

Meeting Note	Scottish Strategic Archaeology Committee
Date: 25 February 2020	
Meeting Location: Conference room, Longmore House, Salisbury Place, Edinburgh	
Present: Andy Heald (AH) (<i>Chair</i>) Derek Alexander (DA) Kate Britton (KB) Kate Geary (KGe) Rebecca Jones (RHJ) Jacob O'Sullivan (JO) Kirsty Owen (KO) Jen Parker Wooding (JPW) Tom Rees (TR) Helen Spencer (HS) Craig Stanford (CS) Edward Stewart (ES) Richard Strachan (RS) Jennifer Thoms (JT)	Apologies: Pete Connelly (PC) Kirsty Dingwall (KD) Kevin Grant (KG) Fraser Hunter (FH) Cara Jones (CJ) Bruce Mann (BM) Sharon Webb (SW)
In attendance: Mike Elliot (ME) (<i>Minutes</i>)	
Note of Meeting/Discussion	Action Points:
<p>1. Welcome and apologies (AH):</p> <ul style="list-style-type: none"> AH thanked everyone for attending and advised the group that, going forward, we would wish to see written reports submitted at least one week before each meeting to enable the Committee to read beforehand and then the meeting can focus on next steps. The Committee further agreed the minutes will be circulated no later than two weeks after the meeting. <p>2. Minutes of the October meeting (AH): It was agreed that the minutes are a true and accurate record of the previous meeting.</p> <p>3. AOCB (AH)</p> <p>a. Record of Conflicts of Interest:</p> <ul style="list-style-type: none"> It was noted that whilst AH manages a commercial archaeology business that does call-off contracts for HES, there are no conflicts of interest. Also noted TR also manages a commercial business and has no conflicts of interest <p>4. Matters arising (AH): AH advised the committee that he is keen for former members of the SSAC to be kept involved in some manner.</p> <p>AH ran through the actions of the previous meeting;</p> <ul style="list-style-type: none"> Action 1: KJG to put a call out on social media for content for next year's magazine report – in hand; will be issued in the 	<p>Action 1: All members to think about ways to include former members of the SSAC</p>

spring

- Action 2: KJG and Craig Stanford to investigate setting up an Archaeology Strategy Twitter account before the next meeting - **Done**
- Action 3: RHJ to circulate the Europa Nostra application to the SSAC - **Done**
- Action 4: KGe to circulate the list of workshop invitees to the SSAC, to add further stakeholders and for SSAC members to volunteer to facilitate - **Done**
- Action 5: KO to circulate draft of workshop outline to HES's internal Archaeology Forum - **Done**
- Action 6: KO to send the draft police Scotland/ HES human remains call off guidance to BM, to cascade to ALGAO - **Ongoing**
- Action 7: JT to circulate SurveyMonkey results to the SSAC – **Carry forward**
- Action 8: SD to speak to Craig Stanford regarding content for the Archaeology Strategy website – **In hand**
- Action 9: RHJ to speak to Karen Robertson regarding the timing of the Scottish Historic Environment Audit (SHEA) report – **Carry forward**
- Action 10: SD and RHJ to lead on the equality and diversity statement - **Done**
- Action 11: RHJ to email the delivery plan to the five leads to get clear feedback on how it can be improved - **Superseded**
- Action 12: All to keep RHJ and KO up to date with items in the delivery plan that have been progressed - **Superseded**
- Action 13: ME to draw up a Doodle poll for SSAC meetings in February, May and November 2020 – **Done**

5. Communications and Marketing

a. Draft Communications Plan (CS):

- CS gave a brief overview of a communications plan he has drawn up for the Strategy.
- Tweets are getting more likes and shares and brand awareness is growing. However, the SSAC needs to think of ways to improve our impact and reach.
- The main recommendation to the committee is to put together independent comms channels, not tied to any one organisation, such own Twitter, Instagram accounts for the SSAC.
- Other mechanisms could include collaborative efforts, shared calendars etc.

b. Celebrating Archaeology in Scotland 2020 (RHJ):

- RHJ advised one of the biggest issues in putting together magazine-style reports is sourcing good images.
- RHJ requested to see more good images of people *doing* archaeology, including with artefacts in museums, rather than sites in landscapes.

Action 2: CS to circulate the plan for comments by 16 March and to finalise by the May meeting

- SCARF have conducted skills workshops on pottery and archaeozoology, and delivering on aspects of Open Access; the next SoAS book to go online is their Bearsden volume.
- HS further advised ScARF are keen to get feedback from everyone on what to focus on next, to make it less ScARF-focussed.
- Looking beyond the next four to five years, keen to have a long-term funding plan in place.

d. Aim three – Caring and Protecting (BM, FH): AH read Paper 6 on BM's behalf.

e. Aim four – Encouraging Greater Engagement (JT):

- JT read paper 7 and advised the Digt! review is now out.
- Three community talks were given at Lauriston Castle.
- Over 12,000 Heritage Hero Awards have been presented with take up in every local authority except Shetland.
- Have held what may be the last edition of Canal College, and a parliamentary reception.
- Doing more outreach with teachers and more work in schools than before.
- Working with Northlight to produce a pamphlet for teachers to use as a teaching aid.
- Looking to build up a network of archaeological ambassadors across the country who can go into schools and talk about archaeology as a career, what it means and what it's for.
- A gathering for teachers and other professionals to train them in archaeological teaching will be held in the autumn.
- The group **agreed** that all members of the committee will become archaeological ambassadors.

f. Aim five – Innovation and Skills (KGe):

- KGe read Paper 8. – *Double check paper number!*
- Advised there will be the opportunity over the coming year to work with ALGAO and FAME on the Edinburgh Trams extensions on how to deliver training as part of works.
- An NVQ will be delivered, with support from ClfA.
- Another priority is developing closer links with universities to get a bigger role in helping students get placements.
- There will be greater capacity to link up with members of the SSAC and more scope to coordinate with archaeological partners.

7. Five-year review and Impact report (AH, RHJ):

- RHJ read Paper 9.
- Advised that the impact report will benefit all working on the Strategy but will be especially useful for our university partners in a REF year. She circulated the HES booklet "Our Story" as a possible template.
- RHJ further advised there will ultimately be two versions of the operational plan; a current one and one detailing all

Action 6: JT to circulate the Digt! review and a link to Resourcing Scotland's Heritage toolkit to the SSAC

Action 7: JT to advise the Committee what the role of archaeological ambassador entails for the next meeting

completed or superceded projects (originally in the delivery plan). The aim is to have a new plan in place by May.

8. Equality and Diversity Statement (RHJ):

- RHJ previously circulated the Equality and Diversity Statement to the committee and advised it has been signed off by Historic Environment Scotland's Equalities Manager and HR department.
- The committee **agreed to approve** the Statement and to put it on the Strategy website.

Action 8: ME to put the Equality and Diversity Statement on the Strategy website by 6 March

9. New Delivery Plan – Operational Plan (AH):

- AH advised that he would like to see the committee take a new approach to the Delivery Plan and presented a new Operational Plan to record activity. The Operational Plan will cover work going forward and a retrospective look at the last five years.
- All the Committee agreed the Operational Plan is a good idea and will support it.
- Every aim lead must fill in their sections on the spreadsheet by 24 April.
- RHJ suggested also putting a committee calendar and planner on whatever share platform we use.
- SharePoint, or a similar platform, was suggested as a potential medium for disseminating documents amongst the SSAC.

Action 9: AH to circulate the spreadsheet to the SSAC by 10 March

Action 10: All members to complete their sections of the spreadsheet by 24 April

Action 11: ME to look into using SharePoint or Google Docs for circulating papers amongst the SSAC

Action 12: All members to enquire with their organisations whether they can use share point or Google docs

10. Funding Model (AH):

- AH presented Paper 12 to the committee.
- It was **agreed** to put funding on the agenda going forward.

Action 13: RHJ and ME to put funding on the agenda for future meetings

a. Matching SAS aims to HES Corporate Plan (KO):

- KO presented a visual map of the Strategy and how it feeds into the HES corporate plan, and vice versa.
- RHJ advised this will be put on the website.
- KO extended thanks to ME for designing the visual map.
- It was agreed to map the Strategy with other stakeholders' corporate plans, particularly other funders.

Action 14: KO to map the Archaeology Strategy with the NLHF outcomes

Action 15: JPW and KGe to map the whole Strategy with ClfA's Plans

Action 16: HS to map the Archaeology Strategy with the Society of Antiquaries of Scotland Plan

Action 17: JO to map the Archaeology Strategy with MGS strategies

Action 18: FH to map the Archaeology Strategy with NMS Strategy

Action 19: JT to map the Archaeology Strategy with Archaeology Scotland plan

11. Committee membership - new members and retirees (RHJ):

- RHJ advised the next members to come off the committee are KGe and JO. RHJ further advised she has received notes of interest to join the committee.
- It was agreed the interested parties will be asked to write a short paragraph explaining why they would like to join, with the committee ranking them in order of preference.
- AH advised members of the committee will have two weeks to indicate their preference, after that votes won't be

<p>considered.</p> <p>12. Governance (AH, RHJ):</p> <ul style="list-style-type: none"> • AH advised the committee needs to think about what it means to be a member and whether members speak as individuals or as representatives of their organisations. • The Chair advised the committee that, going forward, members will need to consider stepping down if they do not attend three meetings without good reason. • It was agreed that the SSAC have a Terms of Reference/ Governance Statement. <p>Date of next meeting: 10:30 for 11:00, 13 May 2020; Longmore House</p>	<p>Action 20: KB to consider what needs to be mapped from a university perspective (SBS benchmark statement)</p> <p>Action 21: AH to add a column for all the actions in the spreadsheet</p> <p>Action 22: RHJ to contact those who have sent notes of interest requesting supporting statements on why they would like to join the SSAC</p> <p>Action 23: RHJ to circulate the supporting statements from the interested parties,</p> <p>Action 24: All members of the SSAC to vote on the supporting statements within two weeks of being sent</p> <p>Action 25: RHJ to speak to FAME about membership of the committee</p> <p>Action 26: RHJ to check with JO regarding membership of the SSAC</p> <p>Action 27: RHJ to check with Steve Driscoll regarding the marine archaeology representative</p> <p>Action 28: RHJ and AH to draw up a governance statement for circulating to the SSAC by end of March</p>
<p>Mike Elliot Archaeology Strategy Team</p>	<p>25 February 2020 0131 668 8811</p>