

MINUTES OF ANNUAL REVIEW MEETING OF SCOTTISH ARCHAEOLOGICAL FINDS
ALLOCATION PANEL (SAFAP) AND QUEEN'S AND LORD TREASURER'S REMEMBRANCER
(QLTR)

Wednesday 27th November 2013 – 10:45 AM

Present

Catherine Dyer	QLTR – Chair of Meeting
Dr Evelyn Silber	SAFAP Chair
Stuart Campbell	Treasure Trove Unit
Dr Natasha Ferguson	Treasure Trove Unit
Andrew Brown	QLTR Office – Solicitor
Catriona Ogg	QLTR Office – Administrator
Jane Carmichael	Director of Collections, NMS
Anne Dagg	Scottish Government – Cultural Excellence Team
Jilly Burns	SAFAP Member (NMS)
John Urquhart	SAFAP Member
Richard Welander	Historic Scotland
Jennifer Youngson	Museums Galleries Scotland

Apologies

David Connolly	SAFAP Member
Neil Curtis	SAFAP Member

NF took the minutes. It was agreed that these minutes would be circulated and approved after the meeting.

1. Welcome

1. Catherine Dyer welcomed all present and thanked them for their attendance.
2. The matters listed in the Agenda were agreed as the basis of the meeting.

2. Review of action points from 2012 meeting

3. AP 26 (p.8) *Extra membership to SAFAP* – this action has been achieved with the recruitment process currently on going with posts due to be filled by the next SAFAP meeting on 27th March 2014.
4. AP 28 (p.9) *Invite comment to COP consultation paper* – achieved, with the exception that it was accepted an external meeting was not necessary.

3. Report from Dr Silber on SAFAP's work.

5. Dr Silber thanked all who contributed to the Code of Practice review. The completed report is currently being reviewed and any revisions implemented.
6. Historic Scotland are now formally represented on SAFAP. The chair welcomed HS representative Richard Welander to the panel.
7. ES commented on the current recruitment of two new SAFAP members and that the process of advertising the posts was ongoing.
8. ES welcomed increasing liaison with ALGAO and emphasised that continued contact was necessary to tackle concerns about issues regarding excavation assemblages.
9. ES reported the success of the SAFAP meeting held in Stirling Castle. The Chair noted that feedback from attending stakeholders had been positive, and that this had been a welcome addition to the outreach work implemented by the TTU.
10. ES commented on the increased speed in which TT cases are being processed, as well as an increase in reported finds from members of the public.
11. ES raised the possibility of dealing with some cases, primarily excavation assemblages, between SAFAP meetings.
12. TTU strategic plan for 2014/15 - AD confirmed meeting for February 2014.
13. Establishing a general policy for precedent for cases in which a reduction of an ex gratia award may be considered appropriate.
14. ES noted that upgrading of the Treasure Trove website had progressed with much improvement on style, information and accessibility.

Action Point – SC to collate cases where the ex gratia award has been reduced, or produce case studies outlining cases where this has occurred in order to clarify the decision process. This should include reasons why a reduction in the award has been considered by SAFAP.

Comments regarding report from Dr Silber

15. SC commented that from the TTU perspective the most significant development – and challenge – was the rise in reporting from the TTU outreach program.

4. Report from the QLTR

16. The Chair wished to record her thanks to DC for his work within SAFAP which has been much appreciated.

17. The Chair also thanked staff within TTU, together with members of SAFAP for their hard work over the last year. In particular the Chair wished to express her thanks for the contributions made towards the COP review paper and the draft report.

Comments regarding report from QLTR

18. The question was raised of increasing resources to the TTU in order to continue effectively managing case work. It was suggested an additional staff member, within an administrative capacity, may be necessary in future due to increasing reporting of finds by members of the public.

5. Review of TT Code of Practice

19. AB reported that the TT Code of Practice review is on track to be completed for 1 April 2014

6. Loans of Unallocated TT – Including security and care of loan items

20. ES raised concerns regarding information provided by museums when requesting loans of unallocated material and if there was enough information to establish quality and safety of displays.

21. SC Suggested that loan forms should be revamped to ask specific questions about security and environmental condition in order for SAFAP Chair and QLTR to make an informed decision to avoid damage or loss of unallocated TT material. It will also allow for justification when deciding to refuse an application.

Action point – SC to create draft of revamped ‘Unallocated Treasure Trove loan’ form for approval.

22. Concern was raised regarding managing the risk of approving loans of unallocated TT material and who was responsible for it if damage or loss occurred. RW suggested the institution receiving the loan were responsible for the care of the material throughout the duration of the loan. This point was agreed by the rest of the panel.

Action point – Clarify responsibly of care of loaned material in COP revision and ensure expected standards of care to be met by museums are outlined is made explicit on the TT website.

7. AOCB

23. SC reported that TTU were now SURE partners with RCAHMS allowing for the direct inputting of TT data into the Canmore database. This has allowed for increased accessibility of TT data for the heritage sector and members of the public. Membership of SURE feeds into a

wider heritage sector policy SHED which aims to increase networks and accessibility of data between organisations in Scotland.

24. JC briefly updated the QLTR and SAFAP on the current review of the Scottish History and Archaeology Department within NMS. SAFAP welcomed this update.

25. AD reiterated the importance of the current recruitment of two new posts to SAFAP.

8. Date of next meeting

26. Next meeting agreed for Friday 21st November 2014

Meeting ended 12.30

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Action point – SC to create draft of revamped ‘Unallocated Treasure Trove loan’ form for approval.

Action point – Clarify responsibility of care of loaned material in COP revision and ensure expected standards of care to be met by museums are outlined is made explicit on the TT website.

END OF MINUTES