

WEST OF SCOTLAND ARCHAEOLOGY SERVICE JOINT COMMITTEE'S MINUTES.

Glasgow, 20th September 2018.

West of Scotland Archaeology Service Joint Committee.

Present:	Rhiannon Spear (Convener) Stewart Miller Ian Clarkson Lawrence Fitzpatrick	Glasgow City Council East Renfrewshire Council North Ayrshire Council West Lothian Council
Apologies:	Alastair Redman Iain Linton Gordon Jenkins Natalie Don Mags McLaren Brian McGinley Iain McLaren	Argyll and Bute Council East Ayrshire Council East Ayrshire Council Renfrewshire Council Renfrewshire Council South Ayrshire Council West Dunbartonshire Council
Also present:	Hugh McBrien Karl Doroszenko Julie Nicol James Miller Gordon McAllister Maureen Hughes (Clerk)	West of Scotland Archaeology Service East Ayrshire Council East Renfrewshire Council North Ayrshire Council Audit Scotland Glasgow City Council

Appointment of Councillor Rhiannon Spear 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 Provost Clarkson moved that Councillor Rhiannon Spear be appointed Convener. There being no other nominations, the joint committee unanimously agreed to appoint Councillor Spear as Convener.

Appointment of Councillor Lawrence Fitzpatrick 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 Miller, seconded by Provost Clarkson, moved that Councillor Lawrence Fitzpatrick be appointed Vice-convener. There being no other nominations, the joint committee unanimously agreed to appoint Councillor Fitzpatrick as Vice-convener.

Project to update Historic Environment Record with historical data from 1807 map of Glasgow noted.

3 The Joint Committee heard a presentation by Edward Gordon, Glasgow City Council Student Intern within the West of Scotland Archaeology Service regarding his project to update the Historic Environment Record with historical data from an 1807 map of Glasgow.

After consideration, the Joint Committee noted and thanked Mr Gordon for a very informative and interesting presentation.

Minutes approved.

4 The minutes of the Joint Committee of 15th March and 31st August 2018 were submitted and approved.

Update on membership application from East Dunbartonshire Council noted.

5 With reference to the minutes of 15th March 2018 noting that East Dunbartonshire Council had intimated that it was currently considering joining the Joint Committee there was heard and noted a verbal update by the Manager of the West of Scotland Archaeology Service Joint Committee advising that this was still under consideration by East Dunbartonshire Council and that officers from East Dunbartonshire Council would attend the next meeting of the WoSAS Officers Steering Group.

Update on Officer Steering Group consultation regarding future service delivery options and funding noted.

6 There was heard and noted a verbal update by the Manager of the West of Scotland Archaeology Service Joint Committee regarding a consultation with member authorities on future service delivery options and funding for the Service advising that a report would be submitted to the next meeting of the Joint Committee recommending a preferred model to be considered.

Annual Report of West of Scotland Archaeology Service 2017/18, approved.

7 There was submitted a report by the Manager of the West of Scotland Archaeology Service (WoSAS) detailing the activities of the service for the year from 1st April 2017 to 31st March 2018, confirming that

- (1) the WoSAS had dealt with 1774 new casework items, 42 more than the previous year which represented an increase of 2.4% in new casework which returned the Service workload to the average demand levels experienced in recent years;

- (2) 877 new planning and listed building applications had been identified as potentially requiring archaeological advice across the area covered by the Service, and a further 348 other items of casework were also dealt with or initiated;
- (3) following last year's agreement with the local government Improvement Service, spatial data from the Historic Environment Record (HER) was provided to its Spatial Hub website, allowing our authorities to meet the historic environment element of their statutory responsibilities under the EU INSPIRE Directive on time, and without the need for additional resources.
- (4) 260 new site records were added to the HER database, amendments or additions were made to 428 existing site records, in addition to 270 cross-referenced archive records being created within the HER following the receipt of completed reports on archaeological projects;
- (5) 239 archaeological event records were created which largely reflected the quantity of post-excavation analysis and reporting work which has been completed by commercial archaeological contractors following past fieldwork, and could be taken as a proxy measure of the overall scale of archaeological work initiated by development management casework undertaken by the Service in previous years;
- (6) during the reporting period, the Service assisted or liaised with 3 local amateur archaeological or historical groups in the preparation of local heritage fieldwork projects or funding bids, and assisted 5 PhD candidates with the provision of data for their theses, or by responding to requests for interviews or research survey responses; and
- (7) the Service received more than 60 working days' assistance from a volunteer member of the public, working on the HER which would assist the Service in planning future collaborative work with national agencies;

After consideration, the joint committee approved the report, which gave details regarding

- (a) planning applications for each of the joint committee's local authorities;
- (b) the running of the service;
- (c) Historic Environment Record Maintenance and Development;
- (d) advice provided to other local authorities and organisations;
- (e) information and advice to developers/agents and to statutory undertakers;
- (f) agri-environment advice provided;
- (g) the annual performance statistics for 2017/18; and

(h) the revenue account for the year ended 31st March 2018.

West of Scotland Archaeology Service – 2017/18 Annual Audit report noted.

8 There was submitted and noted a report by Audit Scotland regarding an audit of the 2017/18 financial statements of the West of Scotland Archaeology Service which detailed key messages and significant findings which had arisen from the 2017/18 audit.

Glasgow City Council Internal Audit Annual Report 2017/18 noted.

9 There was submitted and noted a report by the Head of Audit and Inspection, Glasgow City Council regarding an internal audit annual report which provided members with an overview of the work of Glasgow City Council's Internal Audit section for the year ended 31st March 2018, including a draft Annual Governance Statement 2017/18 as an appendix to the report which would form part of the Council's audited 2017/18 Annual Accounts.

West of Scotland Archaeology Service – 2017/18 Annual Accounts approved.

10 There was submitted a report by the Executive Director of Finance, Glasgow City Council regarding the 2017/18 Annual Accounts for the West of Scotland Archaeology Service advising that

- (1) the balance of usable reserves at 1st April 2017 was £94,953; and
- (2) in 2017/18 total expenditure was £149,346 and total income £159,711, which resulted in a surplus for the year of £10,365, with a balance of usable reserves at 31st March 2018 of £105,318.

After consideration, the Joint Committee approved the 2017/18 Annual Accounts for the West of Scotland Archaeology Service.

Date and time of next meeting.

11 The Joint Committee noted that the Clerk would liaise with the Convener and write to the Members once a suitable date for the next meeting had been agreed.