



ALGAO:ENGLAND STAFFING AND SERVICE SURVEY 2015 SUMMARY REPORT

Executive Summary

This report summarises the responses to a questionnaire survey of ALGAO members undertaken by ALGAO:England to gather statistics on staffing and service provision in April 2015. It follows on from earlier staffing surveys in 2008, 2010, 2012, 2013, the rapid state of services survey in 2014 to provide evidence for the Government Inquiry, and data collected on staffing as part of the surveys of casework data 2003 -2007/8. The figures show an overall increase of just under 6% in staffing in archaeological services since 2014. The staffing figures are as at 31 March 2015.

Acknowledgement: ALGAO would like to thank Historic England (formerly English Heritage) for their support for the funding of the survey and the production of the report.

INTRODUCTION

In March 2015 the Association had 87 members. A total of 73 completed questionnaires for 2015 data were received (c.80%), with complete returns from two regions (East of England and Yorkshire & Humber). This compares to 80 responses in 2012 of a total of 89 members.

There were no completed questionnaires from 13 members. Phone confirmation for the staffing levels were made with four of these, and estimated total staffing figures have been made for the others. No information on breakdown of staffing roles, or current HER and community engagement provision is available for any of the 13 non responders.

A copy of the questionnaire is included in Annex 1.

SECTION A – ALGAO MEMBERS SERVICE

Q. 6 & Local authorities advised and Service level agreements

The 73 responses in 2015 recorded a total of 301 authorities advised, compared to 343 in 2012. In addition, one service offers occasional advice to Sandwell MBC on archaeology related matters.

The 2015 responses recorded a total of 25 members with service level agreements, a total of 108 SLAs. For 2010 the figures were 23 members and 118 SLAs.

Q.8 Historic environment/archaeology services provided by other local authorities

For 2015, 11 members noted archaeology services provided by other local authorities. The same as in 2012.

For HER provision - Generally by a county council. GLAAS provides the HER for all London services. In one service the HER is not managed by the Archaeology Services but is part of the Records and Archives; in another the outer part of the district is maintained by the County Council while the inner part is with the City Council. All advice is provided by the City.

Additionally several members noted that their districts have their own Conservation officers/buildings officers but these are not included in the above total.

Q.9 Historic environment/archaeology services outsourced to the private sector

Five responses recorded that their services were outsourced to the private sector (compared to two in 2012): One unitary authority (North East Lincolnshire) noted that all the planning service is outsourced to Cofely, and one Council service (Somerset) is now a Heritage Trust. Two responses outsourced either HER or archive storage, and one was hosted by a University and delivered a shared service (GMAAS).

Q.10 Private sector consultants contracted to provide any aspects of historic environment/archaeology service

A total of 11 respondents recorded contracting of private sector consultants (compared to 8 in 2012), some for more than one aspect of work:

- Specialist advice (1)
- Support for specific project eg HER enhancement, assessment of large scale regeneration sites (5)
- Data entry to deal with HER backlog (3).
- To provide short term Conservation Officer cover following restructuring (1)
- Established a Framework contract with 3 archaeological firms that we can call on to undertake excavation, watching brief and geophysical work (1)

SECTION B - STAFFING MARCH 2015

Q. 10 & 11 Total archaeological staffing (i.e. excluding Conservation Officers).

The total staffing (excluding Conservation Officers) recorded by completed questionnaires is 284.83, but including the confirmation of number from phone calls, and the estimates (based on various other sources) for total FTE for the remaining ALGAO members, gives a total FTE of 314.18. It is an increase (c4.5%) on the figures collected for 2014 of 300.52.

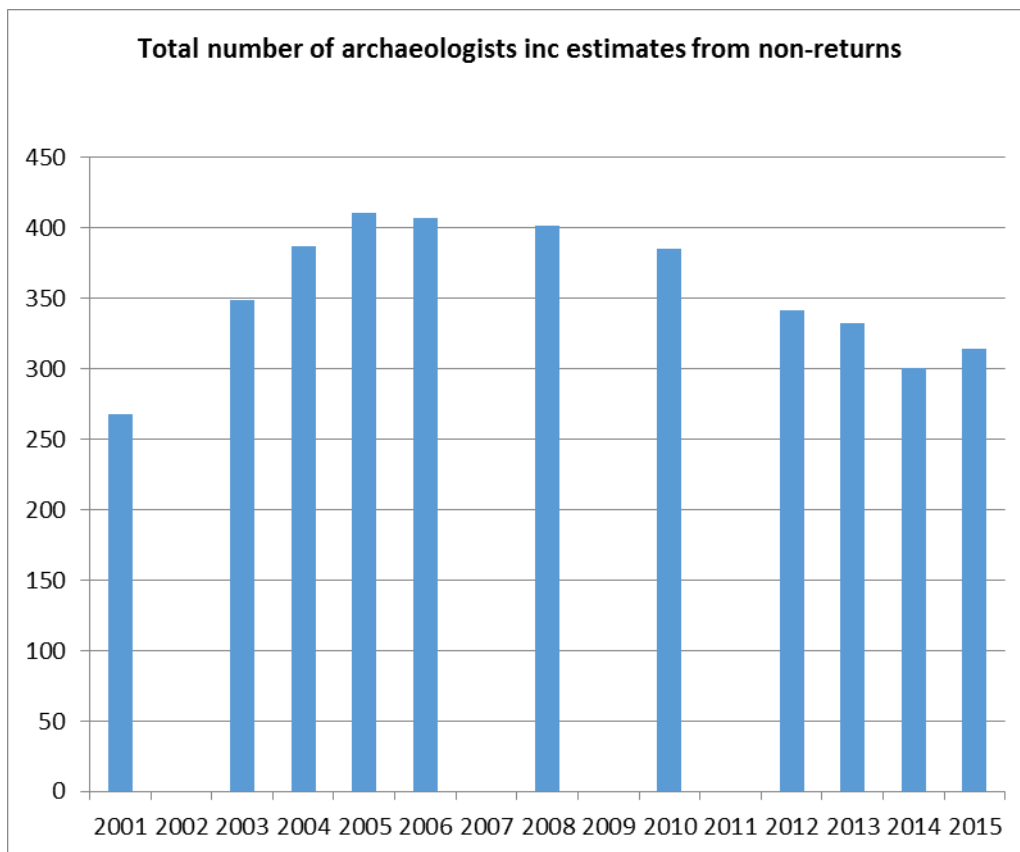


Figure 1: Total staffing 2003-2015. *n.b.* no staffing data was collected for 2007, 2009, 2011

The changes on a regional basis from 2013 to 2015 are shown in the table below

HE local office area	FTEs advising local authorities as reported in 2013	FTEs advising local authorities as reported in 2014	FTEs advising local authorities as reported in 2015	Change from 2014 to 2015 - FTE
North West	20.5	17	16.85	-0.15 FTE
North East	15.4	13.9	16.45	+2.55 FTE
Yorkshire and Humber	34.15	29.7	29.6	-0.1 FTE
East Midlands	38.8	34.5	37	+2.5 FTE
West Midlands	41.45	34.25	32.8	-1.45 FTE
East of England	62.56	61.17	61.4	+0.23 FTE
London	9.5	9.6	11.8	+2.2 FTE
South West	57.05	47.55	52.1	+4.55 FTE
South East	52.6	52.85	56.18	+3.33 FTE
Total	332.01	300.52	314.18	+13.66 FTE

The graphs below show the breakdown according to the identified functions between 2010 and 2015 of HER, planning, education/outreach and other (including PAS & admin/Management). This data was not recorded as part of the short survey in 2014.

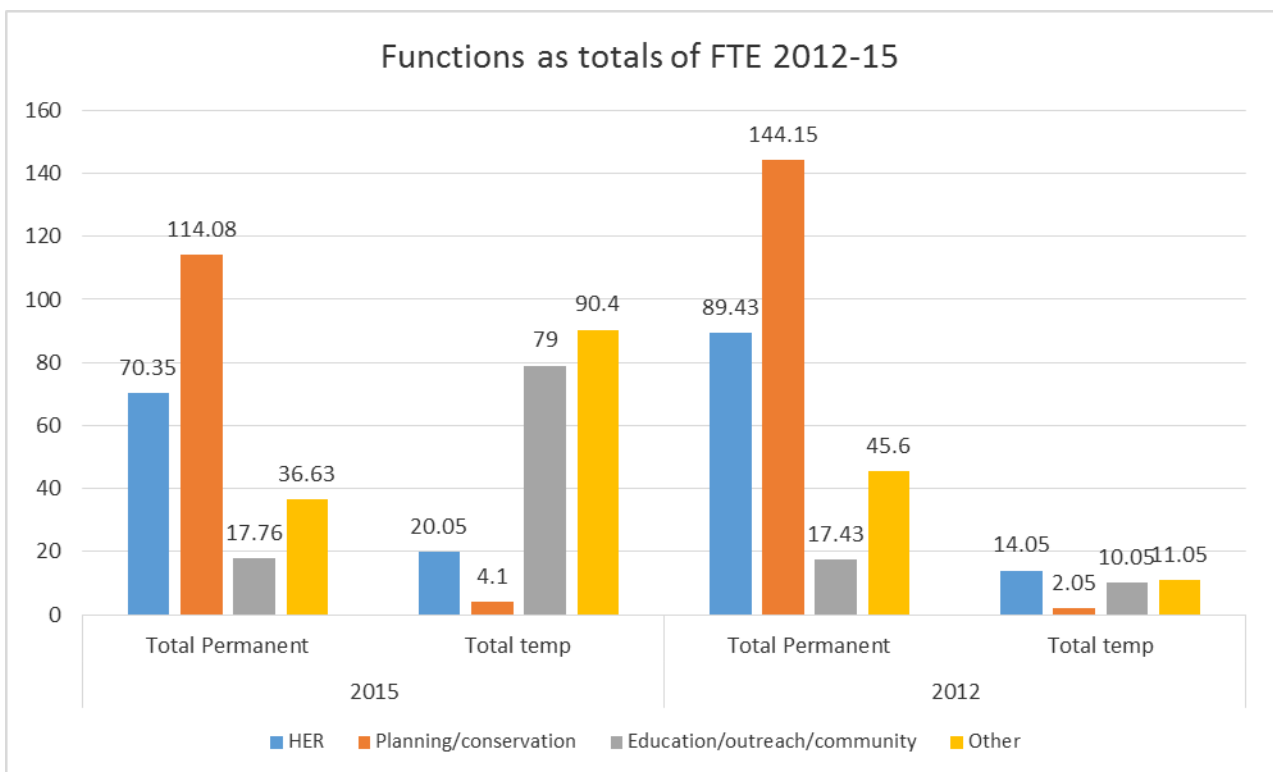
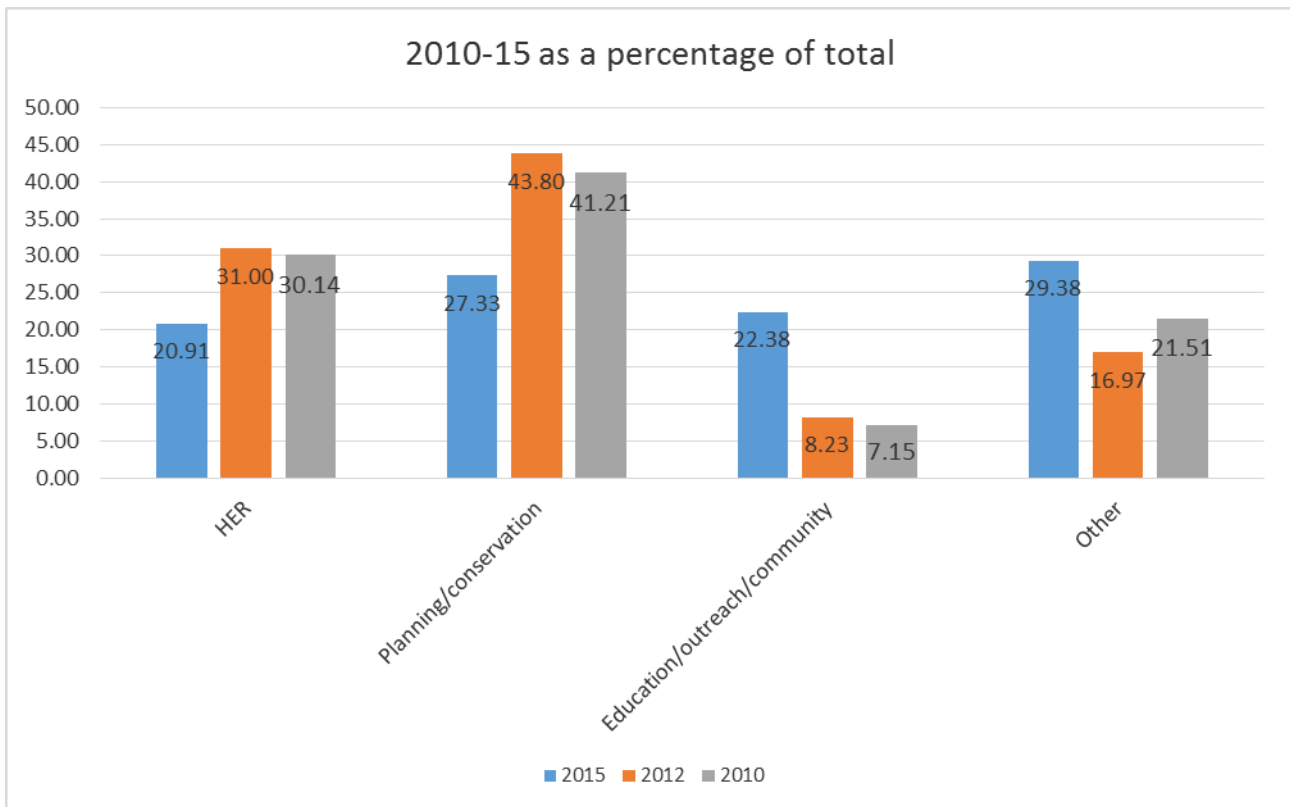


Figure 2: Functions as a proportion of total FTE

Q.13 Age profile

For the 2015 survey members were asked to give an indication of the age profile of their staff which will allow comparison with other surveys such as Heritage Counts and Profiling the Profession. 66 respondents provided information for this question.

The chart below shows percentage FTE staff in each category.

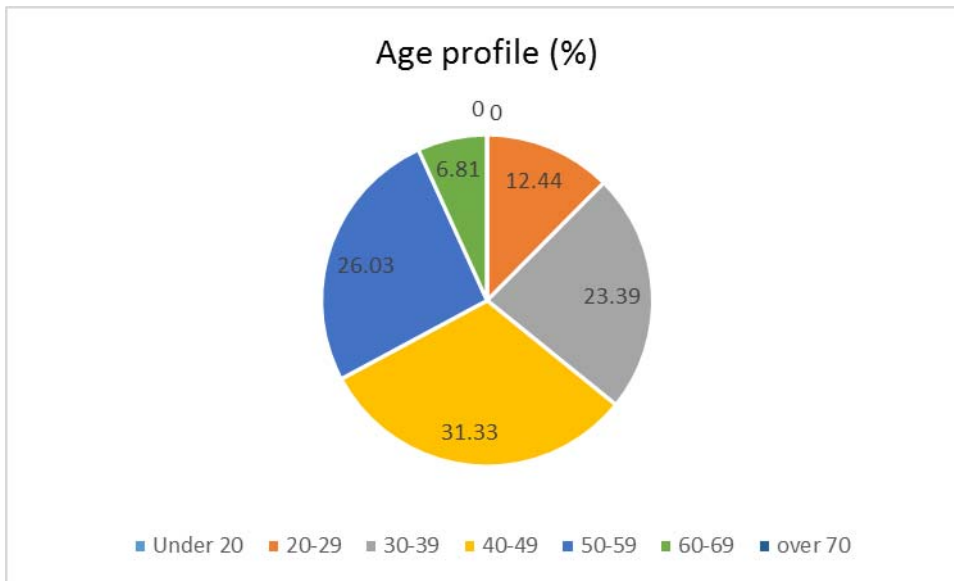


Figure 3: age profiles of FTE staff

SECTION C – SERVICE PROVISION

Q.14-16 Service provision

Respondents were asked to give an indication of the level of service they anticipated they could provide over the next 12 months. This was scored on a level of 0-3 with 3 = improved provision; 2 = adequate provision; 1 = some but inadequate provision and 0 = no provision/service in this area.

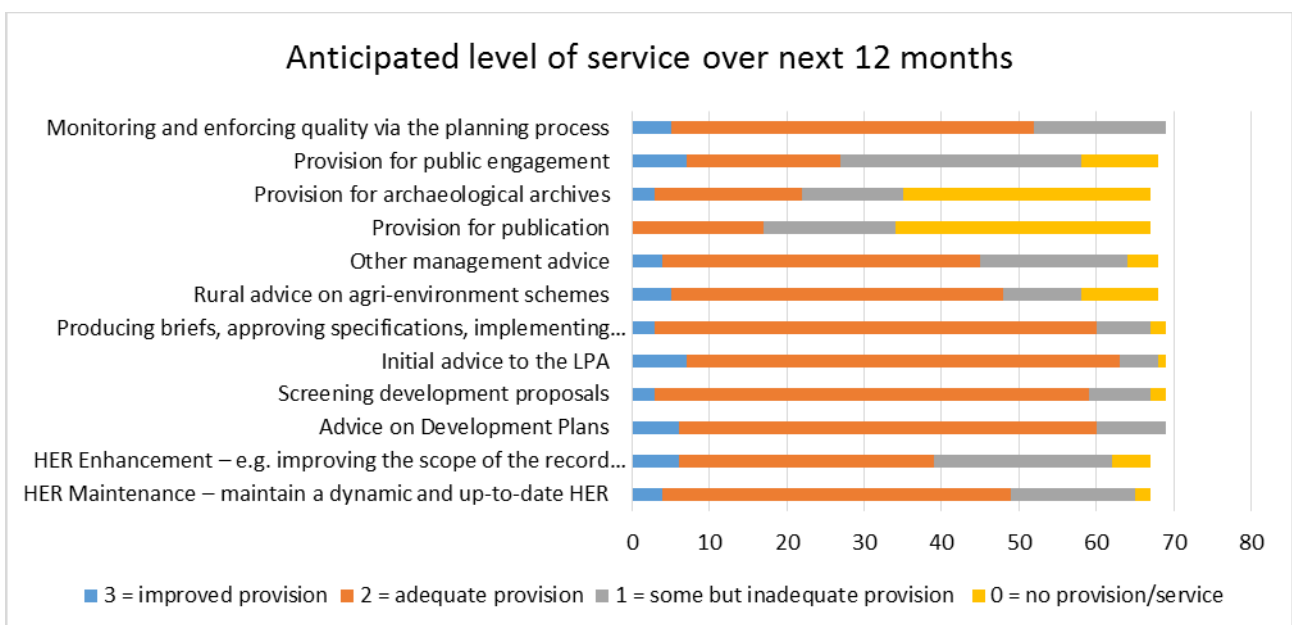


Figure 4: anticipated level of service provision

For those who gave an answer of 1 or 0 to any anticipated level of service, they were asked to indicate what cuts or changes would affect this.

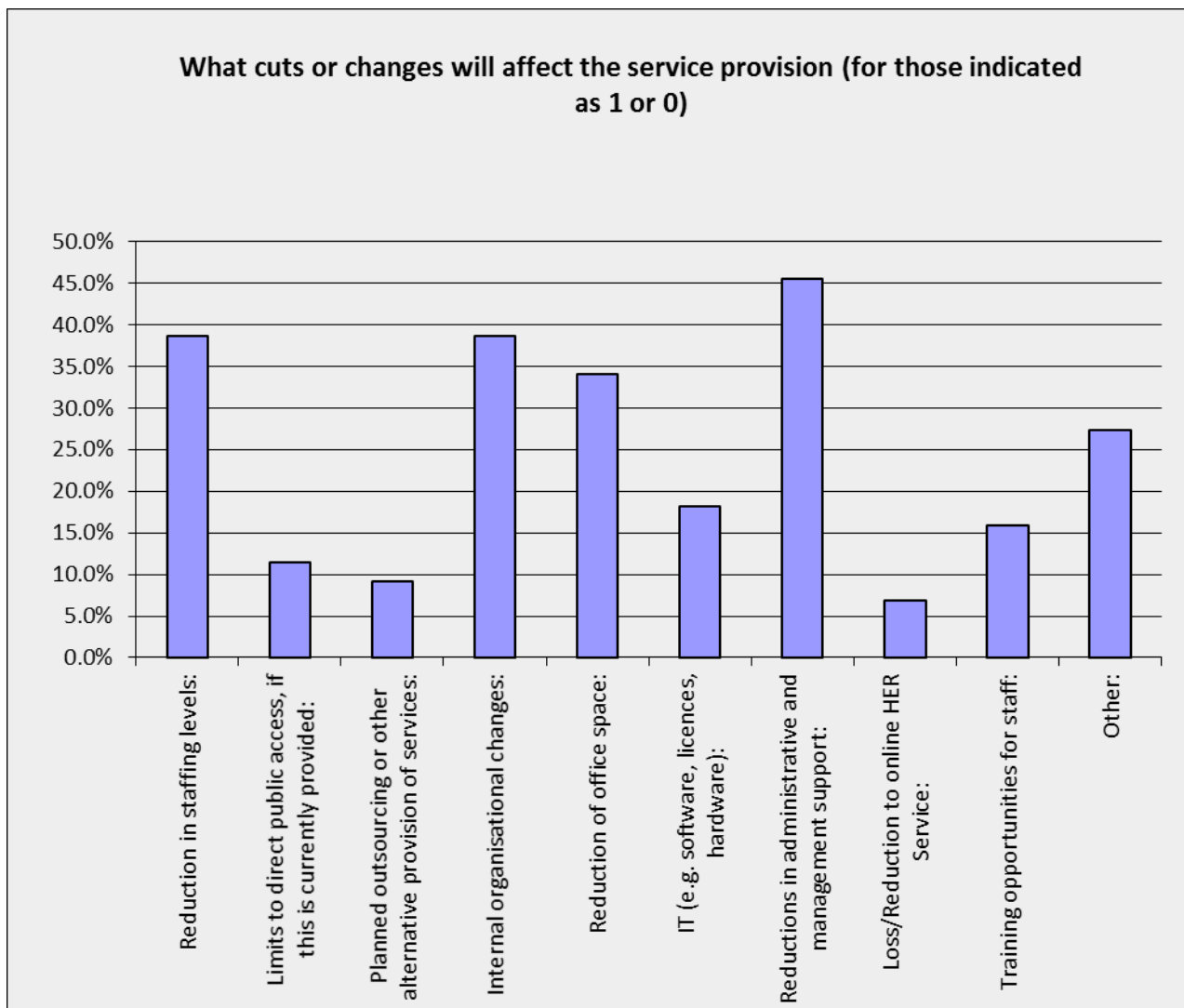


Figure 5: What cuts or changes will affect service provision

Where there had been a reduction in the level of service provided, respondents were asked to comment on the impact of these. Comments included

- Loss of Conservation Officer post has meant this role has been combined in one post, with subsequent impact on time available for HER updating/enhancement etc and other initiatives
- Reduction in public opening hours, the need to generate significantly more income, therefore a reduction in time spent on district planning advice, moving core funded staff to external funding, specifically the outreach team, who cannot now work on any project not funded from external sources
- lost .25fte admin at Christmas. This is impacting on HER work
- Delayed responses especially for large archaeological projects
- Reduction in discretionary grant budgets - historic buildings and archaeology grant schemes. These no longer exist from 2015/16 onwards. Loss of these budgets was a deliberate ploy, to avoid further staffing reductions (having lost 2 posts 3 years ago and having to fund a third post 75% from income).
- One FTE post lost from April 2014 - increased pressure on remaining 4 FTEs
- Fewer staff working on HER backlog.
- Loss of some project capacity

- We lost 2 development control/ management officers last Summer (out of 3). We have had to reorganise how we approach planning related work.
- Loss of Rural Archaeologist has been big impact upon service provision - work has been shared amongst the team. Loss of the team leader post will be felt over the current financial year with the Principal Archaeologist picking up line management whilst delivering planning advice.
- Over the last year (2014), the historic environment team has lost a permanent conservation officer and archaeological officer (between them 1.7 FTE), and gained an archaeological/historical environment officer (0.8 FTE). The impact has been a loss of skills, experience and knowledge from the senior members of staff who retired, and lessens the ability to go for funding etc. However a full-time temporary conservation officer has also joined the team working on a specific HLC project.
- Frozen posts and maternity leave meant that for much of 2014 it was a team of only three and latter half only two. The team is returning to four in 2015, but the service scope has to reflect staffing. A good core service was maintained throughout 2014 despite limited resource.
- 0.4 reduction in permanent position. HER maintenance and enhancement is not happening. The posts here cover all aspects, DC, HER, conservation, agri-environment, community archaeology and HER is the one that falls by the way side if there are time pressures.
- 1 FTE reduced their hours to 0.6FTE as of June 14, allowing us to appoint to our vacant Archaeological Records Officer post in September 2014, as a 0.6FTE, but only on a temporary contract - we are now able to maintain this staffing pattern in 2015/16 and will need to wait till 2016/17 to see what further staff changes will be required.
- Reduction in 8.2 - 8.5 & 13.1 in Cheshire West due to loss of dedicated Chester City DC Archaeologist post. Resources in Cheshire West have had to be concentrated in Chester City, at the expense of the rural areas of Cheshire West. Level of service maintained in Cheshire East, Halton and Warrington.
- As of 01 April 2015 we will no longer have our part time Conservation Officer. We will also lose our full time Landscape Archaeologist who will transfer over to Amey as part of Infrastructure Plus for a period of 6 months while a review of service continues. The full impact is not yet known as the reduction in staff (by almost half) will only come into effect as of April 1st 2015. It is anticipated that there will be a direct impact on providing planning advice to lower tier authorities and also an impact on maintaining and enhancing the HER as HER officer capacity will be diverted to support other historic environment team services (such as the provision of advice and the undertaking of project related work).
- Same number of FTE staff as recent years but increase in no. of planning applications and number of major projects coming forward, is placing further strain on the Archaeology Service, not largely recognised by management.
- Loss of senior manager with Archaeological expertise.
- Reduced conservation and ecological provision. Increased workload for remaining archaeological, conservation and ecological staff.
- More work for those of us left, less chance to do a reasonable job
- One planning advisor left and not replaced, One transferred to management 2 HER staff made redundant Transfer of management of planning advice to planning dept Decisions by planning to stop automatic consultation on major apps Decision by planning to manage DM advice without input from HER team Decision by planning to restrict access to DM advisor - can now only be contacted through planning officers

who are signing off WSIs etc without consultation

- HER Officer left in November, no permission has been given to recruit a replacement at the time of writing in late March

Q.17 Proposals to reduce budgets in future financial years, 2016-17 onwards

Of the 65 respondents to this question 38 said yes and 27 said no. Of these

- 19 did not yet know the details of the planned budget cuts, with 3 anticipating them to be severe
- 8 gave an indication of the anticipated level of budget cuts
 - Specialist conservation team budget being cut by 50% from 1 April 2015
 - Planned £100k (c28%) in revenue budget for 16/17
 - Up to 50% reduction in budget
 - 12.5% cut from Jan 2016
 - 5% budget reductions in 16/17 and 17/18
 - £140m reduction over 4-year period
 - £10m reduction EACH year from 15/16 to 18/19
 - 5 years of 20% cuts from 2015-20
- 4 noted that budget cuts will have to be supplemented by additional income

Q.18 Local planning authorities in HER area not considered to have adequate access to an HER

Seven respondents recorded LPAs in their area which they did not consider to have adequate access to the HER. The survey did not ask for further information regarding the number of LPAs affected although a few members gave additional details.

Q. 19 Has the HER been adopted by some or all of the local planning authorities it covers

29 respondents recorded that the HER had been adopted by some or all, with 33 recording this was not the case.

Q. 20 Where staff cuts have been made/posts lost, at which level are these

There were 45 responses to this question. 12 indicated posts had been lost at a senior level, 9 had lost posts at Officer level, and 5 had lost staff at Assistant level. The remainder of responses did not know or marked this as N/A.

Q. 21 How many staff belong to professional institutes

From those that responded to this question, 155 members of staff belonged to at least one professional institute. Membership was spread between

- Cifa (103)
- IHBC (40)
- ICON (1)
- CILIP (1)
- RTPI (3)

Q. 22 Involvement with ALGAO

Respondents were asked to indicate whether they or other members of staff were involved in any ALGAO activities eg representation at regional/national meeting, involvement in specialist committees. Of the 63 who responded to this, only 22 had no involvement with ALGAO with one noting this was now due to lack of resource.

ANNEX A – 2015 Questionnaire

ALGAO Staffing & Service Survey: 2015

Please complete and return to Alex Llewellyn by Friday 17 April

ALGAO is continuing to collect annual data about local authority profiles. In recent years this has allowed us to track the impact of the recession and Government cuts to Local Authority budgets which have assisted ALGAO in providing important, reliable information to members, English Heritage and others.

This year's data, for the first time, will be made publicly available in its broken down form as an additional category within the [local authority profiles](#). It will provide a better understanding of local historic environment resources for use, when necessary, to support local services.

SECTION A: ALGAO Member Service

1. Name of service and ALGAO member Local Authority(ies)
2. Type of local authority (county, unitary, national park etc)
3. Department name
4. Main function(s) of service
5. Name and title of senior archaeology contact
6. Number of local authorities that your service advises (including your own authority)
7. With how many (if any) do you have a Service Level Agreement (SLA)?

Please could you give the names of these authorities

8. Are any of your historic environment/archaeology services provided by other local authorities?
YES NO

If yes, can you provide details – name of supplying authority and nature of service provided (including HER maintained by another service)

9. Are any of your historic environment/archaeology services outsourced to the private sector (ie long term contractual arrangements)? YES NO

If yes, please state which.

10. Are private sector consultants contracted to provide any aspects of your historic environment/archaeology service (ie short term support for a defined deliverable)?

YES NO

If yes, please state which aspects of service

SECTION B: Staffing figures for March 2015

11. Please provide separate full-time equivalent figures for permanent and temporary historic environment staff as follows (including administrative support and strategic/management input) up to 31 March 2015.

- o Please exclude any field unit/contracting staff – stats for these post are covered by other organisations
- o Please only include Conservation Officers who are within your service team under (c) below, and include other historic building related work within archaeological planning advice (b). This is only to avoid double-counting with the complementary IHBC staffing survey.
- o For education and outreach/community engagement, please only include staff who are within your service area.
- o Temporary is defined as with a contract of 12 months or less

	<i>Permanent</i>	<i>Temporary</i>
(a) HER (inc. EUS, HLC)	(FTE)	(FTE)
(b) Archaeological planning/conservation advice (inc. DC/policy input agri-env)	(FTE)	(FTE)
(c) Conservation officers	(FTE)	(FTE)
(d) Education/outreach/community engagement (including community archaeologist)	(FTE)	(FTE)
(e) Other (including PAS, admin/management time)	(FTE)	(FTE)

12. **Age profile:** It would be helpful if you could provide information on the age profile of your service and will allow us to compare this with data gathered from other surveys (eg Heritage Counts, Profiling the Profession). Of the total number of staff, can you indicate the total number of FTEs (permanent and temporary) within each of the following bands:

Under 20		50-59	
20-29		60-69	
30-39		over 70	
40-49			

SECTION C: Service provision 2015-16

13. Please give an indication of the level of service you anticipate to be able to provide for the next 12 months

This is based on the section heading of the ClfA *Standard and guidance for archaeological advice by historic environment services* as it is felt that this provides the best – and easiest – method of listing service areas and key aspects of the planning processes.

3 = improved provision

2 = adequate provision

1 = some, but inadequate provision.

0 = no provision/service in this area

Main Service Elements (taken from ClfA S & G)	Anticipated level of service (3, 2, 1 or 0)
6 HER Maintenance – maintain a dynamic and up-to-date HER	
6 HER Enhancement – e.g. improving the scope of the record and/or adding new datasets	
7 Advice on Development Plans	
8.2 Screening development proposals	
8.3 Initial advice to the LPA	
8.4 -5 producing briefs, approving specifications, implementing planning provisions	
9 Rural advice on agri-environment schemes	
9 Other management advice	
10 provision for publication	
11 provision for archaeological archives	
12 provision for public engagement	
13.1 Monitoring and enforcing quality via the planning process	

14. If answer to Q.13 is 0 or 1 what cuts or changes will affect the service provision (tick one or more as appropriate)

Reduction in staffing levels (estimate FTE if possible):

Limits to direct public access, if this is currently provided:

Planned outsourcing or other alternative provision of services:

Internal organisational changes:

Reduction of office space:

IT (e.g. software, licences, hardware):

Reductions in administrative and management support:

Loss/Reduction to online HER Service:

Training opportunities for staff:

Other:

If other please specify:

15. **Where reductions have been made in service provision over the last year, what has been the impact of these**
16. **Are there proposals to reduce budgets in future financial years, 2016-17 onwards?**
YES NO
- If yes please specify
17. **Are there any local planning authorities in your area that do not (in your opinion) have adequate access to the/a HER (including mediated access through another organisation)?**
YES NO
- If yes please specify
18. **Has your HER been formally adopted by some or all of the local planning authorities it covers?**
YES NO
- If Yes, please specify which authorities
19. **Where staff cuts have been made/posts lost, at which level are these?** eg senior manager, project manager, HER assistant etc
20. **How many of your staff members belong to a Professional Institute(s)?** (specify which)
21. **Do you (or do any members of your team) carry out any work on behalf of ALGAO?** (eg representation at regional/national meetings, attending specialist committees etc)
22. **Do you have any other information about service provision that it would be useful to share with ALGAO:England Executive?** (either on a confidential basis, or more publicly) (eg changing demographics, the broadening remits/sharing posts with COs, reduction in back-office support affecting front-line services etc)

THANK YOU