

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

By video conference, 25th November 2021.

### **West of Scotland Archaeology Service Joint Committee.**

Present:	Rhiannon Spear (Convener)	Glasgow City Council
	Alistair Fulton	South Lanarkshire Council
	Iain McLaren	West Dunbartonshire Council
	Lawrence Fitzpatrick	West Lothian Council
Apologies:	Iain Linton	East Ayrshire Council
	Gordon Jenkins	East Ayrshire Council
	Rosie O'Neil	East Dunbartonshire Council
	Stewart Miller	East Renfrewshire Council
	Ian Clarkson	North Ayrshire Council
	Brian McGinley	South Ayrshire Council
	Mary Donnelly	South Lanarkshire 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
	Laura McLetchie	East Dunbartonshire Council
	Gwen McCracken	South Lanarkshire 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 McLaren, seconded by Councillor Fitzpatrick 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 Spear, seconded by Councillor McLaren, 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 25th February 2021 were submitted and approved.

**Annual Report of West of Scotland Archaeology Service 2020/21 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 2020 to 31st March 2021, confirming that

- (1) the Service had dealt with 1,535 new casework items, which represented a decrease of 22% in casework and noted that the greater part of the fall-off in casework occurred during the period of most severe pandemic restrictions.
- (2) the monitoring of the weekly lists, along with direct referrals from planning officers, had identified 774 new planning applications that required further detailed assessment, a 24% reduction on the previous year, while a further 134 new casework items in other categories also arose in the reporting period, the lowest number in any reporting year since the creation of the Service;
- (3) in addition to the identification of new casework and responding to consultations from planning officers, the Service carried forward work on 173 planning cases, which had been initiated in previous years;
- (4) 53 new site records had been added to the HER database, 67 existing site records were amended, 40 archaeological events records were added, and the HER was informed of the commencement of 57 new fieldwork events and following the receipt of reports on previous archaeological projects, 45 archive records had been created;
- (5) the Service's engagement with the public had been seriously compromised by the nature of the national response to the COVID-19 pandemic, however the Service assisted or liaised with 2 local amateur archaeological or historical groups and 1 university department in preparation of heritage projects; and
- (6) the balance of the Service's reserve account stood at £150,465, which was higher than had been predicted in budget forecasts and would be kept under annual review as specified in the Service's approved Reserves Policy.

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 2020/21; and
- (h) the revenue account for the year ended 31st March 2021.

**West of Scotland Archaeology Service – 2020/21 draft Annual Audit report – Consideration continued.**

5The Joint Committee, having heard a report by the WoSAS Manager advising that the WoSAS 2020/21 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 risk register noted.**

6 There was submitted and noted a report by the WoSAS Manager detailing the West of Scotland Archaeology Service risk register as at November 2021.