39) The Cathedral Archaeologist should have a formal contract with the Chapter, including a job description based on this Role and Duties document and any supplementary guidance which the Commission may issue, and should be adequately remunerated for his or her professional services. The contract should also set out the duration of the appointment and the conditions upon which it can be terminated.

(40) The Cathedral Archaeologist should agree a retainer fee with the Chapter, which should cover the following:

- Preparation for, attendance at and dealing with matters arising from internal liaison and project planning meetings (e.g. researching and writing initial responses to project proposals; providing outline costings);
- Preparation for, attendance at and dealing with matters arising from FAC meetings;
- Input into any quinquennial inspections required under the Measure or Cathedrals Measure 1999;
- Production of one off, annual or quinquennial reports required under the Measure;
- Dealing with unexpected minor scale works (i.e. monitoring, emergency recording, giving professional advice);
- Necessary travel expenses.

It is also recommended that the retainer should include some time (ideally at least one day a year, but potentially more for someone who is newly appointed) for the Cathedral Archaeologist to carry out relevant background research (for example, on matters specifically relating to the Cathedral, work at other comparable cathedrals or developments in cathedral archaeology). The Chapter should also support the attendance of the Cathedral Archaeologist at the annual conference of the Association of Diocesan and Cathedral Archaeologists.

(41) For additional or other works, the Chapter should expect to pay the Cathedral Archaeologist at his or her agreed daily (or in some cases hourly) rate. It is important that both the Chapter and Cathedral Archaeologist reach agreement before each project commences how much time is estimated to be involved, and what additional costs might be accrued, whilst accepting that this may need to be revised (upwards or downwards) if circumstances change.

See also Appendix One.

(42) The Cathedral Archaeologist is duty bound, under the terms of the Measure, to advise the Chapter whether or not it has requested the advice in question.

(43) It is the duty of the Cathedral Archaeologist to make sure that their work is covered by appropriate insurance.

APPENDIX ONE - Retainer and Fees

The estimated daily rate stated below is correct at the time of publication (2010) and will be updated in future editions of this guidance.

Retainer

The amount of time that the work covered by the retainer will involve (see paragraph 40 above) will vary from cathedral to cathedral, depending, amongst other things, on the nature of the cathedral and its precinct. The Chapter and Cathedral Archaeologist might also wish to negotiate a revised retainer if, for example, the Chapter was embarking on a large scale project, where the archaeologist would be expected to attend additional Chapter or FAC meetings.

However, it is recommended that the retainer fee should typically equate to **8 to 10 days** work per year, in order to cover all the key tasks and responsibilities and any urgent or unexpected small scale works which might be required. The Chapter should be aware that with a more restricted retainer, any additional works, including minor ones, will need to be charged separately at the Cathedral Archaeologist's daily or hourly rate.

Fees

For someone with appropriate levels of experience and qualifications, the Chapter should expect to pay its Cathedral Archaeologist around **£250-£300 per day, or £50 per hour** (2010 figures). The Chapter should, however, be aware that some archaeologists may normally charge a much higher rate for their other consultancy work, and it may take the view that it would prefer to match this in order to secure their services. A higher daily rate might also include additional work by the archaeologist's staff or colleagues which would otherwise be charged separately.

For archaeological work involving contracting units or individuals, the Institute for Archaeologists publishes annually its recommended *minima* covering pay for archaeologists of different grades and levels of experience. Any medium to large scale project is likely to involve a number of archaeologists with different skills and specialisms (and therefore on different expected pay bands), and the make up of any team will vary from project to project. In most cases, the work should be put out to tender, based on the Cathedral Archaeologist's brief, and he or she will be able to advise the Chapter on the likely scope and, therefore, outline costs for the work.

APPENDIX TWO - Other Guidance and Standards

Cathedrals Fabric Commission for England (CFCE):

Guidance Note 5: Cathedrals and Archaeology: A Guide to Good Management (1994)

Guidance Note 8: The Care, Conservation and Development of Cathedrals (1999)

Procedural Guidance Note 3: The Archaeological Assessment and Report for Cathedrals and their Precincts (2009)

Department of Communities and Local Government (DCLG):

Planning Policy Statement 5: Planning for the Historic Environment (2010)

This replaces the Department of the Environment's 'Policy Planning Guidance 16: Archaeology and Planning' (1990).

English Heritage:

'Management of Research Projects in the Historic Environment' (MoRPHE), 2006

This document, which replaced 'Management of Archaeological Projects' (MAP2), contains a series of project management guides designed to support the planning and implementation of both basic research and applied research and development projects in the historic environment sector.

Institute for Archaeologists (IfA):

Bylaws

- Code of conduct
- Code of approved practice for the regulation of contractual arrangements in field archaeology
- Disciplinary code

Standards

- Introduction to Standards and Guidance
- Standard and Guidance for desk-based assessment
- Standard and Guidance for field evaluation
- Standard and Guidance for excavation
- Standard and Guidance for an archaeological watching brief
- Standard and Guidance for the archaeological investigation and recording of standing buildings or structures
- Standard and Guidance for the collection, documentation, conservation and research of archaeological materials
- Standard and Guidance for stewardship of the historic environment

Association of Diocesan and Cathedral Archaeologists (ADCA):

Guidance Note 1: Archaeological Requirements for Works on Churches and Churchyards (2004)