

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

By video conference, 19th November 2020.

### West of Scotland Archaeology Service Joint Committee.

Present:	Rhiannon Spear (Convener)	Glasgow City Council
	Gordon Jenkins	East Ayrshire Council
	Rosie O'Neil	East Dunbartonshire Council
	Stewart Miller	East Renfrewshire Council
	Ian Clarkson	North Ayrshire Council
	Mary Donnelly	South Lanarkshire Council
	Lawrence Fitzpatrick	West Lothian Council
Apologies:	Alastair Redman	Argyll and Bute Council
	Natalie Don	Renfrewshire Council
	Brian McGinley	Renfrewshire Council
	Alistair Fulton	South Lanarkshire Council
	Iain McLaren	West Dunbartonshire Council
Also present:	Hugh McBrien	West of Scotland Archaeology Service
	Chris Alcorn	West Lothian Council
	David Hearton	South Ayrshire Council
	James Miller	North Ayrshire Council
	Rachel Hall	
	Laura McLetchie	East Dunbartonshire Council
	Gwen McCracken	South Lanarkshire Council
	Karl Doroszenko	East Ayrshire Council
	Margaret Small	East Dunbartonshire Council
	Kevin McCormack	Glasgow City Council
	James Hall	West Dunbartonshire Council
	Matt Greenen	East Renfrewshire Council
	Maureen Hughes (Clerk)	Glasgow City Council

### **Appointment of Councillor Rhiannon Spear as Convener approved unanimously.**

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

### **Appointment of Councillor Lawrence Fitzpatrick as Vice-convener approved unanimously.**

**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 Councillor Donnelly, moved that Councillor Lawrence Fitzpatrick be appointed Vice-convener. There being no other nominations, the joint committee agreed unanimously to appoint Councillor Fitzpatrick as Vice-convener.

**Minutes approved.**

**3** The minutes of the Joint Committee of 19th September 2019 were submitted and approved.

**Annual Report of West of Scotland Archaeology Service 2019/20, approved.**

**4** 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 2019 to 31st March 2020, confirming that

- (1) the Service had dealt with 1,978 new casework items, 60 more than the previous year which represented an increase of 3% in casework;
- (2) the monitoring of the weekly lists, along with direct referrals from planning officers had identified 1,014 new planning applications which required further detailed assessment, a 9% rise on the previous year, while a further 370 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 on 2 occasions, allowing authorities to meet the historic environment element of their statutory responsibilities under the EU INSPIRE Directive without the need for additional resources;
- (4) 332 new site records had been added to the HER database, and amendments or additions were made to a further 115 existing site records, in addition 269 cross referenced archive records were created within the HER following the receipt of reports on completed archaeological projects and 228 archaeological event records had been created;
- (5) 278 archaeological events records were added and the HER was informed of the commencement of 123 new fieldwork events;
- (6) the Service provided public engagement, training and research assistance, which included 2 training seminars to West Lothian Council, the first to Development Management Planning Officers and the second to Elected Members; and
- (7) the casework response of the Service during the final part of the reporting period had been affected by COVID-19 and lockdown's interruption to the

work of the Service had a small but significant adverse impact on the performance statistics for the year.

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 2019/20; and
- (h) the revenue account for the year ended 31st March 2020.

**West of Scotland Archaeology Service – 2019/20 draft Annual Audit report – Consideration continued.**

5 The Joint Committee, having heard a report by the WoSAS Manager advising that the WoSAS 2019/20 draft audit report by Audit Scotland had still to be finalised, agreed to continue consideration of the matter to its next meeting.

**West of Scotland Archaeology Service – 2019/20 Annual Accounts – Consideration continued.**

6 The Joint Committee, having heard a report by the WoSAS Manager advising that the 2019/20 Annual Accounts for the West of Scotland Archaeology Service had still to be finalised, agreed to continue consideration of the matter to its next meeting.

**Glasgow City Council Internal Audit Annual Report 2019/20 – Consideration continued.**

7 The Joint Committee, having heard a report by the WoSAS Manager advising that Glasgow City Council's Internal Annual Audit report 2019/20 had still to be completed, agreed to continue consideration of the matter to its next meeting.

**West of Scotland Archaeology Service risk register noted.**

**8** There was submitted and noted a report by the WoSAS Manager detailing the West of Scotland Archaeology Service risk register as at November 2020.

**Review of reserves policy – Verbal update noted.**

**9** There was heard and noted a report by the WoSAS Manager regarding the reserves policy of the service, advising that

- (1) the reserves policy due to be considered at the March 2020 meeting had now been superseded as new WoSAS accounts were now available;
- (2) as the Service hadn't been operating for almost 6 months due to COVID-19 the reserves policy would require to be updated;
- (3) currently the reserves were 40-45% above the recommended level for minimum reserves and it was necessary to establish a useful function for the excess; and
- (4) a report would be submitted to the next meeting giving details of how the reserves could be utilised.