

WEST OF SCOTLAND ARCHAEOLOGY SERVICE JOINT COMMITTEE'S MINUTES.

Glasgow, 28th March 2019.

West of Scotland Archaeology Service Joint Committee.

Present:	Rhiannon Spear (Convener) Stewart Miller Ian Clarkson Natalie Don Alistair Fulton Iain McLaren	Glasgow City Council East Renfrewshire Council North Ayrshire Council Renfrewshire Council South Lanarkshire Council West Dunbartonshire Council
Apologies:	Iain Linton Gordon Jenkins Brian McGinley Diane Docherty Lawrence Fitzpatrick Damian Timson	East Ayrshire Council East Ayrshire Council South Ayrshire Council West Dunbartonshire Council West Lothian Council West Lothian Council
Also present:	Hugh McBrien Matt Greenen Gillian Dick Jim Miller Neil Feggans Sheila Alderson Gwen McCracken Gordon McAllister Eilidh Nelson Maureen Hughes (Clerk)	West of Scotland Archaeology Service East Renfrewshire Council Glasgow City Council North Ayrshire Council South Ayrshire Council South Lanarkshire Council South Lanarkshire Council Audit Scotland Audit Scotland Glasgow City Council

Minutes approved.

1 The minutes of the meeting of the Joint Committee of 20th September 2018 were submitted and approved.

Service Delivery Review Recommendations - Verbal update noted etc.

2 There was heard a verbal update by the Manager of the West of Scotland Archaeology Service regarding progress on consultation with member authorities on future service delivery options for the Service, advising

(1) that the 1st stage of the proposals had now been agreed with member authorities and a Service Level Agreement (SLA) was currently under

discussion with the WoSAS Steering Group with a view to being finalised in the near future;

- (2) of the possible implications of the new Planning Bill in relation to the SLA and the Service; and
- (3) once the SLA had been finalised a new Minute of Agreement would be drawn up for member authorities.

After consideration, the Joint Committee noted

- (a) the report; and
- (b) that an updated report on the matter would be submitted to the next meeting of the Joint Committee.

Reserves Policy Annual Review 2019 approved.

3 There was submitted a report by the Manager of the West of Scotland Archaeology Service (WoSAS) regarding a proposed level of financial reserves considered appropriate for the Service to hold following this year's Annual Review of the WoSAS Reserves Policy, advising that

- (1) the adopted Reserves Policy for WoSAS was closely linked to the Service financial programme and was subject to annual review;
- (2) the financial reserves of the Service at the end of 2017/18 was £105,318 and that income received from East Dunbartonshire Council to the Service and a temporary reduction in staffing costs had resulted in an operating surplus with the revised level of retained financial reserves of the service at the end of the current financial year estimated at £123,434;
- (3) taking account of the proposed financial projections for the 2019/20 financial year, a reserve level of £82,000 was proposed; and
- (4) if the retention of the proposed level of financial reserves was approved, and if the budget proposed for the financial year 2019/20 was agreed, then the combined financial projections would indicate that no immediate remedial action within the terms of the WoSAS Reserves Policy was required.

After consideration, the Joint Committee approved the retention of the level of financial reserves for 2019/20 in accordance with the WoSAS Reserves Policy.

Service Financial Programme 2019/20 – Proposed budget 2019/20 approved.

4 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 2019/20

- (1) detailing the current financial position of the Service;
- (2) setting out the future financial projections for the Service for 2019/20 together with the proposed budget for 2019/20;
- (3) advising that until an updated service delivery option was formally agreed, any associated alterations to the financial arrangements for delivery of the service could not be implemented and that current funding arrangements would remain in place;
- (4) advising that East Dunbartonshire Council had agreed membership terms in relation to the Service and to provide a budget contribution for the current financial year; and
- (5) confirming that
 - (a) Member Council contributions to the costs of providing the Service continued to be frozen at 2011 levels in recognition of the challenging budgetary pressures on local authorities;
 - (b) that until the resourcing of the preferred service delivery option had been agreed, in the interim period a budget for the financial year 2019/20 only was proposed, as detailed in Annex 1 to the report; and
 - (c) a review of financial performance over recent years suggested that the predicted deficit funding of the Service of £5,271 for the next financial year was acceptable until possible revisions to the council membership of the Joint Committee and levels of financial contributions had been finalised for the medium to long-term delivery of the Service.

After consideration, the joint committee

- (i) noted the report; and
- (ii) approved the proposed budget for 2019/20, as detailed in the Annex to the report.

West of Scotland Archaeology Service – Audit Plan 2018/19 noted.

5 There was submitted a report by Audit Scotland regarding the 2018/19 audit of the financial statements of the West of Scotland Archaeology Service.

After consideration, the Joint Committee noted the risks and planned work of the Service together with details of the audit work and audit timetable as detailed in the report.

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 at a date in September 2019 and would be agreed with the Convener and circulated to members.