

Scottish Strategic Archaeology Committee

Thursday 20th July 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) • Lisa Brown (LB) • Cara Jones (CJ) • Kelsi McDaniel (KM) • Jane Miller (JM) • Kirsty Owen (KO) • Andrew Robertson (AR) • Ailsa Smith (AS) <p>In attendance:</p> <ul style="list-style-type: none"> • Mike Elliot (ME) (<i>Minutes</i>)
2	<p>Welcome and apologies: The Chair thanked everyone for attending. The Chair advised GM will be replacing JM. Apologies were noted from:</p> <ul style="list-style-type: none"> • Kevin Grant (KG) • Jon Henderson (JH) • Gavin MacGregor (GM) • Helen Spencer (HS) • Richard Strachan (RS) • Sharon Webb (SW)
Governance	
3	<p>Minutes of the previous meeting: 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>
5	<p>Matters arising: Actions from last meeting (update on OPIT 2): The Chair reviewed the actions from the previous meeting.</p> <ol style="list-style-type: none"> 1. ME to reschedule October meeting by a Doodle poll – bring forward to September/ early October – Done. Meeting is now on 14 September. 2. KO and ME to set up Doodle poll to organise sub-committee meeting – done 3. KO to convene subgroup to agree and draft terms of reference for discussion at the July meeting – done 4. AH to draw up a statement on climate change – in hand 5. AH to make sure that we include climate change when we do the review of the operation plan – in hand

	<p>6. KM to circulate finished Comms Strategy before the next SSAC meeting – done</p> <p>7. AH to organise a half-day meeting with all the aim leads to review the operational plan – in hand</p> <p>8. AH to contact Adam Jackson to discuss the status of SSAC in the delivery of <i>Our Past Our Future</i> – Done</p> <p>9. KO to set up a meeting to discuss the SAS review – done</p> <p>10. KO to write a draft brief for the review – done</p> <p>11. SSAC members to send KM material to link on the website – not done, website down</p> <p>12. ME to organise another print run of the postcards – in hand</p> <p>13. KJG to circulate a timetable of deadlines and milestones for the next annual review to the group – done</p> <p>14. KJG to contact AS regarding launch strategy for the short guides – in hand</p> <p>15. CJ and HS to set up a meeting to discuss OASIS CPD workshop – in hand</p> <ul style="list-style-type: none"> • Action 1: ME to set up Doodle poll for sub-meeting in September to discuss the climate action plan
Marketing / Communications / Review	
6	<p>Communications Plan: Refer to paper “SAS Comms Review 2023”. KM updated.</p> <ul style="list-style-type: none"> • Action 2: AH to explore options for a print run of the annual review • Action 3: KM to write a communication plan for next year
7	<p>2023 Annual Review: KM updated. Thanked everyone for their submissions for the annual review; we are on track to meet all our deadlines for the review. Advised we are now sitting at 12,000 words.</p>
Looking Back (Last Quarter: Delivery Plan Update)	
8	<p>Delivery Plan Key Highlights: Aim one – Delivering Archaeology: Refer to paper “SSAC_200723_Aim 1 Report”. KO updated.</p>
9	<p>Delivery Plan Key Highlights: Aim two – Enhancing Understanding: Refer to paper “SSAC Aim 2 Report July 2023”. AH updated in HS’s absence.</p>
10	<p>Delivery Plan Key Highlights: Aim three – Caring and Protecting: Refer to paper “SSAC040723_Aim3Update_ARobertson”. AR and HAW updated.</p>
11	<p>Delivery Plan Key Highlights: Aim four – Encouraging Greater Engagement: Refer to paper “SSAC Aim 4 update July 2023_JM”. JM updated.</p>
12	<p>Delivery Plan Key Highlights: Aim five – Innovation and Skills: Refer to paper “SSAC Aim 5 update_July 2023_LB CJ”. CJ updated.</p>
Looking Forward	
16	<p>Key initiatives for next quarter - update of Operational Plan: Refer to paper “SAS Operational Plan Update 170723”. AH updated. We will meet for a half day in September to agree the operational plan content for each of the Aim Leads for this year. This will be on the same day as the review of the Strategy Review brief.</p>

17	<p>Governance Paper: <i>Refer to paper “SSAC200723_p1_Governance”.</i> AH updated. KO asked for any comments on the document by Friday 28 July. A general discussion followed. The Chair advised procedures need to be formalised for removing ineffective members and Aim Leads as this is not clear in the draft at present.</p> <ul style="list-style-type: none"> • Action 4: AH to compare the old Governance document with the revised version • Action 5: ALL to review the Governance document and submit comments to KO by 28 July • Action 6: KO to collate comments and update draft Governance document <p>It was agreed there will be online polls for the following who wish to join/ re-join the Committee: land management rep, MGS rep, student/ECR rep, and Aim 2 Lead.</p> <ul style="list-style-type: none"> • Action 7: ME to produce Survey Monkey polls for the committee to vote on membership
18	<p>Close: Date of Next Meeting: 14 September 2023.</p>