

## **WEST OF SCOTLAND ARCHAEOLOGY SERVICE.**

Glasgow, 6th November 2014.

### **West of Scotland Archaeology Service Joint Committee.**

Present:	Lawrence Fitzpatrick (Convener) Stewart Miller Frank McAveety John Mooney Mary Kilpatrick Eileen Logan	West Lothian Council  East Renfrewshire Council Glasgow City Council West Dunbartonshire Council South Ayrshire Council South Lanarkshire Council
Apologies:	John Bell John Hunter Tom Marshall Chris Gilmour Jim Sharkey Karl Doroszenko Andrew McNair Ranald Dods	East Ayrshire Council North Ayrshire Council North Ayrshire Council Renfrewshire Council Renfrewshire Council East Ayrshire Council North Ayrshire Council West Lothian Council
Also present:	Hugh McBrien  Julie Nicol Susan Jones Neil Feggans Gwen McCracken Alan Williamson Tony O'Neill (Clerk)	West of Scotland Archaeology Service East Renfrewshire Council Renfrewshire Council South Ayrshire Council South Lanarkshire Council West Dunbartonshire Council Glasgow City Council

### **Variation in order of business.**

- 1 The committee agreed to vary the order of business as hereinafter minuted.

### **Scottish Awards for Quality in Planning 2014 – Position noted.**

- 2 Hugh McBrien advised the committee that the West of Scotland Archaeology Service had been awarded a Commendation under the heading of "Development Management" at the Scottish Awards for Quality in Planning 2014 which had been held in Edinburgh on 5th November. Hugh highlighted the reasons for the Commendation and advised that he would forward the news regarding the award to all Member Councils of the Joint Committee.

**Minutes approved.**

**3** The minutes of the meeting of the Joint Committee of 1st May 2014 were submitted and approved.

**Matters arising.**

**4** The following matters arose from the minutes of 1st May 2014:-

- (1) West of Scotland Archaeology Service Business Plan – Hugh McBrien provided a verbal update on the WoSAS Business Plan, advising that the plan as approved by members through exchange of e-mails earlier in the year was now with the graphic artist so that the final selection of images could be incorporated, and that each member would receive a pdf hard copy when available;
- (2) Use of reserves to scan and digitise paper records – Hugh McBrien provided a verbal update on the digitisation of paper documents, advising that all necessary records had been uplifted for digitally scanning by the scanning company and that the project was ongoing with a projected completion by the end of the calendar year; and
- (3) Notice of withdrawal of West Dunbartonshire Council from WoSAS – Neil Feggans outlined the position in relation to the proposed withdrawal of West Dunbartonshire Council from WoSAS and confirmed that he had been informed that the decision to serve notice of withdrawal had been taken at Officer level within the Council, and that it was still under review. No information on the expected outcome of the review had yet been received.

**Annual Report of West of Scotland Archaeology Service 2013/14 approved.**

**5** 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 2013 to 31st March 2014, confirming that

- (1) during the report period, the West of Scotland Archaeology Service had dealt with 1999 new casework items, 36 more than in the previous year and this 1.8% increase was despite an estimated 4% drop in casework generation as a result of the withdrawal of Inverclyde Council from the Service at the beginning of the report period;
- (2) 926 new planning and listed building applications had been identified as potentially requiring archaeological advice across the area covered by the Service, an increase of 11.2% on the previous year and a further 512 other items of casework were also dealt with or initiated;
- (3) during the report period 437 new site records were added to the Historic Environment Record database, amendments or additions were made to 1348

existing site records, 172 archaeological events records were added and 152 archive records were created;

- (4) 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, as detailed in the report;
- (5) there were 127 recorded archaeological events (excavations, surveys, watching briefs, desk-based assessments etc) during the report period; and
- (6) during the reporting period, the Service had assisted one PhD candidate with data for their thesis, and had also assisted or liaised with 13 local amateur archaeological or historical groups or individuals throughout the WoSAS area in their researches or local heritage projects.

After consideration, the joint committee

- (a) approved
  - (i) the report, which gave details on
    - (A) planning applications from 2009-14 for each of the joint committee's local authorities;
    - (B) the running of the service;
    - (C) Historic Environment Record Maintenance and Development;
    - (D) advice to other local authorities and organisations;
    - (E) information and advice to developers/agents and to statutory undertakers; and
    - (F) agri-environment advice;
  - (ii) the annual performance statistics for 2013/14; and
  - (iii) the revenue account for the year ended 31st March 2014; and
- (b) noted that a further report would be submitted to the Joint Committee should the service's hourly fee charge for the provision of information and advice be increased from £70 to £100 plus VAT.

### **West of Scotland Archaeology Service – 2013/14 year end accounts noted.**

**5** There was submitted and noted a report by the Treasurer setting out the revenue expenditure for 2013/14 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 £122,640 in the account for 2013/14;
- (2) a cash flow statement for the year ended 31st March 2014; and
- (3) that the independent auditor's report had still to be produced.

**Date and time of next meeting.**

**6** It was agreed that the next meeting of the Joint Committee would take place in the City Chambers, Glasgow on Thursday, 19th March 2015 at 2pm.