

## WEST OF SCOTLAND ARCHAEOLOGY SERVICE JOINT COMMITTEE'S MINUTES.

Glasgow, 19th September 2019.

### West of Scotland Archaeology Service Joint Committee.

Present:	Rhiannon Spear (Convener)	Glasgow City Council
	Rosie O'Neil	East Dunbartonshire Council
	Ian Clarkson	North Ayrshire Council
	Iain McLaren	West Dunbartonshire Council
	Lawrence Fitzpatrick	West Lothian Council
Apologies:	Iain Linton	East Ayrshire Council
	Gordon Jenkins	East Ayrshire Council
	Stewart Miller	East Renfrewshire Council
	Natalie Don	Renfrewshire Council
	Brian McGinley	Renfrewshire Council
	Alistair Fulton	South Lanarkshire Council
Also present:	Hugh McBrien	West of Scotland Archaeology Service
	Max Wilson	East Dunbartonshire Council
	Gillian Dick	Glasgow City Council
	Gwen McCracken	South Lanarkshire Council
	Eilidh Nelson	Audit Scotland
	Iain Lochhead	Audit Scotland
	Maureen Hughes (Clerk)	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 Fitzpatrick, seconded by Councillor McLaren 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 Spear, seconded by Councillor McLaren, 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.

### **Pits, Pots and Post-holes; the archaeological landscape of lands of Greenan since the Stone Age – Presentation noted.**

**3** The Joint Committee heard and noted a presentation by Robert Engl, AOC Archaeology Group regarding archaeological work which has been undertaken at Greenan since 2001, advising that

- (1) each phase of the major housebuilding development had been preceded by field evaluation and excavations which revealed evidence of more than 10,000 years of settlement there and the different uses of the landscape over time;
- (2) the earliest remains found were 4 very rare Mesolithic huts or shelters next to what had been a coastal lagoon when the first humans returned to the land after the end of the last Ice Age;
- (3) these remains would never have been discovered had it not been for the archaeological conditions placed on the planning consent.

### **Minutes approved.**

**4** The minutes of the Joint Committee of 28th March and 26th August 2019 were submitted and approved.

### **Annual Report of West of Scotland Archaeology Service 2018/19, 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 2018 to 31st March 2019, confirming that

- (1) the WoSAS had dealt with 1918 new casework items, 144 more than the previous year which represented an increase of 8.1% in casework partly due to the introduction of East Dunbartonshire Council to the Joint Service, but with the underlying trend of casework figures in the areas of the pre-existing Council services continued to rise by 2.5%;
- (2) the monitoring of the weekly lists, along with direct referrals from planning officers had identified 930 new planning applications, which required further detailed assessment, 47 % of which raised issues justifying archaeological intervention, while a further 395 new casework items in other categories also arose in the reporting period;
- (3) spatial data from the Historic Environment Record (HER) was provided to the local government Improvement Service's Spatial Hub website, allowing our authorities to meet the historic environment element of their statutory responsibilities under the EU INSPIRE Directive without the need for additional resources;

- (4) 940 new site records were added to the HER database, 483 existing site records were amended, 278 archaeological events records were added, the HER was informed of the commencement of 197 new fieldwork events and, following the receipt of reports on previous archaeological projects, 238 archive records were created;
- (5) the Service took part in Glasgow City Council's Internship Programme for Glasgow-based students and a third-year undergraduate was recruited to deliver a project to geo-reference and record approximately 140 archaeologically significant sites in Glasgow;
- (6) during the reporting period, the Service assisted or liaised with 2 local amateur archaeological or historical groups in the preparation of local heritage fieldwork projects or funding bids, and assisted 3 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 55 working days' assistance in the reporting period from a volunteer member of the public, a post graduate archivist who had now donated worktime to the Service over a 2-year period;

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;
- (g) the annual performance statistics for 2018/19; and
- (h) the revenue account for the year ended 31st March 2019.

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

6 With reference to the minutes of 28th March 2019 providing a verbal update on progress regarding consultation with member authorities on future service delivery options for the Services, there was heard and noted a further verbal update by the Manager of the West of Scotland Archaeology Service advising that as a

result of Glasgow City Council's equal pay award, pay structures within the Council were currently being evaluated and would require to be finalised before the Service Level Agreement and thereafter Minute of Agreement could be finalised.

**West of Scotland Archaeology Service – 2018/19 draft Annual Audit report noted.**

7 There was submitted and noted a covering letter and report by Audit Scotland regarding an independent audit of the 2018/19 financial statements of the West of Scotland Archaeology Service, which detailed key messages and significant findings that had arisen from the 2018/19 audit.

**Glasgow City Council Internal Audit Annual Report 2018/19 noted.**

8 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 2019, including a draft Annual Governance Statement 2018/19 as an appendix to the report, which would form part of the Council's audited 2018/19 Annual Accounts.

**West of Scotland Archaeology Service – 2018/19 Annual Accounts approved.**

9 There was submitted the 2018/19 Annual Accounts for the West of Scotland Archaeology Service, advising that

- (1) the balance of usable reserves at 1st April 2018 was £105,318; and
- (2) in 2018/19 total expenditure was £154,722 and total income £172,712, which resulted in a surplus for the year of £17,990, with a balance of usable reserves at 31st March 2019 of £123,308.

After consideration, the Joint Committee approved the 2018/19 Annual Accounts for the West of Scotland Archaeology Service.

**Report by Association of Local Government Archaeological Officers.**

10 There was submitted and noted a report by the Association of Local Government Archaeological Officers entitled "Archaeology in Development Management and Its Contribution in England, Scotland and Wales."