

## **OUR PAST, OUR FUTURE (OPOF) STRATEGY STEERING GROUP MINUTES**

**04 MARCH 2024, 14:00 – 16:00**

**LONGMORE HOUSE, SALISBURY PLACE, EDINBURGH EH9 1SH**

### **In Attendance:**

Ailsa Macfarlane (AM), Alison Turnbull (AT), Andrew Hopetoun (AH), Caroline Clark (CC), Callum Grigor (CG), Chris Brodie (CB), Douglas Cowan (DC), Gavin MacGregor (GM), James Fowle (JF), Jane Morrison-Ross (JM), Lucy Casot (LC), Philip Long (PL), Tony McCaffery (TM), Adam Jackson (AJ), Eleanor Styles (ES), Jilly Burns (JB), Marjorie Perotto (MP)

### **Apologies:**

Allan Lindsay (AL), Emma Berry (EB), Rob Dickson (RD), Ian Freeman (IF), Penelope Cooper (PC)

### **1. WELCOME AND INTRODUCTIONS**

Alison Turnbull (AT) welcomed everyone to the first meeting of the Steering Group. Members introduced themselves.

### **2. STEERING GROUP TERMS OF REFERENCE**

AT invited members to share thoughts and comments on the draft Terms of Reference (ToR) circulated prior to the meeting, on the principles of working collaboratively, participatorily and transparently, as well as reflections on the Strategy Steering Group membership composition.

Members highlighted the importance of transparency and welcomed the clarity around HES's role in hosting the national strategy team.

The absence of representation from the construction sector was noted in the steering group composition, along with noting the need for additional expertise on nature and biodiversity, and community heritage. The potential to expand the membership was discussed.

**ACTION 1:** Members to share suggestions for other Steering Group members for consideration.

**ACTION 2:** National strategy team to update and reissue the Terms of Reference. Terms of Reference are to be reviewed annually.

### **3. SHEF (SCOTLAND'S HISTORIC ENVIRONMENT FORUM)**

AT invited any reflections on the draft report from Scotland's Historic Environment Forum, as well as on the event itself, which was held on 6<sup>th</sup> February 2024.

Members were interested to hear how the findings from the event had shaped the recommendations. Jilly Burns (JB) gave a summary of the commonality and differences in views shared across workshop groups.

The level of aspiration and ambition shared in the report was noted and a question was raised about the ability of the sector to deliver against all priorities, given the constraints and challenges present within the wider environment. Members questioned whether there was a need for further prioritisation.

JB confirmed that greater details about the timeline and resourcing would be worked up and shared ahead of the May meeting for the Steering Group's discussion. Members requested that further details were included within the report on the next steps prior to it being published.

**ACTION 3:** National strategy team to include further details about the next steps in the SHEF report and then publish/share with attendees and more widely.

#### **4. DELIVERY FRAMEWORK DEVELOPMENT**

JB outlined thinking on the draft delivery framework, to be published in summer 2024.

Members noted the need for the delivery framework to identify the mechanisms which would facilitate the buy-in from organisations of all different sizes to ensure the success of the national strategy and welcomed further work and thought on this.

Members were invited to volunteer to join a small sub-group for JB to work with on the development of the delivery framework between now and the next meeting. LC, CC, AM, AH, TM, and GM volunteered.

**ACTION 4:** LC, CC, AM, AH, TM, and GM to work with JB as a subgroup on the development of the delivery framework

#### **5. BASELINE REPORT AND TIMELINE**

Marjorie Perotto (MP), National Strategy Data Analyst, shared initial thinking on the baseline report.

There was agreement amongst members on the value of standardising data collection across organisations, with the need for proportionality in data collection emphasised.

Suggestions were made for additional data sources for consideration and the establishment of a data network was proposed.

**ACTION 5:** Members to volunteer to work with MP and act as critical friends on the development of the baseline report

**ACTION 6:** Members are to share information on data holders and data sources and suggest names for data and evidence network.

## 6. FORWARD BUSINESS

AT outlined the topics of future meetings, including highlighting the focus on progress, the baseline report, and the delivery framework at the next meeting.

## 7. AOB

No further business was discussed. AT brought the meeting to a close and thanked all for their attendance

## DATE OF NEXT MEETING

The date of the next meeting is Monday 13 May 2024 (14:00 – 16:00). Location TBC.

## ACTION LOG

Actions	Assigned to	Deadline
1. Share suggestions for other Steering Group members for consideration.	ALL	18/03/24
2. Update and reissue Terms of Reference, ensuring the list of organisations is up to date and additional clarity around the team being hosted by HES. Terms of Reference are to be reviewed annually.	National strategy team	March 2024
3. Add further details about the next steps in the SHEF report and publish/ share.	National strategy team	March 2024
4. Volunteers to work with JB and act as critical friends in the development of the delivery framework	AM, LC, CC, TM & GM, AH	March-May 2024
5. Volunteers to work with MP and act as critical friends in the development of the baseline report	ALL	18/03/24
6. Share connections to data holders and data sources, and suggest names for data and evidence network	ALL	Ongoing