WEST OF SCOTLAND ARCHAEOLOGY SERVICE JOINT COMMITTEE'S MINUTES.

Item 1
29th August 2024

By video conference, 26th June 2024.

West of Scotland Archaeology Service Joint Committee.

Present:	Councillor Ben Rose (Convener)	East Dunbartonshire Council
	Councillor Jan Brown	Argyll & Bute Council
	Councillor Graham Boyd	East Ayrshire Council
	Councillor Eva Bolander	Glasgow City Council
	Councillor Mags MacLaren	Renfrewshire Council
	Councillor Lawrence Fitzpatrick	West Lothian Council
Apology:	Councillor Gavin Scott	South Ayrshire Council
Also present:	Hugh McBrien	West of Scotland Archaeology Service
	Laura Mitchell	East Ayrshire Council
	Laura McLetchie	East Dunbartonshire Council
	Elaine Goldie	Glasgow City Council
	Jack O'Shea	Glasgow City Council
	David Hearton	South Ayrshire Council
	Rob Jones	Ernst & Young LLP
	Tony O'Neill (Clerk)	Glasgow City Council

Minutes of previous meeting approved.

1 The minutes of the Joint Committee of 23rd November 2023 were submitted and approved.

West of Scotland Archaeology Service – 2022/23 Audited Annual Accounts approved etc.

2 There was submitted a report by the Executive Director of Financial Services, Glasgow City Council regarding the 2022/23 Audited Annual Accounts for the West of Scotland Archaeology Service, advising that

(1) the balance of usable reserves at 31st March 2023 was £157,225; and

(2) in 2022/23 total expenditure was £182,113 and total income £175,910, which resulted in a deficit for the year of £6,203, with a balance of usable reserves at 31st March 2023 of £157,225.

After consideration of the audited accounts and reported governance arrangements, the Joint Committee

(a) approved the 2022/23 Audited Annual Accounts for the West of Scotland Archaeology Service; and

(b) agreed that an up to date copy of the WoSAS Service Level Agreement be submitted to the next meeting of this Joint Committee.

West of Scotland Archaeology Service – 2022/23 Audited Annual Accounts – Independent auditor's report noted.

3 There was submitted a report by Ernst & Young LLP regarding an audit of the 2022/23 financial statements of the West of Scotland Archaeology Service which detailed key messages and significant findings which had arisen from the 2022/23 audit.

After consideration and having heard Mr Rob Jones, Ernst & Young LLP, the Joint Committee noted the report.

Annual Report of West of Scotland Archaeology Service 2022/23 approved etc.

4 There was submitted a report by the WoSAS Manager detailing the activities of the Service for the year from 1st April 2022 to 31st March 2023 which covered the first full reporting period following the transition to new hybrid working practices adopted by the Service in response to the Covid-19 pandemic, confirming that

(1) the Service had dealt with 1,935 new casework items, which represented an increase of 7.2% increase compared to the previous year;

(2) the monitoring of the weekly lists, along with direct referrals from planning officers, had identified 973 new planning applications that required further detailed assessment, a 6.3% increase on the previous year, while a further 341 new casework items in other types had been opened during the reporting period,

(3) in addition to the identification of new casework and responding to consultations from planning officers, the Service had also carried forward work on 319 planning cases, which had been initiated in previous years;

(4) Service staff had added 271 verified new site records to the Historic Environment Record (HER) database, amended 96 existing site records and created 208 archaeological event records, in addition to importing a major download on new site information from Historic Environment Scotland for later verification;

(5) the Service had assisted or liaised with 2 local amateur archaeological or historical groups and 1 university department in preparation of heritage fieldwork projects or funding bids; and

(6) the balance of the Service's reserve account, based on the pre-audited accounts, stood at £159,498.

After consideration, the Joint Committee

(a) approved the report, which gave details regarding

(i) planning applications for each of the Joint Committee's local authorities;

(ii) the running of the service;

(iii) HER Maintenance and Development;

(iv) advice provided to other local authorities and organisations;

(v) information and advice to developers/agents and to statutory undertakers;

(vi) agri-environment advice;

(vii) the annual performance statistics for 2022/23; and

(viii) the revenue account for the year ended 31st March 2023; and

(b) agreed that a paper be submitted to the next meeting of the Joint Committee outlining the current issues affecting the Service's website and to consider whether additional resources could be identified in order to resolve those issues.

Loch Lomond and Trossachs National Park – Position agreed etc.

5 Hugh McBrien, WoSAS Manager advised that some years ago, following a discussion by a previous Joint Committee regarding the different status of the Loch Lomond and Trossachs National Park (National Park), it was suggested to seek the view of the National Park as to whether it might wish to become a full member of the service, an offer which was not taken up at the time.

Hugh further highlighted that the Head of Planning at the National Park had recently contacted the Service asking if they could become full members instead of customers as they currently were.

After consideration, the Committee agreed that Hugh liaise with the National Park and report back to the next Committee with an update on the request for the Committee to consider further.

Foregate Multi-storey Car Park, Kilmarnock – Update noted.

6 With reference to the minutes of 24th February 2023 when the Joint Committee had discussed the proposed demolition of the Foregate Multi-storey Car Park in Kilmarnock and outlined that a section of former road surface from before the redevelopment of the town centre had been located in the basement of the car park, Councillor Boyd provided a brief verbal update on the progress that had been made since then.

After consideration, the Joint Committee noted the update.

Unaudited 2023/24 Accounts – Position agreed.

7 Having heard Rob Jones, Ernst & Young LLP and Hugh McBrien, WoSAS Manager regarding the proposed timescales for dealing with the Services' 2023/24 Unaudited Accounts, the Joint Committee agreed that a further meeting be arranged for Mid-August 2024 in order to consider those Accounts.

Date of next meeting.

8 The Joint Committee agreed that the Clerk liaise with the Chair in order to schedule a suitable date for the next meeting.