

Scottish Strategic Archaeology Committee

Tuesday 9th May 2023

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>) • Alex Adamson (AA) • Hugo Anderson-Whymark (HAW) • Kate Britton (KB) • Lisa Brown (LB) • Kevin Grant (KJG) • Jon Henderson (JH) • Fraser Hunter (FH) • Cara Jones (CJ) • Kelsi McDaniel (KM) • Peter McKeague (PM) • Jane Miller (JM) • Kirsty Owen (KO) • Ailsa Smith (AS) • Helen Spencer (HS) <p>In attendance:</p> <ul style="list-style-type: none"> • Mike Elliot (ME) (<i>Minutes</i>) <p>Apologies:</p> <ul style="list-style-type: none"> • Richard Strachan (RS) • Sharon Webb (SW)
2	<p>Welcome and apologies: The Chair welcomed everyone and explained the role and the procedure of the meeting for newcomers. It was noted the October meeting clashes with half term holidays in Edinburgh and East Lothian. Apologies were noted from RS and SW.</p> <ul style="list-style-type: none"> • Action 1: ME to reschedule October meeting by a Doodle poll – bring forward to September/ early October
Governance	
3	<p>Minutes of the previous meeting: The minutes were 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 reported.</p>
5	<p>Matters arising: Actions from last meeting: The Chair reviewed the actions from the previous meeting:</p> <ul style="list-style-type: none"> 1. AH to brief AR and HAW on the terms of reference for board governance – Done

	<ol style="list-style-type: none"> 2. AH review and update terms of committee governance regarding changes to membership, and handovers, particularly for Aim Leads vs other members – Done 3. ME and KO to check when Chair is due to change – Done 4. ME to update the Committee membership list on the website and remove KGe, ES and HS – Done 5. CJ to progress climate change and environmental policy – Done 6. AH and aim leads to meet to update the operational plan in mid-February. AH to contact aim leads individually to arrange updating – Done 7. ALL committee members to contact LB with ideas for workshops – Done 8. KO and HS to meet and discuss Legacy and ScARF – Done 9. KO to clarify protocol with Adam Jackson regarding committee responses to consultations – Done 10. AH and KO to discuss SSAC governance at next catch-up meeting – Done 11. ME to do Doodle poll for next meeting – Done
6	<p>Committee membership and governance: See attached paper presented by KO.</p> <ul style="list-style-type: none"> • Action 2: KO and ME to set up Doodle poll to organise sub-committee meeting • Action 3: KO to convene subgroup to agree and draft terms of reference for discussion at the July meeting.
7	<p>Equality, Diversity and Inclusion (EDI): The Chair advised Devon has left her roles at NMS and has therefore left the committee.</p>
8	<p>Climate Change / Environmental Policy: The Chair advised that we have a policy for EDI, but we do not have one for climate change. Kate Geary was previously tasked with drafting a policy on climate change; however, no progress had been made as no comments were received. It was agreed that a statement on climate change will be drawn up while a policy is drafted.</p> <ul style="list-style-type: none"> • Action 4: AH to draw up a statement on climate change • Action 5: AH to make sure that we include climate change when we do the review of the operation plan
Marketing / Communications / Review	
9	<p>Communications Plan: Verbal Update: KM updated. Currently undertaking a review of the Comms Strategy – last one completed in February 2020. Sustainability of Twitter: decrease in impressions since last review, but this was part due to staff changes and SAS website being down. Increase of followers every month except November 2022 (1 loss). Hashtag use remains consistent. Mastodon doesn't appear to be a viable option right now – lost 30% of their user base between December and February. KM will be contacting SSAC members to ask about any events they've attended at which they were able to promote the Strategy. Asked members to send through material to link on the website. The finished Comms Strategy will be circulated before the next SSAC meeting</p> <ul style="list-style-type: none"> • Action 6: SSAC members to send KM material to link on the website • Action 7: KM to circulate finished Comms Strategy before the next SSAC meeting • Action 8: ME and KO to organise another print run of the postcards

10	<p>2023 Annual Review: KJG updated. Advised reports on the aims will be expected from each of the aim leads by 7 July. A statement from the Chair by is due after the first draft is ready. A third to half of the content will be from invited contributors. KJG asked for suggestions for content and themes. It was agreed that the magazine will follow the five themes of OPOF.</p> <ul style="list-style-type: none"> • Action 9: KJG to circulate a timetable of deadlines and milestones for the next annual review to the group
Looking Back (Last Quarter: Delivery Plan Update)	
11	<p>Delivery Plan Key Highlights: Aim one – Delivering Archaeology: Refer to paper “SSAC_2023.01.19”. HES Partnership Fund grants have now been awarded and HES is accepting bids for new archaeology projects through its open programme. Rock Art and Geoarchaeology short guides will be completed and launched by the end of the financial year.</p> <ul style="list-style-type: none"> • Action 10: KJG to contact AS regarding launch strategy for the short guides
12	<p>Delivery Plan Key Highlights: Aim two – Enhancing Understanding: Refer to paper “SSAC Aim 2 report January 2023”. HS updated. SIRFA Orkney symposium at the end of March, was well attended. Boyne to Brodgar website now has a permanent home with ScARF. The Antonine Wall research framework will be going live this month. The Society of Antiquaries has a session at EAA on research frameworks Discussing a Rock Art research framework with the Scotland’s Rock Art team.</p>
13	<p>Delivery Plan Key Highlights: Aim three – Caring and Protecting: Refer to paper “SSAC240423_Aim3Update_ARobertson”. KO advised that CADW to ask about how HES works with Police Scotland to manage archaeological human remains.</p>
14	<p>Delivery Plan Key Highlights: Aim four – Encouraging Greater Engagement: Refer to paper “SSAC Aim 4 update_JM – April 2023”. JM updated.</p>
15	<p>Delivery Plan Key Highlights: Aim five – Innovation and Skills: Refer to paper “SSAC Aim 5 update_May 2023_LB CJ”. CJ updated.</p> <ul style="list-style-type: none"> • Action 11: CJ and JH to consider mechanisms to support Scottish university students to access industry-based placements and CPD opportunities and report back at the next SSAC meeting • Action 12: AH to organise a half-day meeting with all the aim leads to review the operational plan
Looking Forward	
16	<p>Key initiatives for next quarter The Chair updated. The new Scottish Government strategy for the historic environment, <i>Our Past of Future</i>, is now available from HES’s website. This is only a soft launch. The formal launch is in June.</p> <ul style="list-style-type: none"> • Action 13: AH to contact Adam Jackson to discuss the status of SSAC in the delivery of <i>Our Past Our Future</i>

	<p>16.1 Archaeology Strategy review: The Chair updated. The Chair proposed that the SSAC will conduct a review of Scotland's Archaeology Strategy in 2024. There were nine votes in favour and one abstention. The proposal was duly carried. It was agreed KO will lead on the review and will form a working group to discuss the brief</p> <ul style="list-style-type: none"> • Action 14: KO to set up a meeting for the SSAC review in June/ July • Action 15: KO to write a brief for the review <p>16.2 DES/OASIS: PM updated. It was agreed a workshop will be set up to discuss OASIS CPD.</p> <ul style="list-style-type: none"> • Action 16: CJ and HS to set up a meeting to discuss OASIS CPD workshop
17	Our Place in Time 2: Item discussed above.
18	Close: Date of Next Meeting: Thursday 20 July at 10:30, in Longmore House.