



## The Trust for Welsh Archaeology

### Code of Practice for the Provision of Archaeological Advice

Prepared on:	October 2025
Trustee Responsible for Policy:	Heneb Board of Trustees and CEO
Adopted at the Board of Trustees Meeting:	
How regularly should this policy be reviewed?	Every three years or updates as required by Cadw or policy change
Next review to take place in:	2028
Re-adopted by FOLLOWING REVIEW BY Trustees on:	
Date of review following re-adoption:	

DATE OF CHANGE	CHANGES MADE	CHANGES MADE BY
23/10/2025	Original received from JE, this v2 created and reformatted.	LM
05/12/2025	Minor amendments and additional references following Cadw comment.	JAE

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# The Trust for Welsh Archaeology

## Code of Practice for the Provision of Archaeological Advice

### Introduction

The Trust for Welsh Archaeology (henceforth Heneb) was formed on April 1<sup>st</sup>, 2024, by the merger of the four regional Welsh Archaeological Trusts, which were originally established in the mid-1970s. It is an independent limited company and a registered charity<sup>1</sup>. Heneb employs professional archaeological staff based within the four regions, who provide historic environment information and advice covering the whole of Wales.

Heneb is a registered organisation with the Chartered Institute for Archaeologists (CIfA). Principal staff and team heads are full Members of CIfA and are therefore subject to its Code of Conduct, regulations, standards and guidance.<sup>2</sup> CIfA members are expected to follow the principles set out in CIfA guidance, wherever they work and in whatever capacity, as well as complying with national legislation and local requirements.

Heneb is a member of the Association of Local Government Archaeological Officers: UK and the Association of Local Government Archaeological Officers: Cymru/Wales.

The work of Heneb includes: the maintenance of the statutory Historic Environment Record<sup>3</sup> (a separate charitable Trust) on behalf of the Welsh Ministers, as required by the Historic Environment (Wales) Act 2023; the provision of specific archaeological and other historic environment advice; and the implementation of schemes to assess or mitigate the impact of development on archaeological remains.

There can be circumstances when Heneb provides advice on archaeological and other historic environment matters as part of the planning process or other regulatory frameworks (*advisor* function) and delivers works arising from that advice (*practitioner* function). Funding for the advisory work is provided principally by Welsh Government grants administered through Cadw and by financial support from the Local Planning Authorities. Heneb, Welsh Government and Welsh Local Authorities work together to ensure that advice on archaeological and other historic environment matters is given by competent persons.

Work delivered by the practitioner (Field Services) function of Heneb is paid for by the commissioning party.

### Welsh Historic Environment Planning Policies

Welsh Government's planning policies on conserving the Welsh historic environment are set out in Planning Policy Wales<sup>4</sup> and related technical advice<sup>5</sup>. These establish the cultural, economic and social value of the historic environment and the role of archaeological advisors in supporting the planning system in its duty to protect and manage the historic environment appropriately.

### Purpose of this Code of Practice

This Code of Practice, drawn up at the request of Welsh Government, identifies the procedures that Heneb: The Trust for Welsh Archaeology will follow to ensure that there is a clear separation between advisor and

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<sup>1</sup> Limited Company (1198990), Registered Charity (504616)

<sup>2</sup> <https://archaeologists.net/work/standardsCIfA Code of Conduct, regulations, standards and guidance>

<sup>3</sup> The HER is held in a separate charitable trust created by the regional Welsh Archaeological Trusts in 2008

<sup>4</sup> Planning Policy Wales especially Chapter 6 Distinctive and Natural Places [Planning Policy Wales](#)

<sup>5</sup> Technical Advice Note (TAN)24: The Historic Environment [Planning Policy Wales Note 24 May 2017](#)

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practitioner roles, so that conflicts of interest are avoided. It complements, rather than replaces, other codes of practice, codes of conduct, and standards and guidance used in the professional practice of archaeology.

This Code of Practice is primarily concerned with the separate control of historic environment advice provided by Heneb, in particular the provision of development management advice and control of works in the Town and Country Planning and national planning processes. It also applies where similar advice is provided in respect of developments or activities not covered by these processes, but which could affect historic environment interests<sup>6</sup>.

### Principles of the Code of Practice for Advisors

The principles and practices adopted by Heneb for the provision of advice are those required by the Chartered Institute for Archaeologists<sup>7</sup>.

The standard states:

*‘Archaeological advice on the historic environment must aim to benefit the public both now and, in the future, through management and advancement of understanding. It will contribute to the achievement of sustainable development and the realisation of social, environmental or economic benefits.*

*Advice must be clear, consistent, compliant, reasonable, timely, informed and impartial, and should be proportionate to a reasoned and clearly documented assessment of known or potential significance.*

*Advice must be provided by suitably qualified, skilled and competent advisors and based on an up-to-date and publicly accessible information base maintained to nationally agreed standards.’*

### Operation of this Code of Practice

This Code of Practice will be operated by Heneb: The Trust for Welsh Archaeology and periodically reviewed with Cadw.

Any concerns regarding the operation of this code should firstly be drawn to the attention of Heneb and then if necessary to Cadw.

Any allegation regarding professional misconduct and/or failure to meet the ClfA Code of Conduct, standards or guidance should be drawn to the attention of the Heneb CEO in the first instance and if appropriate, of the Chartered Institute for Archaeologists<sup>8</sup>.

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<sup>6</sup> For example works carried out on Crown Estates, or subject to regulatory processes administered by Natural Resources Wales, or under certain agricultural or forest management regimes.

<sup>7</sup>Standard and guidance for archaeological advice by historic environment services [ClfAS&GArch advice](#) and [ClfA statement on the role of the archaeological advisor](#)

<sup>8</sup> Professional conduct and complaint procedures | [Chartered Institute for Archaeologists](#)

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## Code of Practice<sup>9</sup>

1. Advisor and practitioner functions will be carried out independently by separately managed and staffed sections or teams within Heneb.
2. The advisors at Heneb will provide informed, impartial and independent professional advice on the implications and impact of proposed developments or activities on the historic environment. All advice will comply with relevant Welsh Government legislation, policy, advice and guidance.
3. All confidential or privileged information provided to or by the advisors of Heneb will be securely managed to maintain confidentiality.
4. For development management and historic environment advisory work, the advisors will treat practitioner functions within Heneb in the same manner as all other practitioners. There will be no preferential exchange of information within Heneb.
5. The advisors at Heneb will direct anyone inviting tenders for archaeological work to appropriate independent sources of information to enable them to select suitable qualified archaeological practitioners.
6. The advisors at Heneb recognise that those intending to commission archaeological work may wish to engage an independent archaeological consultant as their own advisors, who, on behalf of their client, may prepare or assess a written scheme of investigation, project design or specification of works intended to satisfy an archaeological brief; monitor the progress of archaeological work; or advise on recommendations for further action. This does not replace the advisory service provided by Heneb to and on behalf of decision-making bodies.
7. The advisors at Heneb will provide impartial professional assessment and approval of archaeological briefs, project designs, written schemes of investigation, and the subsequent archaeological works and reports, irrespective of the contractual delivery arrangements.

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<sup>9</sup> This Code of Practice was first issued in November 1997; it was updated and revised in 2016 and 2025.

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## Glossary and Definition of Terms<sup>10</sup>

### Archaeological Advisor

An appropriately qualified and experienced individual or organisation providing archaeological advice and information on the designated and undesignated terrestrial and marine historic environment. An advisor may be employed by or contracted to a local authority, national heritage body or regulator, charitable trust, national park, or other public body.

### ALGAO (Association of Local Government Archaeological Officers)

The Association provides a forum representing archaeologists working for local authorities and national parks throughout the UK. The component national associations of ALGAO are ALGAO: England, ALGAO: Scotland and ALGAO: Cymru/Wales. Its members are senior archaeologists employed by local authorities and national parks (or contracted by these bodies) to provide advice on archaeological conservation and management.

### Archaeological Assessment

An assessment of the known or potential archaeological resource within a specified area or site (land-based, inter-tidal or marine), consisting of a collation of existing written and graphic information, in order to identify the likely character, extent and relative quality of the actual or potential resource.

### Archaeological

Pertaining to the investigation of the material remains of the human past.

### Archaeological Advice

Expert advice based on archaeological knowledge and directed towards improved understanding and management of the historic environment. Archaeological advice is based on an up-to-date information base, and on the appreciation of significance.

### Archaeological Consultant

An organisation or individual providing expert archaeological analysis and advice. The term here does not apply to those providing field-based investigation and dissemination services.

### Archaeological Practitioner

An organisation or individual undertaking desk-based and field-based investigative, analytical or specialist work on archaeological sites, artefacts or historic buildings, normally within the development process, and who will prepare relevant reports and publications on that work.

### Brief

A document prepared by the advisor on behalf of a local planning authority or other decision-making body setting out the broad requirements for work to be undertaken in support of a planning application or other proposal.

### Cadw

The historic environment service of the Welsh Government [About us | GOV.WALES](#) and [About us | Cadw](#).

### CIfA (Chartered Institute for Archaeologists)

The Chartered Institute for Archaeologists (CIfA) advances the practice of archaeology and allied disciplines by promoting professional standards and ethics for conserving, managing, understanding and promoting enjoyment of heritage.

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<sup>10</sup> Definitions are, or are closely based on, those defined by the Chartered Institute for Archaeologists within or in annexes to their published Standards and Guidance.

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## Competent

Competent individuals can perform the activities within an occupation or function to the standards expected in employment. In England, Scotland and Wales, the Chartered Institute for Archaeologists (CIfA) assesses technical and ethical competence within its membership application procedure, assigning a membership grade according to the occupational competence of the individual. The competence of archaeological organisations is assessed through the CIfA Registered Organisations Scheme.

## Evaluation

A limited programme of non-intrusive and/or intrusive fieldwork which determines the presence or absence of archaeological features, structures, deposits, artefacts or ecofacts within a specified area or site and, if they are present, defines their character and extent, and relative quality. It enables an assessment of their significance in a local, regional, national or international context as appropriate.

## Historic Environment Record

Historic Environment Records are information services that should provide access to comprehensive and dynamic resources relating to the historic environment of a defined geographical area for public benefit and use. Typically, they comprise databases linked to a geographic information system (GIS), and associated reference material, together with a dedicated staffing resource. An effective HER will be regularly maintained and updated and easily accessible to the public.

## Historic Environment Service

A service provided by or commissioned by a local authority, national park, charitable trust or other not-for-profit public body and which may undertake the identification, recording, conservation, presentation and interpretation of the historic environment and heritage assets of a given geographical area.

## Impartial

Independent of any contractual, commercial or other potentially conflicting interest.

## Project Design

A written statement on the objectives of a project, including methods, timetable and resources. These form the framework for the execution of the project through to completion, set out in sufficient detail to be quantifiable, implemented and monitored.

## Specification

A detailed method statement prepared by an applicant (or more commonly, their archaeological consultant or practitioner), in response to a brief or stipulation provided by a local planning authority. The specification (sometimes called a written scheme of investigation), once approved by the local planning authority, becomes the scope of work against which archaeological work is monitored and planning conditions will be discharged.

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## Background Legislation, Regulation, and Professional Practice Codes and Standards

The following list should be taken to include related amendment orders and subsidiary legislation. It should be noted that versions are regularly updated and republished. Users should check for the most up to date version.

[Infrastructure \(Wales\) Act 2024](#)

[The Historic Environment \(Wales\) Act 2023](#)

[Treasure Act 1996](#)

[Town and Country Planning Act 1990](#)

[Protection of Wrecks Act 1973](#)

[Protection of Military Remains Act 1986](#)

[Burial Act 1857](#)

[Planning Policy Wales - Edition 12, 2024](#)

[Technical Advice Note \(TAN\) 24: The Historic Environment, May 2017](#)

[The Town and Country Planning \(Environmental Impact Assessment\) \(Wales\) Regulations 2017](#)

[The Environmental Impact Assessment \(Agriculture\) \(Wales\) Regulations 2017 General Guidance](#)

[ALGAO UK Welcome | ALGAO and Archaeology in local government | ALGAO](#)

[The Chartered Institute for Archaeologists Code of Conduct, Regulations, Standards and Guidance | CifA](#)

[National Standards and Guidance to Best Practice for Collecting and Depositing Archaeological Archives in Wales](#)

[Royal Commission on the Ancient and Historic Monuments of Wales Guidelines for Digital Archiving](#)

[The Treasure Act 1996: Code of Practice \(3rd Revision\) - GOV.UK](#)

[Welsh Government Circular WGC 016/2014 The Use of Planning Conditions for Development Management](#)

[Heneb HER Charging Policy](#)

[Heneb HER Information Policy](#)

[Heneb Guidance for the Submission of Data to Welsh HERs](#)

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