

## Scottish Strategic Archaeology Committee

Thursday 19 January 2023

10.30 am – 14.00 pm

(Hybrid meeting – online/ Longmore House)

Item	Topic
1	<p><b>Present:</b></p> <ul style="list-style-type: none"> <li>• Andrew Heald (<b>AH</b>) (<i>Chair</i>)</li> <li>• Hugo Anderson-Whymark (<b>HAW</b>)</li> <li>• Lisa Brown (<b>LB</b>)</li> <li>• Kate Geary (<b>KGe</b>)</li> <li>• Jon Henderson (<b>JH</b>)</li> <li>• Cara Jones (<b>CJ</b>)</li> <li>• Jane Miller (<b>JM</b>)</li> <li>• Kirsty Owen (<b>KO</b>)</li> <li>• Andrew Robertson (<b>AR</b>)</li> <li>• Ailsa Smith (<b>AS</b>)</li> <li>• Helen Spencer (<b>HS</b>)</li> <li>• Craig Stanford (<b>CS</b>)</li> <li>• Edward Stewart (<b>ES</b>)</li> <li>• Sharon Webb (<b>SW</b>)</li> </ul> <p><b>In attendance:</b></p> <ul style="list-style-type: none"> <li>• Mike Elliot (<b>ME</b>) (<i>Minutes</i>)</li> </ul>
2	<p><b>Welcome and apologies:</b> The Chair welcomed everyone and wished everyone a happy new year. KGe advised today's meeting is her last as a member of the committee.</p> <p>Apologies were noted from:</p> <ul style="list-style-type: none"> <li>• Kate Britton (<b>KB</b>)</li> <li>• Kirsty Dingwall (<b>KD</b>)</li> <li>• Kevin Grant (<b>KJG</b>)</li> <li>• Devon McHugh (<b>DM</b>)</li> <li>• Richard Strachan (<b>RS</b>)</li> </ul>
<b>Governance</b>	
3	<p><b>Minutes of the April meeting:</b> Refer to Paper 1: "SSAC_2022.10.26 minutes". The Chair updated. The minutes were duly accepted as a true and accurate record of the previous meeting.</p>
4	<p><b>AOCB including Record of Conflicts of Interest:</b> No conflicts of interest were reported.</p>
5	<p><b>Matters arising: Actions from last meeting:</b> The Chair advised there will be a change now Rebecca Jones has left, but our work will continue. The Chair reviewed the actions from the previous meeting:</p> <ol style="list-style-type: none"> <li>1. KO to get in touch with HES IT – <b>AH and KO to carry forward</b></li> <li>2. KGe to send ME link for minutes – <b>Done</b></li> </ol>

	<p>3. ME to put EDI statement on the SSAC website – <b>Done</b></p> <p>4. CJ to put the EDI statement in the ClfA newsletter and at the community conference – <b>CJ to carry forward</b></p> <p>5. University representatives to cascade within their networks – <b>Done</b></p> <p>6. AH announce recruitment at ELB – <b>Done</b></p> <p>7. KGe to circulate the draft climate change policy – <b>Done</b></p> <p>8. CS to send AR the link for the annual review – <b>CJ to carry forward</b></p> <p>9. ME and CS to circulate the annual review mailing list to the committee to identify gaps – <b>Done</b></p> <p>10. All leads to write out acronyms in full in first instances in future Aim Lead Reports – <b>Ongoing</b></p> <p>11. ME to do Doodle polls for quarterly meetings in 2023 – <b>Done</b></p> <ul style="list-style-type: none"> <li>• <b>Action 1:</b> AH and KO to get in touch with HES IT</li> <li>• <b>Action 2:</b> AH to brief AR and HAW on the terms of reference for board governance</li> </ul>
6	<p><b>Committee membership: new members and nominations, retirees:</b> The Chair updated. KGe, ES and HS are to come off the committee at the end of this meeting. It was agreed HS will continue to report to the committee during the transition period. Committee agreed to review representation for Aim leads – should this be different to other sector representation due to their responsibility for delivery plan actions? It was agreed that CJ will be welcomed onto the committee to replace KGe Thanks were noted for KGe and ES for all their work as they come off the committee. It was further noted we are due to change Chair this year.</p> <ul style="list-style-type: none"> <li>• <b>Action 3:</b> AH review and update terms of committee governance regarding changes to membership, and handovers, particularly for Aim Leads vs other members</li> <li>• <b>Action 4:</b> ME and KO to check when Chair is due to change</li> <li>• <b>Action 5:</b> ME to update the Committee membership list on the website and remove KGe, ES and HS</li> </ul>
7	<p><b>Equality, Diversity and Inclusion (EDI):</b> ME advised the EDI statement is on the homepage of the website, underneath the <i>Celebrating Archaeology in Scotland 2022</i> edition section.</p>
8	<p><b>Climate Change / Environmental Policy:</b> KGe updated. No progress has been made, as no comments were received after the last meeting.</p> <ul style="list-style-type: none"> <li>• <b>Action 6:</b> CJ to carry over climate change and environmental policy</li> </ul>
<b>Marketing / Communications / Review</b>	
9	<p><b>Communications Plan: Verbal Update:</b> CS updated. The magazine will be launched digitally at 10:00 on Friday 20 January. There will be Twitter and other social media posts. Advised an email had been sent out with information and images and encouraged all members to post of social media to promote it using the standard #ScotArchStrat hashtag. The Chair thanked CS and the HeRAS team for their work on the magazine. KO advised there will be more postcards getting printed to promote IT. Requests for postcards should be sent to ME.</p>

	<ul style="list-style-type: none"> <li><b>Action 7:</b> All to promote the launch the digital magazine on 20 January</li> </ul>
10	<p><b>2022 Annual Review update and figures:</b> The Chair advised that he and the aim leads will need to meet to discuss the operational plan and update it.</p> <ul style="list-style-type: none"> <li><b>Action 8:</b> AH and aim leads to meet to update the operational plan in mid-February. AH to contact aim leads individually to arrange updating</li> </ul>
<b>Looking Back (Last Quarter: Delivery Plan Update)</b>	
11	<p><b>Delivery Plan Key Highlights: Aim one – Delivering Archaeology:</b> <i>Refer to Paper 2: "SSAC_190123_Aim 1 Report".</i> KO updated. Advised the Grants will be coming out very shortly.</p>
12	<p><b>Delivery Plan Key Highlights: Aim two – Enhancing Understanding:</b> <i>Refer to Paper 3: "SSAC Aim 2 report January 2023".</i> HS updated. Clarified that the OASIS 5 had not been delivered at the end of December.</p>
13	<p><b>Delivery Plan Key Highlights: Aim three – Caring and Protecting:</b> <i>Refer to Paper 4: "SSAC120123_Aim3Update_ARobertson".</i> AR updated. SW advised she is happy to sit on any steering group for the Museums Working Group/Before the Museums project going forward. The Chair advised that if the project is successful in its funding bid, then HAW and SW will take it forward. Further advised that the policies in the delivery plan with dates next to them will be completed by those dates; those policies with no dates have no scheduled deadlines.</p> <ul style="list-style-type: none"> <li><b>Action 9:</b> HAW to email KO and LB regarding issues with PastMap</li> </ul>
14	<p><b>Delivery Plan Key Highlights: Aim four – Encouraging Greater Engagement:</b> <i>Refer to Paper 5: "SSAC Aim 4 update_JM – January 2023".</i> JM updated. There have been 1,769 Heritage Heroes Awards in the last quarter. The newsletters are still to be sent out.</p>
15	<p><b>Delivery Plan Key Highlights: Aim five – Innovation and Skills:</b> <i>Refer to Paper 6: "SSAC Aim 5 update_January 2023_LB KG CJ_Final".</i> KGe updated. The Modern Apprenticeship in Archaeology has been accepted and included within the Skills Development Scotland development priority list and submitted to the Scottish Government for consideration. A decision by the Scottish Government will be made by February 2023. This development pathway would unlock development funding from SDS. Should the proposal not be accepted, SDS has confirmed that ClfA/the sector is able to progress with a second 'industry led' approach (subject to approval from the Skills Development Scotland TEG committee) in March/ April 2023. Funding for this process would have to be raised elsewhere. LB advised that she is keen to take the science workshops forward, which were paused due to the pandemic. The plan is to work with ClfA to get them accredited. It was also agreed to run them through the Scottish Schools Group.</p> <p><a href="https://www.nms.ac.uk/about-us/our-services/training-and-guidance-for-museums/archaeological-human-remains-collections/">https://www.nms.ac.uk/about-us/our-services/training-and-guidance-for-museums/archaeological-human-remains-collections/</a></p> <ul style="list-style-type: none"> <li><b>Action 10:</b> KO to put science workshop topics on the agenda for next meeting</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Action 11:</b> ALL committee members to get in touch with LB with ideas for workshops</li> </ul>
<b>Looking Forward</b>	
16	<p><b>Key initiatives for next quarter:</b> The Chair updated. KO advised the Rock Art guidance is in hand and it is expected to be ready in draft by the end of the financial year, but probably will not be published by then. The draft for the next guidance booklet, which will be on Geoarchaeology, is approaching completion. LB and KO need to discuss radiocarbon and dendrochronology might be structured. Owing to issues with IT resource, KO is unable to confirm the timetable for the development of the Legacy Portal. ScARF was suggested as a possible home for it. The Chair thanked all the Aim leads for their work over the Christmas period. Further advised it is within the Committee's remit to add things to the corporate plan.</p> <ul style="list-style-type: none"> <li>• <b>Action 12:</b> KO and HS to meet and discuss Legacy and ScARF</li> </ul>
17	<p><b>Our Place in Time update:</b> KO updated. The OPiT2 consultation is now open, and members of the committee met with HES to discuss their concerns with the draft and likely feedback. The chair encouraged all members of the committee to read the consultation draft and to feedback as individuals and as representatives of their organisations. Adam has also indicated that he would welcome case studies. The deadline is 23 February. AH and Rebecca Jones have previously met the HES CEO to discuss SSAC becoming a working group for OPiT. This is what we want to see included in OPiT2. CJ advised she and KGe have been working together on a response to the consultation. KO to speak to Adam Jackson about an SSAC combined response and whether HES can be involved in this</p> <ul style="list-style-type: none"> <li>• <b>Action 13:</b> KO to clarify protocol with Adam Jackson regarding committee responses to consultations</li> <li>• <b>Action 14:</b> AH and KO to discuss SSAC governance at next catch-up meeting</li> </ul>
18	<p><b>Close: Date of Next Meeting:</b> It was agreed to move the date of the next meeting as it clashes with the ClfA conference. KGe advised she will be going out next Monday to assess apprentices in England; it is encouraging that there are employers who are coming back again. There were no further matters; the Chair thanked everyone for their participation and drew the meeting to a close.</p> <ul style="list-style-type: none"> <li>• <b>Action 15:</b> ME to do Doodle poll for next meeting</li> </ul>