

Scottish Strategic Archaeology Committee

Thursday 25th January 2024

10.30 am – 15.00 pm

(Hybrid meeting – online/Longmore House)

Item	Topic
1	<p>Present:</p> <ul style="list-style-type: none"> • Andy Heald (AH) (<i>Chair</i>) • Alex Adamson (AA) • Hugo Anderson-Whymark (HAW) • Lisa Brown (LB) • Simon Gilmour (SG) (<i>on behalf of HS</i>) • Jon Henderson (JH) • Cara Jones (CJ) • Gavin MacGregor (GM) • Kelsi McDaniel (KM) • Kirsty Owen (KO) • Neil Redfern (NR) • Daniel Rhodes (DR) • Andrew Robertson (AR) • Ailsa Smith (AS) • Sharon Webb (SW) <p>In attendance:</p> <ul style="list-style-type: none"> • Mike Elliot (ME) (<i>Minutes</i>)
2	<p>Welcome and apologies: The Chair thanked everyone for their attendance, welcomed DR to his first meeting and gave a brief outline of the purpose of the meetings. The Chair noted that we are quorate.</p> <p>Apologies were noted from:</p> <ul style="list-style-type: none"> • Kevin Grant (KG) • Emily Johnston (EJ) • Helen Spencer (HS) • Richard Strachan (RS)
Governance	
3	<p>Minutes of the previous meeting: <i>Refer to paper 1; "SSAC_2023.09.14". AH updated.</i></p> <p>The minutes were duly accepted as a true and accurate record of the previous meeting.</p>
4	<p>AOCB including Record of Conflicts of Interest: No conflicts of interest were reported.</p>

5	<p>Matters arising: Actions from last meeting: The Chair reviewed the actions from the previous meeting.</p> <ol style="list-style-type: none"> 1. ME/ KO to check governance doc regarding attendance – Done 2. AH to produce an abridged version of the Operation Plan to go on the SSAC website – to be raised under AOB 3. AH to speak to Gillian Simison (MGS) regarding MGS representation on the committee – Done 4. AH to speak to the two committee members who had points to raise regarding the appointment of a new Applied Archaeology Representative – Done 5. AH to produce a climate emergency statement – Done 6. KM to draw up a communication strategy for the annual review and circulate to the committee – Done 7. HS to ask Sally to produce a press release for the launch of the annual review – Done 8. KG and KM to get some photographs for the launch of the annual review for social media and website – Done 9. HAW to get an update from Emily from Treasure Trove regarding the Treasure Trove review – Done 10. Aim leads to make their updates to the Operational Plan by Christmas – Done 11. KO and AA to revise brief for Strategy review and discuss plan with HES colleagues as needed – Done 12. ME to create Doodle polls for January, April, July and October 2024 – Done
6	<p>Committee membership and governance: AH updated.</p> <ul style="list-style-type: none"> • Action 1: ME to send AH list of people due to come off the SSAC • Action 2: AH to speak to prospective MGS member re appointment to the committee • Action 3: AH to discuss appointment of Applied Archaeology member with those who raised an objection and confirm with KO if an appointment can be made
7	<p>Equality, Diversity and Inclusion (EDI): AH updated. Following the departure of Devon from the committee, who led on EDI previously, it is recognised that actions relating to EDI have not been taken forward. This has two strands – EDI in relation to the diversity of the committee and addressing EDI through the delivery of the Strategy. Following discussion, it was agreed that a subgroup would be formed which will draw up a draft action plan for the Committee.</p> <ul style="list-style-type: none"> • Action 4: CJ and AH to take forward formation of EDI subgroup; SoAS to support

8	<p>Climate Change / Environmental Policy: AH updated. Similarly, to EDI, this action hasn't been taken forward, and needs to be addressed in terms of the direct action of the committee, and the content of the delivery plan. Net Zero will be addressed more comprehensively through post 2025 Strategy delivery, but in the immediate term we need to address what we and the sector are currently doing re the Climate Emergency and what actions we need to take going forward. It was agreed that a sub-committee will be formed. It was agreed GM, JH and DR will take the lead on this.</p> <ul style="list-style-type: none"> • Action 5: Formation of subgroup by GM, JH and DR
Marketing / Communications / Review	
9	<p>Communications Plan: Verbal Update: KM updated. She is looking for volunteers for the sub-group on comms. KM encouraged all members to use and engage with the Archaeology Strategy social media a bit more. The press release issued together with DigIt! went well. KM advised the comms plan is currently for committee use only but to be revisited as part of comms subgroup. It will consider if we should be looking at dissemination options in addition to digital, including possibly printing by Strategy partners, to ensure we are reaching a wider audience.</p>
10	<p>2024 Annual Review and planning for the 10 Year Review: KM updated.</p>
Looking Back (Last Quarter: Delivery Plan Update)	
11	<p>Delivery Plan Key Highlights: Aim one – Delivering Archaeology: Refer to paper 2; "SSAC_150124_Aim 1 Report". KO updated.</p>
12	<p>Delivery Plan Key Highlights: Aim two – Enhancing Understanding: Refer to paper 3; "SSAC Aim 2 Report Jan 2024". SG updated on behalf of HS.</p> <ul style="list-style-type: none"> • Action 6: SG/ HS to speak to gather info on others' Open Access publishing; how GUARD's ARO series is done, how many published, any new ones etc. and ditto AOC INSIGHT as well as reporting on the Society of Antiquaries of Scotland's achievements
13	<p>Delivery Plan Key Highlights: Aim three – Caring and Protecting: Refer to paper 4; "SSAC250124_Aim3Update_AR". HAW and AR updated.</p>
14	<p>Delivery Plan Key Highlights: Aim four – Encouraging Greater Engagement: Refer to paper 5; "SSAC Aim 4 update January 2024_GM". GM updated. The Chair advised 23,312 Heritage Heroes Awards have been awarded; this is our largest engagement statistic across the sector.</p>
15	<p>Delivery Plan Key Highlights: Aim five – Innovation and Skills: Refer to paper 6; "SSAC Aim 5 update_January 2024_LB CJ". CJ and LB updated.</p>

Looking Forward	
16	<p>Key initiatives for next quarter</p> <p>16.1 Archaeology Strategy review: AH and KO updated. HES have bid for funds to support the review of SAS which will take place in the latter part of next financial year.</p> <p>The review will be a “lessons learned” which will help us to develop the post-2025 iteration of SAS.</p> <p>Our Past Our Future will be discussed at the SHEF, which will be attended by several SSAC members including AH. Following on from this, we will arrange for Jilly Burns, the National Strategy Programme Manager, to meet with the Aim Leads and discuss the alignment of OPOF and SAS.</p> <p>16.2 HES Archaeological Survey Strategic Planning: AA updated to let people know that HES and Archaeology Scotland will be co-hosting a one-day event will take place later this year, looking at archaeological survey across the sector, current challenges, and future priorities.</p> <ul style="list-style-type: none"> • Action 7: AA will ensure the SSAC members are invited to the event. <p>16.3 PUNS2: NR dialled in to give an overview of PUNS2. The CBA are looking for support for the extension of the survey into Scotland. It is already supported by Historic England grant. The benefits of PUNS2 for Scotland and alignment with Scotland’s Archaeology Strategy were discussed. https://intarch.ac.uk/journal/issue14/puns_index.html</p> <ul style="list-style-type: none"> • Action 8: KO to speak to HES Grants team about the suitability of PUNS2 for HES grant support.
17	Our Past Our Future: AH updated. A Doodle poll will be sent out.
18	Close: Date of Next Meeting: Thursday 11 April.