

Meeting Note	Scottish Strategic Archaeology Committee Workshop		
Date: 24 October 2019			
Meeting Location: Longmore House, Edinburgh			
<p>Present: Stephen Driscoll (SD) (<i>Chair</i>), Derek Alexander (DA) Lisa Brown (LB) (<i>for agenda item 5</i>) Kirsty Dingwall (KD) Kate Geary (KGe) Kevin Grant (KJG) (<i>for agenda items 1-5</i>) Rebecca Jones (RHJ) Bruce Mann (BM) Kirsty Owen (KO) (<i>for agenda items 1-5</i>) Thomas Rees (TR) Helen Spencer (HS) Edward Stewart (ES) Richard Strachan (RS) Jennifer Thoms (JT)</p> <p>In attendance: Mike Elliot (ME) (<i>Minutes</i>) Rachel Cartwright (RC)</p>	<p>Apologies: Kate Britton (KB) Peter Connelly (PC) Andy Heald (AH) Fraser Hunter (FH) Cara Jones (CJ) Jacob O'Sullivan (JOS)</p>		
Note of Meeting/Discussion	Action Points:		
<p>1. Welcome and apologies: SD thanked everyone for attending.</p> <p>2. Minutes of the May meeting: Use of caps in the first instance of hashtags was pointed out as a standard accessibility issue. The two hashtags that appear in section 5 should be written as #ScotArchStrat and #AskAnArchaeologistDay. It was agreed this principle will be adopted going forward. Otherwise, the minutes were accepted as a true and accurate record of the previous meeting.</p> <p>3. AOCB</p> <p>a. Record of Conflicts of Interest: RHJ advised this is the opportunity for SSAC members to note if they have potential conflicts of interest, such as holding HES contracts. RHJ further advised grants cannot be considered conflict of interest; many organisations represented on the SSAC are in receipt of HES grants. It was agreed this this will be a standing agenda item. TR advised he is now a director of the Ayrshire Heritage</p>			

Trust.

4. Matters arising: SD led the SSAC through a review of the action points from the previous meeting;

- Action 1 - JT to send the learning framework and the updated figure for the Heritage Hero Awards to ME for circulating to the group. **Done**
- Action 2 - KJG to send ME an email to circulate to the SSAC requesting good quality photographs for the new magazine-style report. **Done**
- Action 3 - KJG to send email to group, via ME, regarding the European Archaeology Days. **Done**
- Action 4 - KJG to take spare copies of the 2018 report to various events and conferences. **Done**
- Action 5 - ES to forward on email from Rachel Moss to KJG, regarding diversity and the Student Conference. **Done**
- Action 6 - SW to speak to KJG regarding content for the magazine style report. **Done**
- Action 7 - JOS to send content for the magazine style report to KJG. **Not done**
- Action 8 - FH to send email with content for the magazine to KJG. **Done**
- Action 9 - KJG to request ideas, via ME, for the Look Ahead feature by email. **Done**
- Action 10 - KGe to put LB in touch with the ClfA working group looking at human remains. **Done**
- Action 11 - KO and KGe to have conversation on the structure of the workshops for Aim 1. **Done**
- Action 12 - KO and HS to have meeting with Peter McKeague to determine next steps on the Archaeology Research Portal for unfinished projects. **Done**
- Action 13 - HS and ES to have a conversation regarding student and university engagement. **Done**
- Action 14 - KO to speak to Ben Thomas to circulate the list of HES funded PhDs, following HES research audit in second quarter of 2019. **Done**
- Action 15 - KGe to send email to RHJ for circulating to the group requesting any notes of interest on being on the review panels for ClfA accreditation. **Not done – KGe to send out with the minutes – KGe requested that anyone interested in volunteering contact Anna Welch: anna.welch@archaeologists.net. More information is available here: https://www.archaeologists.net/Accredited_Degrees.**

- Action 16 - All SSAC members to start thinking about content for the impact report. **Ongoing**
- Action 17 - KO to draft up new delivery plan by end of July. **Not done**
- Action 18 - KGe to circulate ClfA diversity recommendations to the SSAC when they become available. **Report can be found online here:**
https://www.archaeologists.net/practices/equality_and_diversity_in_archaeology
- Action 19 - All SSAC members to advise KJG, by email, if they have anything specific they want to add into the delivery plan. **Ongoing**
- Action 20 - KO to draw up draft Aim 3 actions for heritage crime, climate change, and diversity and send to BM. **Ongoing**
- Action 21 - SD to contact the interested parties for the marine and maritime archaeology who may wish to join the SSAC. **Not done**

5. Communications:

a. Celebrating Archaeology in Scotland 2019: KJG thanked everyone for their input and participation and apologised to those who were not included, as there was a conscious attempt to have a good mix of articles and a variety from the 2018 magazine. There has been a print run of 1,250 copies - 600 have already been given out. KJG advised last year a distribution list was drawn up for reports, this will be the basis for our distribution this year and requested further input from SSAC members. There have been 542 downloads of the online version on the Strategy website so far. Further advised the Archaeology and World Heritage Team (A&WH) will soon be up to full numbers; Craig Stanford will be the new Archaeology Officer, starting in November, and will lead on comms for the Strategy. KJG asked everyone to start thinking about next year's magazine and to start sending material and ideas through. RS volunteered to contribute to the magazine next year. SD extended thanks to KJG and the A&WH Team for producing the report. SD advised getting in touch with the Society of Antiquaries to put a note in their newsletter regarding the magazine report. RHJ advised the 2018 magazine report was very well received by the HES Board.

b. Europa Nostra application: RHJ advised she had only been notified of this opportunity at short notice but put in an application; there is scope to apply again next year. RHJ advised she received three letters of support for the application

Action 1: KJG to put a call out on social media for content for next year's magazine report

Action 2: KJG and Craig Stanford to investigate setting up an Archaeology

and extended thanks to everyone who submitted photographs, signatures and content. RHJ requested that if anyone has any content for next year's application to send it to her, along with any advice on how to improve on this year's submission. KO advised the A&WH Team will consider a revised approach to the Strategy comms when the new Archaeology Officer is in post.

6. Delivery Plan – brief summary of key activities since last meeting

a. Aim one – Delivering Archaeology (HES): KO advised there has been limited progress, due to understaffing. 1.1.1 (Revise HES Archaeology Programme guidelines to promote international collaboration) is now complete. 1.2.1 (Commission a review of the national approach to archaeological protection and recording to include comparisons to other countries and recommendations for improvements). KGe advised she had emailed round a draft note of dates for workshops. Looking at hosting three workshops to cover the same three topics. Venues are Inverness (29 November), Edinburgh (6 December) and Glasgow (7 December). Will be opening up the discussion, prior to the workshops, on social media. Further advised facilitators are required for the workshops and will be looking to SSAC members to volunteer as facilitators. RHJ suggested the SSAC may want to also look at former committee members for potential facilitators. Aim 1.4.1 (Assess existing standards, guidance and promotion) is still in draft. The outline document has been circulated and comments received, which will be incorporated. KO further advised there is an intention to produce practical archaeology guidance. 1.6.1 (Produce a source of info on incomplete projects) there is a section on pages 6 and 7 in the magazine report; this is a possible way forward, some discussion on who will host the portal. KO advised the easiest way in might be in the HES suite of websites/ access points. Thanks were extended to Peter McKeague.

b. Aim two – Enhancing Understanding (SoAS): HS advised work is still ongoing on the existing regional frameworks. Currently talking about the development of two new regional research frameworks. The aim is to put in applications for these to HES in September 2020. Recently completed an evaluation of ScARF, which will be circulated to the SSAC. Currently putting together a “next steps” document but it was used to inform the last HES application for the ScARF project which was submitted last month. Feedback received was in

Strategy Twitter account before the next meeting

Action 3: RHJ to circulate the Europa Nostra application to the SSAC

Action 4: KGe to circulate the list of workshop invitees to the SSAC, to add further stakeholders and for SSAC members to volunteer to facilitate

Action 5: KO to circulate draft of workshop outline to HES’s internal Archaeology Forum

general very positive; the quality of the frameworks was rated highly, seen as the “go to” resource. Moving forward recommendations include: to keep a range of views across the frameworks but have more editorial control to enable them to work better together; better communication overall about ScARF and the regional research framework projects; have a clear strategy for ScARF for the next five to ten years; improvements to website also needed (new website is already being developed due to be launched in 2020) and exploit the potential for it to be a home for other research ‘knowledge’ info similar to the Grooved ware database. This could also be a home for resources like the aDNA database. ScARF is also looking a providing guidance for framing research questions and is working closely with others to embed research questions in the new OASIS form/DES submissions. In 2020 need to look wider at Aim 2 and we will be coming to people across the sector to get ideas on how we should be ‘enhancing understanding’ over the next five to ten years – out with the ScARF project.

The Society’s latest Open Access Publication *Portmahomack* has been downloaded 554 times in only a month – compared to the original print run of only 320 copies. Proving the Open Access Model is working to enhance understanding.

c. Aim three – Caring and Protecting (ALGAO & NMS): BM advised the Planning (Scotland) Act 2019 has now been enacted. HES have established a policy forum which meets for the first time in November. Scottish government want things to be slimmer and more streamlined. Looking at where the gaps are and what can be done better. ALGAO produced a report on Archaeology in Development Management.

d. Aim four – Encouraging Greater Engagement (AS): JT advised 4.1 (Engagement) have had a series of engagement events over the summer. Archaeology Scotland’s 75th anniversary celebration, the Scottish Living History Festival, was held at Callendar House on 31 August. A SurveyMonkey was conducted for feedback on the Festival - JT will forward the results to the SSAC. Have brought in an intern to help and an audio-visual graphics assistant. Also looking to bring in someone from WiKi Loves Archaeology to run a photographic competition - the photos can be used in next year’s magazine report. The main activity that has started, is the archaeological course for educators. Four or five of these have been conducted, including one on archaeological careers. 11,100 awards have been given out in the Heritage Hero Awards, with

Action 6: KO to send the draft police Scotland/ HES human remains call off guidance to BM, to cascade to ALGAO

Action 7: JT to circulate SurveyMonkey results to the SSAC

over 2,000 awards (since April). There are award schemes in every local authority area in Scotland, except the Western Isles.

e. Aim five – Innovation and Skills (ClfA): KGe advised the main work of this strand is the development of new entry routes in archaeology. A training and skills working group has been set up. First strands of business cases for award have been submitted and the first for work placements are due to be submitted. CJ sits on a Skills Development Scotland (SDS) working group; they have a ten-year plan, which will be kept under review. Further advised training for specialists, in areas where people work freelance and at how they progress and are retained within the discipline.

i. aDNA: LB advised she has made contact with Matt Knight and Hugo Anderson-Whymark (NMS) and is planning a meeting to discuss continuing collaborative working for aDNA and radiocarbon. Further advised the Archaeology and World Heritage Team members now have direct access to CANMORE, so can start uploading aDNA results online from the list published earlier this year. There is a move by various Scottish government agencies, universities and other bodies to work together to create a Scottish DNA hub. LB advised she attends the meetings to find out where archaeology can contribute, and will provide feedback to future SSAC meetings.

7. Impact report: this was discussed. The Europa Nostra application can help give context.

RHJ advised there are five sections to be added to the Archaeology Strategy website. ME now has editorial rights to the website, so these can be added in due course.

8. Diversity: SD advised the SSAC needs to have a diversity statement that reflects our equality and inclusiveness going forward. Also need to think about diversity and inclusiveness within the archaeology disciplines. ES identified various issues relating to students of lower income backgrounds accessing fieldwork experience. RHJ advised a black, Asian and minority ethnic (BAME) Survey and Recording placement is being advertised in HES, and suggested it would be worth monitoring that. SD advised that going forward for next year, the SSAC should be actively seeking diversity and making it easier for

Action 8: SD to speak to Craig Stanford regarding content for the Archaeology Strategy website.

Action 9: RHJ to speak to Karen Robertson regarding the timing of the Scottish Historic Environment Audit (SHEA) report

Action 10: SD and RHJ to lead on the equality and diversity statement

<p>groups to identify themselves within future magazine reports. RHJ further advised HES has standard template consent forms for photographs, GDPR etc.</p> <p>9. New Delivery Plan – any additional updates: RHJ and KO advised they will be putting a date in the diary before Christmas to note any changes to the delivery plan and requested that all SSAC members keep them up to date with items that have been progressed. JT advised 4.1 (Engagement) is problematic as it is too broad and encompasses everyone. It was agreed to make 4.1 more specific.</p> <p>10. Committee membership: SD advised this is his last meeting; Andy Heald will be the new Chair, from the next meeting. A new mechanism is now in place for recruiting future Chairs. SD further advised there will be a new Maritime archaeology representative being recruited onto the SSAC. We have received one volunteer to be the new community archaeology representative on the SSAC. RHJ extended thanks to SD on behalf of the whole SSAC. RHJ read out an email on behalf of AH, in which he advised he is looking forward to taking over as Chair of the SSAC congratulated SD for all his work with the committee.</p>	<p>Action 11: RHJ to email the delivery plan to the five leads to get clear feedback on how it can be improved</p> <p>Action 12: All to keep RHJ and KO up to date with items in the delivery plan that have been progressed</p> <p>Action 13: ME to draw up a Doodle poll for SSAC meetings in February, May and November 2020</p>
<p>Mike Elliot Archaeology & World Heritage Team</p>	<p>Date 24 October 2019</p>

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