

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

By video conference, 25th February 2021.

### 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
	Alistair Fulton	South Lanarkshire Council
	Iain McLaren	West Dunbartonshire Council
Apologies:	Alastair Redman	Argyll and Bute Council
	Iain Linton	East Ayrshire Council
	Stewart Miller	East Renfrewshire Council
	Mags MacLaren	Renfrewshire Council
	Brian McGinley	South Ayrshire Council
	Diane Docherty	West Dunbartonshire Council
	Lawrence Fitzpatrick	West Lothian Council
Also present:	Hugh McBrien	West of Scotland Archaeology Service
	Rachel Hall	East Ayrshire Council
	Laura McLetchie	East Dunbartonshire
	Gillian Dick	Glasgow City Council
	James Miller	North Ayrshire Council
	David Hearton	South Ayrshire Council
	Gwen McCracken	South Lanarkshire Council
	Chris Alcorn	West Lothian Council
	James Hall	West Dunbartonshire Council
	Stephen O'Hagan	Audit Scotland
	Maureen Hughes (Clerk)	Glasgow City Council

### Minutes approved.

1 The minutes of the meeting of the Joint Committee of 19th November 2020 were submitted and approved.

### West of Scotland Archaeology Service – Audit Plan 2019/20 approved.

2 With reference to the minutes of 19th November 2020 continuing consideration of the West of Scotland Archaeology Service (WoSAS) annual audit report 2019/20, there was submitted

- (1) a covering letter and a draft annual audit report for 2019/20 by Audit Scotland;
- (2) the WoSAS annual accounts for the year ended 31st March 2021; and

- (3) a report by Glasgow City Council's Head of Audit and Inspection detailing its audit report 2019/20.

After consideration, the Joint Committee

- (a) noted Glasgow City Councils audit report 2019//20; and
- (b) approved the
  - (i) draft annual audit report for 2019/20 by Audit Scotland; and
  - (ii) the WoSAS annual accounts for the year ended 31st March 2019.

### **Service Financial Programme 2021/22 – Proposed budget 2021/22 approved.**

**3** There was submitted a report by the West of Scotland Archaeology Service Manager regarding the projected income and operating costs of the Service for the financial year 2021/22

- (1) detailing the current financial position of the Service;
- (2) setting out the future financial projections for the Service for 2021/22 together with the proposed budget for 2021/22; and
- (3) 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) until the resourcing of the preferred service delivery option had been agreed, in the interim period a budget for the financial year 2021/22 only was proposed, as detailed in Annex 1 to the report; and
  - (c) the proposed budget predicted a deficit of £13,564 for the next financial year, which would be met from the Service's retained financial reserves.

After consideration, the Joint Committee

- (i) noted the report; and
- (ii) approved the proposed budget for 2021/22, as detailed in the Annex to the report.

### **Reserves Policy Annual Review 2021 approved.**

**4** With reference to the minutes of 19th November 2021 noting that a report would be submitted to this meeting giving details of how the WoSAS reserves could be utilised, there was submitted a report by the West of Scotland Archaeology Service (WoSAS) Manager 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 2019/20 was £149,797 and that in addition to normal fluctuations resulting from minor budgetary variations, the impact of COVID-19 had reduced service income received from fees levied under the Service's Access to Information and Charging Policy and that notwithstanding a temporary reduction in staffing costs the net effect had been a modest operating deficit, with the revised level of retained financial reserves of the service at the end of the current financial year estimated at £147,480;
- (3) taking account of the proposed financial projections for the 2021/22 financial year, a reserve level of £92,000 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 2021/22 was agreed, then the combined financial projections would indicate that action within the terms of the WoSAS Reserves Policy would be required to reduce the level of reserves.

After consideration, the Joint Committee approved the retention of the level of financial reserves for 2021/22 in accordance with the WoSAS Reserves Policy.

### **Service continuity and succession planning noted – Recruitment agreed.**

**5** There was submitted a report by the West of Scotland Archaeology Service Manager regarding a proposal to apply to Glasgow City Council's Graduate Recruitment programme to jointly fund the appointment of an assistant archaeologist to the Service for a 2-year period, advising of

- (1) the current staffing provision within the service;
- (2) the impact of COVID-19 on the work of the service;
- (3) the current situation with regard to the financial reserves of the service which had now grown beyond the level recommended in the Service's Reserves Policy; and
- (4) the need to have some form of service continuity and succession planning in place;

- (5) of the reasons for the proposed application to Glasgow City Council's Graduate Recruitment programme for the appointment of an assistant archaeologist for a 2-year period, which would require an annual drawdown from the service's financial reserves of around £14,000 to £16,000.

After consideration, the Joint Committee

- (a) noted the report; and
- (b) agreed to support an application to recruit an assistant archaeologist through Glasgow City Council's Graduate Recruitment Programme.

### **Access to Information and Charging Policy – Update approved**

**6** There was submitted and approved revised wording to the Access to Information and Charging Policy to reflect the provisions of the General Data Protection Regulation and the Data Protection Act 2018.