

WEST OF SCOTLAND ARCHAEOLOGY SERVICE JOINT COMMITTEE'S MINUTES.

Glasgow, 17th March 2016.

West of Scotland Archaeology Service Joint Committee.

Present:	Lawrence Fitzpatrick (Convener) Stewart Miller Alistair Watson Mary Kilpatrick Eileen Logan John Mooney	West Lothian Council East Renfrewshire Council Glasgow City Council South Ayrshire Council South Lanarkshire Council West Dunbartonshire Council
Apologies:	John Bruce	North Ayrshire Council
Also present:	Hugh McBrien Julie Nicol Cathy Johnston Neil Feggans Gwen McCracken Alan Williamson Warren Bailie Maureen Hughes (Clerk)	West of Scotland Archaeology Service East Renfrewshire Council Glasgow City Council South Ayrshire Council South Lanarkshire Council West Dunbartonshire Council Guard Archaeology Ltd 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 Watson, seconded by Councillor Kilpatrick 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 Provost Logan, 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.

Presentation on excavations at the Bishops' residence at Partick/Partick Castle, Glasgow noted.

3 The joint committee heard a presentation by Warren Bailie, Guard Archaeology Ltd regarding excavations at the Bishops' residence at Partick, Glasgow.

After discussion, the joint committee noted and thanked Mr Bailie for a very interesting and informative presentation

Minutes approved.

4 The minutes of the meeting of the joint committee of 5th November 2015 were submitted and approved.

Matter arising.

5 The following matter arose from the minutes of 17th November 2015:-

- (1) Notice of withdrawal of West Dunbartonshire Council from WoSAS – Neil Feggans advised that West Dunbartonshire Council's decision to withdraw from the service on 1st April 2016 still stood, but that it was still possible a letter withdrawing its notice might be received before 31st March 2016. The likely withdrawal of West Dunbartonshire Council had been reflected in the Service Financial Programme 2016/17. The Joint Committee noted that Councillor Fitzpatrick would contact West Dunbartonshire Council in an attempt to get it to reconsider its withdrawal.

Reserves Policy approved.

6 With reference to the minutes of the meeting on 24th September 2015, there was submitted a report by the Manager of the West of Scotland Archaeology Service regarding the development of a financial reserves policy,

- (1) proposing that the Reserves Policy for the West of Scotland Archaeology Service be closely linked to the Service Financial Programme, be reviewed annually and that it should take account of the
 - (a) expenditure and income projections for future years, and the predicted size of any surplus or deficit;
 - (b) risks associated with income sources, including the level of income and the existing and future number of sources;

- (c) the economic climate and political policy background which may determine the outlook of the member Councils and their ability to fund the Service; and
 - (d) the level of financial liabilities and other costs in the future; and
- (2) recommending the adoption of a reserves policy statement, as set out in the report.

After consideration, the joint committee

- (i) approved the adoption of a reserves policy as detailed in the report; and
- (ii) authorised the Officer Steering Group to implement the policy from 2016-17 onwards.

Service Financial Programme 2016/17 – Proposed budget 2016/17 approved – Authority to Convener and officers etc agreed.

7 There was submitted a report by the Manager of the West of Scotland Archaeology Service regarding the projected income and operating costs of the Service for the period 2016/17

- (1) detailing the current financial position of the service; and
- (2) setting out the future financial projections for the service for 2016/17 together with the proposed budget for 2016/17.

After consideration, the joint committee

- (a) approved the proposed budget for 2016/17;
- (b) authorised the Officer Steering Group to review service delivery and funding options and bring forward sustainable proposals for the Service; and
- (c) authorised officers to arrange a meeting with Alex Neil, Cabinet Secretary for Social Justice, Communities and Pensioners' Rights along with the Convener, Vice-convener and any other member, regarding the Scottish Government's consultation on the revision of the planning system whereby the member councils wished to emphasise their commitment to safeguarding Scotland's heritage through the joint working of the Archaeology Service in the planning system, and their belief that the Scottish Government should provide clearer direction to Local Authorities on the appropriate form of historic environment advice that should be secured in order to ensure appropriate weight is attached to historic environment matters in decision-making.

West of Scotland Archaeology Service – Audit Plan 2015/16 approved. etc.

8 There was submitted a report by Audit Scotland regarding the 2015/16 audit of the financial statements of the West of Scotland Archaeology Service.

After consideration, the Joint Committee

- (1) noted the key challenges and risks facing the Service together with details of the audit work which would be undertaken;
- (2) noted that audit work would commence in March 2016 with the audit report planned for September 2016;
- (3) accepted the Audit Plan and the financial statements audit timetable as detailed in the report; and
- (4) noted that the Convener would meet with the Service Manager on 17th June 2016 to discuss and assess the pre-audit accounts.

Date and time of next meeting.

9 It was agreed that the next meeting of the joint committee would take place in the City Chambers, Glasgow on Thursday, 22nd September 2016 at 1400 hours.