

Scottish Strategic Archaeology Committee

Wednesday 26th October 2022

10.30 am – 15.00 pm

(Hybrid meeting – online/Longmore House)

Item	Topic
1	<p>Present:</p> <ul style="list-style-type: none"> • Andrew Heald (AH) (<i>Chair</i>) • Hugo Anderson-Whymark (HAW) • Kate Britton (KB) • Kirsty Dingwall (KD) • Kate Geary (KGe) • Jon Henderson (JH) • Fraser Hunter (FH) • Cara Jones (CJ) • Rebecca Jones (RHJ) • Devon McHugh (DM) • Kirsty Owen (KO) • Andrew Robertson (AR) • Ailsa Smith (AS) • Helen Spencer (HS) • Craig Stanford (CS) <p>In attendance:</p> <ul style="list-style-type: none"> • Mike Elliot (ME) (<i>Minutes</i>) • Gavin MacGregor (GM) (<i>in place of JM</i>)
2	<p>Welcome and apologies: The Chair welcomed everyone. A round robin took place to introduce new attendees.</p> <p>Apologies were noted from:</p> <ul style="list-style-type: none"> • Kevin Grant (KJG) • Jane Miller (JM) • Edward Stewart (ES) • Richard Strachan (RS) • Sharon Webb (SW)
Governance	
3	<p>Minutes of the July meeting: ME advised he has been in touch with HES IT to ask what it is we would need to do to get people added to a SharePoint site, and later removed when they leave the SSAC. But has had no reply. It was agreed RHJ will get in touch with the IT team at HES.</p> <ul style="list-style-type: none"> • Action 1: RHJ to get in touch with HES IT • Action 2: KGe to send ME link for minutes (https://www.archaeologists.net/sites/default/files/Annual%20Review%202022%20digital%20final.pdf) <p>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: No conflicts of interest were noted.</p> <p>RHJ advised there is strong Scottish representation in the Archaeological Achievement Awards.</p>
5	<p>Matters arising: Actions from last meeting</p> <ol style="list-style-type: none"> 1. AH to send BM of thanks an email on behalf of the SSAC 2. ME to update committee membership list on website 3. RHJ to issue call for new SSAC members by mid-September 4. RHJ to ask RS for update on how PIC Call Off contract is assessing and managing climate change and sustainability 5. DM to circulate diversity and inclusion survey to all SSAC members 6. KGe to draft up a climate policy and circulate to the committee – <i>In hand</i> 7. All to submit comments to KGe & RHJ on the draft document by the end of August – <i>Done</i> 8. RHJ, AH and JH to draft up a policy in time for discussion at the next meeting – <i>Done?</i> 9. Aim leads to submit content for the annual review – <i>In hand</i> 10. CJ to send call for papers email re: magazine to Andy Heald and Andy to send round commercial units 11. KGe to indicate in her next report when the ClfA annual review is out and AH to add to the delivery plan 12. ME to book G9 in Longmore House room for a hybrid meeting
6	<p>Committee membership: new members and nominations, retirees: RHJ advised FH, KD and ES will be leaving the SSAC this year and the following committee vacancies will be coming up: land management, commercial archaeology, archaeological science, young person/ early career rep. RHJ will also be leaving HES at Christmas. Further advised only one person has come back with a note of interest for the EDI position and suggested the advert will be posted this week. The Chair noted his thanks to RHJ for all her work on the SSAC over the past nine years.</p>
7	<p>Equality, Diversity and Inclusion (EDI): The Chair advised DM was tasked with drafting up out EDI statement at the last meeting. A questionnaire was released on SurveyMonkey to benchmark the committee. The Chair read out the following draft statement: “The committee recognises the lack of diversity in the committee, and in the wider sector, and is working to address this. We know from our own equality monitoring that we need to diversify representation on the committee, specifically in terms of religion, ethnicity, educational attainment, disability, and gender identity. We especially welcome applications from those who identify as part of an under-represented group within archaeology.” After agreement, it was agreed the statement will go on the Strategy website. The Chair summarised the results of the survey.</p> <ul style="list-style-type: none"> • Action 3: ME to put EDI statement on the SSAC website • Action 4: CJ to put the EDI statement in the ClfA newsletter and at the community conference • Action 5: University representatives to cascade within their networks • Action 6: AH announce recruitment at ELB

8	<p>Climate Change / Environmental Policy: KGe updated and summarised the draft SSAC climate change policy. It was agreed that we will post our policy online by Christmas.</p> <ul style="list-style-type: none"> • Action 7: KGe to circulate the draft climate change policy
Marketing / Communications / Review	
9	<p>Communications Plan: Verbal Update: CS updated. We have 1,670 followers on Twitter. CS requested committee members to keep tagging #scotarchstrat and @scotarchstrat, as it allows us to follow traffic. Further asked committee members to please forward him any content they would like to be tweeted.</p>
10	<p>2022 Annual Review: CS updated. Suggested the ELB conference on 19 November would be good for a soft launch. HS advised there will be a ScARF stall at the ELB conference where they will be able to hand out Strategy materials. A special notice will be sent out by ClfA. The Chair thanked CS, KJG and KO for their work on the annual review.</p> <ul style="list-style-type: none"> • Action 8: CS to send AR the link for the annual review • Action 9: ME and CS to circulate the annual review mailing list to the committee to identify gaps
Looking Back (Last Quarter: Delivery Plan Update)	
11	<p>Delivery Plan Key Highlights: Aim one – Delivering Archaeology: <i>Refer to paper “SSAC_261022_Aim 1 Report”.</i> KO updated. ME provided a preview of the Lithic Scatters Short Guide, which will be launched at <i>Prehistory on the Edge</i>, a two-day conference in memory of Caroline Wickham-Jones hosted by the University of Aberdeen in November.</p> <ul style="list-style-type: none"> • Action 10: All leads to write out acronyms in full in first instances in future Aim Lead Reports
12	<p>Delivery Plan Key Highlights: Aim two – Enhancing Understanding: <i>Refer to paper “SSAC Aim 2 report October 2022”.</i> HS updated. Advised ScARF will be having a ten-year celebration on 26 November.</p>
13	<p>Delivery Plan Key Highlights: Aim three – Caring and Protecting: <i>Refer to paper “SSAC260922_Aim3Update_ARobertson”.</i> AR updated. Advised that this has now been implemented into Police Scotland’s procedures, which can also be found online.</p>
14	<p>Delivery Plan Key Highlights: Aim four – Encouraging Greater Engagement: <i>Refer to paper “SSAC Aim 4 update_JM - October 2022”.</i> JM updated.</p>
15	<p>Delivery Plan Key Highlights: Aim five – Innovation and Skills: <i>Refer to paper “SSAC Aim 5 update_October 2022_LB KG CJ”.</i> KGe updated. Advised there is a further update since the Aim lead report was issued. The Northern Ireland Strategy in 2023 will be having a round table discussion. The Chair advised the University of Edinburgh have received their ClfA accreditation.</p>
Looking Forward	

16	Key initiatives for next quarter: AH updated based on the Operational Plan looking forward into 2023.
17	Our Place in Time: AH updated. He had taken part in one of the workshops and RHJ has seen an early draft and provided feedback.
18	<p>Close: Date of Next Meeting: The next meeting will be in January 2023, date to be confirmed. It was agreed meetings will take place quarterly.</p> <ul style="list-style-type: none"> • Action 11: ME to do Doodle polls for quarterly meetings in 2023