

Scottish Strategic Archaeology Committee

Thursday 18th July 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) • Andrew Robertson (AR) • Ailsa Smith (AS) • Helen Spencer (HS) • Richard Strachan (RS) • 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 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"> • Jon Henderson (JH) • Daniel Rhodes (DR)
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 the previous meeting:</p> <ol style="list-style-type: none"> 1. KO, ME and AH to agree timetable for replacement/re-election of SSAC members due to leave – Done 2. ME to set up SurveyMonkey poll for FAME – Done

	<ol style="list-style-type: none"> 3. AH and GM to discuss SSAC shadowing opportunities for Archaeology Scotland intern – Not done 4. AH and KM to review communication plan, considering comments received externally relating to the visibility of committee members – Done 5. AH to explore options for external printing of the annual review – In hand 6. KM to send out a confirmation of the theme – Done 7. KO to contact Ruth Cameron (Deputy Head of Heritage Policy, HES) regarding Managing Change timetable for delivery of new guidance – In hand 8. KO to speak to Jilly Burns about becoming a corresponding member for SSAC – Done 9. <u>ME to send minutes and papers to Jilly Burns</u> – Not done 10. CJ to contact GM regarding apprenticeship frameworks – Done 11. CJ to collate information on apprenticeship frameworks in heritage and report back at next meeting – Done 12. AH to complete operational plan for end of April and forward operational plan to committee members for mid-May – Done 13. ME to publish operational plan on website once approved by AH and committee – In hand 14. AH and KO to draw up findings and present them at December board meeting – In hand 15. Committee to approve draft timetable for Strategy review – Done 16. AH to circulate timetable; AH, KO and AA to agree outline draft delivery structure to discuss with SSAC – Done
6	<p>Committee membership and governance: The Chair updated. The Chair reminded everyone that the Governance document states anyone who misses three meetings within two years will be deemed to have resigned from the Committee.</p> <ul style="list-style-type: none"> • Action 1: RS to advise on future SSAC attendance for CRT • Action 2: AH to brief Sophie Cathcart on committee membership • Action 3: HS to discuss open access action point with Simon to determine what is required. • Action 4: AA to update on plans for Engine Shed survey event. • Action 5: AH to get in touch with JH regarding committee membership • Action 6: Committee to vote on Kenneth Aitchison membership of SSAC
7	<p>Equality, Diversity and Inclusion (EDI): The Chair advised CJ is the lead for EDI. No update.</p>
8	<p>Climate Change / Environmental Policy: The Chair advised GM is the lead for Climate Change. No further update.</p>
<p>Marketing / Communications / Review</p>	

9	<p>Communications Plan: Verbal Update: KM updated. Advised an amendment was sent through last week regarding accessibility. Comms continues to run well. Still seeing good engagement on social media channels, especially Twitter/X. Comms subgroup has been established but awaiting confirmation of new Comms Manager for AS to join. 24/25 operational plan will be uploaded to website and advertised on SAS social media channels once finalised. The Chair stressed that whenever we have a product (such as a report or a questionnaire) that we post it up on the Archaeology Strategy website and promote it on social media (e.g. on Twitter/X and Facebook).</p>
10	<p>2024 Annual Review and planning for the 10 Year Review: KM updated. Clarified the design of the magazine will not be changed this year. The deadline for articles for submission has passed and we have had approximately 30 submissions so far. We have been made aware of a few latecomers so expect a handful more in the coming weeks. Content to be sent to designer the week commencing 12 August. KM confirm with AH prior to this word count estimation for Chair update – designer to leave space for it.</p>
Looking Back (Last Quarter: Delivery Plan Update)	
11	<p>Delivery Plan Key Highlights: Aim one – Delivering Archaeology: Refer to paper “SSAC_180724_Aim 1 Report”. KO updated.</p>
12	<p>Delivery Plan Key Highlights: Aim two – Enhancing Understanding: Refer to paper “SSAC Aim 2 Report July 24”. HS updated.</p>
13	<p>Delivery Plan Key Highlights: Aim three – Caring and Protecting: Refer to paper “SSAC030724_Aim3Update_AR”. HAW and AR updated.</p> <ul style="list-style-type: none"> • Action 97: AR and GM to discuss getting a page on ALGAO public benefit survey in DES <p>It was agreed that, going forward, all Aim lead reports will be sent to ME who will then issue them to the committee.</p>
14	<p>Delivery Plan Key Highlights: Aim four – Encouraging Greater Engagement: Refer to paper “SSAC Aim 4 – Q1 update July 2024”. GM updated.</p> <ul style="list-style-type: none"> • Action 8: CJ to contact all the leads for national archaeology strategies across the UK and Ireland • Action 9: CJ to contact Mary Deevy about the evaluation of the Ireland archaeology strategy
15	<p>Delivery Plan Key Highlights: Aim five – Innovation and Skills: Refer to paper “SSAC Aim 5 update_July 2024_LB CJ”. CJ and LB updated. CJ advised that if anyone has any</p>

	priorities or issues that they would like to promote to please get in touch with her directly.
Looking Forward	
16	<p>Key initiatives for next quarter: The Chair updated.</p> <p>16.1 Operational Plan: The Chair updated.</p> <ul style="list-style-type: none"> • Action 10: Aim leads to review Operational Plan 21-23 by the end of August and return comments to AH • Action 11: AH to write an article for the annual review on the achievements that are completed/ highlighted in green • Action 12: AH to produce summary operational plan for website <p>16.2 Archaeology Strategy review: The Chair updated. Advised that the colour coding in the Operational Plan means green is completed, orange is almost completed, red will not be completed/at risk, and blue will be finished at a later date. The Chair stressed that those entries highlighted in red are not a reflection on the efficacy of individual members; these are outcomes that are most likely to be unable to be completed.</p> <ul style="list-style-type: none"> • Action 13: All committee members let AH know which items are to be highlighted in blue when they are writing their reports • Action 14: Aim Leads to review OPOF alignment in operational plan • Action 15: KO to send OPOF aligned draft operational plan to Jilly Burns for review • Action 16: KO to arrange update meeting with Jilly Burns and OPOF team once the OPOF aligned operational plan is agreed • Action 17: Aim leads to return comments to AH by 31 August • Action 18: AH to decide after August which strategies we want to include in mapping for operational plan <p>16.3 Planning for the next 18 months: The Chair updated. The Chair advised that next year we will be having a series of consultation meetings, similar to the ones held prior to the start of the SSAC convening in 2013.</p> <ul style="list-style-type: none"> • Action 19: AH, KO and CJ to meet and discuss funding and logistics for stakeholder workshops
17	Our Past Our Future: The Chair updated.
18	Close: Date of Next Meeting: Thursday 26 September at 10:30 in G9, Longmore House and online via Teams.