

WEST OF SCOTLAND ARCHAEOLOGY SERVICE.

Glasgow, 1 May 2014.

West of Scotland Archaeology Service Joint Committee.

Present:	Lawrence Fitzpatrick (Convener) Stewart Miller Frank McAveety Jim Sharkey Mary Kilpatrick Eileen Logan John Mooney	West Lothian Council East Renfrewshire Council Glasgow City Council Renfrewshire Council South Ayrshire Council South Lanarkshire Council West Dunbartonshire Council
Apologies:	John Bell Tom Marshall Chris Gilmour	East Ayrshire Council North Ayrshire Council Renfrewshire Council
Also present:	Hugh McBrien Julie Nicol Cathy Johnston Neil Feggans Gwen McCracken Alan Williamson Ranald Dods Maureen Hughes (Clerk)	West of Scotland Archaeology Service East Renfrewshire Council Glasgow City Council South Ayrshire Council South Lanarkshire Council West Dunbartonshire Council West Lothian Council Glasgow City Council

Appointment of Councillor Lawrence Fitzpatrick as convener unanimously approved.

1 The Clerk advised the joint committee that in terms of its Minute of Agreement it required to appoint a convener. Councillor Miller, seconded by Councillor McAveety moved that Councillor Lawrence Fitzpatrick be appointed Convener. There being no other nominations, the joint committee unanimously agreed to appoint Councillor Fitzpatrick as convener.

Appointment of Councillor Stewart Miller as Vice-convener unanimously approved.

2 The Clerk advised the joint committee that in terms of its Minute of Agreement it required to appoint a Vice-convener. Councillor Fitzpatrick, seconded by Councillor McAveety, moved that Councillor Stewart Miller be appointed Vice-convener. There being no other nominations, the joint committee unanimously agreed to appoint Councillor Miller as Vice-convener.

Minutes approved.

3 The minutes of the meeting of the joint committee of 3rd October 2013 were submitted and approved.

Matters arising.

4 The following matter arose from the minutes of 3rd October 2013:-

- (1) Annual Report of West of Scotland Archaeology Service 2012/13 audit – There was submitted and noted the West of Scotland Archaeology Service Annual report on the 2012/13 audit intimating that the budgetary projections for 2013/14 estimated a deficit of £9,000 which was to be met from the Service's reserves balance, which at 31st March 2013 were £122,000 and that going forward the Service had agreed to continue a freeze on the level of annual contributions from member councils and that a business plan was still under development and it was important that this now be finalised and agreed by the Service.

West of Scotland Archaeology Service Business Plan – Next stage agreed.

5 With reference to the minutes of 3rd October 2013 noting that a draft Business Plan was being finalised, there was submitted said plan detailing

- (1) delivering of the WoSAS remit;
- (2) the WoSAS Programme Plan 2014-17; and
- (3) the WOSAS Programme Plan 2015-17.

After consideration, the joint committee agreed

- (a) the general direction and content of the Business Plan;
- (b) that the Service Manager, under the direction of the Officers' Steering Group, make non-substantive, editorial changes to the document; and
- (c) that the amended business plan, showing tracked changes, be then issued to members for them to return comments within 10 days, and that the finalised version be brought back to the next meeting of the Joint Committee.

Use of reserves to scan and digitise paper records agreed.

6 There was submitted a report by the Service Manager regarding the digitisation of older, paper planning casework records and hard copy reports on

archaeological work done by external bodies to allow better integration of the relevant information into the Historic Environment Record and would improve access to the data.

After consideration, the Joint Committee agreed the use of funds from the financial reserve to allow the digitisation of paper documents to improve access to the information contained within them and to reduce the office space requirements of the Service.

Formal notice of withdrawal of West Dunbartonshire Council from WoSAS noted etc.

7 There was submitted correspondence from West Dunbartonshire Council intimating that it had agreed to serve formal notice of its intention to withdraw from the Service with effect from 31st March 2016.

After discussion, the joint committee noted

- (1) with regret that West Dunbartonshire Council had agreed to withdraw from the Service; and
- (2) that discussion were ongoing with officers to try to see if the Council would re-consider its decision; and
- (3) that a further report would be submitted to the next meeting of the Joint Committee.

Date and time of next meeting.

8 It was agreed that the next meeting of the joint committee would take place in the City Chambers, Glasgow on 6th November 2014 at 2pm.