

WEST OF SCOTLAND ARCHAEOLOGY SERVICE.

Glasgow, 3rd October 2013.

West of Scotland Archaeology Service Joint Committee.

Present:	Lawrence Fitzpatrick (Convener) Stewart Miller Frank McAveety Eileen Logan	West Lothian Council East Renfrewshire Council Glasgow City Council South Lanarkshire Council
Apologies:	Mary-Jean Devon Stephanie Primrose John Bell Tom Marshall Mary Kilpatrick	Argyll and Bute Council East Ayrshire Council East Ayrshire Council North Ayrshire Council South Ayrshire Council
Also present:	Hugh McBrien Karl Doroszenko Julie Nicol Neil Feggans Gordon Cameron Alan Williamson Ranald Dods Tony O'Neill (Clerk)	West of Scotland Archaeology Service East Ayrshire Council East Renfrewshire Council South Ayrshire Council South Lanarkshire Council West Dunbartonshire Council West Lothian Council Glasgow City Council

Minutes approved.

1 The minutes of the meeting of the joint committee of 24th January 2013 were submitted and approved.

Matters arising.

- 2 The following matters arose from the minutes of 24th January 2013:-
- (1) Withdrawal of Inverclyde Council from the Service – Councillor Fitzpatrick advised that he had been in contact with the leader of Inverclyde Council regarding its intention to withdraw from the service and it had been confirmed that its membership had ceased on 31st March 2013;
 - (2) Changes to Central Government Provisions for the Historic Environment – Hugh McBrien provided an update advising that merger discussions had taken place and a number of options were still being considered prior to the final review being published. He further advised that it was expected that the Bill would be formally introduced into the Scottish Parliament in January 2014

prior to attaining Royal Assent in November 2014. The committee agreed that a report be submitted to the committee once the Bill had been published; and

- (3) Proposed Business Plan – Hugh McBrien advised that members of the Steering Group would be discussing a proposed draft business over the next few weeks and it was hoped that a finalised plan would be submitted to the next Joint Committee meeting.

Annual Report of West of Scotland Archaeology Service 2012/12 noted.

3 There was submitted a report by the Manager of the West of Scotland Archaeology Service detailing the activities of the service for the year from 1st April 2012 to 31st March 2013, confirming that

- (1) during the report period, the West of Scotland Archaeology Service had dealt with 1963 new casework items, 161 more than in the previous year, this 9% increase had built upon more modest growth in each of the previous 2 years;
- (3) 833 new planning and listed building applications had been identified as potentially requiring archaeological advice across the area covered by the Service, a decrease of 6.5% compared with the previous year and a further 525 other items of casework were also dealt with or initiated;
- (4) during the report period 409 new site records were added to Historic Environment Record database, amendments or additions were made to 781 existing site records, 204 archaeological events records were added and 265 archive records were created;
- (5) work to digitise older paper-based casework file documents and incorporate these into the Service's computerised Consultations database had restarted with the assistance of a part time volunteer, who had digitised the records for 1998 and half of 1999 and corrected and enhanced entries on a further 183 backlog files; and
- (6) there were 159 recorded archaeological events (excavations, surveys, watching briefs, desk-based assessments etc) during the report period.

After consideration, the joint committee noted

- (a) the report, which gave details on
 - (i) planning applications from 2008-13 for each of the joint committee's local authorities;
 - (ii) the running of the service;
 - (iii) Historic Environment Record Maintenance and Development; and
 - (iv) advice to other local authorities and organisations;

- (v) information and advice to developers/agents and to statutory undertakers; and
- (vi) agri-environment advice;
- (b) the annual performance statistics for 2012/13; and
- (c) the revenue account for the year ended 31st March 2013.

West of Scotland Archaeology Service – 2012/13 year end accounts noted.

4 There was submitted and noted a report by the Treasurer setting out the revenue expenditure for 2012/13 for the West of Scotland Archaeology Service.

After consideration, the joint committee noted

- (1) the income and expenditure account and balance sheet which showed an accumulated surplus of £121,840 in the account for 2012/13;
- (2) a cash flow statement for the year ended 31st March 2013; and
- (3) an independent auditor's report.

Date and time of next meeting.

4 It was agreed that the next meeting of the joint committee would take place in the City Chambers, Glasgow on 27th March 2014 at 2pm.