



Annual Report of the West of Scotland Archaeology Service 2020/2021

Summary

This annual report covers the period from 1 April 2020 to 31 March 2021, and therefore includes the majority of the period of the first UK-wide Covid-19 pandemic response “lockdown” which started on 23 March 2020. As with other council services, the sudden need to establish procedures which allowed working from home had a serious impact on Service delivery in the first quarter of the reporting period, although the adverse impacts on response times and ease of access to IT-intensive office working procedures were offset to some extent by a temporary reduction in demand for our services which accompanied the economic slowdown brought on by the governments’ health emergency responses.

The provision of additional software and hardware IT support by the host authority and the phased relaxation of the government restrictions imposed in the lockdown allowed a gradual return to more normal service delivery conditions, although still from remote home working locations. During the reporting period, intermittent Covid-safe access to the Service office space was phased in to allow those tasks which initially could not be carried out while working from home to be re-started. This allowed the Service to resume the update and management of the Historic Environment Record and the provision of Historic Environment Record data extracts to the archaeological consultants and contractors who required them.

Despite the serious disruptions arising from the health emergency, the Service dealt with 1535 new casework items throughout the year, although this represented 22% fewer casework items than in the previous year. The reduction in caseload was unevenly spread, both in the type of work generated and in the council areas most affected. The greater part of the falloff in casework occurred during the periods of most severe pandemic restrictions.

A total of 627 weekly lists of planning applications registered with the Councils and with the Loch Lomond & The Trossachs National Park Authority were monitored for potential archaeological impacts. This essential element of the Service’s work identifies applications raising potential archaeological issues which have not been fully dealt with at the pre-application stage so they can be considered further. This monitoring of the weekly lists, along with direct consultations from planning officers, identified 774 new planning applications which required additional detailed assessment, a 24% reduction in numbers compared to the previous year.

A further 134 new casework items in other categories were initiated by external sources in the reporting period, the lowest number in any reporting year since the creation of the Service.

Table 1. New Casework 1 April 2020 to 31 March 2021

Council Area	Total of New Casework Items	Weekly lists	Planning Applications	Other
Argyll & Bute	175	52	98	25
East Ayrshire	118	53	58	7
East Dunbartonshire	118	53	57	8
East Renfrewshire	95	52	38	5
Glasgow	105	50	44	11
North Ayrshire	114	52	50	12
Renfrewshire	97	53	37	7
South Ayrshire	109	49	51	9
South Lanarkshire	231	53	163	15
West Dunbartonshire	91	54	26	11
West Lothian	170	54	104	12
National Park Authority	106	52	48	6
General/Multi-Council	6			6
Total	1535	627	774	134

Planning Application Casework 2020-2021

The number of new planning applications identified as potentially raising archaeological issues was 24% lower than in the previous reporting period. It is likely that the only statistically significant factor responsible for the reduction is the impact of the Coronavirus pandemic, as the slowdown in the rate of casework generation corresponded with the periods of most severe restrictions imposed by the governments' Covid-19 response.

Of the combined total of 774 applications which the Service staff examined in detail, 457 (59%) were assessed as raising potentially significant historic environment issues which would justify some form of archaeological intervention. This proportion was higher than the fairly stable average (49%) established after the introduction of the Service's award-winning archaeological impact mitigation system in 2013-14, but is likely to be a temporary effect caused by the varying disruption to the established casework referral procedures within the planning services of member authorities as a result of the pandemic.

The casework response of the Service during the reporting period was affected by the governments' responses to the Covid-19 coronavirus pandemic and the concomitant move towards working from home where possible. Member authorities were generally able to resume regular publication of weekly list of planning applications soon after the start of the UK-wide lockdown on 23 March 2020, which allowed our archaeological staff to resume speedy assessment of the application sites for potential archaeological impacts while working remotely. Greater difficulty was experienced in establishing remote access to data sources and robust communication within the Service and between the Service and the planning staff in member authorities in the period immediately after the UK-wide lockdown.

Table 2. Summary of New Planning Applications 2015-2021

	Numbers of applications identified for detailed further assessment						Numbers of these then assessed as raising significant archaeological issues					
	15/16	16/17	17/18	18/19	19/20	20/21	15/16	16/17	17/18	18/19	19/20	20/21
Argyll & Bute	159	160	184	222	235	98	95	101	105	137	145	80
East Ayrshire	99	94	89	86	90	58	40	43	35	26	40	26
East Dunbartonshire	-	-	-	43	44	57	-	-	-	20	12	25
East Renfrewshire	22	24	29	36	32	38	11	9	18	18	14	16
Glasgow	48	63	66	59	69	44	18	31	29	25	32	23
North Ayrshire	55	58	52	46	52	50	32	30	31	23	30	35
Renfrewshire	41	43	42	40	47	37	26	24	26	18	22	20
South Ayrshire	72	92	87	96	74	51	24	34	36	35	37	31
South Lanarkshire	154	140	132	125	179	163	68	67	76	54	83	96
West Dunbartonshire	23	26	40	18	21	26	11	12	13	6	8	8
West Lothian	128	66	92	94	101	104	57	28	53	47	47	67
National Park	65	52	64	65	70	48	31	24	29	26	23	30
Total	866	818	877	930	1014	774	413	403	451	435	493	457
(% raising issues)							(48%)	(49%)	(51%)	(47%)	(49%)	(59%)

Continuing Casework 2020-2021

In addition to the identification of new casework and responding to consultations from planning officers during the reporting period, the Service also carried forward work on 173 planning cases which had been initiated in previous years. This was a lower number than in previous years, but can be linked to the effects of the pandemic on the construction industry.

The majority of these applications had been granted consent with archaeological conditions which required the submission of detailed project design documents for the planning authority's approval before development could commence. The Service facilitates this process by providing detailed advice to developers and their agents and archaeological contractors, and to Council planning staff on the appropriate scale of fieldwork and standards of reporting which should be required to conform to the Councils' historic environment policies and so satisfy the attached archaeological conditions. The short-term cessation of commercial archaeological fieldwork as a result of the first Covid-19 lockdown, followed by a gradual reintroduction of such projects over the reporting period reduced the demand for such assistance from the Service to the commercial archaeological sector, and this appears to be the main factor in the reduction in number of such cases.

Typically, around 40% of the work arising from developments consented in earlier years involves project planning discussions and agreements ahead of fieldwork or are related to setting the scope of post-fieldwork analysis or reporting requirements. A greater number of such cases involve facilitating the commercial archaeological fieldwork required to implement conditions, and providing comments on the resulting reports and analysis. This type of work was easily adapted to remote working practices, but a temporary halt had to be made to the monitoring by the Service of the fieldwork carried out by commercial archaeological organisations in response to planning conditions. Monitoring of fieldwork resumed when Covid-safe measures and procedures were put in place.

Other New Casework 2020-2021

In addition to casework items generated from weekly lists and planning applications, a further 134 items of other new work of various types were initiated in the report period. (See Table 3 below, figures for the previous year in brackets).

Table 3. Summary of Other New Casework 2020-2021

Pre-application planning enquiries	29 (90)
Permitted Development enquiries	11 (27)
Development Plan consultations	0 (1)
Policy liaison matters	6 (4)
Historic Environment Record information management matters	49 (87)
General or Historic Environment Record enquiries	21 (45)
Other Archaeological Consultations	11 (24)
Scottish Rural Development Programme audits and other agri-environment matters	7 (92)
Other (includes items sent in error)	0 (0)
Total	134 (370)

As has been the case in previous years, the proportion of new casework items in the different categories has varied in comparison to the earlier reporting periods, but with few exceptions the numbers have been well below the normal averages. The categories of casework listed are largely generated by external demand, and are affected by the scale of work undertaken by other bodies. With the exceptions of policy liaison discussions, which have been largely unaffected, and forestry and agri-environment matters, where the Service has not engaged in unresourced work, the downturn in casework appears to be an effect of the coronavirus pandemic response on the work of others.

Pre-application planning enquiries

The number of pre-application enquiries to the Service over the reporting period is much lower than the average level recorded in previous years. Informal conversations with commercial archaeological contractors indicates that the reduction in demand for pre-application advice is a temporary effect of the coronavirus pandemic's impact on commercial archaeological work, especially in the early part of the reporting period. Archaeological contractors have continued to rely on their familiarity with the likely policy requirements of Councils within the Service area, particularly with regard to greenfield developments and householder applications, and on the procedural guidance provided previously by the Service.

Permitted development enquiries

The scale of the fall in advance enquiries from statutory undertakers is broadly in line with the fall in other categories of casework compared to those recorded in last year's report, but it is not known whether this is significant. A number of wayleave officers working for the statutory undertakers are now seeking confirmation that the mitigation measures they intend to put in place for projects are appropriate to the needs of the historic environment.

The Archaeology Service of the Councils of Argyll and Bute, East Ayrshire, East Dunbartonshire, East Renfrewshire, Glasgow City, North Ayrshire, Renfrewshire, South Ayrshire, South Lanarkshire, West Dunbartonshire, and West Lothian, and of the Loch Lomond & The Trossachs National Park Authority.

Policy matters, professional standards and guidance, and liaison with other bodies

During the reporting period, the Service continued to be consulted, and to comment on Scottish Government proposals for the future of the planning system, including consultation on the review of the Planning Advice Note dealing with Planning and Archaeology.

The Service continued to contribute to the ongoing development of *Scotland's Historic Environment Data Strategy* (SHED Strategy), the collaborative national strategy for the collation, management and exchange of historic environment data.

Through membership of the Scottish HER Forum (formerly the Scottish SMR Forum), the Service represented the interests of the member councils in discussions on national data standards and collaborative working patterns between the local authority HERs and other bodies including Historic Environment Scotland (HES), the Treasure Trove Unit (TTU), and the Local Government Improvement Service.

The Service continued to represent the interests of the member councils on an Association of Local Government Archaeological Officers (ALGAO:Scotland) workgroup on the delivery of the aims of *Scotland's Archaeology Strategy*, promoted by HES, and contributed to virtual workshops and consultations in relation to HES's development of its own corporate policies, of Scottish national heritage policy, of policies relating to heritage designations, and the content and scope of specialist guidance documents for Managing Change in the Historic Environment.

Through membership of ALGAO:Scotland, and its 'observer status' at meetings of the Built Environment Forum Scotland (BEFS), the Service was able to provide information and advice relevant to the roles and responsibilities of the WoSAS member councils, so as to better inform the discussions of BEFS member organisations.

During the reporting period, the Service liaised with and provided advice to Police Scotland in connection with a reported find of human skeletal material. Subsequently, the Service facilitated an archaeological intervention to recover remains of a prehistoric burial using a notification and call-out contract system set up and funded by Historic Environment Scotland.

Historic Environment Record matters

Government restrictions on office working which were imposed in the Covid-19 lockdown meant that secure access to the Historic Environment Record was suspended at the start of the recording period. The provision of additional software and hardware IT support by the host authority allowed the Historic Environment Record to be consulted remotely, but the security and resilience of remote access could not be guaranteed at a level which would allow updates or alterations to the Record. The phased relaxation of the government pandemic restrictions allowed the introduction of intermittent Covid-safe working in the Service office space. While such physical access to the office workstations ensured secure access to the full range of the Historic Environment Record database modules, priority was given to those tasks which were needed to support the responses to the planning application caseload and to meet the renewed demand from archaeological consultants for Historic Environment Record data extracts.

The reintroduction of limited Covid-safe office time has allowed the Service to resume the update and management of the Historic Environment Record, but a backlog of data amendments and additions has yet to be fully integrated due to the pressure of new planning casework. The data entry backlog includes some casework handling data from the start of the reporting period.

The prioritization of responding to planning application casework during the Covid-19 pandemic has limited the time which the Service's staff could devote to updating the Historic Environment Record (HER). During the reporting period, 53 new site records were added to the HER database, and amendments or additions were made to a further 67 existing site records. In addition, 45 cross-referenced archive records were created within the HER following the receipt of reports on completed archaeological projects.

During the reporting period 40 archaeological event records were created. The incorporation of such records into the HER partly depends on the regularity of notifications of new fieldwork by commercial archaeological contractors and academic and amateur researchers submitted to the nationwide 'OASIS' archaeological activities reporting system, in which local Authority HER services have an important data verification and validation role.

Public engagement, training, and research assistance

During the reporting period, the Service's engagement with the public has been seriously compromised by the nature of the national response to the Covid-19 pandemic. Nevertheless, in addition to responding to e-mail requests for information or advice, the Service also assisted or liaised with two local amateur archaeological or historical groups and one university department in the preparation of heritage projects.

Agri-environment matters

Due to pressure of work in altered circumstances during the Covid-19 pandemic, and building on the practice initiated in recent years, consultation requests from Scottish Forestry (formerly the regulatory arm of the Forestry Commission Scotland) inviting comments on the historic environment impacts of forestry grant applications they had received have not been processed. Instead, responses have been provided through each planning authority's consultation response process, when requested by the member authority.

Separate consultation responses to Scottish Forestry have not been provided as these would require a considerable expenditure of un-resourced staff time. Following the decision not to respond independently of our member authorities, such unresourced requests have not been entered into the casework log, thereby making an additional small but valuable saving in officer data entry time.

Other requests for information and advice from commercial forestry companies have been dealt with, where the chargeable fee has been accepted in line with the relevant forestry industry guidance. Since the withdrawal of centrally funded payments to Local Authority HERs to offset the costs of providing archaeological information and pre-application advice to forestry agents and landowners seeking public grants, there has been no significant uptake from these applicants for the mediated information which would help to minimise identified adverse impacts of their forestry operations on historic environment resources.

1 Running the Service

- 1.1 The Service's Joint Committee met virtually on 19 November 2020, and prior to this on 17 August 2020, the pre-audit annual accounts for 2019/20 were distributed digitally to the Joint Committee for their consideration, as set out in governance procedures previously agreed with Audit Scotland. The Joint Committee met virtually once again on 25 February 2021.
- 1.2 Due to the pressures on all member authorities in their responses to the Covid-19 pandemic, the Service's Steering Group has been in effective abeyance since the onset of the first national lockdown. Management issues have been dealt with through the host authority, and by exchange of e-mails with Steering Group members as required.
- 1.3 The balance in the Service's reserve account at financial year end stood at £150,465 (see Appendix 2). The level of financial reserves at the financial year end was higher than had been predicted in budget forecasts. This was largely because an unbudgeted surplus arising from unspent contingency funds and reduced salary and employee-related costs as a result of a continuing temporary change to staff work rostering. This surplus would have been greater had it not been partly offset by a reduction in fee income following the suspension of fee-chargeable work during the first half of the reporting year because of revisions to work practices as a result of the Covid-19 pandemic. The level of financial reserves is kept under annual review as specified in the Service's approved Reserves Policy.
- 1.4 The amount of external income generated over the report period by the Service's *Access to Information and Charging Policy* fell to around a third of what had been generated in the preceding three years following a review of the revisions to the policy approved by the Joint Committee in March 2015. Over the current reporting period, the Service received £5,300 for the provision of archaeological information and advice to developers and their agents. However, as was reported previously, for the greater part of the reporting period Covid-19 restrictions on working practice within the Service meant that it was not possible to provide external clients with the level of service required to justify levying a fee. Since the resumption of fee-charging, the uptake in requests for information and advice have steadily climbed to near previous monthly levels. Consequently, there would appear to be no immediate need to review the provisions of the policy or the published scale of charges.
- 1.5 Continuing a pattern reported on in the preceding four years, and notwithstanding the unexpected impacts of the coronavirus pandemic, there has been no significant uptake from forestry agents for archaeological information and advice to inform their grant applications since centrally funded transitional payments for the provision of such advice and information were phased out. Similar outcomes have been noted by other local authorities across Scotland who are unable or unwilling to undertake this work without additional external resources. This diminution in the range of mediated information available for planning environmentally sustainable forestry operations is a matter of concern which has been raised once again with national forestry and heritage agencies.

2 Historic Environment Record Maintenance and Development

- 2.1 During the report period 53 new site records were added to the Historic Environment Record (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. Following the receipt of reports on previous archaeological projects 45 archive records (indexed and cross-referenced hyperlinks to the reports received by the Service in digital format) were created.
- 2.2 The Service's website (<http://www.wosas.net>) was not updated regularly over the report period, as available staff time was directed towards a re-design to allow a re-launch bringing the online content up to date with procedural changes and the requirements of the *Scottish Historic Environment Data Strategy* (SHED Strategy) which have still to be finalised. The new "front end" website has been in operation since early in the reporting period.
- 2.3 In order to comply with agreed common data collection standards proposed to meet the requirements of the *Scottish Historic Environment Data Strategy* (SHED Strategy), the data collection and analysis of the Service website usage has changed to record "visits" and "page views" rather than the more generic "hits". Under the new reporting format, the Service website received 80,816 visits and 133,161 page views during the reporting period. For comparison, under the former analytical method, the same usage would have been recorded as 419,469 "hits".
- 2.4 The Service continued its liaison role with the national heritage agencies and data providers as the member Councils' representative on the Association of Local Authority Archaeological Officers (ALGAO:Scotland), and the associated HER Forum Scotland (formerly known as the SMR Forum Scotland). WoSAS continued to contribute to national initiatives on a cost-neutral basis to ensure that the shared data sources which are being developed under the SHED Strategy meet the needs of the WoSAS member Councils. During the reporting period, HER data was provided to Historic Environment Scotland for uploading to their *Pastmap* website, and information on chance finds was provided to the HER by the Treasure Trove Unit..
- 2.5 The Service has consolidated its engagement with the Spatial Information team of the local authority Improvement Service and their Spatial Hub website, which provides public access to environmental spatial data to ensure that Councils comply with the INSPIRE (Scotland) 2009 Regulations. The Spatial Hub is designed to allow local authorities to meet their statutory responsibilities for spatial data access without having to set up their own INSPIRE-compliant portals. Since the beginning of the Covid-19 health emergency, the Service has not been asked to update the Spatial Hub, which was last provided with collated and curated HER data in January 2020. As the Covid-19 recovery continues, WoSAS will assist member councils to meet this legal requirement without the need for additional resources.
- 2.6 Because of lack of access to the GIS input elements of the HER during the early part of the reporting period, the Service suspended the 'OASIS validation' of draft archaeological reports received by the HER following data entry or editing by the authors. OASIS is a UK-wide national archaeological data repository set up at the

University of York with funding from national agencies. It is designed to hold archaeological reports and information from across the heritage sector. Local authorities have been given a major role in the validation of the reports generated, and in integrating the finalised and validated information into local HERs so it remains available for local researchers and the commercial sector in future. An improved version of the OASIS reporting system is being implemented and the WoSAS HER will be contributing to its editing and upkeep.

- 2.7 During the reporting period, the Service assisted or liaised with two local amateur archaeological or historical groups and one university department in the preparation of heritage projects.

3 Advice to Argyll and Bute Council

Development Management Advice

- 3.1 Over the report period 52 weekly lists of planning applications from the Council were monitored by the Service and 98 new planning applications were identified as raising potential archaeological issues. In addition further work was done in respect of 36 planning applications which had been submitted in previous years.
- 3.2 The 98 new planning applications were assessed by the Service in terms of the policy and guidance contained in Scottish Planning Policy and Planning Advice Note 2/2011. Of the 98 applications, 92 (93.88%) were actioned within 21 days (our performance standard is 80%), with the results set out in the table below:

	Total of cases
Archaeological assessment or evaluation prior to determination required	8
Negative suspensive condition requiring archaeological excavation	34
Archaeological watching brief condition required	38
No issue, or no action possible	18
Totals	98

Altogether, 80 of the 98 planning applications (81.6%) identified for detailed assessment required some form of response to address the potential impacts of the proposals on archaeological remains.

Other Advice within the Council's Area

- 3.3 During the report period advice was provided to a variety of clients, including Council staff, in respect of 25 other items of casework, including 4 pre-application enquiries, 5 HER site information queries or public enquiries, and 2 enquiries from statutory undertakers.
- 3.4 For the third consecutive year, the Service liaised with and provided advice to Police Scotland in connection with reported finds of skeletal material on one of the Inner Hebrides. The Service was able to verify that the bones lay in an area which had produced other remains from the early prehistoric period. Following the police report to the Procurator Fiscal, an archaeological intervention to recover the remains and investigate the site was arranged using a notification and call-out contract system set up and funded by Historic Environment Scotland.

4 Advice to East Ayrshire Council

Development Management Advice

- 4.1 Over the report period 53 weekly lists of planning applications from the Council were monitored by the Service and 58 new planning applications were identified as raising potential archaeological issues. In addition further work was done in respect of 15 planning applications which had been submitted in previous years.
- 4.2 The 58 new planning applications were assessed by the Service in terms of the policy and guidance contained in Scottish Planning Policy and Planning Advice Note 2/2011. Of the 58 applications, 54 (93.1%) were actioned within 21 days (our performance standard is 80%), with the results set out in the table below:

	Total of cases
Archaeological assessment or evaluation prior to determination required	8
Negative suspensive condition requiring archaeological excavation	12
Archaeological watching brief condition required	4
Refer to Historic Environment Scotland (Scheduled or Listed asset)	2
No issue, or no action possible	32
Totals	58

Altogether, 26 of the 58 planning applications (44.8%) identified for detailed assessment required some form of response to address the potential impacts of the proposals on archaeological remains.

Other Advice within the Council's Area

- 4.3 During the report period advice was provided to a variety of clients, including Council staff, in respect of 7 other items of casework, including 4 HER site information queries or public enquiries.

5 Advice to East Dunbartonshire Council

Development Management Advice

- 5.1 Over the report period 53 weekly lists of planning applications from the Council were monitored by the Service and 57 new planning applications were identified as raising potential archaeological issues. In addition further work was done in respect of 5 planning applications which had been submitted in a previous year.
- 5.2 The 57 identified planning applications were assessed by the Service in terms of the policy and guidance contained in Scottish Planning Policy and Planning Advice Note 2/2011. Of the 57 applications, 47 (82.5%) were actioned within 21 days (our performance standard is 80%), with the results set out in the table below:

	Total of cases
Archaeological assessment or evaluation prior to determination required	3
Negative suspensive condition requiring archaeological excavation	8
Archaeological watching brief condition required	14
No issue, or no action possible	32
Totals	57

Altogether, 25 of the 57 planning applications (43.9%) identified for detailed assessment required some form of response to address the potential impacts of the proposals on archaeological remains.

Other Advice within the Council's Area

- 5.3 During the report period advice was provided to a variety of clients, including Council staff, in respect of 8 other items of casework, including 3 pre-application enquiries, 2 HER site information queries or public enquiries, and 1 enquiry from a statutory undertaker.
- 5.4 During the report period the manager of the Service also represented the Council on the Antonine Wall Research Group and contributed to discussions on revisions to the Supplementary Planning Guidance for development management in and around the Antonine Wall World Heritage Site.

6 Advice to East Renfrewshire Council

Development Management Advice

- 6.1 Over the report period 52 weekly lists of planning applications from the Council were monitored by the Service and 38 new planning applications were identified as raising potential archaeological issues. In addition further work was done in respect of 8 planning applications which had been submitted in previous years.
- 6.2 The 38 new planning applications were assessed by the Service in terms of the policy and guidance contained in Scottish Planning Policy and Planning Advice Note 2/2011. Of the 38 applications, 34 (89.5%) were actioned within 21 days (our performance standard is 80%), with the results set out in the table below:

	Total of cases
Archaeological assessment or evaluation prior to determination required	5
Negative suspensive condition requiring archaeological excavation	6
Archaeological watching brief condition required	5
No issue, or no action possible	22
Totals	38

Altogether, 16 of the 38 planning applications (42.1%) identified for detailed assessment required some form of response to address the potential impacts of the proposals on archaeological remains.

Other Advice within the Council's Area

- 6.3 During the report period advice was provided to a variety of clients, including Council staff, in respect of 5 other items of casework, including 1 pre-application enquiry, 1 enquiry from a statutory undertaker, and 2 HER site information queries.

7 Advice to Glasgow City Council

Development Management Advice

- 7.1 Over the report period 50 weekly lists of planning applications from the Council were monitored by the Service and 44 new planning applications were identified as raising potential archaeological issues. In addition further work was done in respect of 17 planning applications which had been submitted in previous years.
- 7.2 The 44 new planning applications were assessed by the Service in terms of the policy and guidance contained in Scottish Planning Policy and Planning Advice Note 2/2011. Of the 44 applications, 39 (88.6%) were actioned within 21 days (our performance standard is 80%), with the results set out in the table below:

	Total of cases
Refusal of planning application recommended	1
Archaeological assessment or evaluation prior to determination required	6
Negative suspensive condition requiring archaeological excavation	14
Archaeological watching brief condition required	1
Refer to Historic Environment Scotland (Scheduled or Listed asset)	1
No issue, or no action possible	21
Totals	44

Altogether, 23 of the 44 planning applications (52.3%) identified for detailed assessment required some form of response to address the potential impacts of the proposals on archaeological remains.

- 7.3 The refusal of an application was recommended for proposed development within the Antonine Wall Frontiers of the Roman Empire World Heritage Site on grounds that insufficient archaeological information had been provided with the application to assess the impact on the Roman frontier remains.
- 7.4 Enforcement action was taken due to a breach of an archaeological condition on a consent granted in a previous year. Development work was halted until remedial action was agreed and implemented.

Other Advice within the Council's Area

- 7.5 During the report period advice was provided to a variety of clients, including Council staff, in respect of 11 other items of casework, including 4 pre-application enquiries, 5 HER site information queries or public enquiries, and 1 enquiry regarding statutory undertakings.
- 7.6 During the report period the manager of the Service represented the Council on the Antonine Wall Research Group and contributed to discussions on revisions to the Supplementary Planning Guidance for development management in and around the Antonine Wall World Heritage Site.

8 Advice to North Ayrshire Council

Development Management Advice

- 8.1 Over the report period 52 weekly lists of planning applications from the Council were monitored by the Service and 50 new planning applications were identified as raising potential archaeological issues. In addition further work was done in respect of 9 planning applications which had been submitted in previous years.
- 8.2 The 50 new planning applications were assessed by the Service in terms of the policy and guidance contained in Scottish Planning Policy and Planning Advice Note 2/2011. Of the 50 applications, 47 (94.0%) were actioned within 21 days (our performance standard is 80%), with the results set out in the table below:

	Total of cases
Archaeological assessment or evaluation prior to determination required	3
Negative suspensive condition requiring archaeological excavation	16
Archaeological watching brief condition required	15
Refer to Historic Environment Scotland (Scheduled or Listed asset)	1
No issue, or no action possible	15
Totals	50

Altogether, 35 of the 50 planning applications (70.0%) identified for detailed assessment required some form of response to address the potential impacts of the proposals on archaeological remains.

Other Advice within the Council's Area

- 8.3 During the report period advice was provided to a variety of clients, including Council staff, in respect of 12 other items of casework, including 3 pre-application enquiries, 2 HER site information queries or public enquiries, and 1 enquiry from a statutory undertaker.

9 Advice to Renfrewshire Council

Development Management Advice

- 9.1 Over the report period 53 weekly lists of planning applications from the Council were monitored by the Service and 37 new planning applications were identified as raising potential archaeological issues. In addition further work was done in respect of 9 planning applications which had been submitted in previous years.
- 9.2 The 37 identified planning applications were assessed by the Service in terms of the policy and guidance contained in Scottish Planning Policy and Planning Advice Note 2/2011. Of the 37 applications, 34 (91.9%) were actioned within 21 days (our performance standard is 80%), with the results set out in the table below:

	Total of cases
Archaeological assessment or evaluation prior to determination required	5
Negative suspensive condition requiring archaeological excavation	9
Archaeological watching brief condition required	6
No issue, or no action possible	17
Totals	37

Altogether, 20 of the 37 planning (54.0%) applications identified for detailed assessment required some form of response to address the potential impacts of the proposals on archaeological remains.

Other Advice within the Council's Area

- 9.3 During the report period advice was provided to a variety of clients, including Council staff, in respect of 7 other items of casework, including 4 HER site information queries, and 2 enquiries from statutory undertakers.

10 Advice to South Ayrshire Council

Development Management Advice

- 10.1 Over the report period 49 weekly lists of planning applications from the Council were monitored by the Service and 51 new planning applications were identified as raising potential archaeological issues. In addition further work was done in respect of 14 planning applications which had been submitted in previous years.
- 10.2 The 51 new planning applications were assessed by the Service in terms of the policy and guidance contained in Scottish Planning Policy and Planning Advice Note 2/2011. Of the 51 applications, 48 (94.1%) were actioned within 21 days (our performance standard is 80%), with the results set out in the table below:

	Total of cases
Archaeological assessment or evaluation prior to determination required	3
Negative suspensive condition requiring archaeological excavation	11
Archaeological watching brief condition required	16
Refer to Historic Environment Scotland (Scheduled or Listed asset)	1
No issue, or no action possible	20
Totals	51

Altogether, 31 of the 51 planning applications (60.8%) identified for detailed assessment required some form of response to address the potential impacts of the proposals on archaeological remains.

Other Advice within the Council's Area

- 10.3 During the report period advice was provided to a variety of clients, including Council staff, in respect of 9 other items of casework, which included 5 pre-application enquiries, and 3 HER site information queries or public enquiries.

11 Advice to South Lanarkshire Council

Development Management Advice

- 11.1 Over the report period 53 weekly lists of planning applications from the Council were monitored by the Service and 163 new planning applications were identified as raising potential archaeological issues. In addition further work was done in respect of 29 planning applications which had been submitted in previous years.
- 11.2 The 163 new planning applications were assessed by the Service in terms of the policy and guidance contained in Scottish Planning Policy and Planning Advice Note 2/2011. Of the 163 applications, 159 (97.5%) were actioned within 21 days (our performance standard is 80%), with the results set out in the table below:

	Total of cases
Refusal of planning application recommended	1
Archaeological assessment or evaluation prior to determination required	22
Negative suspensive condition requiring archaeological excavation	34
Archaeological watching brief condition required	35
Standing buildings survey condition	2
Avoidance/protection within, or to side of development	1
Refer to Historic Environment Scotland (Scheduled or Listed asset)	1
No issue, or no action possible	67
Totals	163

Altogether, 96 of the 163 planning applications (58.9%) identified for detailed assessment required some form of response to address the potential impacts of the proposals on archaeological remains.

- 11.3 The refusal of an application for housing development adjacent to Gilbertfield Castle was recommended on grounds that insufficient archaeological information had been provided with the application to assess the impact on the castle and any possible associated remains in the adjacent area.

Other Advice in the Council's Area

- 11.4 During the report period advice was provided to a variety of clients, including Council staff, in respect of 15 other items of casework, including 6 pre-application enquiries, 3 HER site information queries or public enquiries, and 2 enquiries from statutory undertakers.

12 Advice to West Dunbartonshire Council

Development Management Advice

- 12.1 Over the report period 54 weekly lists of planning applications from the Council were monitored by the Service and 26 new planning applications were identified as raising potential archaeological issues. In addition further work was done in respect of 7 planning applications which had been submitted in previous years.
- 12.2 The 26 identified planning applications were assessed by the Service in terms of the policy and guidance contained in Scottish Planning Policy and Planning Advice Note 2/2011. Of the 26 applications, 22 (84.6%) were actioned within 21 days (our performance standard is 80%), with the results set out in the table below:

	Total of cases
Archaeological assessment or evaluation prior to determination required	1
Negative suspensive condition requiring archaeological excavation	1
Archaeological watching brief condition required	4
Refer to Historic Environment Scotland (Scheduled or Listed asset)	2
No issue, or no action possible	18
Totals	26

Altogether, 8 of the 26 planning applications (30.1%) identified for detailed assessment required some form of response to address the potential impacts of the proposals on archaeological remains.

Other Advice within the Council's Area

- 12.3 During the report period advice was provided to a variety of clients, including Council staff, in respect of 11 other items of casework, including 1 pre-application enquiry, 5 HER site information queries, and 1 enquiry from a statutory undertaker.
- 12.4 During the report period the manager of the Service also represented the Council on the Antonine Wall Research Group and contributed to discussions on revisions to the Supplementary Planning Guidance for development management in and around the Antonine Wall World Heritage Site.
- 12.5 The Service continued to advise on the historic environment implications of the council's City Deal project at Dungleigh foreshore, and continued to liaise with design teams in order to minimise risks of delays or unforeseen archaeological costs.

13 Advice to West Lothian Council

Development Management Advice

- 13.1 Over the report period 54 weekly lists of planning applications from the Council were monitored by the Service and 104 new planning applications were identified as raising potential archaeological issues. In addition further work was done in respect of 14 planning applications which had been submitted in previous years.
- 13.2 The 104 new planning applications were assessed by the Service in terms of the policy and guidance contained in Scottish Planning Policy and Planning Advice Note 2/2011. Of the 104 applications, 95 (94.1%) were actioned within 21 days (our performance standard is 80%), with the results set out in the table below:

	Total of cases
Refusal of planning application recommended	1
Archaeological assessment or evaluation prior to determination required	16
Negative suspensive condition requiring archaeological excavation	32
Archaeological watching brief condition required	14
Standing buildings survey condition	3
Avoidance/protection within, or to side of development	1
No issue, or no action possible	37
Totals	104

Altogether, 67 of the 104 planning applications (64.4%) identified for detailed assessment required some form of response to address the potential impacts of the proposals on archaeological remains.

- 13.3 The Service recommended the refusal of an application for the demolition of existing buildings to make way for a distillery development at Midhope Castle which would be adapted to provide visitor accommodation. Our recommendation was on the basis that insufficient information had been provided to assess the potential impacts on the fabric of the castle, on its setting, and on any archaeological remains that might survive within the footprint of the development.

Other Advice within the Council's Area

- 13.4 During the report period advice was provided to a variety of clients, including Council staff, in respect of 12 other items of casework, including 1 pre-application enquiry, and 3 HER site information queries or public enquiries.

14 Advice to the Loch Lomond & The Trossachs National Park Authority

- 14.1 Archaeological advice is provided to the National Park Authority planning service under the terms of a chargeable Service Level Agreement covering the whole of the National Park area. In the year 2020-21 the National Park Authority paid £16,667 to the Service for archaeological planning advice, and other historic environment advice.

Development Management Advice

- 14.2 Over the report period 52 weekly lists of planning applications from the Council were monitored by the Service and 48 new planning applications were identified as raising potential archaeological issues. In addition further work was done in respect of 10 planning applications which had been submitted in previous years.
- 14.3. The 48 identified planning applications were assessed by the Service in terms of the policy and guidance contained in Scottish Planning Policy and Planning Advice Note 2/2011. Of the 48 applications, 42 (87.5%) were actioned within 21 days (our performance standard is 80%), with the results set out in the table below:

	Total of cases
Archaeological assessment or evaluation prior to determination required	8
Negative suspensive condition requiring archaeological excavation	10
Archaeological watching brief condition required	4
Standing buildings survey condition	6
Avoidance/protection within, or to side of development	2
No issue, or no action possible	18
Totals	48

Altogether, 30 of the 48 planning applications (62.5%) identified for detailed assessment required some form of response to address the potential impacts of the proposals on archaeological remains.

Other Advice within the National Park Authority's Area

- 14.4 During the report period advice was provided to a variety of clients, including National Park Authority staff, in respect of 6 other items of casework including 1 pre-application enquiry, 1 HER site information query, and 1 enquiry from a statutory undertaker.
- 14.5 During the report period the manager of the Service also represented the National Park Authority in online discussions with other members of the National Parks Historic Environment Working Group and contributed to discussions on national historic environment policy matters relevant to the Park.

15 Information and Advice to Developers/Agents and to Statutory Undertakers

- 15.1 There were 29 requests for pre-application information and advice from developers or their agents, including 13 requests for Historic Environment Record digital extracts. In addition, detailed advice on the implementation of planning conditions was provided to archaeological contractors working for developers on 79 cases where planning permission had been granted in previous years.
- 15.2 There were 11 requests for assistance in connection with Scottish Water, Scottish Water Solutions, Scottish Power, Scottish and Southern Electricity, Transerve, and Transport Scotland proposals. These enquiries were generally in relation to advice to assist the statutory undertakers in implementing their own policies for the protection of the historic environment while operating under Permitted Development Rights. In those cases where archaeological information or advice was provided and where fieldwork interventions were recommended, relevant fees were levied by the Service through its approved *Access to Information and Charging Policy*.
- 15.3 During the first half of the reporting period difficulties with remote access to the full range of the Service's IT systems meant that we were unable to provide the digital data extracts required by developers and their agents. The provision of such assistance to developers and their agents was phased back in by the Service in the third quarter of the reporting period, allowing us to recommence levying charges for the provision of the data in accordance with the *WoSAS Access to Information and Charging Policy*. The resumption of fee-earning activities generated £5,300 income for the Service.

16 Agri-Environment Advice

- 16.1 Although there is guidance from Scottish Forestry (formerly the Forestry Authority) recommending that applicants seeking forestry grants secure archaeological information and advice on the possible cultural heritage impacts of their proposals from local authority HERs, with few exceptions, landowners and agents have been reluctant to do so since centrally funded payments to local authority HERs to underwrite the costs of providing such advice and information without charge to the applicants were halted.
- 16.2 Except where requested by a member authority as a contribution to their own consultation response, requests for comments or advice on the adequacy of archaeological provisions of new forestry proposals received from Scottish Forestry in relation to operating their own regulatory framework are treated as un-resourced work and are removed from our priority work-load lists and performance statistics checklist.
- 16.3 Where the Service's priority work-load allowed, we previously replied to the Scottish Forestry consultation requests with responses which were limited to general advice and summary information, or which drew attention to apparently incomplete or inadequate provisions for the historic environment within the proposals as set out. During the reporting period and because of the Covid-19 pandemic, there has been insufficient capacity within the Service to respond to these consultations without detriment to our core functions.

Appendix 1

Annual Performance Statistics 2020-21 (figures for the previous year in brackets for comparison)

Monitoring of Weekly lists of planning applications

The performance standard in the WoSAS Service Level Agreement for this area of work is for **90%** to be monitored and actioned within 14 calendar days of receipt.

Performance	100.00%	(98.81%)
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Planning and Listed Building Consultations

The performance standard in the WoSAS Service Level Agreement for this area of work is for **80%** to be actioned within 21 calendar days of receipt.

Planning Applications

Argyll & Bute	93.85%	(92.34%)
East Ayrshire	93.10%	(92.22%)
East Dunbartonshire	82.46%	(86.36%)
East Renfrewshire	89.47%	(90.63%)
Glasgow City	88.64%	(81.16%)
North Ayrshire	94.00%	(92.31%)
Renfrewshire	91.89%	(91.49%)
South Ayrshire	94.12%	(90.54%)
South Lanarkshire	97.53%	(94.41%)
West Dunbartonshire	84.62%	(100.00%)
West Lothian	82.69%	(94.06%)
Loch Lomond & The Trossachs	87.50%	(97.14%)
Overall Planning Application Performance	90.74%	(92.11%)

Other Work Areas

The performance standard for this area of work is for **80%** to be actioned within 21 calendar days of receipt.

Pre-Application Enquiries	96.55%	(91.11%)
Permitted Dev't/Statutory Undertakings	100.00%	(85.19%)
General/HER Enquiries	88.89%	(93.35%)
Other Archaeological Consultations	80.00%	(91.67%)
SRDP/Forestry Casework	83.33%	(44.09%)
Overall Other Work Performance	92.72%	(75.72%)

The Archaeology Service of the Councils of Argyll and Bute, East Ayrshire, East Dunbartonshire, East Renfrewshire, Glasgow City, North Ayrshire, Renfrewshire, South Ayrshire, South Lanarkshire, West Dunbartonshire, and West Lothian, and of the Loch Lomond & The Trossachs National Park Authority.

Appendix 2

WEST OF SCOTLAND ARCHAEOLOGY SERVICE INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR TO 31 MARCH 2021

2019/20 £		2020/21 £
	<u>Income</u>	
138,090	Contribution from participating authorities	138,090
41,334	Fees & Charges	21,967
1,027	Interest on balances	944
<u>180,451</u>	Total Income	<u>161,001</u>
	<u>Expenditure</u>	
	<u>Employee Costs</u>	
141,122	Salaries, NI & Superannuation & Employee Related Costs	144,949
	<u>Administration Costs</u>	
150	Fees & Subscriptions	200
870	Travel & Subsistence	0
6,700	Rents	6,700
3,000	Equipment Purchase & maintenance	3,000
100	Catering	0
0	Purchase of services (miscellaneous)	3,424
<u>2,020</u>	Audit Fee	<u>2,060</u>
13,878		15,384
<u>153,962</u>	Total Expenditure	<u>160,333</u>
26,489	Surplus/(Deficit) for Year	668
123,308	Surplus Brought Forward	149,797
<u>149,797</u>	Accumulated Surplus	<u>150,465</u>

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