

Scottish Strategic Archaeology Committee

Thursday 12th June 2025

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>) • Kenneth Aitchison (KA) • Hugo Anderson-Whymark (HAW) • Lisa Brown (LB) • Jon Henderson (JH) • Emily Johnston (EJ) • Cara Jones (CJ) • Gavin MacGregor (GM) • Kirsty Owen (KO) • Daniel Rhodes (DR) • Andrew Robertson (AR) • Gillian Simison (GS) • Ailsa Smith (AS) • Helen Spencer (HS) • Craig Stanford (CS) • Sharon Webb MBE (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. A round robin of introductions took place. Apologies were noted from:</p> <ul style="list-style-type: none"> • Sophie Cathcart (SC) • 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: There were no conflicts of interest reported.</p>
5	<p>Matters arising: Actions from last meeting: The Chair reviewed the actions from the previous quarterly meeting, held on 1 April 2025:</p>

	<ol style="list-style-type: none"> 1. AH to discuss TTU representation on SSAC with HAW – Done 2. All to consider possible options for a new Chair – Done 3. KM to look into setting up a LinkedIn page for the SSAC – In hand 4. KM to contact AH and GM re this year's <i>Celebrating Archaeology in Scotland</i> theme at the beginning of June – Done 5. LB to do a presentation at the next meeting on RiCHES – In hand; to be presented at a later meeting 6. HS Action to organise doodle poll for Aim Leads and AH to meet prior to next SSAC – Done <p>After discussion regarding previous action 1, it was agreed a TTU person will join the SSAC. After discussion regarding previous action 2, it was agreed SW will stay on the committee. It was further agreed that succession planning for the Chair will be reviewed. A transitional role of vice-chair was discussed. It was agreed a new Chair will be identified by November.</p> <ul style="list-style-type: none"> • Action 1: KO to clarify with RS re SSAC attendance • Action 2: AH to revise governance structure, succession planning and process for replacing the Chair • Action 3: KO to look for JD for chair from 2020
6	<p>Committee membership, appointment of new Chair and governance: The Chair updated. KO advised HES's administrative role within the SSAC will be getting scaled back in the new year and will not be able to provide the same level of secretariat support. Administrative support of the committee will need to be rotated and there may need to be the creation of a secretarial role. The Chair noted that, going forward, formal roles of Secretary and Comms Officer need to be created for the committee. The Chair thanked CS and ME for their role supporting SSAC.</p>
Marketing / Communications / Review	
9	<p>Communications Plan: Verbal Update: CS updated. Advised HES Comms are snowed under, so no response from them yet regarding an SSAC LinkedIn page. Magazine call for content has launched. Posted on the website, Facebook, and Bluesky. Sent around an email to our call list. Minor levels of traction on the socials so far, will do another round of posts next week with more tags. Could use the help of committee members with more established accounts to share and spread. We've got 58 Followers on Facebook and 75 followers on Bluesky. Not done very many posts on either, always welcome content from committee members. Since the last SSAC meeting the website has had 388 users undertake 432 sessions. Average session duration is 4 minutes. Half of these users are based in the US, with 155 from the UK and the rest spread thinly across Europe. The homepage gets the most clicks, but there were 84 individual users accessing last year's Archaeology Magazine, so still getting high readership which is excellent. Overall, that's a good result, especially as it's been fairly quiet lately. Released a new blog post this week. Still waiting to hear from our comms team</p>

	<p>about setting up Linked In. Kelsi McDaniel was pushing this one before she left, will try to pick up the battle standard next week.</p> <ul style="list-style-type: none"> • Action 4: KO to advise the Committee by the next meeting what changes there will be to HES support from 2026 and what they need to put in place in 12 months' time
10	<p>2025 Annual Review: KO and CS updated. A general discussion followed on the format of this year's annual review, and a potential print run. The Chair advised he would source funding for any print run of the annual review. It was confirmed Aim leads are required to write an update on their Aims for the annual review, at 700 words. The Chair advised that the main language in archaeology for the next ten years is social value, which needs to be incorporated into this year's review. The deadline for content is the middle of July.</p>
Looking Back (Last Quarter: Delivery Plan Update)	
11	<p>Delivery Plan Key Highlights: Aim one – Delivering Archaeology: Refer to Paper 2 – <i>SSAC_120625_Aim 1 Report</i>. KO updated. After discussion, it was agreed HES will publish the review on HES's website. Thanks were noted for all of KO's hard work on the delivery of Aim 1.</p> <ul style="list-style-type: none"> • Action 5: HES to publish review on HES website • Action 6: SAS Leads to send clarifications and narrative on SAS review to AH • Action 7: AH to write joined up doc including comments, lessons learned and present to HES • Action 8: ME and CS to create stats infographic based on info provided by Aim Leads
12	<p>Delivery Plan Key Highlights: Aim two – Enhancing Understanding: Refer to Paper 3 – <i>SSAC Aim 2 Report June 2025</i>. HS updated.</p>
13	<p>Delivery Plan Key Highlights: Aim three – Caring and Protecting: Refer to Paper 4 – <i>SSAC_120625_Aim3Update_ARHAW</i>. HAW and AR updated.</p>
14	<p>Delivery Plan Key Highlights: Aim four – Encouraging Greater Engagement: Refer to Paper 5 – <i>SSAC Aim 4 Q1 update to May 2025</i>. GM updated.</p>
15	<p>Delivery Plan Key Highlights: Aim five – Innovation and Skills: Refer to Paper 6 – <i>SSAC Aim 5 update_June 2025_Final</i>. CJ and LB updated.</p> <ul style="list-style-type: none"> • Action 9: AR to send ME <i>Before the Museums</i> documentation to upload onto the SAS website
Looking Forward	

16	<p>SAS 2 Governance and administration and update on progress: The Chair and AH updated. LB presented three options for science to be added to SAS2: keeping it as part of aim 5; adding a section to every aim; and, adding a separate aim 6. A general discussion took place. It was agreed that Science and Tech will be a separate Aim. LB will take this back to HES and get clarity on whether HES can be the lead body for this. It was agreed to have a sub-group meeting of the Aim Leads regarding the proposed structure of SAS2 within the next two weeks.</p> <ul style="list-style-type: none"> • Action 10: LB to take the proposal to add Science and Tech back to HES and get clarity on whether HES can be the lead body for this • Action 11: CJ to set up an Aim Leads meeting within the next two weeks on Teams – <i>Done</i>
18	<p>Close: Date of Next Meeting: 1 September 2025 at 10:30 for a 11:00 start. There were no further matters. The Chair thanked everyone for their participation and closed the meeting at 14:39.</p>