

SCOTLAND'S ARCHAEOLOGY STRATEGY

Scottish Strategic Archaeology Committee

Thursday 26 September 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) • Sophie Cathcart (SC) • Cara Jones (CJ) • Kirsty Owen (KO) • Andrew Robertson (AR) • Helen Spencer (HS) <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 and welcomed SC to her first meeting. A round robin of introductions took place. The Chair noted that we are quorate. Apologies were noted from:</p> <ul style="list-style-type: none"> • Kenneth Aitchison (KA) • Jon Henderson (JH) • Emily Johnston (EJ) • Gavin MacGregor (GM) • Kelsi McDaniel (KM) • Ailsa Smith (AS) • 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: None noted.</p>

5 **Matters arising: Actions from last meeting:** The Chair reviewed the actions from the April meeting and advised Action 5, AH to explore options for external printing of the annual review, is not done.

- **Action 1:** AH to look at sponsorship options for the annual review for next year

The Chair reviewed the actions from the July meeting:

1. RS to advise on future SSAC attendance for CRT – **Not done, carry forward**
2. AH to brief Sophie Cathcart on committee membership – **Done**
3. HS to discuss open access action point with Simon to determine what is required – **Not done, carry forward**
4. AA to update on plans for Engine Shed survey event – **Done**
5. AH to get in touch with JH regarding committee membership – **Not done, superseded**
6. Committee to vote on Kenny Aitchison membership of SSAC. **Done**
7. AR and GM to discuss getting a page on ALGAO public benefit survey in DES – **Not done, carry forward**
8. CJ to contact all the leads for national archaeology strategies across the UK and Ireland – **In hand**
9. CJ to contact Mary Deevy about the evaluation of the Ireland archaeology strategy – **Done**
10. Aim leads to review Operational Plan 21-23 by the end of August and return comments to AH – **Done**
11. AH to write an article for the annual review on the achievements that are completed/ highlighted in green – **Done**
12. AH to produce summary operational plan for website – **Done**
13. All committee members let AH know which items are to be highlighted in blue when they are writing their reports – **Done**
14. Aim Leads to review OPOF alignment in operational plan – **Done**
15. KO to send OPOF aligned draft operational plan to Jilly Burns for review – **Done**
16. KO to arrange update meeting with Jilly Burns and OPOF team once the OPOF aligned operational plan is agreed – **Done**
17. Aim leads to return comments to AH by 31 August – **Done**
18. AH to decide after August which strategies we want to include in mapping for operational plan – **Done**
19. AH, KO and CJ to meet and discuss funding and logistics for stakeholder workshops – **Not done, carry forward**

- **Action 2:** KO to chase RS regarding future CRT representation at SSAC

6	<p>Committee membership and governance: The Chair updated. A discussion followed on Committee membership.</p> <ul style="list-style-type: none"> • Action 3: JH, AS and SW are coming off committee and need to be replaced; ME to confirm terms of governance with AH and discuss on Monday 30 September how we will replace • Action 4: ME to email AH about terms of replacement early next week. • Action 5: CJ to write terms of reference for the EDI subgroup and set up the initial meeting • Action 6: PowerPoint slides to launch magazine from AH and KO for HAF, CJ for community conversations, AH to email Derek Hall to organise for TAFAC • Action 7: AR to email John Lawson regarding PowerPoint slides for Edinburgh 900 conference
7	<p>EDI and Climate Change workstreams: GM to take forward.</p>
8	<p>Treasure Trove Review: Discussed under item 13 (<i>Delivery Plan Key Highlights: Aim three – Caring and Protecting</i>).</p>
Marketing / Communications / Review	
9	<p>Communications Plan: Verbal Update: KO updated in KM's absence. Had a meeting with Julianne from the Society and Adam from Archaeology Scotland on 11 September to discuss the comms subgroup. The main takeaways are:</p> <ul style="list-style-type: none"> • Mostly served as an introduction, explaining the Strategy and specifically the comms review/plan and what we hope to get out of the group going forward • Better collaboration going forward on content creation for the Strategy social media platforms • Kickstart the blog • Any ad-hoc tasks as required (document development, review, etc) • Meet once a month going forward <p>As discussed in the Comms Plan amendment at the last SSAC we will start the Strategy's blog with an introduction to all five aim leads. These will be posted in six-week intervals so everyone will have plenty of heads up and gives us time to edit as needed (guidelines outlined in comms plan amendment sent during the last SSAC – happy to send again if needed). Dates as follows:</p> <ul style="list-style-type: none"> • Aim 1 – November 8th • Aim 2 – December 13th • Aim 3 – January 24th • Aim 4 – March 7th • Aim 5 – April 18th

10	<p>2024 Annual Review and planning for the 10 Year Review: KO updated in KM's absence. Magazine progressing well – coming to the final stages of the design process. Launch will be on November 1st – will have a stall with the display copies/QR code postcards at TAFAC. Same as last year, KM will send around a reminder closer to the time. Dig It! are working on a press release for the mag using Clutha Archaeology Group's work at Eddlewood Castle as the hook.</p>
Looking Back (Last Quarter: Delivery Plan Update)	
11	<p>Delivery Plan Key Highlights: Aim one – Delivering Archaeology: KO updated.</p> <ul style="list-style-type: none"> • Action 8: KO to check with Grants about the timetable for reviewing guidance documents for grant funding and partnership fund in particular.
12	<p>Delivery Plan Key Highlights: Aim two – Enhancing Understanding: HS updated.</p>
13	<p>Delivery Plan Key Highlights: Aim three – Caring and Protecting: HAW and AR updated.</p>
14	<p>Delivery Plan Key Highlights: Aim four – Encouraging Greater Engagement: GM updated.</p>
15	<p>Delivery Plan Key Highlights: Aim five – Innovation and Skills: CJ and LB updated. Advised the professional development award is delayed to allow focus on the apprenticeship development, as there is movement with Skills Development Scotland on the latter. Once the apprenticeship is through the first stage, CJ will refocus onto the PDA; the intention is to hire external to write the PDA content and the budget has been secured.</p>
Looking Forward	
16	<p>Key initiatives for next quarter: AH updated. A general discussion followed.</p> <p>16.1 Operational Plan summary 2024-25: AH updated.</p> <p>16.2 Operational Plan 2025-26: AH updated.</p> <p>16.3 Strategy Review (update): AH updated.</p> <p>16.4 Vision Document for next 10 years and next stages: AH updated. It was agreed that an extra meeting will be held towards the end of October to discuss vision and strategy content for the next 10 years.</p> <ul style="list-style-type: none"> • Action 9: ME to set up a Doodle poll for the end of October to discuss vision and strategy content for the next 10 years

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17	Our Past Our Future: AH updated. A general discussion followed.
18	Close: Date of Next Meeting: AH updated. Advised the next meeting will be the one at the end of October to discuss vision and strategy content.