

## COMMUNITY ARCHAEOLOGY GROUP COMMITTEE MEETING

Wednesday 31 July 2024, 2pm

Online

### Minutes

**Present:**

Sarah-Jane Farr – SJF  
 Perry Gardner – PG  
 Frank Giecco – FG (Treasurer)  
 Emily Johnston – EJ  
 Jessica Lowther – JL (Chair)  
 Richard McConnell – RM  
 Nina O’Hare – NO (Secretary)

Agenda Point	Action (Initials)
<p><b>1. Apologies</b></p> <ul style="list-style-type: none"> <li>• Mike Nevell and Dickie Bennett</li> </ul>	
<p><b>2. Advisory Council Feedback</b></p> <ul style="list-style-type: none"> <li>• Last week there was a special meeting of Advisory Council group representatives. Cara Burton is now the Group support lead – she is holding weekly drop-in sessions for any committee members to ask questions.</li> <li>• As a succession planning measure, Historic England are providing access to the Knowledge Hub for group files to be stored.</li> </ul>	<p>Anyone who doesn’t have the meeting link for the group support drop-in sessions to let Jessica or Nina know.</p> <p>Look at moving group files to Knowledge Hub when more details shared.</p>
<p><b>3. Specialist competency matrix event</b></p> <ul style="list-style-type: none"> <li>• Run in response to feedback from group members.</li> <li>• Was a joint event with Lianne Birney, which was really helpful.</li> <li>• As a result of the event, there are 3 more responses to the matrix survey.</li> </ul>	<p>JL to send NO new responses to add to rest, then circulate to committee.</p>
<p><b>4. OASIS reporting event</b></p> <ul style="list-style-type: none"> <li>• JL has had a reply from Dan Miles, who has ascertained that the OASIS form could be easily amended with a yes/no question about community engagement and a drop down box of engagement types.</li> <li>• Beyond this, funding would be needed to add/ alter the form further. ADS are keen on developing this, so Dan Miles is setting up an advisory group to discuss taking this forward (which will include the SIG).</li> <li>• EJ updated committee on her research and recently launched website. EJ will update group on a meeting with Historic Scotland about further plans for where community engagement is recorded.</li> <li>• EJ to propose a session for ClfA’s Innovation Festival in October. This will primarily be a presentation of EJ’s work, but also mention that future work on where and how projects are recorded is being discussed/ planned.</li> <li>• General consensus that the Innovation Festival would be too</li> </ul>	<p>EJ to circulate link of live database of Scottish community engagement projects:  <a href="http://www.outreacharchscot.org">www.outreacharchscot.org</a></p> <p>JL to email Dan with update about plans for the Innovation festival</p>

	soon for a discussion around enhancing the OASIS form – annual conference in April may be a better time and more suitable format (longer sessions), but this will depend on what other stakeholders want.	
5.	<p><b>Annual report</b></p> <ul style="list-style-type: none"> <li>• Committee generally happy with draft.</li> <li>• Clarification to report that AGLGAO presentation was at their AGM.</li> <li>• Further comments to be submitted by 7<sup>th</sup> August, so report can be sent in before 9<sup>th</sup> August deadline.</li> </ul>	All – any further comments to be sent to NO by Wednesday.
6.	<p><b>New 3 year plan</b> Notes of ideas suggested or discussed during the meeting are below. These will be put into a draft plan and circulated around the committee for clarifying and refining by email.</p> <p><b>Public engagement toolkit:</b></p> <ul style="list-style-type: none"> <li>• How will this be disseminated? How do we make it more deliverable? What is missing?</li> <li>• Sadie Watson is keen to distil toolkit info down for certain audiences e.g. one paragraph for Local Planning Authority (LPA) advisors.</li> <li>• Evaluation – how do LPAs judge if community engagement has been meaningful or good? Are case studies of good practice and tea break sessions useful for supporting this?</li> <li>• Cara Jones is interested in a phase 2 project. Can we support this with surveys and sessions?</li> <li>• Importance of case studies of varying scales – can we get some together as a committee as a starting point?</li> <li>• Proportionality is key – is more support needed around helping to determine what is proportional?</li> <li>• Step 1. Catch up with Cara Jones about: <ul style="list-style-type: none"> <li>– CifA’s plans for evaluating the toolkit</li> <li>– Dig Venture’s recommendations for the toolkit’s development</li> <li>– Phase 2 project plans</li> </ul> </li> </ul> <p><b>How community engagement is reported</b> – support work on this, ensuring that projects align rather than duplicate efforts.</p> <p><b>Specialist competency matrix:</b></p> <ul style="list-style-type: none"> <li>• Review matrix in light of survey results and communicate changes to group members.</li> <li>• A short supporting document is needed to clarify how matrix can be used (i.e. guidance, not a set list of requirements, also helpful even if not applying for accreditation).</li> </ul> <p><b>Points also raised:</b></p> <ul style="list-style-type: none"> <li>• What to expect from a community archaeologist? Providing</li> </ul>	NO to circulate previous 3 year plan

	<p>guidance to those looking to appoint a community archaeologist.</p> <ul style="list-style-type: none"> <li>• Tie plan to Group's 6 aims: <a href="https://www.archaeologists.net/groups/community">https://www.archaeologists.net/groups/community</a></li> <li>• Tea break sessions are useful for sharing knowledge and also discussing group's work. Aim for 2 per year?</li> <li>• Communication to wider membership has dropped due to a lack of capacity. This needs reinstating. After AGM, clarify responsibilities of committee members and look to have a designated comms role(s).</li> </ul>	
<b>7.</b>	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• FG offered to share knowledge of how to formalise a community group into an official entity. This would be a useful tea break session. Perhaps in the autumn or spring?</li> <li>• Photo from toolkit launch hasn't been sent to us.</li> <li>• There is an old V&amp;C Group blog, which should either be resurrected or taken down: <a href="https://volcomarch.wordpress.com/">https://volcomarch.wordpress.com/</a></li> </ul>	<p>JL to ask ClfA for a copy of the launch photo.</p> <p>NO to find out log in details for blog.</p>
<b>8.</b>	<p><b>Date of next committee meeting</b>          Tuesday 24<sup>th</sup> September online:          1.30 – 2pm committee meeting          2 – 3pm AGM</p>	