

**Scottish Strategic Archaeology Committee**

<b>Meeting Note/Phone Call Note</b>	<b>Scottish Strategic Archaeology Committee</b>
<b>Date:</b> 09 March 2015	
<b>Meeting Location:</b> RCAHMS, John Sinclair House, Edinburgh	
<b>Present:</b> Stephen Driscoll (SD) ( <i>Chair</i> ), Mike Elliot ( <i>Minutes</i> ), Chris Bowles (CB), Lisa Brown (LB – for agenda item 5), Simon Gilmour (SG), Rebecca Jones (RHJ), Susan Kruse (SK), Alan Leslie (AL), Rod McCullagh (RM), Karen Milek (KM), John Raven (JR), Matthew Ritchie (MR), Simon Stronach (SS), Robin Turner (RT).	
<b>Note of Meeting/Discussion</b>	<b>Action Points:</b>
<p><b>1. Welcome and apologies:</b> SD thanked everyone for attending. Apologies were received from Mark Hall, Peter Hinton, Eila Macqueen and Luke Wormald.</p> <p><b>2. Minutes if the December meeting and matters arising:</b> There were no matters arising not already addressed.</p> <p><b>3. Consultation draft:</b> SG and PH were thanks for their support in slimming the document to the current version. It has also been through a professional copy editor. The most substantial changes have been made to the introduction. Document was also sent to two colleagues in HS who proposed that the section on standards be moved to priority 7. It was agreed that further changes will follow the consultation so could be made at that stage. There was a general discussion where it was agreed that it was right to slim the document down and that it could now go out for consultation. RHJ is also waiting for feedback from HEPU.</p> <p>MR proposed considering the four Scottish Government focus points:</p> <ol style="list-style-type: none"> <li>1. Growing our economy</li> <li>2. Protecting public services</li> <li>3. Tackling inequality</li> <li>4. Empowering our communities</li> </ol> <p>SD advised the document should be as inclusive and less “institutional” as possible. It was agreed to ask "Does this document represent you?" It was agreed that the opening paragraph for the Consultation should say something on the lines of "This is for you, about you and why...".</p> <p>It was agreed that there would be images added to the document.</p> <p><b>4. Questions to accompany the consultation:</b></p> <p>RHJ has asked HEPU for the questions they sent out with their Consultation and awaiting their response. It was agreed to let the public now give us ideas. RHJ is aiming to get the questions finalised by Friday 13 March. It was agreed to have a question on the vision (recognising that this was not finalised) and to have a small number of main overarching questions, followed by questions on each of the priorities. It was agreed to embed links in the document to the website, rather than at the end. It was suggested having tick boxes to indicate if respondents would be willing to further respond by social media, email, workshop etc. It was agreed to ask whether the</p>	<p>RHJ to commission copy editor to write opening on these lines.</p> <p>MR and SK to look out images (that do not infringe copyright) for each section.</p>

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<p>actions are feasible, or whether there are specific ways in which they can be implemented. It was further agreed as a way forward that RHJ will construct a questionnaire for an immediate response by the Committee, with the Consultation ready to go out early next week. Standard response information will be added to the respondent form taken from the Historic Environment Strategy consultation document.</p> <p><i>Paused for lunch 12:55–13:30. LB joined the meeting.</i></p> <p><b>5. BRIA and EqIA:</b> LB gave an overview of the Business and Regulatory Impact Assessment (BRIA) and the Equalities Impact Assessment (EqIA). These are two documents that must be completed as part of the Strategy consultation. RHJ pre-circulated a draft format for the Committee. As part of the Consultation, we ask questions about business impact. The idea is to get us thinking about the Strategy and the questions we want to ask. There will be a couple of extra questions to target the groups that are being focused on in the BRIA and EqIA. It was agreed to have embedded questions regarding the BRIA and EqIA in the Consultation. It was suggested that the NFU may be another body to include in the Consultation.</p> <p><b>6. Potential for consultation events:</b> Chris Dalgleish from the University of Glasgow has organised a knowledge exchange event for 2 April. RHJ has been asked to speak on the Strategy. Members of the SSAC will be invited. RHJ will also approach the three island groups councils (Western Isles, Orkney and Shetland) to engage them with the Consultation. We will utilise HS Comms where possible. RHJ asked everyone to have a think about further groups and to email her with suggestions. KM is happy to host a workshop with graduates and undergraduates in Aberdeen. RHJ asked everyone to think about groups we should target for the Consultation and to email her with suggestions.</p> <p><b>7. Timetable and next steps:</b> The Consultation will go live as soon as the BRIA and EqIA are done. We have 12 weeks for the Consultation period, which will probably take us into early June. RHJ advised we will be hard pressed for time if we want something glossy in time for the Consultation. Next SSAC meeting will be second or third week of July, after the Consultation period.</p> <p><b>8. Communications plan:</b> The Cabinet Secretary will be making a short speech at the EAA conference in Glasgow in which she will make the Strategy the focus. SD advised that we need a logo or, at least, a font and colour for the identity of the Strategy. It must be seen to be stand-alone. AL offered Ingrid Shearer from Northlight to design a logo.</p> <p><b>9. AOCB:</b> There were no further items to discuss.</p>	<p>RHJ to circulate draft questionnaire to committee</p> <p>All to think about potential groups and email suggestions to RHJ</p> <p>SK looking into an event in the Highlands</p> <p>RM to enquire with Stirling University.</p> <p>RHJ to ask about getting the Consultation into the friends magazine</p> <p>ME to set up a Doodle poll for the next SSAC meeting</p> <p>RHJ to check with Cabinet Secretary for diary slots. SG to look into getting the Strategy on the Society of Antiqs website</p> <p>RHJ to speak to I Shearer</p>
<p><b>Mike Elliot</b> Archaeology Strategy Team</p>	<p><b>09 March 2015</b> 0131 668 8811</p>