



## FAME 2024 ANNUAL GENERAL MEETING

Thursday 27<sup>th</sup> June 2024, 6.00pm  
Merchant Taylors' Hall, Aldwark, York YO1 7BX

### Minutes

#### 1. Apologies

Apologies were received from Rob Bourn for Orion Heritage

#### 2. Register of approved voting members and declaration of quorum

A register was taken of approved voting members and the meeting was declared quorate.

#### 3. Minutes of the 2023 AGM

The minutes were approved *nem.con.* (proposed Ken Welsh for Oxford Archaeology, seconded by Neil Holbrook for Cotswold Archaeology)

#### 4. Report from the Chair

Chair's report appended below.

#### 5. Treasurer's report

Treasurer's report appended below. Receipt of accounts for the previous year were proposed Martin Lightfoot for CFA Archaeology, seconded by Melissa Melikian for AOC, approved *nem. con.*

#### 6. Chief Executive's report

CEO's report appended below.

#### 7. Ordinary Resolutions

7.1 That the **FAME Ltd Rules** be amended as follows:

##### Management Board

There shall be a Management Board with a minimum of ~~ten~~ ~~eight~~ members and a maximum of ~~fifteen~~ ~~twelve~~ members, including a Chair, Vice-Chair, Secretary and Treasurer, elected by the Annual General Meeting. At the end of each year, one third of the members of the Board (up to ~~five~~ ~~four~~) shall retire in rotation and will be eligible for re-election for the ensuing year. The Board shall have the power to co-opt to fill casual vacancies in its membership.

Proposed Rob Early for WSP, seconded Mark Hinman for PCA, passed *nem. con.*

7.2 Election of members of the Board of Directors

The following **Directors** have retired by rotation and have been **nominated for re-election**

- Claire Cogar (Iceni Projects)
- Mike Kimber (Headland Archaeology)
- Stuart Palmer (Archaeology Warwickshire)
- Rob Sutton (Cotswold Archaeology)

Their election *en bloc* was proposed by Alex Schmidt for ECUS, seconded by Neil Holbrook for Cotswold Archaeology and was approved *nem. con.*

The following individuals have been **nominated for election as Directors**

- David Jennings (York Archaeology)
- Will Throssel (Archaeological Research Services)

Their election *en bloc* was proposed by Adam Thompson for Salford Archaeology, seconded by Colm Moloney for Red River and was approved *nem. con.*

**8. Items for information and discussion**

No items.

**9. AOB**

Adam Thompson for Salford Archaeology brought it to the meeting's attention that Salford Archaeology was in the process of closing down and that all staff were being made redundant.



.....

Chairperson

.....

(Date)



## Chairman's Report 2023-24

Over the past year the Board and secretariat have worked together on several issues of great importance to our membership. Most recently we have had to respond to the sudden decision by CSCS and the Construction Leadership Council to exclude archaeologists from their scheme, on the reasoning that we are not a construction industry and they no longer issue cards to "construction-related industries". In tandem with ClfA we have tried to liaise with CSCS and Build UK to clarify how we can manage archaeological work on construction sites in the future if site managers refuse access for people without CSCS competency certification. This is ongoing and will be the subject of a talk by our H&S working group leader, Luke Brannlund, in the Forum tomorrow.

At last year's conference we had two talks on the drivers which will require us all to calculate our carbon footprint and formulate plans for reducing it. In December FAME board decided this was an industry-wide challenge and that we should lead the way in providing a method and guidance in how to deliver this requirement, and so with financial support from Historic England, we have commissioned a consultancy (Spring Environmental) to produce a bespoke approach to measuring emissions from archaeological work, and this will be made available to the industry via the FAME website during 2024. Chris Springett of Spring Environmental will present on progress made to date in our Forum tomorrow.

On 12<sup>th</sup> September 2023 both FAME and ClfA boards approved a final version of the Memorandum of Understanding between the two organisations, and the first CEO and chair meeting was held on 14<sup>th</sup> February this year. Apart from the CSCS issue the majority of discussion was to do with standards and guidance, and how ClfA accredited archaeologists and Registered Organisations should act when faced with requirements from planning authorities or policies that were not aligned with ClfA obligations. This is ongoing. We also discussed salary minima and the recent decision by the ClfA Board, based on legal advice, to follow FAME's example and distance itself from any form of price fixing through setting salary minima.

Two of FAME's major projects have continued over the past year, the Standard Method of Measurement and the State of the Archaeological Market Survey. The first will be launched and reported on at tomorrow's Forum, and the second is available on our website and a link will be emailed to you all. This covers the 2022-3 Financial Year, a period that saw inflation reach 11%. Perhaps as a consequence profit levels shrank to 3.1% on average, with a third of respondents making a loss, a very worrying result as this suggests we are not operating at a sustainable level. We need to be making somewhere between 6 – 10% surplus so we can reinvest and ensure we have robust businesses for the future. Let's hope this is not a trend, but just a blip due to the sudden rise in prices and our reluctance to pass the full costs of this on to our clients.

Currently we have 70 members, we have added members from the United States as well as those from the UK and Ireland. To test whether some further expansion of FAME's role

might be of interest, in April this year I gave a presentation on what we do and what we have achieved to Extent Heritage in Melbourne, a member of the RSK Group with 80 employees and four offices, and they agreed to consult with other companies in Australia as to whether FAME (or a local clone of it), would be helpful within the context of their market place. We await the outcome.

Financially we finish the year in credit by £10,000 despite some non-payers, which allows us to invest in some new initiatives. Statistics from our advisory service Quest, has shown the membership has made enquiries via the website 118 times over the past 7 months and downloaded 122 documents, showing that this has provided a valued benefit of membership.

In respect to governance, during 2023-4 the Board had 12 directors who met five times over the past year, in London, Edinburgh, Oxford and York. During that period our Vice Chair, Chris Brayne, decided to resign and I would like to say here how much I appreciated all the support and energy he put into FAME over the many years that he has been part of the board. However, I am also very pleased to report that Dan Poore has agreed to take over as Vice Chair, a role I know he will deliver with his normal commitment and well-informed analysis.

I offer thanks on behalf of all FAME members for the time and commitment the Health, Safety and Wellbeing working group have put into the recently published "Safe Working for Archaeologists as part of UK Construction Projects" (what was called Raising the Bar by National Highways) and at five H&S Alert notices over the year: Luke Brannlund, Jon Berry, Deborah Bromley, Hester Cooper-Reade, Martin Cooke, Alastair Douglas, Neil Hawkins, Mark Hinman, Martin Lightfoot, Richard Marshall, Tim Neighbour, Robert Marshall, Dan Pore, Ian Smart, Peter Thompson, and Ian Weston.

Also thanks to Tim Neighbour for his time-consuming and essential work as our Treasurer, Helen Parslow who remains our key archives liaison representative, Claire Cogar for chairing the Environmental Sustainability Working Group, Mike Kimber and Luke Brannlund for leading negotiations over CSCS, Stuart Palmer and Rob Sutton for leading liaison with ClfA, and to the Directors Chris Brayne, Claire Cogar, Malin Holst, Robin Jackson, Dave Jennings, Mike Kimber, Chris Mayo, Tim Neighbour, Stuart Palmer, Sorina Spanou, and Rob Sutton for their contributions throughout the year.

Finally I am very conscious of the contribution that our secretariat, Kenneth Aitchison and Doug Rocks Macqueen, have made over the year, providing research and information services to the board, and executing the action plan we use as a framework for our activities. Their energy and commitment have been invaluable in helping FAME to provide a much needed service to its members, and to ensure we can effectively engage with partners and respond to issues that arise in a timely manner.

Tim Malim

Chair

27<sup>th</sup> June 2024

FEDERATION OF ARCHAEOLOGICAL MANAGERS AND EMPLOYERS  
LIMITED

Report of the Directors and Unaudited Financial Statements

**Period of accounts**

**Start date:** 01 April 2023

**End date:** 31 March 2024

FEDERATION OF ARCHAEOLOGICAL MANAGERS AND EMPLOYERS LIMITED  
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# FEDERATION OF ARCHAEOLOGICAL MANAGERS AND EMPLOYERS LIMITED

## Company Information For the year ended 31 March 2024

### **Directors**

Mr Timothy John Power MALIM  
Mr Christopher Mark BRAYNE  
Stuart Charles PALMER  
Timothy NEIGHBOUR  
Daniel Charles Benedict POORE  
Michael Wallace KIMBER  
Claire Margaret COGAR  
Guy Colin Gilbert HUNT  
Robin Andrew JACKSON  
Robert Paul SUTTON  
Ian Christopher Mayo

### **Registered Number**

07860284

### **Registered Office**

Unit 54 Brockley Cross Business Centre, 96 Endwell Road  
Brockley, London  
SE4 2PD

### **Accountants**

Skytax Accounting Ltd  
Skytax 37th Floor  
1 Canada Square  
E14 5AA

### **Secretary**

Dr Kenneth Robert AITCHISON

# FEDERATION OF ARCHAEOLOGICAL MANAGERS AND EMPLOYERS LIMITED

## Directors' Report

For the year ended 31 March 2024

### **Director's report and financial statements**

The directors present his/her/their annual report and the financial statements for the year ended 31 March 2024.

### **Principal activities**

Principal activity of the company during the financial year was of Other professional, scientific and technical activities not elsewhere classified

### **Directors**

The directors who served the company throughout the year were as follows:

Mr Timothy John Power MALIM

Mr Christopher Mark BRAYNE

Stuart Charles PALMER

Timothy NEIGHBOUR

Daniel Charles Benedict POORE

Michael Wallace KIMBER

Claire Margaret COGAR

Guy Colin Gilbert HUNT

Robin Andrew JACKSON

Robert Paul SUTTON

Ian Christopher Mayo



# FEDERATION OF ARCHAEOLOGICAL MANAGERS AND EMPLOYERS LIMITED

## Directors' Report

For the year ended 31 March 2024

### Statement of directors' responsibilities

The directors are responsible for preparing the directors' report and the financial statements in accordance with applicable law and regulations and in accordance with United Kingdom Generally Accepted Accounting Practice.

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (Financial Reporting Standard 102). Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and the profit or loss of the company for that period.

In preparing these financial statements, the directors are required to :

- select suitable accounting policies and then apply them consistently
- make judgements and accounting estimates that are reasonable and prudent
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. The directors are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The directors are responsible for the maintenance and integrity of the corporate and financial information included on the company's website. Legislation in the United Kingdom, governing the preparation and dissemination of financial statements, may differ from legislation in other jurisdictions

This report was approved by the board and signed on its behalf by:

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Mr Timothy John Power MALIM  
Director

Date approved: 03 June 2024

FEDERATION OF ARCHAEOLOGICAL MANAGERS AND EMPLOYERS LIMITED  
Accountants' Report  
For the year ended 31 March 2024

Accountant's report

You consider that the company is exempt from an audit for the year ended 31 March 2024 . You have acknowledged, on the balance sheet, your responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

These responsibilities include preparing accounts that give a true and fair view of the state of affairs of the company at the end of the financial year and of its profit or loss for the financial year.

In accordance with your instructions, we have prepared the accounts which comprise the Profit and Loss Account, the Statement of Comprehensive Income, the Balance Sheet, the Statement of Changes in Equity and the related notes from the accounting records of the company and on the basis of information and explanations you have given to us.

We have not carried out an audit or any other review, and consequently we do not express any opinion on these accounts.

Skytax Accounting Ltd

31 March 2024

.....  
Skytax Accounting Ltd

Skytax 37th Floor

1 Canada Square

E14 5AA

03 June 2024

FEDERATION OF ARCHAEOLOGICAL MANAGERS AND EMPLOYERS LIMITED  
Income Statement  
For the year ended 31 March 2024

	Notes	2024 £	2023 £
<b>Turnover</b>		66,258	66,211
Cost of sales		(48,519)	(59,892)
<b>Gross profit</b>		<u>17,739</u>	<u>6,319</u>
Administrative expenses		(7,267)	(14,042)
<b>Operating profit/(loss)</b>		<u>10,472</u>	<u>(7,723)</u>
<b>Profit/(Loss) on ordinary activities before taxation</b>		<u>10,472</u>	<u>(7,723)</u>
Tax on profit on ordinary activities	3	(522)	0
<b>Profit/(Loss) for the financial year</b>		<u><u>9,950</u></u>	<u><u>(7,723)</u></u>

FEDERATION OF ARCHAEOLOGICAL MANAGERS AND EMPLOYERS LIMITED  
Statement of Financial Position  
As at 31 March 2024

	Notes	2024 £	2023 £
<b>Current assets</b>			
Debtors	4	10,392	0
Cash at bank and in hand		26,684	41,794
		<b>37,076</b>	<b>41,794</b>
<b>Creditors: amount falling due within one year</b>	5	(522)	(20,720)
<b>Net current assets</b>		<b>36,554</b>	<b>21,074</b>
 <b>Total assets less current liabilities</b>		<b>36,554</b>	<b>21,074</b>
<b>Net assets</b>		<b>36,554</b>	<b>21,074</b>
 <b>Capital and reserves</b>			
Profit and loss account	6	36,554	21,074
<b>Shareholder's funds</b>		<b>36,554</b>	<b>21,074</b>

For the year ended 31 March 2024 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

1. The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476.
2. The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the board of directors on 03 June 2024 and were signed on its behalf by:

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Mr Timothy John Power MALIM  
Director

FEDERATION OF ARCHAEOLOGICAL MANAGERS AND EMPLOYERS LIMITED  
Statement of Financial Position  
As at 31 March 2024

FEDERATION OF ARCHAEOLOGICAL MANAGERS AND EMPLOYERS LIMITED  
Statement of Changes in Equity  
For the year ended 31 March 2024

	Retained Earnings	Total
	£	£
At 01 April 2022	<b>28,797</b>	<b>28,797</b>
Profit for the year	(7,723)	(7,723)
Total comprehensive income for the year	<b>(7,723)</b>	<b>(7,723)</b>
Total investments by and distributions to owners	-	-
At 31 March 2023	<b>21,074</b>	<b>21,074</b>
At 01 April 2023	<b>26,604</b>	<b>26,604</b>
Profit for the year	9,950	9,950
Total comprehensive income for the year	<b>9,950</b>	<b>9,950</b>
Total investments by and distributions to owners	-	-
At 31 March 2024	<b>36,554</b>	<b>36,554</b>

**FEDERATION OF ARCHAEOLOGICAL MANAGERS AND EMPLOYERS LIMITED**  
**Notes to the Financial Statements**  
**For the year ended 31 March 2024**

**General Information**

FEDERATION OF ARCHAEOLOGICAL MANAGERS AND EMPLOYERS LIMITED is a private company, limited by shares, registered in England & Northern Ireland, registration number 07860284, registration address Unit 54 Brockley Cross Business Centre, 96 Endwell Road, Brockley, London, SE4 2PD.

The presentation currency is £ sterling.

**1. Accounting policies**

**Significant accounting policies**

**Statement of compliance**

These financial statements have been prepared in compliance with FRS 102 – The Financial Reporting Standard applicable in the UK and Republic of Ireland and the Companies Act 2006.

**Basis of preparation**

The financial statements have been prepared under the historical cost convention as modified by the revaluation of land and buildings and certain financial instruments measured at fair value in accordance with the accounting policies.

The financial statements are prepared in sterling which is the functional currency of the company.

**Turnover**

Turnover comprises the invoiced value of goods and services supplied by the company, net of Value Added Tax and trade discounts.

**Taxation**

Taxation represents the sum of tax currently payable and deferred tax. Tax is recognised in the statement of income, except to the extent that it relates to items recognised in other comprehensive income or directly in capital and reserves.

The company's liability for current tax is calculated using the tax rates and laws that have been enacted or substantively enacted at the reporting date.

Current and deferred tax assets and liabilities are not discounted

**Dividends**

Proposed dividends are only included as liabilities in the statement of financial position when their payment has been approved by the shareholders prior to the statement of financial position date.

**2. Average number of employees**

Average number of employees during the year was 12 (2023 : 13).

FEDERATION OF ARCHAEOLOGICAL MANAGERS AND EMPLOYERS LIMITED  
Notes to the Financial Statements  
For the year ended 31 March 2024

**3. Tax on profit on ordinary activities**

	<b>2024</b>	<b>2023</b>
	£	£
UK Corporation Tax	522	0
	<b>522</b>	<b>0</b>

**4. Debtors: amounts falling due within one year**

	<b>2024</b>	<b>2023</b>
	£	£
Trade Debtors	10,135	0
Other Debtors	257	0
	<b>10,392</b>	<b>0</b>

**5. Creditors: amount falling due within one year**

	<b>2024</b>	<b>2023</b>
	£	£
Corporation Tax	522	0
Other Creditors	0	20,720
	<b>522</b>	<b>20,720</b>

**6. Profit and loss account**

	<b>2024</b>
	£
Balance at 01 April 2023	26,604
Profit for the year	9,950
Balance at 31 March 2024	<b>36,554</b>



FEDERATION OF ARCHAEOLOGICAL MANAGERS AND EMPLOYERS LIMITED  
Detailed Income Statement  
For the year ended 31 March 2024

	2024 £	2023 £
<b>Turnover</b>		
Sales	66,258	66,211
	<b>66,258</b>	<b>66,211</b>
<b>Cost of sales</b>		
Other Direct Costs	48,519	59,892
	(48,519)	(59,892)
Gross profit	<b>17,739</b>	<b>6,319</b>
<b>Administrative expenses</b>		
Accountancy Fees	720	780
Management & Consultancy fees	0	12,530
Bad Debts Written Off (Specific)	5,530	0
General Insurance	477	393
Sundry Expenses	335	149
Subscription	205	190
	(7,267)	(14,042)
Operating profit/(loss)	<b>10,472</b>	<b>(7,723)</b>
<b>Profit/(Loss) on ordinary activities before taxation</b>	<b>10,472</b>	<b>(7,723)</b>
<b>Tax on profit on ordinary activities</b>		
UK Corporation Tax	522	0
	(522)	0
<b>Profit/(Loss) for the financial year</b>	<b>9,950</b>	<b>(7,723)</b>

# Chief Executive's Report on FAME's activities since last AGM (29<sup>th</sup> June 2023)

Kenneth Aitchison, 27<sup>th</sup> June 2024

As CEO I would like to present my thanks to Tim Malim as FAME's Chair, to FAME's Board for support though the year, to FAME's members for continuing to have faith in the organisation, and on behalf of FAME to York Archaeology for providing us with the venue for this year's AGM and FAME Forum.

Archaeology remains busy, although we know that many substantial projects have been put on hold (potentially to be revised following the general election).

We have the figures for last year; in 2022-23, commercial archaeology in the UK continued to be very busy, but in a year of economic uncertainty and very high inflation, profitability suffered alongside widespread challenges in recruiting staff. The total number of people working in commercial archaeology in the UK may have peaked in 2023; the industry's combined workforce grew by only 1.1% at a time when the number of people working in curatorial archaeology continued to fall. I will be giving a full presentation on the State of the Archaeological Market tomorrow.

As of today, FAME has 70 members; 64 operate from headquarters in the UK, four in Ireland and two in the United States (plus two that have their overall HQ in Canada, and two with overall HQ in US). At our 2023 AGM, we had 70 members; organic growth of membership has been offset by the merger of the four Welsh archaeological trusts (all were members) into one, Heneb.

This report is, as usual, structured around the items in FAME's Business Action Plan.

## 1 Represent the views of archaeological managers and employers

*Maintaining heritage sector relationships, developing client-side relationships and contributing to policy advocacy or consultation.*

- *Chartered Institute for Archaeologists (CifA).*

Over the twelve months since the last AGM, FAME has continued to work on liaison and establishing a Memorandum of Understanding with CifA; FAME Chair, CEO and Board Members have met with our CifA equivalents on several occasions. And the Memorandum of Understanding, that had been in discussion since October 2021, was signed on 12<sup>th</sup> September 2023.

Since then, there have been a series of issues of interest to FAME relating to CifA and the MoU.

### - CSCS (Construction Skills Certification Scheme)

CSCS cards "provide proof that individuals working on construction sites have the required training and qualifications for the type of work they carry out", and as H&S is only one part of this, FAME has long accepted that CifA would take the lead on this for archaeology.

CSCS announced in January 2024 that they were ceasing to issue cards to archaeologists after 30 April 2024. They notified CifA (not FAME), claiming that 'industry' had been consulted (we now understand that meant BUILD:UK; neither CifA nor FAME were consulted prior to the announcement).

The majority (1,800 - 2/3) of archaeologists holding CSCS cards have Academically Qualified Person cards (on the basis of their academic qualification + CITB H&S test); 1,100 (1/3) have Professionally Qualified Person Cards (on the basis of their ClfA membership + CITB H&S test).

The loss of archaeologist-specific CSCS cards created a problem for FAME members who need to get members of staff on site; it created a different problem for ClfA who had been benefitting from their position in assuring professionally qualified status as a recruitment engine.

Together with ClfA, we have been contacting CSCS and BUILD:UK to seek a positive resolution to this problem, and we know that since 30th April, at least one FAME member has encountered staff being refused access to a site because they did not hold CSCS cards.

Since then, FAME Board members and members of the FAME Health and Safety Group have been working (together with ClfA) to establish a positive way forward, and Luke Brannlund (Chair of FAME Health & Safety Group) will update us on this at the FAME Forum tomorrow.

- **Recommended salary minima & Benchmarking.**

I reported last year on FAME's withdrawal from, and the end of, the Industry Working Group (made up of FAME, Prospect and ClfA).

On 12<sup>th</sup> February 2024, ClfA announced they were stopping issuing recommended salary minima, which they had been publishing since 1996. This was following receipt of legal advice.

FAME has deliberately not engaged in the debate around ClfA's withdrawal of the minima.

- **Competition**

There has been one further, spin-out issue stemming from ClfA's salary recommendations matter, which we identified as being of concern, when ClfA posted the following statement:

"Prospect is considering lobbying to highlight the public benefit arguments for certain restrictions on competition, based on professional standards and quality of service. ClfA will support and work with Prospect on this within the limitations of our remit as a professional institute."

FAME Board members Stuart Palmer and Rob Sutton met with Peter Hinton (the outgoing CEO) and Kate Geary at the ClfA conference in April, and we agreed with them (on 17<sup>th</sup> May) a text that ClfA were to publish as an internal news item that would clarify their published response to that question about competition.

Separately, I presented a paper at ClfA Conference in April 2024 on the subject of FAME and Commercial Archaeology, that made clear how commercial archaeology operates successfully in a competitive environment.

- *ALGAO*

We continue to have a positive working relationship with ALGAO. Our CEO and Chair had one formal meeting with the Chairs of ALGAO: UK and ALGAO: England.

We continue to have positive working relationships with *Historic England*, *Historic Environment Scotland*, the *Heritage Alliance*, the *Council for British Archaeology* and the *American Cultural Resources Association (ACRA)*; Richard Grubb of ACRA will be making a presentation to the FAME Forum tomorrow.

- *Consultations*

FAME has responded to various consultations over the year including offering support to the government's revisions to EN-1 (The Overarching National Policy Statement for energy) and EN3 (National Policy Statement for renewable energy infrastructure) policies on energy and renewables.

FAME has also provided feedback on the long-delayed guidance and toolkit from Historic England for simplifying the Transfer of Title process, including deposition of artefacts without a ToT through a process called conversion. It is hoped that this guidance will be published in the near future, along with a Deed of Contract for landowners to sign at the start of a planning application so that future transfers of material archives can benefit from a much smoother process.

We responded to ClfA's suggested changes to its Code of Conduct which has led to a more succinct and more up to date version, and to the Society of Antiquaries of London's proposals for synthesis of archaeological projects, where we felt the authors' had largely misconstrued the realities of archaeological practice.

## **2 Provide advice, support and information to our members**

*Provide online information sources, including the website and social media, and collect and share industry data.*

The *State of the Archaeological Market 2023* report will be published imminently, and there will be a presentation on the results tomorrow.

## **3 Promote safe and healthy working practices within the profession**

*Collect and share H&S data; monitor new legislation, policy and guidance; produce Technical Guidance notes and promote initiatives to address key issues and reduce accidents and work-related ill health.*

FAME's Health & Safety Group has met five times since last AGM, including one extraordinary meeting following the announcement of the withdrawal of CSCS cards (referred to earlier, and which Luke Brannlund will present on tomorrow).

FAME continued to work with National Highways (formerly Highways England) to produce a *Raising the Bar* document, establishing agreed and appropriate health and safety behaviours which will be binding on all National Highways supply chain partners. However, National Highways stepped back from active engagement in the production of this document, and so this document was ultimately completed with National Highways support, but not yet endorsement, and was published last week as **FAME Health & Safety Working Guide 5: Safe Working for Archaeologists as part of UK Construction Projects**.

FAME has gathered Health and Safety data for 2022-23, and will publish the results as the *Development-led Archaeology Health and Safety* (RIDBOR) report for 2022-23 in due course.

Since the last AGM the Health and Safety Group has produced, and we have published:

- FAME H&S Notice: Plant Security
- FAME H&S Notice: Underground Cable Near-Miss

- FAME Advice: Medication Side-Effects: heat and sun sensitivity – advice for archaeological practitioners

FAME’s Environmental Sustainability Group has met once since last AGM.

The most significant development in terms of environmental sustainability since the last AGM emerged from Chris Springett of Spring Environmental’s presentation to last year’s FAME Forum on the topic of “Sustainability Agendas for Archaeological Contractors”. This presentation, which made very clear to many attendees exactly what their responsibilities were imminently going to be in order to comply with regulations relating to carbon tracking, reduction and the Net Zero agenda, prompted an immediate response as multiple FAME members made clear that this was very definitely something FAME needed to take a lead on – to create a universal carbon calculator, so that everyone could track and report their greenhouse gas emissions in a way that would be directly and immediately comparable with the systems being used by other commercial firms.

FAME board commissioned Spring Environmental to work on producing exactly this, and have committed funding from our reserves to pay for 50% of this work (match-funded by Historic England). Chris Springett will report on progress to date at the FAME Forum tomorrow.

#### **4 Promote best professional practice in business and employment, and in technical / professional matters**

*Lead on promotion of innovation, to develop and contribute to relevant projects and to produce Technical Advice notes (contracts, financial planning etc).*

FAME has worked to deliver our **Archaeological Standard Method of Measurement** project, which has developed a **Bill of Quantities (BQ)** approach to procuring archaeological work.

The Archaeological Standard Method of Measurement (ASMM) is a framework by which archaeological works can be priced and paid for through the use of a Bill of Quantities. It is inspired by the RICS new rules of measurement. The ASMM is a suite of documents written to provide a set of measurement best practice methods that can be understood by anyone involved in an archaeological project.

This was soft-launched when the template bill of quantities and an explanatory guide were published on April 3<sup>rd</sup> 2024; the final version is being prepared after taking on board feedback received, and is not yet ready for full launch. We hope this will be completed shortly.

#### **5 Promote training and development to build capacity and improve standards within the profession**

*Deliver FAME Forum and provide CPD materials and opportunities.*

We successfully delivered a FAME Forum day following last year’s AGM, with seven presentations. Tomorrow’s FAME Forum will include papers on matters of relevance to FAME members work, together with papers on the day’s theme of international cooperation.

Looking ahead, we consider that as FAME was founded in 1975 (as SCUM, the Standing Conference of Unit Managers) – next year’s FAME Forum will be our 50<sup>th</sup> birthday party!

## **6 Be sustainable, open, transparent and accountable to our members**

*Build sustainable income, maintain articles and regulations, undertake annual business planning, support the Board and hold the AGM.*

FAME's financial situation is as presented in the Treasurer's Report.

Our accounts have been prepared by SkyTax.

The FAME Board has met five times since the last AGM, including an extraordinary Board meeting this afternoon.

Board membership changes will be presented to the AGM.

And finally, we are introducing a new approach to income generation – henceforth, exhibitors will be able to pay to attend FAME Forum with booths to interact with attendees at breaks, and tomorrow we will welcome our first paying exhibitor, Beta Analytic.

And alongside this, we are introducing sponsorship opportunities. In the future, organisations will be able to support FAME by sponsoring the organisation itself, the FAME Forum in its entirety, or sponsoring refreshments at the FAME Forum and following the AGM – and I am delighted that the first sponsor of the post-AGM refreshments, to be enjoyed shortly, is Randall Contracting.