

Scottish Strategic Archaeology Committee

Thursday 28th July 2022

10.00 am – 14.00 pm

(Hybrid meeting – online/Longmore House)

Item	Topic
1	<p>Present:</p> <ul style="list-style-type: none"> • Andrew Heald (AH) (<i>Chair</i>) • Kate Britton (KB) • Kirsty Dingwall (KD) • Kate Geary (KGe) • Kevin Grant (KJG) • Rebecca Jones (RHJ) • Devon McHugh (DM) • Jane Miller (JM) • Kirsty Owen (KO) • Ailsa Smith (AS) • Craig Stanford (CS) • Edward Stewart (ES) • Sharon Webb (SW) <p>In attendance:</p> <ul style="list-style-type: none"> • Mike Elliot (ME) (<i>Minutes</i>)
2	<p>Welcome and apologies: The Chair welcomed everyone and thanked everyone for their participation, acknowledging July is a busy time for everyone. There were no further announcements and so commenced proceedings.</p> <p>Apologies noted from:</p> <ul style="list-style-type: none"> • Fraser Hunter (FH) • Jon Henderson (JH) • Bruce Mann (BM) • Helen Spencer (HS) • Richard Strachan (RS)
Governance	
3	<p>Minutes of the April meeting: Refer to paper 1 “SSAC_2022.04.20 DRAFT (1)”. 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:</p> <p>Minute of recent discussion re SSAC’s role in individual projects and disputes: The Chair advised that SSAC is not appropriately placed to discuss issues with individual projects in Scottish Archaeology, although it is a mark of the status of the committee that people feel they can bring these discussions to us. Following a meeting that included AH, HES and Archaeology Scotland it has been agreed that JM will speak to the new Director of Archaeology Scotland about whether they can take on an advocacy role for committees seeking to query decisions made on larger projects.</p>

	No conflicts of interest were reported.
5	<p>Matters arising: Actions from last meeting:</p> <ul style="list-style-type: none"> • Previous Action 1: AH, RHJ, AS and JM to meet to discuss representation of community sector/mediation role for committee – completed – see above • Previous Action 2: ME to send AH list of people of on the committee – done • Previous Action 3: AH to do a summary report of this meeting – carry forward • Previous Action 4: RHJ to put Transport Scotland in touch with ClfA – done • Previous Action 5: Carry forward actions 5 and 6 from last meeting; - will come to <ul style="list-style-type: none"> • 5.1 ALL members are encouraged to complete the questionnaire once circulated • 5.2 ALL members to the use the survey as the benchmark for the Committee and to gauge our aspirations for the SSAC regarding EDI • Previous Action 6: DM to circulate draft policy around the Committee – will come to • Previous Action 7: DM to send a survey round SSAC members related to EDI – will come to • Previous Action 8: - done? <ul style="list-style-type: none"> • 8.1 KGe to draft a policy on climate change for discussion for discussion at next meeting • 8.2 RHJ to draw up a graphic on how the Strategy links to the NPF and UN's SDGs for the next meeting • 8.3 AH and JH to link sustainable development goals to strategy outcomes • 8.4 KGe to produce a draft Environmental Policy for next meeting • Previous Action 9: CS to submit PDFs of all Strategy related publications to the National Library of Scotland – done • Previous Action 10: ALL members suggestions for themes or specific content for the 2022 annual report by Friday 13 May – done • Previous Action 12: KO to speak to HES Grants about their plans for promotion/workshops for the Open Programme and whether they could welcome ClfA's input - done • Previous Action 13: 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 – done • Previous Action 14: AH to attend the next OPiT meeting in June and update the committee - done • Previous Action 15: RHJ to speak to Adam Jackson in HES about evaluation of OPiT and consider impact on Strategy, and report back - done • Previous Action 16: 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 - done • Previous Action 17: CJ to discuss peatland training with Tom Gardner, liaising with LB - done

	<ul style="list-style-type: none"> • Previous Action 18: KO and BM to discuss responsibilities for human remains management and lines of contact for discoveries in the event of LA arch being unavailable – done • Previous Action 19: AH to work with ME about setting up a cloud-based platform for sharing and updating the Operation Plan – carry forward • Previous Action 20: Aim leads will discuss and agree what cloud-based sharing platform works for everyone – not done • Previous Action 21: 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 – ongoing • Previous Action 22: JH to email round session paper to SSAC for comment by next SSAC meeting - ongoing • Previous Action 23: ME to find a suitable room for a hybrid meeting, with space for 10-15 people, for the next meeting - done
6	<p>Committee membership: new members and nominations, retirees: The Chair advised Andrew Robertson will be replacing Bruce Mann as the ALGAO representative. The next meeting will be the last one for KB, KD, FH and ES.</p> <ul style="list-style-type: none"> • Action 1: AH to send BM an email on behalf of the SSAC • Action 2: ME to update committee membership list on website • Action 3: RHJ to issue call for new SSAC members by mid-September • Action 4: RHJ to ask RS for update on how PIC Call Off contract is assessing and managing climate change and sustainability
7	<p>Equality, Diversity and Inclusion (EDI): The Chair advised we will need to create an EDI subgroup. DM advised she has drawn up an EDI survey for the SSAC members to fill out. The survey is anonymous, in case there are any concerns regarding protected characteristics and sensitive information. Deadline to complete the survey Friday 19 August.</p> <ul style="list-style-type: none"> • Action 5: DM to circulate diversity and inclusion survey to all SSAC members
8	<p>Climate Change / Environmental Policy: The Chair advised that climate change will be central to the revised OPiT strategy, so having a very robust approach to sustainability and climate change is crucial. The Chair advised we may need a subgroup for climate change as well.</p> <ul style="list-style-type: none"> • Action 6: KGe to draft up a policy and circulate to the committee • Action 7: All to submit comments to KGe & RHJ on the draft document by the end of August • Action 8: RHJ, AH and JH to draft up a policy in time for discussion at the next meeting
Marketing / Communications / Review	
9	<p>Communications Plan: Verbal Update: <i>Update took place under section 10.</i></p>
10	<p>2022 Annual Review: CS updated. We have not had many submissions for this year's review, so we still looking for some content. The deadline for submitting content is 31 July. We are still aiming for an October launch. Also flagged that the</p>

	<p>there will be a short section towards the back advertising any events that will be happening across the year from this October. RHJ advised this year's review will not be printed but will be a digital version that can be downloaded from the website. There will be postcards with QR codes for people to download the annual review. The group was advised that the digital copies are made as accessible as possible, even including alt text for digital readers.</p> <ul style="list-style-type: none"> • Action 9: Aim leads to submit content for the annual review • Action 10: CJ to send call for papers email re: magazine to Andy Heald and Andy to send round commercial units
Looking Back (Last Quarter: Delivery Plan Update)	
11	<p>Delivery Plan Key Highlights: Aim one – Delivering Archaeology: <i>Refer to paper 2 “SSAC_270722_Aim 1 Report”.</i> KO updated. Roger Curtis in HES Conservation is no longer in the post he was in previously and has not yet been replaced so there is no lead contact presently in HES Technical Conservation. The Lithic Scatters document is almost finished; there will be a conference in memory of Caroline Wickham-Jones on 11 and 12 November and it will be presented then. KGe advised the ClfA standards and guidance should be ready in time to be presented at the next meeting.</p>
12	<p>Delivery Plan Key Highlights: Aim two – Enhancing Understanding: <i>Refer to paper 3 “SSAC Aim 2 July 2022 report”.</i> AH updated. The ScARF celebration event will be in November, as it is 10 years since the launch of ScARF.</p>
13	<p>Delivery Plan Key Highlights: Aim three – Caring and Protecting: <i>Refer to paper 4 “SSAC280722_Aim3Update_BMannFHunter”.</i> AH updated. The ALGAO survey is going to be completed by August and a plan for dendrochronology in Aberdeenshire will also be submitted next month. There has been discussion on estates of deceased archaeologists and advice to give to relatives when there are archives/ material to be disposed. It was agreed Aim three reports will be sent to LB first before they are sent to the SSAC.</p>
14	<p>Delivery Plan Key Highlights: Aim four – Encouraging Greater Engagement: <i>Refer to paper 5 “SSAC Aim 4 update_JM – July 2022”.</i> JM updated.</p>
15	<p>Delivery Plan Key Highlights: Aim five – Innovation and Skills: <i>Refer to paper 6 “SSAC Aim 5 update_July 2022_LB KG CJ”.</i> CJ updated. RHJ advised HES's Heritage Directorate is looking at how we approach training opportunities.</p> <ul style="list-style-type: none"> • Action 11: KGe to indicate in her next report when the ClfA annual review is out and AH to add to the delivery plan
Looking Forward	
16	<p>Key initiatives for next quarter: AH updated. Advised the operational plan identifies what work is in hand and being completed; all the blue sections should be completed and reported at the next meeting.</p>
17	<p>Our Place in Time: AH updated. HES has been asked to review and update Our Place in Time. The first draft must be completed the end of August/ September and</p>

	<p>completed by March, which does not give a lot of time for consultation. Advised the five areas we will be focussed on between now and March are likely to be:</p> <ul style="list-style-type: none"> • The economy • EDI and diversity • Climate change • The built environment • Skills and education. <p>It was agreed to incorporate these themes into this year's annual review.</p>
17	<p>The next 10 years of the Strategy – reviewing the next stage of the Strategy: AH updated. RHJ offered to share the HES Climate Action Plan (https://www.historicenvironment.scot/about-us/what-we-do/climate-change/climate-action-plan/).</p>
18	<p>Close: Date of Next Meeting: Wednesday 26 October at 10:30, in hybrid format.</p> <ul style="list-style-type: none"> • Action 12: ME to book G9 in Longmore House room for a hybrid meeting