

Scottish Strategic Archaeology Committee
8 June 2021
Online (Zoom)

MINUTES

Present:

- Andrew Heald, AOC Archaeology (*Chair*) (AH)
- Kate Britton, Aberdeen University (KB)
- Kirsty Dingwall, Headland Archaeology (& FAME) (KD)
- Kate Geary, Chartered Institute for Archaeologists (KGe)
- Kevin Grant, Archaeology and World Heritage, HES (KJG)
- Jon Henderson, Edinburgh University (JH)
- Fraser Hunter, National Museums Scotland (FH)
- Cara Jones, Chartered Institute for Archaeologists (CJ)
- Rebecca Jones, Archaeology and World Heritage, HES (RHJ)
- Bruce Mann, Aberdeenshire Council (BM)
- Devon McHugh, Museums Galleries Scotland (DM)
- Jane Miller, Archaeology Scotland (JM)
- Kirsty Owen, Archaeology and World Heritage, HES (KO)
- Thomas Rees, Rathmell Archaeology Ltd (& FAME) (TR)
- Ailsa Smith, Association of Certificated Field Archaeologists (AS)
- Helen Spencer, Society of Antiquaries of Scotland (HS)
- Sharon Webb, Society of Antiquaries of Scotland (SW)

In attendance:

- Mike Elliot, Archaeology and World Heritage, HES (*Minutes*) (ME)

Apologies:

- Derek Alexander, National Trust for Scotland (DA)
- Craig Stanford, Archaeology and World Heritage, HES (CS)
- Edward Stewart, University of Glasgow (ES)
- Richard Strachan, Cultural Resources, HES (RS)

Agenda Item	Topic
1	Welcome and apologies
	<ul style="list-style-type: none"> • Apologies were noted from DA, CS, ES, and RS. The Chair thanked everyone for attending and advised he hoped we will be able to meet up in person for the next meeting.
2	Minutes of the April Meeting
	<p><i>Refer to paper 1, 'SSAC.2021.04.20 MINUTES' – in appendix</i></p> <ul style="list-style-type: none"> • The minutes were accepted as a true and accurate record of the previous meeting.
3	AOCB including Record of Conflicts of Interest
	<ul style="list-style-type: none"> • No conflicts of interest were reported. <p>AOCB: Legacy Projects: AS advised there have been issues with recording Rock Art data onto CANMORE and asked if the data from Scotland's Rock Art Project (ScRAP) will be updated onto</p>

	<p>CANMORE. What happens after the projects end? BM advised he is always happy to accept data from ScRAP and new work from volunteer projects into his HER database. RHJ advised that the website will be kept for five years although the staff leave at Christmas. ScRAP has a new member of staff, a digital archivist, who will be looking at all the digital archiving issues. CJ advised Archaeology Scotland address legacy through the Adopt a Monument Scheme. It was agreed to add Legacy to the Operational Plan under Aim One.</p> <p>Action 1: KO to take forward Legacy through Aim One</p>
4	<p>4. Matters arising: Actions from last meeting</p> <p>The Chair reviewed the actions of the previous meeting;</p> <ul style="list-style-type: none"> • Previous Action 1: KO to circulate the project initiation document for HES Guidance Notes around the committee – <i>in hand</i> (see item 9) • Previous Action 2: KO to arrange a meeting with CJ and KB to discuss the standards and guidance – <i>in hand</i> • Previous Action 3: KJG to send CJ the report on Galloway Glens Can You Dig It – <i>done</i> • Previous Action 4: CJ and KD to speak to FAME about health and safety training – <i>done</i> • Previous Action 5: AH to email Aim leads to arrange meetings and coordinate funding – <i>done</i> • Previous Action 6: RHJ to organise meeting between AH and HES Chief Executive – <i>in hand</i> • Previous Action 7: CS or KJG to write up a brief for 2021 annual review and circulate by e-mail or present at next SSAC whichever works with timings – <i>done</i> • Previous Action 8: CJ to circulate the Open Access graph to the group – <i>done</i> • Previous Action 9: ME to set up Doodle poll to arrange next meeting for June – <i>done</i>
5	<p>Committee membership: new members and nominations, retirees</p> <ul style="list-style-type: none"> • The Chair advised now that TR has now come to the end of his four years on the committee, we are looking for a new member to replace him. RHJ advised she has emailed Kenneth Aitchison, Chief Executive of FAME, who suggested they have four organisations who meet the criteria regarding non-Edinburgh based: ClfA, GUARD, Highland, and ORCA. The Chair advised the group is largely gender balanced. Clarified the criteria we are looking for are FAME member, Scottish but not Edinburgh- or Glasgow-based and not large UK-wide commercial archaeology. It was agreed the committee will consider the diversity of the committee and how we address this. It was noted that by looking explicitly for FAME members, we may be narrowing the range of talent available to us. The committee was referred to the SSAC's equality and diversity statement which is at the bottom of the homepage on the Strategy website (http://archaeologystrategy.scot/). It was agreed that an open call be issued. It was further agreed the criteria be circulated to the committee. <p>Action 2: AH to share the Equality Diversity and Inclusion document from AOC round the committee to discuss</p> <p>Action 3: AH and RHJ to address issue of a replacement for TR</p> <p>Action 4: FH and Devon McHugh to lead on drafting a short statement on the make-up of the SSAC committee</p>
6	<p>Communications Plan: Verbal Update</p> <ul style="list-style-type: none"> • KJG updated in CS's absence. There was a lot of good engagement on Twitter for the tweet which was put out in support of The Department of Archaeology at The

	<p>University of Sheffield, which is faced with closure Sheffield University. If we chose to do further advocacy for the Strategy, Twitter is a good vehicle for it. We got some good feedback after the SSAC meeting regarding engagement with the digital annual review and magazines. As a result, KJG and CS did an email blast which ClfA added onto the newsletter. JM managed to get a slot in DES for a Strategy update. We have enough pictures and text that we can put something together quickly if we need to.</p>
7	<p>Celebrating Archaeology in Scotland 2021 Magazine: Verbal Update (following previous email to Committee)</p>
	<p><i>Refer to paper 'DRAFT Archaeology Strategy Report 2021 Content plan and timetable' – in appendix</i></p> <ul style="list-style-type: none"> • KJG asked for volunteers for case studies for the next magazine and advised there are too many HES contributions in the draft list proposed at present, but these can be removed for other proposals. An open call will be issued to request content. KJG will send out a specific call to the Aim leads and a more general call to the rest of the Sector, which will include the word count. Stressed that everyone must stick to the requested word count as much as possible. KJG clarified that the Aim lead articles are to demonstrate what has been delivered, while the case studies are there to showcase what else has been achieved. <p>Action 5: AH to circulate 'chair's statement' to SSAC for discussion Action 6: KJG to email lead bodies with specification for magazine articles Action 7: KJG to send open call for magazine content text to SSAC for approval</p>
8	<p>Agreed approach to communications regarding University cuts etc</p>
	<ul style="list-style-type: none"> • AH reminded the committee SSAC had written in support of Sheffield University regarding closure of their archaeology department. Although 20,000 people also wrote to Sheffield, it does not appear to have had any impact. SSAC were asked if they would also write in support of Chester and we need to agree the criteria on which we will offer support. The Chair asked the committee what the procedure should be in the event of other universities closing their archaeology departments. BM proposed that we support every single affected department and show their relevance to archaeology in Scotland. The majority agreed with the proposal. The Chair advised that he and the Aim leads will come up with key points to be included and each letter will be tailored to individual circumstances. <p>Action 8: Aim leads to come up with key points to be included in future letters.</p>
9	<p>Delivery Plan Key Highlights: Aim one – Delivering Archaeology</p>
	<p><i>See paper 'SSAC20210421_Aim1 report_070621' – in appendix</i></p> <ul style="list-style-type: none"> • Q. KD asked what other topics will be included in the Short Guides. • KO advised that the project design which will be circulated to SSAC has a draft list of topics included. This has not been circulated yet at there has been a change in approach and it needs to be updated. Titles will be discussed at policy forums once these are set up again. • Q. AS asked, what is the Heritage Hub? • KO advised the Heritage Hub is an internal HES project to bring together all of our digital resources under one access point. It will include a legacy 'portal' where people can find out about Scottish archaeology projects that are not yet finished.

	Action 9: KGe and KO to meet up and discuss guidance papers.
10	Delivery Plan Key Highlights: Aim two – Enhancing Understanding
	<p><i>See paper 'SSAC 2021 June Aim 2 Report' – in appendix</i></p> <ul style="list-style-type: none"> Q. BM asked about the legacy of the original research frameworks and how will they be maintained going forward A. HS advised that the talk was given by Dan Miles from Historic England as part Discovery Project seminar series and this will be made available on YouTube. This will demonstrate how the digital platform works and how the frameworks can be updated automatically. <p>Action 10: HS to share East Midlands RRF platform with the group.</p>
11	Delivery Plan Key Highlights: Aim three – Caring and Protecting
	<p><i>See paper 'SSAC080621_Aim3Update_BMann' – in appendix</i></p> <ul style="list-style-type: none"> There were no follow-up questions.
12	Delivery Plan Key Highlights: Aim four – Encouraging Greater Engagement
	<p><i>See paper 'Aim 4 update – 08.06.21' – in appendix</i></p> <ul style="list-style-type: none"> There were no follow-up questions.
13	Delivery Plan Key Highlights: Aim five – Innovation and Skills
	<p><i>See paper 'SSAC080621_Aim5Update_KGCJ' – in appendix</i></p> <ul style="list-style-type: none"> Q. JM asked about the Skills Development Scotland careers pack that ClfA have been working on with HES and wondered when it will be released. CJ advised that the pack should be launched by the end of the summer. There is also a plan for a Heritage Careers Week in November. <p>Action 11: JM to email CJ to arrange a meeting to discuss the careers pack</p> <ul style="list-style-type: none"> Q. KD asked about trainees who had worked on the trams project; has anyone followed up what has happened after the project, are they staying in archaeology, or are they moving on and do we know if this entry route has been helpful? CJ advised the placement hasn't finished yet as there were recruitment delays due to COVID. CJ advised she will be in better place to provide an update at the next meeting. Q. KD asked about recruitment issues in Scotland and wondered if a holistic approach across organisations could work. A. There was a general discussion around factors which influence whether staff stay in the profession, such as pay and conditions etc. BM advised the SSAC that he is stepping down as Vice-Chair of ALGAO UK. <p>Action 12: TR to email BM regarding ALGAO conditions and ClfA corporate and individual membership of contractors</p>
14	Operational Plan 2021: Discussion
	<ul style="list-style-type: none"> The Chair referred to the Operational Delivery Plan June 2021 and advised that there will be over 400 action points for the Aim leads. The Chair stressed that papers must be delivered the week before the meeting. Papers are to be read before the meeting. Going forward, meeting agendas will also be delivered the week before meetings. The Chair stressed this is also about working with Aim leads to deliver what is achievable. He advised he will be meeting up with the remaining Aim leads over the coming weeks

	to discuss the outcomes of the Delivery Plan; he is aware matters are brought up that are not in the Operational Plan. It was stressed that once the Plan is agreed nothing else can be added to it; any major change that is brought up must be agreed by the committee to add to the Plan. It was agreed that any variation to the operational plan, in terms of new approved delivery mechanism, be included as a suggestion for review.
15	Funding: Verbal Update
	<ul style="list-style-type: none"> KO advised that HES's grant programme will not be opening to new archaeology projects this year and that the priority is to support existing grant recipients. The HES grant programme is currently under review. KO and KJG are currently drawing up guidance for potential applicants. Referred to her paper 'SSAC20210421_Aim1 report_070621'. Those Aim leads with existing Organisational Support Fund grants will be invited to reapply. For other Aim leads the Historic Environment Support Fund is an option, but get in touch with KO to discuss eligibility. The Chair advised that if anyone has specific questions or discussions they need to have with HES about grant funding, they must raise them with KO outside of committee meetings. Guidance on grant funding is available on the HES website (Archaeology Programme Funding Historic Environment Scotland).
16	Close: Date of Next Meeting
	<ul style="list-style-type: none"> The Chair thanked everyone for their participation. The Chair thanked TR for his four years of service on the SSAC. The next meeting will take place in October. <p>Action 13: ME to set up a Doodle poll for the next SSAC meeting.</p>