

Key Notes / Action Points	Scottish Strategic Archaeology Committee
<b>Date:</b> 13 May 2020	
<b>Meeting Location:</b> Skype Video conference	
<b>Present:</b> Andy Heald (AH) ( <i>Chair</i> ) Derek Alexander (DA) Kate Britton (KB) Kirsty Dingwall (KD) Kate Geary (KGe) Fraser Hunter (FH) Rebecca Jones (RHJ) ( <i>Notes</i> ) Bruce Mann (BM) Jane Millar (JM) Jacob O'Sullivan (JO) Kirsty Owen (KO) Jen Parker Wooding (JPW) Tom Rees (TR) Helen Spencer (HS) Edward Stewart (ES)	<b>Apologies:</b> Pete Connelly (PC) Mike Elliot (ME) Craig Stanford (CS) Richard Strachan (RS) Jennifer Thoms (JT) Sharon Webb (SW)
Note of Meeting/Discussion	Action Points:
<b>1. Welcome and apologies:</b> AH welcomed everyone to the meeting. Apologies were noted and apologies were given for those on furlough leave who would be unable to attend.	
<b>2. Minutes of the February meeting:</b> It was agreed that the minutes are a true and accurate record of the previous meeting. It was noted that Peter Connelly was YAT not Northlight.	
<b>3. AOCB including Records of Conflicts of Interest:</b> No additional ones beyond what had previously been recorded in earlier minutes.	
<b>4. Matters arising: Actions from last SSAC meeting</b> All actions were completed or covered elsewhere in the agenda. JM reported that a previous action point for JT was to share the Resourcing Scotland's Heritage toolkit which can be found here: <a href="https://inspiringfundraising.co.uk/">https://inspiringfundraising.co.uk/</a>	
<b>5. Committee membership</b> The paper was noted. It was agreed to do the call for a voluntary / community archaeologist (action carried over from the last meeting) and also do a call for a marine archaeologist.	<b>Action 1:</b> RHJ / KO to complete the Voluntary call by end of May  <b>Action 2:</b> RHJ / KO to do a Marine Archaeology call by end of May
<b>6. Governance</b> AH ran through the previously circulated paper. Discussion on representation and proxies. It was agreed that aim leads were representing their institutions and could send proxies, but that all	<b>Action 3:</b> AH & RHJ to update paper by end of May

<p>committee members were equal. Equality heading under governance to be added. It was agreed that the non-aim leads were representing themselves and nor their institutions</p> <p>It was agreed that quorate for SSAC would be 10 people. We would attempt to continue to facilitate remote attendance in future.</p> <p>SSAC would provide guidance to Scottish archaeology &amp; partners, not just HES.</p> <p>It was agreed that attendance could be through remote access.</p>	
<p><b>7. Communications Plan: Verbal update</b></p> <p>RHJ thanked those for providing feedback on the draft Communications plan. There was no further progress as yet whilst Craig Stanford was on furlough leave but this would be picked up again once he returned.</p>	
<p><b>8. Five-year review and Impact report: verbal update</b></p> <p>RHJ proposed that the report be delayed. It was noted that REF has been put back to 2021. Lots of information has been collected.</p> <p>It was AGREED to produce a five-year report but that the timetable needn't be dictated by the REF. Further discussions under item 16.</p>	
<p><b>9. ClfA workshop Updated paper</b></p> <p>The Committee ran through the recommendations and discussed how to take these forward. It was agreed that the paper should be an accurate reflection of the 3 workshops not just the individual feedback from the Committee. It was agreed that once the final paper was agreed that it would be circulated to all attendees and placed on the SAS website (when possible).</p> <p>It was noted that they should be reflected in the revised Operational Plan. There were discussions on how to take some of the recommendations forward.</p> <p>Recommendation column to be revisited, committee feedback column to be removed.</p> <p>The actions were as follows:</p> <p>1-6, 12-14 for ClfA (request for 6 to be updated and expanded)</p> <p>7 &amp; 9 for KO to raise with HES (including the Policy Forum)</p> <p>15 for Archaeology Scotland</p> <p>15 &amp; 18 for BM to raise with the UKRI Fellowship project run by Sadie Watson in London on public benefit from major infrastructure projects</p> <p>16 for the Museums Working Group to consider</p> <p>17 to be looked at through aim 3 leads</p> <p>It was noted that 20 was being addressed elsewhere which is why it wasn't being addressed through this report.</p>	<p><b>Action 4:</b> KG &amp; JPW to update and revise tables 1-3 by end of May</p> <p><b>Action 5:</b> KGe &amp; JPW to raise with ClfA</p> <p><b>Action 6:</b> KO &amp; HES</p> <p><b>Action 7:</b> JM &amp; Archaeology Scotland</p> <p><b>Action 8:</b> BM to raise with S Watson</p> <p><b>Action 9:</b> FH to look at with Museums WG</p> <p><b>Action 10:</b> BM &amp; FH to address</p>

<p><b>10. Delivery Plan key highlights: Aim One</b> AH thanked all report writers for fitting them into the new Operational Plan.</p> <p>KGe asked about HES's grants funding, KO noted that there was no additional update yet.</p> <p>It was agreed that we would produce a 2020 <i>Celebrating Archaeology in Scotland</i> report which would be digital.</p> <p>Legacy portal was discussed and its links to ScARF. The value of this for student dissertations was noted, promoted through university departments and student networks. How to promote this prior to it being on the Heritage Hub was discussed. Research projects that link to local museum collections was also discussed and how this linked to other aims and the Operational Plan and how this could be developed in the future.</p> <p>HES agreed to host another meeting of UAUK and Strategy representatives.</p>	<p><b>Action 11:</b> All to start to create content for 2020 annual report- content to HES by end of July</p> <p><b>Action 12:</b> RHJ, KO, HS &amp; AH to set up meeting</p>
<p><b>11. Delivery Plan key highlights: Aim Two</b> HS was thanked for her report and congratulated on the new ScARF website. There was a discussion of how OASIS would link into the Research Frameworks.</p>	
<p><b>12. Delivery Plan key highlights: Aim Three</b> There was a brief discussion on the lithic scatters document, and it was noted that ALGAO will be producing internal guidance for ALGAO members and that there would be a subsequent shorter piece of sector guidance as an Inform Guide.</p> <p>The report on the museums working group was welcomed.</p> <p>It was suggested that BM report on the work of the UKRI project into public benefit from major infrastructure projects in the aim 3 report in future.</p>	<p><b>Action 13:</b> BM to add into future reports</p>
<p><b>13. Delivery Plan key highlights: Aim Four</b> JM was welcomed to the SSAC as the new Archaeology Scotland representative and thanked for her paper. JT was thanked for her contribution over the past two years.</p> <p>There was a brief discussion on the Year of Coasts and Waters initiatives.</p> <p>JM reported that the <i>Archaeology Ambassadors</i> initiative would be developed over the coming year. AH reminded her that all members of SSAC had agreed to be Archaeology Ambassadors.</p>	
<p><b>14. Delivery Plan key highlights: Aim Five</b> KGe and Cara Jones were thanked for the paper and PP presentation.</p> <p>KD asked about the costs of field schools and their development. Some of the Universities are requesting ClfA accreditation which will enable discussions around training and field schools. There was a broader discussion of field schools, training, location, cost and skills provided.</p>	

<p><b>15. Operational Plan: Presentation and Discussion</b></p> <p>AH presented the draft Operational Plan and congratulated everyone for their contributions. The new document is intended to review what has been achieved so far and what will be happening next.</p> <p>The new version was welcomed by Committee members.</p> <p>Next stage will be to edit and tweak and then add deliverable dates / milestones. Tweaking will include overlap between aims and ensure more joining up between the aims.</p> <p>Intention to have an updated version presented at the next SSAC and also create a public version for dissemination on the website etc.</p>	<p><b>Action 14:</b> AH to update / amend by end of May</p>
<p><b>16. Funding Model: Presentation and Discussion</b></p> <p>AH presented his paper on funding which he had agreed to write at the last SSAC. The focus has also been altered due to Covid19.</p> <p>The importance of driving forward the strategy in this landscape was discussed and agreed. This included reviewing the new Operational Plan to focus on low cost, high impact objectives and those linked, where possible, to deliverables not impacted on by Covid-19.</p> <p>It was recommended that all consider the aspirational aspects of the strategy for promotion through the annual report etc. It was noted that some aspects of Strategy delivery will continue despite Covid19 disruption. Many of the Committee, whilst acknowledging the disruption of the current situation, still felt confident and would tackle the future challenges.</p> <p>The role of archaeology in the tourism sector was noted along with our role influencing the wider sector.</p> <p>The potential for setting up a task force or working group to look at Archaeology post-Covid19 was agreed. This could include who and what is at risk. It was agreed that SSAC would lead and invite others to attend.</p> <p>Three areas were identified resulting from the paper.</p> <ul style="list-style-type: none"> <li>i) Advocacy – need to emphasise the value of what we do. This to be led by SSAC as a task force / working group to include SSAC members and selected invited others.</li> <li>ii) Operational Plan – consider measurable high impact work including the annual report for 2020. What is our Media Plan? Aim leads to revisit Operational Plan to consider what can be delivered in the next six to twelve months of so to ensure our relevance in the new Covid19 world. Also consider stakeholder risk.</li> <li>iii) Diversity of funding – how to take this forward. Explore under the radar. AH offered to lead.</li> </ul>	<p><b>Action 15:</b> RHJ to contact Mike Heyworth and Adam Jackson to see what is happening in wider England and Scotland regarding Covid19 recovery and produce recommendations</p> <p><b>Action 16:</b> All Aim leads to revisit and revise by end May</p>
<p><b>17. Close: Date of next meeting</b></p> <p>Set up another meeting in the near future for the Working Group.</p>	<p><b>Action 17:</b> RHJ &amp; AH</p>
<p><b>Rebecca Jones</b></p>	<p><b>13 May 2020</b></p>