

# SCOTLAND'S ARCHAEOLOGY STRATEGY

## Scottish Strategic Archaeology Committee

Wednesday 20 April 2022

10:30 – 13:00

(Virtual Meeting on MS Teams)

### Present:

- **Dr Andrew Heald**, AOC Archaeology (*Chair*) (**AH**)
- **Derek Alexander**, Aberdeenshire Council and ALGAO (**DA**)
- **Dr Kate Britton**, Aberdeen University (**KB**)
- **Kirsty Dingwall**, Headland Archaeology (& FAME) (**KD**)
- **Kate Geary**, Chartered Institute for Archaeologists (**KGe**)
- **Dr Jon Henderson**, Edinburgh University (**JH**)
- **Dr Fraser Hunter**, National Museums Scotland (**FH**)
- **Dr Rebecca Jones**, Archaeology and World Heritage, HES (**RHJ**)
- **Bruce Mann**, Aberdeenshire Council (& ALGAO) (**BM**)
- **Dr Devon McHugh**, Museums Galleries Scotland (**DM**)
- **Jane Miller**, Archaeology Scotland (**JM**)
- **Dr Kirsty Owen**, Archaeology and World Heritage, HES (**KO**)
- **Ailsa Smith**, Association of Certificated Field Archaeologists (**AS**)
- **Dr Sharon Webb**, Kilmartin Museum (**SW**)

### In attendance:

- **Mike Elliot**, Archaeology and World Heritage, HES (*Minutes*) (**ME**)
- **Dr Lisa Brown**, Heritage Science, HES (**LB**) - *for item 13*
- **Dr Kevin Grant**, Archaeology and World Heritage, HES (**KJG**) - *for item 8*
- **Craig Stanford**, Archaeology and World Heritage, HES (**CS**)

### Apologies:

- **Dr Helen Spencer**, Society of Antiquaries of Scotland (**HS**)
- **Edward Stewart**, University of Glasgow (**ES**)
- **Richard Strachan**, Cultural Resources, HES (**RS**)

Item	Topic
1	<b>Welcome and apologies:</b> The Chair advised the main spreadsheets are the ones he sent on the morning of 20 April and to ignore the versions he sent previously, as he has updated the Operational Plan by quarter. Items marked in orange have been delayed or clarity on their status is required, items in blue are what should be reported on in the next meeting. There were no further announcements and so commenced proceedings.
<b>Governance</b>	
2	<b>Minutes of the October meeting:</b> Refer to Paper 1: "SSAC 2022.01.27 DRAFT1". BM advised some corrections to the minutes, which were accepted by the Chair. The minutes, including corrections, were duly accepted as a true and accurate record of the previous meeting
3	<b>AOCB including Record of Conflicts of Interest:</b> No conflicts of interest reported.  <b>3.1 AOCB Funding discussion:</b> The Chair advised that we have most funding in place to fulfil the Strategy for the rest of this financial year.

	<p><b>3.2 AOCB RHJ</b> is now on the board for European Archaeological Council as the UK representative, which is a chance for us to promote the Strategy and Scottish archaeology</p> <p><b>3.3 Partnership Project with HES:</b> The Chair advised that we are being asked to arbitrate between parties on projects which are not part of the operational plan. He stated that it should not be within our remit and that we should stick to delivering the Operational Plan. The Chair proposed that we should only participate in projects where it appears in our Operational Plan. It was agreed that this will be discussed further at the next meeting under systemic challenges.</p> <ul style="list-style-type: none"> <li>• <b>Action 1:</b> AH, RHJ, AS and JM to meet to discuss representation of community sector/mediation role for committee</li> </ul>
4	<p><b>Matters arising: Actions from last meeting:</b> The Chair reviewed the actions from the previous meeting. All actions were completed, except the following which are carried over:</p> <ul style="list-style-type: none"> <li>• <b>Previous Action 8 (27 Oct 2021):</b> AH and RHJ to draft a letter of support based on the Strategy aims and run it past the committee – <i>carry over to next meeting</i></li> <li>• <b>Previous Action 3 (27 Jan 2022):</b> AH to review list of 2022's retirees – <i>carry over to next meeting</i></li> <li>• <b>Previous Action 14 (27 Jan 2022):</b> ME to write up what contributions are required from the committee to go on the Strategy website – <i>carry over to next meeting</i></li> </ul> <p>After discussion, it was agreed that papers will be put up on the website, but this will not be done retrospectively (i.e., past papers will not be put up)</p> <ul style="list-style-type: none"> <li>• <b>Action 2:</b> ME to send AH list of people of on the committee</li> <li>• <b>Action 3:</b> AH to do a summary report of this meeting</li> <li>• <b>Action 4:</b> RHJ to put Transport Scotland in touch with ClfA</li> </ul>
5	<p><b>Committee membership: new members and nominations, retirees:</b> RHJ advised that there has been one person from land management recommended to us. No call has been put out yet but will be done on social media. BM advised ALGAO is meeting in May to decide who his replacement will be. Further advised he will be attending the July meeting for the handover of Aim 3 to the new rep.</p> <ul style="list-style-type: none"> <li>• <b>Action 5:</b> Carry forward actions 5 and 6 from last meeting;             <ul style="list-style-type: none"> <li>• <b>5.1</b> ALL members are encouraged to complete the questionnaire once circulated</li> <li>• <b>5.2</b> ALL members to the use the survey as the benchmark for the Committee and to gauge our aspirations for the SSAC regarding EDI</li> </ul> </li> </ul>
6	<p><b>Equality, Diversity and Inclusion (EDI):</b> DM updated.</p> <ul style="list-style-type: none"> <li>• <b>Action 6:</b> DM to circulate draft policy around the Committee</li> <li>• <b>Action 7:</b> DM to send a survey round SSAC members related to EDI</li> </ul>
7	<p><b>Climate Change / Environmental Policy:</b> KGe updated. Actions 8 to 13 from the 27 January meeting are to be carried over to the next meeting in July:</p>

	<ul style="list-style-type: none"> <li>• <b>Action 8:</b> <ul style="list-style-type: none"> <li>• <b>8.1</b> KGe to draft a policy on climate change for discussion for discussion at next meeting</li> <li>• <b>8.2</b> RHJ to draw up a graphic on how the Strategy links to the NPF and UN's SDGs for the next meeting</li> <li>• <b>8.3</b> AH and JH to link sustainable development goals to strategy outcomes</li> <li>• <b>8.4</b> KGe to produce a draft Environmental Policy for next meeting</li> </ul> </li> </ul>
<b>Marketing / Communications / Review</b>	
8	<p><b>Communications Plan: Verbal Update:</b> CS updated. There have been 1,254 downloads of the magazine. A bit down on last year's number, but the website was offline for a few critical weeks after the launch. The alt text has been done and has passed all accessibility checks. There are hard copies of the 2018 and 2019 issues that can be handed out at conferences. Hard copies and PDFs of all Strategy publications have been submitted to the UK Legal Library Deposit Scheme, which means they will be archived and accessible online for all future readers.</p> <ul style="list-style-type: none"> <li>• <b>Action 9:</b> CS to submit PDFs of all Strategy related publications to the National Library of Scotland.</li> <li>• <b>Action 10:</b> ALL members suggestions for themes or specific content for the 2022 annual report by Friday 13 May</li> </ul>
9	<p><b>2022 Annual Review:</b> It suggested that themes for the 2022 annual review will be Conflict Archaeology, COVID Recovery, Migration Archaeology.</p> <ul style="list-style-type: none"> <li>• <b>Action 11:</b> ALL members suggestions for themes or specific content for the 2022 annual report by Friday 13 May</li> </ul>
<b>Looking Back (Last Quarter: Delivery Plan Update)</b>	
10	<p><b>Delivery Plan Key Highlights: Aim one – Delivering Archaeology:</b> <i>Refer to Paper 2: "SSAC_200422_Aim 1 Report"</i>. KO updated. The Chair advised he has had a meeting with Alex Paterson, CEO of Historic Environment Scotland, on 12 April. The Chair used the opportunity to update AP on the progress of the Strategy, including the five-year review. The meeting discussed outcome of SHERF and the possibility of SSAC becoming an OPiT working group. OPiT will be refreshed this year and there will be a workshop in June to which AH has been invited to represent the SSAC.</p> <ul style="list-style-type: none"> <li>• <b>Action 12:</b> KO to speak to HES Grants about their plans for promotion/workshops for the Open Programme and whether they could welcome ClfA's input</li> <li>• <b>Action 13:</b> ME to put "discussion on the next ten years of the SSAC – reviewing the next stage of the Strategy" on the agenda for next meeting</li> <li>• <b>Action 14:</b> AH to attend the next OPiT meeting in June and update the committee</li> <li>• <b>Action 15:</b> RHJ to speak to Adam Jackson in HES about evaluation of OPiT and consider impact on Strategy, and report back.</li> </ul>
11	<p><b>Delivery Plan Key Highlights: Aim two – Enhancing Understanding:</b> <i>Refer to Paper 3: "SSAC Aim 2 April 2022"</i>. The Chair updated in HS's absence.</p>

	<ul style="list-style-type: none"> <li>• <b>Action 16:</b> KGe/HS to arrange an initial meeting of informal working group to discuss open access with volunteers (KD, FH and JM) and then report back to SSAC</li> </ul>
12	<p><b>Delivery Plan Key Highlights: Aim three – Caring and Protecting:</b> <i>Refer to Paper 4: “SSAC270122_Aim3Update_BMannFHunter”.</i> BM updated.</p> <ul style="list-style-type: none"> <li>• <b>Action 17:</b> CJ to discuss peatland training with Tom Gardner, liaising with LB</li> <li>• <b>Action 18:</b> KO and BM to discuss responsibilities for human remains management and lines of contact for discoveries in the event of LA arch being unavailable</li> </ul>
13	<p><b>Delivery Plan Key Highlights: Aim four – Encouraging Greater Engagement:</b> <i>Refer to Paper 5: “SSAC Aim 4 update – January 2022”.</i> JM updated. It was agreed that we will do a social media splash for when 20,000 Heritage Heroes Awards have been issued.</p>
14	<p><b>Delivery Plan Key Highlights: Aim five – Innovation and Skills:</b> <i>Refer to Paper 6: “SSAC Aim 5 Report April_22”.</i> KGe updated.</p>
<b>Looking Forward</b>	
15	<p><b>Key initiatives for next quarter:</b> It was agreed that the Aim leads will discuss and agree what cloud-based sharing platform works for them, so updates to the Operation Plan can be made in real time to one document only and save on admin.</p> <ul style="list-style-type: none"> <li>• <b>Action 19:</b> AH to work with ME about setting up a cloud-based platform for sharing and updating the Operation Plan</li> <li>• <b>Action 20:</b> Aim leads will discuss and agree what cloud-based sharing platform works for everyone</li> </ul>
16	<p><b>The management of archaeological archive in the event of the death of an archaeologist: roles and responsibilities:</b> After discussion it was agreed the responsibility of drawing up a policy will fall within the remit of Aim 3.</p> <ul style="list-style-type: none"> <li>• <b>Action 21:</b> KO and BM, DM and FH to meet to agree roles and responsibilities for archive management in the event of the death of an archaeologist</li> <li>• <b>Action 22:</b> JH to email round session paper to SSAC for comment by next SSAC meeting</li> </ul>
17	<p><b>Close: Date of Next Meeting:</b> Thursday 28 July at 10:30, in hybrid format.</p> <ul style="list-style-type: none"> <li>• <b>Action 23:</b> ME to find a suitable room for a hybrid meeting, with space for 10-15 people, for the next meeting</li> </ul>