

Scottish Strategic Archaeology Committee

Thursday 11th April 2024

10.30 am – 15.00 pm

(Hybrid meeting – online/Longmore House)

Item	Topic
1	<p>Present:</p> <ul style="list-style-type: none"> • Andy Heald (AH) (<i>Chair</i>) • Alex Adamson (AA) • Hugo Anderson-Whymark (HAW) • Lisa Brown (LB) • Emily Johnston (EJ) • Cara Jones (CJ) • Gavin MacGregor (GM) • Kelsi McDaniel (KM) • Kirsty Owen (KO) • Neil Redfern (NR) • Daniel Rhodes (DR) • Andrew Robertson (AR) • Ailsa Smith (AS) • Richard Strachan (RS) <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 their attendance. The Chair noted that we are quorate.</p> <p>Apologies were noted from:</p> <ul style="list-style-type: none"> • Kevin Grant (KG) • Jon Henderson (JH) • Helen Spencer (HS) • 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: None noted</p>
5	<p>Matters arising: Actions from last meeting: The Chair reviewed the actions from</p> <ol style="list-style-type: none"> 1. ME to send AH list of people due to come off the SSAC – Done

	<ol style="list-style-type: none"> 2. AH to speak to prospective MGS member re appointment to the committee – Done 3. AH to discuss appointment of Applied Archaeology member with those who raised an objection and confirm with KO if an appointment can be made – Done 4. CJ and AH to take forward formation of EDI subgroup; SoAS to support – Done 5. Formation of subgroup by GM, JH and DR – Not done 6. SG/ HS to speak to gather info on OA publishing – Not done 7. AA will ensure the SSAC members are invited to the event – Not done 8. KO to speak to HES Grants team about the suitability of PUNS2 for HES grant support – Done
6	<p>Committee membership and governance: The Chair updated. Noted the following people are due to come off the committee at the end of this year;</p> <ul style="list-style-type: none"> • AS • JH • SW <p>FAME have put forward Kenny Aitchison as FAME representative on SSAC. The committee need to agree this by vote. It was agreed that a SurveyMonkey poll will be sent out.</p> <ul style="list-style-type: none"> • Action 1: KO, ME and AH to agree timetable for replacement/re-election of SSAC members due to leave • Action 2: ME to set up SurveyMonkey poll for the representative FAME
7	<p>Equality, Diversity and Inclusion (EDI): The Chair updated.</p> <ul style="list-style-type: none"> • Action 3: AH and GM to discuss SSAC shadowing opportunities for Archaeology Scotland intern
8	<p>Climate Change / Environmental Policy: The Chair updated.</p>
Marketing / Communications / Review	
9	<p>Communications Plan: Verbal Update: KM updated.</p> <ul style="list-style-type: none"> • Action 4: AH and KM to review communication plan, considering comments received externally relating to the visibility of committee members
10	<p>2024 Annual Review and planning for the 10 Year Review: KM updated. Theme for this year's annual review will again link to Our Past Our Future, specifically communities and places, and will align with <i>Scotland Digs</i>, which is also focusing how archaeology, communities and immigration. GM advised the theme for the European</p>

	<p>Heritage Day is “Roots, Networks and Connections”. The call out will be issued on 10 June. The deadline for articles is 12 July. The launch for the magazine will be in September/ October.</p> <ul style="list-style-type: none"> • Action 5: AH to explore options for external printing of the annual review • Action 6: KM to send out a confirmation of the theme
Looking Back (Last Quarter: Delivery Plan Update)	
11	<p>Delivery Plan Key Highlights: Aim one – Delivering Archaeology: Refer to Paper 2 “SSAC_110424_Aim 1 Report”. KO updated. It was agreed Jilly Burns (National Strategy Programme Manager, HES) will be included as a corresponding member in future and will receive copies of the minutes;</p> <ul style="list-style-type: none"> • Action 7: KO to contact Ruth Cameron (Deputy Head of Heritage Policy, HES) regarding Managing Change timetable for delivery of new guidance • Action 8: KO to speak to Jilly Burns about becoming a corresponding member for SSAC • Action 9: ME to send minutes and papers to Jilly Burns
12	<p>Delivery Plan Key Highlights: Aim two – Enhancing Understanding: Refer to Paper 3 “SSAC Aim 2 Report March 2024”. GM advised that an advert went out this morning for new vacancies at Archaeology Scotland.</p>
13	<p>Delivery Plan Key Highlights: Aim three – Caring and Protecting: Refer to Paper 4 “SSAC110424_Aim3Update_AR”. HAW and AR updated.</p>
14	<p>Delivery Plan Key Highlights: Aim four – Encouraging Greater Engagement: Refer to Paper 5 “SSAC Aim 4 – Q4 update April 2024”. GM updated.</p>
15	<p>Delivery Plan Key Highlights: Aim five – Innovation and Skills: Refer to Paper 6 “SSAC Aim 5 update_April 2024_LB CJ”. CJ and LB updated.</p> <ul style="list-style-type: none"> • Action 10: CJ to contact GM regarding apprenticeship frameworks • Action 11: CJ to collate information on apprenticeship frameworks in heritage and report back at next meeting.
Looking Forward	
16	<p>Key initiatives for next quarter: The Chair Updated. The key initiatives for next quarter are:</p> <p>Operational Plan Achievements of SSAC 2023-24 The Chair advised at the last meeting that after this end of financial year meeting that he would update the master Operational Plan (and, if necessary, create a ‘user-</p>

friendly version’). This would celebrate and gatepost all of our achievements undertaken over the last 12 months. The Chair aims to have completed this by 30 April.

Operational Plan 2024-25

A meeting was held to create the draft version and agreed to finalise once this financial year is over and launch of OPOF. The Chair will now take ownership of finishing this with the Aim leads during May. It will be aligned with all relevant external heritage docs and policies etc. The Operational Plan will also include SMART objectives for the non-Aim leads in relation to EDI, Climate Change and Communications. It will also include the delivery of the 10 Year Review and the creation of the next 10-year strategy.

Post-2025 – Next Ten Years

May: Combined vision document, Operational Plan for delivery plus other relevant docs. Draft 1.

July: Post 2025 SAS draft 1 discussed by SSAC at meeting

Oct: Combined vision document, Operational Plan for delivery plus other relevant docs. Draft 2.

Dec: Post 2025 SAS final draft accepted at Dec SSAC Board meeting

Jan: Set up invited facilitated workshops to discuss programme with Heritage sector and stakeholders

April: Workshops take place

May to August: Public Consultation

Dec: Final report and acceptance by SSAC at Dec Board meeting

- **Action 12:** AH to complete operational plan for end of April and forward operational plan to committee members for mid-May
- **Action 13:** ME to publish operational plan on website once approved by AH and committee
- **Action 14:** AH and KO to draw up findings and present them at December board meeting
- **Action 15:** Committee to approve draft timetable for Strategy review
- **Action 16:** AH to circulate timetable; AH, KO and AA to agree outline draft delivery structure to discuss with SSAC

16.1 Archaeology Strategy review: The Chair updated.

May: Confirmation of funding

July: Supplier appointed and announced at SSAC meeting

Nov: Final draft received.

Nov: AH to summarises findings

Dec: Report to discussed at Dec SSAC Board meeting

	16.2 Planning for the next 18 months: The Chair updated.
17	Our Past Our Future: The Chair updated. 17.1 Update on OPOF meeting: Item discussed above.
18	Close: Date of Next Meeting: Thursday 18 July at 10:30 in G9, Longmore House and online via Teams.