

SCOTLAND'S ARCHAEOLOGY STRATEGY

Scottish Strategic Archaeology Committee

Tuesday 1st April 2024

11.00 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) • Lisa Brown (LB) • Sophie Cathcart (SC) • Jon Henderson (JH) • Emily Johnston (EJ) • Cara Jones (CJ) • Gavin MacGregor (GM) • Kelsi McDaniel (KM) • Kirsty Owen (KO) • Andrew Robertson (AR) • Gillian Simison (GS) • Ailsa Smith (AS) • Helen Spencer (HS) • Sharon Webb MBE (SW) <p>In attendance:</p> <ul style="list-style-type: none"> • Mike Elliot (ME) (<i>Minutes</i>) • Joshua Ogunmola (JO)
2	<p>Welcome and apologies: The Chair thanked everyone for their attendance. The Chair welcomed GS to her first meeting, and JO who is interning at Archaeology Scotland as part of the Next Steps Initiative. A round robin of introductions took place. Apologies were noted from:</p> <ul style="list-style-type: none"> • Kenneth Aitchison (KA) • Hugo Anderson-Whymark (HAW) • Daniel Rhodes (DR) • Richard Strachan (RS)
Governance	
3	<p>Minutes of the previous meeting: 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: KO advised she may have a conflict of interest by the next meeting, as the Human Remains Call-Off contract is due to be put</p>

	out to tender. It was noted KO is not allowed to speak to AH if AOC bid for the human remains call-off.
5	<p>Matters arising: Actions from last meeting: The Chair reviewed the actions from the previous quarterly meeting, held on 26 September 2024:</p> <ol style="list-style-type: none"> 1. AH to look at sponsorship options for the annual review for next year – Carry forward 2. KO to chase RS regarding future CRT representation at SSAC – carry forward 3. JH, AS and SW are coming off committee and need to be replaced; ME to confirm terms of governance with AH and discuss on Monday 30 September how we will replace – Done 4. ME to email AH about terms of replacement early next week – Done 5. CJ to write terms of reference for the EDI subgroup and set up the initial meeting – In hand 6. PowerPoint slides to launch magazine from AH and KO for HAF, CJ for community conversations, AH to email Derek Hall to organise for TAFAC – Not done 7. AR to email John Lawson regarding PowerPoint slides for Edinburgh 900 conference – Done 8. KO to check with Grants about the timetable for reviewing guidance documents for grant funding and partnership fund in particular – Done 9. ME to set up a Doodle poll for the end of October to discuss vision and strategy content for the next 10 years – Done <p>The Chair reviewed the actions from the Strategic Planning Meeting, held on 23 January 2025:</p> <ol style="list-style-type: none"> 1. JH to redesign the draft mission statement by April – Done 2. All to review the mission statement and ensure measurables by April/ May – Done 3. ME to set up Doodle poll to organise catch up meeting for the Review, to take place before the SSAC meeting on 1 April – Done
6	<p>Committee membership and governance: The Chair updated. Advised this is due to be JH and AS' last meeting. Further advised that the governance document states members who are due to come off can stay on with the agreement of the committee. After discussion it was agreed that JH and AS will stay on, and to recruit another marine archaeology rep. Further advised this is AA's last meeting as he is retiring in June. The Chair noted his thanks to AA for all his work and support for the SSAC. The Chair advised Treasure Trove would like to join the committee. A general discussion took place. Noted there is a need for a gap analysis of sector to make sure that we are representing all areas of archaeological practice. The Chair has also been invited</p>

	<p>to join the King's and Lord Treasurer's Remembrancer and Treasure Trove Unit (KLTR TTU) steering group as Chair of the SSAC.</p> <ul style="list-style-type: none"> • Action 1: AH to discuss TTU representation on SSAC with HAW • Action 2: All to consider possible options for a new chair
7	Equality, Diversity and Inclusion (EDI): The Chair updated. It was agreed these would be implemented in the next version of the Strategy.
8	Climate Change / Environmental Policy: The Chair updated. It was agreed these would be implemented in the next version of the Strategy.
Marketing / Communications / Review	
9	<p>Communications Plan: Verbal Update: KM updated. The blog is going well and will continue with submissions from Committee members for the remainder of 2025. Engagement is steady. After discussion, it was agreed that our Twitter/X account won't be deleted but eventually mothballed for preservation.</p> <ul style="list-style-type: none"> • Action 3: KM to look into setting up a LinkedIn page for the SSAC <p><i>EJ left the meeting at 11:59.</i></p>
10	<p>2025 Annual Review and planning for the 10 Year Review: KM updated. Further updated on feedback received for the annual review. Overall feedback was mostly positive. The theme for this year's review will be Wellbeing, but any further suggestions to be submitted by the end of May.</p> <ul style="list-style-type: none"> • Action 4: KM to contact AH and GM re this year's <i>Celebrating Archaeology in Scotland</i> theme at the beginning of June
Looking Back (Last Quarter: Delivery Plan Update)	
11	Delivery Plan Key Highlights: Aim one – Delivering Archaeology: KO updated.
12	Delivery Plan Key Highlights: Aim two – Enhancing Understanding: HS updated.
13	Delivery Plan Key Highlights: Aim three – Caring and Protecting: HAW and AR updated.
14	<p>Delivery Plan Key Highlights: Aim four – Encouraging Greater Engagement: GM updated.</p> <p><i>LB joined meeting at 13:15.</i> <i>EJ re-joined the meeting at 13:18.</i></p>

15	<p>Delivery Plan Key Highlights: Aim five – Innovation and Skills: Refer to Paper 6. CJ and LB updated.</p> <ul style="list-style-type: none"> • Action 5: LB to do a presentation at the next meeting on RiCHES <p><i>LB left the meeting at 13:30.</i></p>
Looking Forward	
16	<p>Summary findings of the Archaeology Strategy Review: AA updated and delivered a PowerPoint presentation of the findings. A general discussion followed.</p> <p><i>SW left the meeting at 14:45.</i></p> <ul style="list-style-type: none"> • Action 6: AH and KO to contact Jilly Burns re parliamentary contact for the Strategy Review launch
17	<p>Key initiatives for next quarter – Planning for the next 18 months: The Chair updated. The Chair advised that the Committee is due to review their aims and objectives in May. It was agreed to amend the timetable to have the Aim headlines done by the end of May, finish the review by end of February 2026 and launch in April 2026, so it coincides with the ClfA conference held in Edinburgh.</p> <ul style="list-style-type: none"> • Action 7: HS Action to organise doodle poll for Aim Leads and AH to meet prior to next SSAC
18	<p>Close: Date of Next Meeting: 12 June 2025 at 10:00 for a 10:30 start. There were no further matters. The Chair thanked everyone for their participation and closed the meeting at 15:40.</p>