

Scottish Strategic Archaeology Committee

Thursday 14th September 2023

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) • Kevin Grant (KG) • Cara Jones (CJ) • Gavin MacGregor (GM) • Kelsi McDaniel (KM) • Kirsty Owen (KO) • Andrew Robertson (AR) • Ailsa Smith (AS) • Helen Spencer (HS) <p>In attendance:</p> <ul style="list-style-type: none"> • Mike Elliot (ME) (<i>Minutes</i>)
2	<p>Welcome and apologies: The Chair welcomed everyone and gave a brief overview of the purpose of the meetings for GM. The Chair noted that we are quorate.</p> <p>Apologies were noted from:</p> <ul style="list-style-type: none"> • Emily Johnston (EJ) • Jon Henderson (JH) • Daniel Rhodes (DR) • Richard Strachan (RS) • Sharon Webb (SW) <ul style="list-style-type: none"> • Action 1: ME/ KO to check governance doc regarding attendance
Governance	
3	<p>Minutes of the previous meeting: <i>Refer to Paper 1: SSAC_2023.07.20.</i> AH updated. It was agreed the Chair will have the deciding vote on whether to appoint new members where an objection is raised in confidence by an existing committee member, The ClfA rep will be consulted if there is a suggestion that they should be prevented from joining because they have infringed the ClfA code of conduct.</p> <p>It was agreed that AH will edit the operational plan and it will be uploaded on the website.</p> <ul style="list-style-type: none"> • Action 2: AH to produce an abridged version of the Operation Plan to go on the SSAC website <p>The minutes were duly accepted as a true and accurate record of the previous meeting.</p>

	<ul style="list-style-type: none"> • Action 3: AH to speak to Gillian Simison (MGS) regarding MGS representation on the committee • Action 4: AH to speak to the two committee members who had points to raise regarding the appointment of a new applied archaeology rep
4	AOCB including Record of Conflicts of Interest: There were no conflicts of interest reported.
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 to set up Doodle poll for sub-meeting in September to discuss the climate action plan – Done 2. AH to explore options for a print run of the annual review – In hand 3. KM to write a communication plan for next year – Done 4. AH to compare the old Governance document with the revised version – Done 5. ALL to review the Governance document and submit comments to KO by 28 July – Done 6. KO to collate comments and update draft Governance document – Done 7. ME to produce Survey Monkey polls for the committee to vote on membership – Done
6	Committee membership and governance: AH and KO updated. The new governance document has been agreed and will be uploaded onto the website
7	Equality, Diversity and Inclusion (EDI): The Chair updated. Advised EDI should be integral to everything the committee does, and asked whether this should be a specific action for the Strategy or if the statement already on the website was sufficient.
8	<p>Climate Change / Environmental Policy: The Chair updated. It was agreed that the Chair will produce a climate emergency statement to go onto the website</p> <ul style="list-style-type: none"> • Action 5: AH to produce a climate emergency statement
Marketing / Communications / Review	
9	<p>Communications Plan: Verbal Update: KM and KG updated. Have met with HES's Accessibility Officer; work has begun on the SSAC website to make the language and links more accessible. Still a lot of engagement on Twitter/ X.</p> <p>It was agreed the communications strategy will be run past HES's Comms team.</p> <p>The first draft of the communications plan complete – on hold until magazine release. Magazine second draft received last week (w/c 4 September). Working with the HES accessibility officer and will be contracting out for accessibility work. The magazine will be launched at the end of October at SAF conference. We have received approval from HES Comms to start a Facebook page for the Strategy. The Rock Art short guide is complete, waiting for launch on 28 September – a small number of display copies are ready. Next shorts guides will be on geoarchaeology, we have a budget for</p>

	contracting out design. There is tentative agreement on Whisky sites guidance for next financial year.
10	<p>2023 Annual Review update: KM and KG updated. The second draft of the magazine has been produced for proofreading. It was agreed to get some photographs for the launch of the annual review for social media and website.</p> <p>KG advised the colour palette of the Strategy is not accessible at all and this will need to be taken into consideration post-2025</p> <ul style="list-style-type: none"> • Action 6: KM to draw up a communication strategy for the annual review and circulate to the committee • Action 7: HS to ask Sally to produce a press release for the launch of the annual review • Action 8: KG and KM to get some photographs for the launch of the annual review for social media and website
Looking Back (Last Quarter: Delivery Plan Update)	
11	<p>Delivery Plan Key Highlights: Aim one – Delivering Archaeology: Refer to Paper 2 “SSAC_140923_Aim 1 Report”. KO updated. KG advised the Rock Art Short Guide has been produced and will be available online. KG has taken over the management of the series of short guides. The Chair thanked the HES HeRAS team for their work on this series</p>
12	<p>Delivery Plan Key Highlights: Aim two – Enhancing Understanding: Refer to Paper 3 “SSAC Aim 2 Report Sept 2023”. HS updated. Submitting funding applications for the SW regional research framework and additional work on SESARF. Discussions are ongoing about a Rock Art research framework and the possibility of SoAS adopting the Rock Art website post-2025</p>
13	<p>Delivery Plan Key Highlights: Aim three – Caring and Protecting: Refer to Paper 4 “SSAC310823_Aim3Update_AR”. AR and HAW updated</p> <ul style="list-style-type: none"> • Action 9: HAW to get an update from Emily from Treasure Trove regarding the Treasure Trove review
14	<p>Delivery Plan Key Highlights: Aim four – Encouraging Greater Engagement: Refer to paper 5 “SSAC Aim 4 update September 2023_JM”.</p>
15	<p>Delivery Plan Key Highlights: Aim five – Innovation and Skills: Refer to Paper 6 “SSAC Aim 5 update_September 2023_LB CJ”. CJ and LB updated. CJ advised the EAA conference session was very successful. LB will work with CJ create more focused science objectives. The science points were never fully developed and are currently too high level to be useful; they are not representative of developing networks and initiatives, such as ERIHS/ UKRIHS and RICHeS and post- pandemic move towards e-learning.</p>
Looking Forward	
16	<p>Key initiatives for next quarter - Archaeology Strategy review: AH updated. Advised that the operational plan has now been reviewed line by line. It was agreed that the Aim leads would make any agreed updates by Christmas.</p>

	<p>A separate subgroup would be convened to review the draft brief for the Archaeology Strategy review, which will be led by HES and commissioned in 23/24. The following people have volunteered to help review the brief; AA, CJ, KO and HS.</p> <ul style="list-style-type: none"> • Action 10: Aim leads to make their updates to the Operational Plan by Christmas • Action 11: KO and AA to revise brief for Strategy review and discuss plan with HES colleagues as needed
17	<p>Our Past Our Future: The Chair updated. Advised he will arrange a meeting with the new OPOF lead in HES when they start in October to begin conversations with them re how SSAC can support the delivery of OPOF</p>
18	<p>Close: Date of Next Meeting: The Chair updated. It was agreed meetings will be held quarterly in 2024 in January, April, July and October.</p> <ul style="list-style-type: none"> • Action 12: ME to create Doodle poll for January, April, July and October 2024