

Scottish Strategic Archaeology Committee

27 October 2021
Online (MS Teams)

Minutes

Present:

- Andrew Heald, AOC Archaeology (*Chair*) (AH)
- Derek Alexander, National Trust for Scotland (DA)
- Kate Britton, Aberdeen University (KB)
- Kirsty Dingwall, Headland Archaeology (& FAME) (KD)
- Kate Geary, Chartered Institute for Archaeologists (KGe)
- Kevin Grant, Archaeology and World Heritage, HES (KJG)
- 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)
- Richard Strachan, Cultural Resources, HES (RS)
- Sharon Webb (SW)

In attendance:

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

Apologies:

- Jon Henderson, Edinburgh University (JH)
- Bruce Mann, Aberdeenshire Council (BM)
- Edward Stewart, University of Glasgow (ES)

Agenda Item	Topic
1	<p>Welcome and apologies:</p> <ul style="list-style-type: none"> • Apologies were noted from JH, BM and ES.
Governance	
2	<p><i>Refer to paper 1, 'SSAC.2021.06.08_Minutes' – in appendix</i></p> <p>Minutes of the June meeting – paper 1: The Chair</p> <ul style="list-style-type: none"> • The minutes were accepted as a true and accurate record of the previous meeting. <p>Action 1: Andy to send EDI note</p>
3	<p>AOCB including Record of Conflicts of Interest:</p> <ul style="list-style-type: none"> • There were no conflicts of interest recorded.

	<p>AOCB: Environmental Policy within the Strategy: KGe suggested we may need to think about changing archaeological processes to reduce carbon footprint etc, and if we should explicitly build it into the Strategy and the delivery plan.</p> <p>Action 2: ME to include environmental policy/ climate change on the agenda for the next meeting</p> <p>Action 3: RHJ and CS to Tweet regarding climate change</p> <p>Action 4: RHJ to canvass opinions from the sector during COP26</p> <p>AOCB: Council for British Archaeology Awards: The Chair advised the awards are being held in Edinburgh Castle on 7 December and further advised Neil Redfern is keen to get more Scottish nominees. The deadline for nominations is the end of November. The event is invite-only, as there are restrictions on numbers due to COVID. However, more tickets may become free as attendees drop out. All committee members were asked to keep 7 December free in the event spaces become available.</p> <p>AOCB: SSAC Christmas social: The Chair suggested an online Christmas quiz social in December, which he would host. He promised he would wear a Santa hat and provide a prize.</p> <p>Action 5: AH to send an email suggesting a date for the online Christmas social</p>
4	<p>Matters arising: Actions from last meeting: The Chair summarised the actions of the previous meeting;</p> <ul style="list-style-type: none"> • 1: AH to discuss Legacy next week with KO – <i>Done</i> • 2: AH to share the Equality Diversity and Inclusion document from AOC round the committee to discuss – <i>Roll over (see Action XX)</i> • 3: AH and RHJ to address issue of a replacement for TR – <i>Done</i> • 4: FH and Devon McHugh to lead on drafting a short statement on the make-up of the SSAC committee – <i>Roll over (see Action XX)</i> • 5: AH to circulate 'chair's statement' to SSAC for discussion – <i>Done</i> • 6: KJG to email lead bodies with specification for magazine articles – <i>Done</i> • 7: KJG to send open call for magazine content text to SSAC for approval – <i>Done</i> • 8: Aim leads to come up with key points to be included in future letters of support for university archaeology departments – <i>Done</i> • 9: KGe and KO to meet up and discuss HES guidance series – <i>Done</i> • 10: HS to share East Midlands RRF platform with the group – <i>In hand</i> • 11: JM to email CJ to arrange a meeting to discuss the careers pack – <i>Done</i> • 12: TR to email BM regarding ALGAO conditions and ClfA corporate and individual membership of contractors – <i>AH to follow up with BM</i> • 13: ME to set up a Doodle poll for the next SSAC meeting – <i>Done</i> <p>Action 6: AH to share the Equality Diversity and Inclusion document from AOC round the committee to discuss</p>

	<p>Action 7: DM to draft a short equality and diversity statement and circulate round the SSAC</p> <p>Action 8: AH and RHJ to draft a letter of support based on the Strategy aims and run it past the committee</p>
5	<p>Committee membership: new members and nominations, retirees: RHJ updated. A draft of the call was sent out, to which only one person responded. Further advised DA is due to step down from the committee this year. DA represents land management interests and the committee is asked to submit suggestions on how to replace him. Defence Estates, Archaeology Scotland, RSPB and the Crown Estate were suggested as potential avenues of enquiry. The Chair reminded everyone the replacement does not need to be an archaeologist but does need to have expertise in the historic environment.</p> <p>Action 9: All to email AH and RHJ with their suggestions on how to find a replacement for DA</p>
Marketing / Communications / Review	
6	<p>Communications Plan Verbal Update: CS updated. We got 50,000 impressions from 41 Tweets, which is a fairly good reach, gained another 141 followers and had 234 mentions from lead bodies and partners from some funded projects. The SAS account now has 1,218 followers in total. Further advised one of the main reasons for having the Twitter account is to push things like the Open Access survey, which worked very well.</p>
7	<p>Celebrating Archaeology in Scotland 2021 Magazine Update: CS advised the magazine is almost finished. The magazine will be digital only, but there may be a small print run at the end of financial year, depending on available funding. There will be a soft launch at the TAFAC online conference, 6-7 November. CS advised he will need help from anyone who is available to help launch the magazine on the 8th. KJG asked all committee members to please make him and CS aware if they spot any major mistakes in the magazine.</p> <p>Action 10: CS/RJ to contact the Council for British Archaeology regarding combined comms activity</p> <p>Action 11: CS to send an email round regarding the magazine at the end of this week</p> <p>Action 12: ALL to promote Strategy Magazine at relevant events and on twitter:</p> <ul style="list-style-type: none"> • CS - Community Heritage Conversations and ClfA; TAFAC • KD – ELB Conference • HS / CS – COP26 virtual • RJ – Archaeological Achievement Awards
Looking Back (Last Quarter: Delivery Plan Update)	
8	<p><i>Refer to paper 2, 'SSAC_271021_Aim 1 Report' – in appendices</i></p> <p>Delivery Plan Key Highlights: Aim one – Delivering Archaeology:</p> <ul style="list-style-type: none"> • KGe welcomed the decision to request grant recipients use ClfA accredited archaeologists.

	<ul style="list-style-type: none"> • Q. KD advised HES should clarify the audience for the archaeology guidance. • A. KO advised the A&WH Team is aware of this and discussions are being had with the authors of the guides in who they think their writing is aimed at. Agreed it does merit further discussions in order to agree whether to narrow the audience down or aim them at broader audiences. • Q. The chair asked if the Strategy is embedded in the partnership stream and open programme. • A. KO advised that yes, it is embedded in both. • Q. HS asked who prioritises those projects; is the SSAC as a committee, or is it the HES Grants Team who decide? • A. KO advised the internal process by which HES provides expert advice on archaeology applications isn't going to change. If SSAC wish to discuss prioritising bids that is for the committee to decide • Q. The Chair asked for clarification about the partnership fund and that, to fulfil a specific delivery plan objective, applicants “must discuss it with the lead body for the aim” • A. KO advised that has always been the case; if someone is seeking to undertake a task which is specifically mentioned in the delivery plan then they should speak to the relevant Aim lead
9	<p><i>Refer to paper 3, 'SSAC_271021_Aim 2 Report' – in appendices</i></p> <p>Delivery Plan Key Highlights: Aim two – Enhancing Understanding:</p> <ul style="list-style-type: none"> • Q. KD asked what the timescales for all the outstanding regional research framework projects are. • A. Advised that it largely depends on funding and when funding can be applied for again. The next batch may not start until 2023 and then maybe two more after that. • Q. The Chair asked about point 2.1.2. When will the partnership agreement for ScARF be completed? • A. KO advised that it is with HES’s legal team. KO has another meeting with them shortly. • Q. The Chair asked if the conversations are going well about the research frameworks. • A. HS Advised that yes they are going well. Had a meeting with ALGAO at the end of July which lead to more positive ideas to see them all through to the end. There are reasonable project plans at the moment for the Ayrshires, Dumfries and Galloway. There is a costed plan, but it just needs to be agreed with local councils. There will be workshops for the Clyde research framework in January with Northlight and the University of Glasgow. The outstanding ones are for the Forth valley (Stirling, Clackmannanshire, Falkirk, West Lothian) and Fife. Conversations have begun with Fife Council and their Policy and Planning Department. There is

	<p>a new Heritage Strategy for Fife, so looking to build in the Archaeology Strategy into that framework. There is the potential PKHT to manage a Forth valley framework. There are options for all the remaining areas. RHJ advised the Antonine Wall WH Research Strategy is almost finished and intended to link into the ScARF platform.</p>
10	<p><i>Refer to paper 4, 'SSAC_271021_Aim 3 Report' – in appendices</i> Delivery Plan Key Highlights: Aim three – Caring and Protecting:</p> <ul style="list-style-type: none"> • Q. KGe asked about the Before the Museum project. Work has been done with Historic England funding, looking at retention, disposal strategies and negative archives. Toolkits have been developed for England; will we need separate toolkits for England and Scotland and how can we support this? • A. FH advised that a conversation about the toolkits will be very useful and he will send her a separate email about this. <p>Action 21: FH to contact SW to send her info on Before the Museums working group so she can join</p> <ul style="list-style-type: none"> • Q. SW asked if there were any timescales for the archiving of finds by units before sending them over to museums? • A. FH advised there has been discussion about when objects should be allocated. FH further advised the current draft of the document is not yet live as there are various stands that need to be agreed before it becomes a sector approved document. • Q. KD asked about embedding research frameworks into conditions or WSIs and if that is moving forward. • A. Advised that, ideally, they would be used more as a requirement, but that is something for ClfA and the sector to plan. <p>Action 22: BM to speak to ALGAO about the use of Regional research frameworks and ScARF in planning conditions in the future</p>
11	<p><i>Refer to paper 5, 'SSAC_271021_Aim 4 Report' – in appendices</i> Delivery Plan Key Highlights: Aim four – Encouraging Greater Engagement:</p> <ul style="list-style-type: none"> • Q. AS asked about the Young Archaeologists Club and if the pilot went well? • A. JM advised the sessions went very well; they had 15 young people join. The idea is that we would hope to continue it, but it is dependent on funding. • Q. CJ asked when the ALWG meeting will be in November and will there be opportunity to highlight the Careers Week? • JM advised the date is still to be agreed with Eila Macqueen. Catherine Cartmell talked about the Careers Week last time. <p>Action 23: JM to send CJ the date for the ALWG meeting</p> <ul style="list-style-type: none"> • Q. The Chair asked how the multisensory archaeology workshops worked

	<ul style="list-style-type: none"> • A. JM advised these are for people living with dementia. The workshops were held online and participants would be sent packs the week before, which offer a multisensory experience so they can use all their senses.
12	<p><i>Refer to paper 6, 'SSAC_271021_Aim 5 Report' – in appendices</i> Delivery Plan Key Highlights: Aim five – Innovation and Skills:</p> <ul style="list-style-type: none"> • Q. KD asked if the size of the sector and the number of apprenticeships we support will be an issue. • A. CJ advised that the apprenticeship advisory group, which sits separately from SDS, are aware of our proposal. • Q. RHJ asked if the apprenticeships needed to be up and running in order to be able to deliver the college courses, or what is the method of achieving that. • A. CJ advised that they all worked together. <p>Action 24: KO to ask Lisa Brown (LB) to update the Aim 5 report for the next meeting Action 25: ME to include LB in future calls for updates/ reports for SSAC</p> <ul style="list-style-type: none"> • Q. The Chair asked about point 5.4.3; what is the Archaeology Framework Delivery? • CJ advised the archaeology framework is the apprenticeship framework. • Q. The Chair asked about the template for the creative and cultural skills week which was to be sent to the committee. • A. Once the template has been sent round the committee, members will be asked to write a short paragraph about their jobs. • KGe gave an update on the trams archaeology placement. The placement did not complete, as the trainee left the placement early for personal reasons. However, it is a useful case study for placements in commercial archaeology projects. Discussions are being had on the support that can be given to people who come into archaeology from non-traditional backgrounds and more diverse backgrounds and whether we have the skills and training to provide to people in those environments and what ClfA can do to develop that network a bit more. <p>Action 26: CJ to send round templates for Creative Careers week Action 27: KGe to have a chat with RHJ about meetings with Transport Scotland</p>
Looking Forward	
13	<p>Operational Plan 2021 Discussion: The Chair presented the Operational Plan (OP), which will be circulated to all committee members by the end of week for viewing and then two weeks to comment on or agree. The document will be reviewed every year. This is a live document and the purpose is to allow the SSAC to monitor progress of the delivery of the Strategy, as well as use it to list risks to the delivery aims, lessons learned and new opportunities. Once the document has been signed off, nothing can be added or changed unless the committee agrees. It was agreed</p>

	<p>that the A&WH Team will look into putting a slimmed down version of the operational plan on the Strategy website. The Chair advised that from next year the committee will meet four times a year. The Chair further advised that the four meetings will take place the month after each quarter, with the next meeting will be around 20 January 2022. The Chair asked that Aim leads put in the task number when providing updates to make it easier for him to update the OP.</p> <p>Action 28: ME to put on the agenda for the January meeting for the SSAC to agree protocols for the meetings will be after January in the next financial year Action 29: AH to circulate the Operation Plan by the end of this week Action 30: ME to amend the wording in the SSAC governance document to say the committee will meet four times a year instead of three Action 31: RHJ to coordinate updating Strategy website Action 32: ME to send out four Doodle polls for the quarterly meetings next year</p>
14	<p>Funding Verbal Update: It was agreed this will be further discussed in January, when the picture becomes clearer on funding from HES.</p>
15	<p>Close - Date of Next Meeting: The Chair advised the next meeting will be in January. Four Doodle polls will be issued to agree the four dates for next year.</p>