

**Scottish Strategic Archaeology Committee
20 April 2021
Online (Zoom)**

MINUTES

Present:

- Andrew Heald, AOC Archaeology (*Chair*) (AH)
- Derek Alexander, National Trust for Scotland (DA)
- Kirsty Dingwall, Headland Archaeology (& FAME) (KD)
- Kevin Grant, Archaeology and World Heritage, HES (KJG)
- Jon Henderson, Edinburgh University (JH)
- Fraser Hunter, National Museums Scotland (FH)
- Cara Jones, Chartered Institute for Archaeologists (CJ)
- Rebecca Jones, Archaeology and World Heritage, HES (RHJ)
- Devon McHugh, Museums Galleries Scotland (DM)
- Jane Miller, Archaeology Scotland (JM)
- Kirsty Owen, Archaeology and World Heritage, HES (KO)
- Thomas Rees, Rathmell Archaeology Ltd (& FAME) (TR)
- Ailsa Smith, Association of Certificated Field Archaeologists (AS)
- Helen Spencer, Society of Antiquaries of Scotland (HS)
- Craig Stanford, Archaeology and World Heritage, HES (CS)
- Edward Stewart, University of Glasgow (ES)
- Richard Strachan, Cultural Resources, HES (RS)

In attendance:

- Mike Elliot, Archaeology and World Heritage, HES (*Minutes*) (ME)
- Francesca Morri, Archaeology and World Heritage, HES (FM)

Apologies:

- Kate Britton, Aberdeen University (KB)
- Kate Geary, Chartered Institute for Archaeologists (KGe)
- Bruce Mann (BM)
- Sharon Webb (SW)

Agenda Item	Topic
1	Welcome and apologies
	<ul style="list-style-type: none"> • Apologies were noted from KB, KGe, BM and SW. The Chair thanked everyone for attending and thanked everyone for all the work they have done. It has been a difficult year. In terms of promotion, the five-year review is out. Importantly we have managed to do a huge amount of lobbying; we've done a remarkable job, demonstrating value and the weight of Strategy for the benefit of everyone.
2	Introduction to new SSAC members
	<ul style="list-style-type: none"> • The Chair formally welcomed JH, DM, AS to the committee. FM was also welcomed to the meeting as a guest attendee.

	<ul style="list-style-type: none"> The Chair reminded everyone that papers are to be read before the meeting; each Aim is given five minutes for questions and answers on the back of the papers. Papers are not to be presented and/ or read at meetings.
3	<p>Minutes of the September / December meeting</p> <p><i>See paper 1, 'September Minutes' and paper 2, "December sub-meeting" – in appendix</i></p> <ul style="list-style-type: none"> The minutes were duly accepted as true and accurate records of the September meeting and the December sub-meeting.
4	<p>AOCB including Record of Conflicts of Interest</p> <ul style="list-style-type: none"> There were no conflicts of interest noted.
5	<p>Matters arising: Actions from last SSAC meetings (Sept & Dec 2020)</p> <ul style="list-style-type: none"> The Chair advised the only action outstanding from the September SSAC is action 1 (AH and RHJ to foster contacts with the wider museum sector on behalf of the SSAC). All actions are either done or are in hand. CJ confirmed Action 7 is in hand. The Chair advised the recommendations from the December sub-meeting have either not been done or will be rolled into future actions.
6	<p>Closer links with OPiT</p> <ul style="list-style-type: none"> The Chair clarified for new members that OPiT is Our Place in Time, which is the Scottish Government's overarching policies and approach to archaeology and culture. RHJ and the Board have been investigating closer links with OPiT. OPiT is revisiting its subgroups. RHJ reminded everyone the Cabinet Secretary has an expanded portfolio, which now includes economy – this will take up more of her time following impacts of the pandemic over the past year. Coming under the OPiT umbrella will give us more funding opportunities. RHJ has also had discussions with members from SHED over closer networking with SSAC. This has come off the priority list for the HES chief exec; RHJ will send an email update in due course.
7	<p>Aim One – Delivering Archaeology:</p> <ul style="list-style-type: none"> <i>See paper 3, "SSAC210421_p5_Aim1" – in appendix</i> KO advised that if anyone has any good ideas for guidance documents that they'd like HES to produce, she is producing a list of potential subjects and asked committee members to get in contact her. It is likely that a lot of the guidance will focus on archaeological science. CJ advised that ClfA is updating its standards and guidance. It was agreed KO will arrange to meet with Kate Geary to discuss this and provide an update at the next meeting. <p>Action 1: KO to circulate the project initiation document around the committee. Action 2: KO to arrange a meeting with CJ and KB to discuss the standards and guidance.</p>
8	<p>Aim Two – Enhancing Understanding</p> <ul style="list-style-type: none"> The Chair advised that although Aim Two is led by the Society of Antiquaries of Scotland, it is essentially ScARF who is the lead. Linked to paper "SSAC 2021 April Aim 2 report." The Chair asked if the research frameworks eventually going to be integrated into the regional planning curation and if those discussion have taken place. HS advised that is the intention with Highland and Perth and Kinross Councils; they are being worked on closely with the local authority archaeologist and see them being part of the future planning process. FH asked about the review of the different research frameworks and the different models for how they are being constructed; which was the best approach, and which is giving the best results. HS advised no one size fits all - very much on the individual region in terms of how it works. For example, the Highlands worked well having ARCH as project leaders, but there are no natural leads in every region. There is a lot of collaboration between the project leaders.

9	<p>Aim Three – Caring and Protecting:</p> <p><i>See paper 4 “SSAC051120_Aim3Update_BMann” – in appendix</i></p> <p>Q. KD asked about the trunk roads guidance, and how widely it is being publicised.</p> <p>A. FH updated. RHJ advised it was something that's been led by Transport Scotland. The guidance is predominantly focused on Transport Scotland engaging with its contractors to make sure that archaeology is recognised as a component part rather than an afterthought. There hasn't been a formal launch, as the Scottish Parliament is in pre-election recess. RHJ further asked the committee members to read the document and to let her know if there are any errors in it, which she will feedback to Transport Scotland.</p>
10	<p>Aim Four – Encouraging Greater Engagement:</p> <p><i>See paper 5 “SSAC – Aim 4 update April 2021 report” – in appendix</i></p> <p>Q. TR asked if there is any intention to track what people who have undertaken heritage hero awards do next, and if there is a lasting impact behaviour on these individuals.</p> <p>A. JM advised not at present, as there are GDPR issues; Archaeology Scotland keep the data on the schools and the teachers leading the project rather than the individuals involved. However, they do have a large database of teachers who have been involved; it might be that they can feedback a little bit of information and build it into evaluation.</p> <p>Q. FH asked how the community archaeology conversations were going in relation to the conference; if there is a different range in people and if there is a benefit in having the online material as well as live.</p> <p>A. CJ advised they are getting a different geographical reach; a lot more participation from the Highlands and Islands in more remote areas. There seems to be an increase of heritage professionals joining and also people from outside Scotland taking part. Going forward, blended events are more likely going and there are digital events planned until December. KJG advised he had a conversation with Catherine Cartmell, who is managing the skills investment plan, about Aim Four and the archaeology learning working group. KJG has invited Catherine to the next archaeology learning working group.</p>
11	<p>Aim Five – Innovation and Skills</p> <p><i>CJ updated in place of Kate Geary. See paper 6 “SSAC200421_Aim5Update_KH&CJ” – in appendix</i></p> <p>Q. TR asked where the NVQ assessment of the trainee on the Edinburgh Trams case study was shared.</p> <p>A. CJ advised she will check, but that the placement isn't finished yet because of delays caused by the pandemic. However, it is being shared as example of how you can include placements in development control situations.</p> <p>Q. TR asked if the heritage sector would be a natural partner rather than traditional crafts for apprenticeships.</p> <p>A. CJ advised they have been looking at this; there is an ecology one and potentially a crossover in the construction industry. There's also a general cultural heritage one, but that deals more with visitor attractions. There are frameworks there that fit, but they're not exactly perfect for what we want. CJ advised this poses the question do we want to just get one up and running to show that we're an industry and then refine it later, or do we just keep pushing to get our archaeology apprenticeships?</p> <p>Q. RHJ asked if the dendrochronology workshop with ALGAO is involving IHBC as well (conscious that some of the issues we've had with development planning have been conditions not being put on by conservation officers rather than archaeologists).</p>

	<p>A. CJ confirmed that IHBC and RIAS are being involved; it will be opened up to their members.</p> <p>Q. KD asked if there is there any call for Scottish provision of Health and Safety training for archaeologists that was targeted towards archaeologists, which would then allow companies to concentrate more on the archaeology training. It was agreed CJ and KD will meet in a couple of weeks to discuss.</p> <p>A. The Chair advised caution on conversations about health and safety; FAME and ClfA are already having those discussions and it can be quite legally difficult about who actually carries the can for advice. Further advised CJ and KD to speak to people in ClfA and FAME about who gives the advice and who's liable if it goes wrong.</p> <p>Action 3: KJG to send CJ the report on Galloway Glens Can You Dig It Action 4: CJ and KD to speak to FAME about health and safety training</p>
12	<p>Operational Plan 2021-22 (AH verbal):</p> <ul style="list-style-type: none"> AH advised the operational plan needs to be updated. AH proposed that he have a meeting with each Aim lead and go through the operational plan by the end of May. <p>Action 5: AH to email Aim leads to arrange meetings and coordinate funding Action 6: RHJ to organise meeting between AH and HES Chief Executive.</p>
13	<p>Five-year Review – comms results</p> <p><i>See paper 6, "SSAC Comms update 2021.04.20" – in appendix</i></p> <ul style="list-style-type: none"> CS updated. It was agreed that each Aim lead will give CS content for the Twitter feed each month. This year's magazine will require some slimming down, we may need to cut back on the number of professionals in the forthcoming magazine and make the Aim articles shorter. Content will be required from each of the five Aim leads and asked if there are any particular themes that the committee would like explored in this issue. CS further suggested that we launch the magazine at a conference, book launch or gallery/exhibition opening in the autumn that it could be linked to. CJ suggested it could be linked to community heritage engagement. Thanked everyone for their support in producing the Five-Year Review, otherwise it would not have had the same success in the number of downloads. European countries are showing more interest in the review than the magazine. CS updated on the Chest of Dee paper authored by Caroline Wickham-Jones on 2,700 read and a great example of the value of Open Access. <p>Action 7: CJ or KJG to write up a brief for 2021 annual review and circulate by e-mail or present at next SSAC whichever works with timings Action 8: CJ to circulate the Open Access graph to the group.</p>
14	<p>Social Media</p> <ul style="list-style-type: none"> Item discussed above.
15	<p>Other Comms</p> <ul style="list-style-type: none"> Item discussed above.
16	<p>Close: Date of Next Meeting</p> <ul style="list-style-type: none"> The Chair advised he'd had a meeting on behalf of the SSAC with Coralie Mills and Anne Crone to see how we could help with the dendrochronology skills gap. They are now working with HES Conservation Directorate on an Inform guide for dendrochronology and a separate guide for its use in archaeology will be considered for the future. Aim 4 is working closely in terms of distribution of the dendrochronology packs. ALGAO have raised it at their national meetings and with the IHBC.

- The Chair stated that a number of current SSAC members had raised that we should look to bring in different skill sets and more geographical distribution. This will be put on the agenda and discussed at the next meeting.
- Two Scottish archaeology projects won four of the British Archaeology Awards this year.
- TR advised this is his last year on the committee. It was agreed he will attend the next meeting to arrange a handover/ replacement.
- It was agreed the next meeting will be in June.

Action 9: ME to set up Doodle poll to arrange next meeting for June.