WEST OF SCOTLAND ARCHAEOLOGY SERVICE JOINT COMMITTEE'S MINUTES.

Item 1
23rd November 2023

By video conference, 24th February 2023.

West of Scotland Archaeology Service Joint Committee.

Present:	Councillor Ben Rose (Convener)	East Dunbartonshire Council
	Councillor Graham Boyd	East Ayrshire Council
	Councillor Todd Ferguson	North Ayrshire Council
	Councillor Gavin Scott	South Ayrshire Council
	Councillor Tony Boyle	West Lothian Council
Apologies:	Councillor Ross Moreland	Argyll & Bute Council
	Councillor Peter Wallace	Argyll & Bute Council
	Councillor Eva Bolander	Glasgow City Council
	Councillor Greg Hepburn	Glasgow City Council
	Clare Laurenson	East Ayrshire Council
	Councillor David Macdonald	East Renfrewshire Council
	James Miller	North Ayrshire Council
	Councillor Mags MacLaren	Renfrewshire Council
	Councillor Andy Steel	Renfrewshire Council
	Depute Provost John Millar	West Dunbartonshire Council
	Councillor Lawrence Fitzpatrick	West Lothian Council
Also present:	Hugh McBrien	West of Scotland Archaeology Service
	Miguel Silva-Barral	East Ayrshire Council
	Heather Holland	East Dunbartonshire Council
	Gillian Dick	Glasgow City Council
	Neil McAteer	North Ayrshire Council
	David Hearton	South Ayrshire Council
	Tony O'Neill (Clerk)	Glasgow City Council

Minutes of previous meeting approved.

1 The minutes of the Joint Committee of 7th December 2022 were submitted and approved.

Pre-audit Annual Accounts for the Year Ended 31st March 2022 – Update noted.

2 With reference to the minutes of 9th December 2022 noting that this meeting would approve the audited annual accounts and any report from the Proper Officer and Auditor, in line with the requirements of the Regulations, the Joint Committee noted a verbal update from the WoSAS Manager, advising that Audit Scotland had

yet to deliver the annual accounts and it was hoped that they would be available for consideration at the next meeting of the Joint Committee.

Reserves Policy Annual Review 2023 approved.

3 With reference to the minutes of 17th March 2016 approving the adoption of a Reserves Policy in line with recommendations from Audit Scotland and agreeing that that the adopted policy be subject to annual review, 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, as detailed in the report;

(2) the required annual review of the level of financial reserves appropriate to the needs of the Service was undertaken by the manager of the Service in consultation with a principal finance officer in Glasgow City Council, but had been hampered by an ongoing difficulty in the retrieval of financial monitoring information from the host authority's IT systems following an incident during a planned upgrade to those systems, and current estimates were based on data available prior to the incident;

(3) the financial reserves of the Service at the end of 2021/22 was £163,428 and during the first half of the current financial year, service income received from fees levied under the Service's Access to Information and Charging Policy had returned to a level within the range expected prior to the COVID pandemic, and notwithstanding an increase in staffing costs, the revised level of retained financial reserves of the Service at the end of the current financial year was estimated at £165,400;

(4) taking account of the proposed financial projections for the 2023/24 financial year, a reserve level of £96,000 was proposed; and

(5) if the retention of the proposed level of financial reserves was approved, and if the budget proposed for the financial year 2023/24 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 2023/24 in accordance with the WoSAS Reserves Policy.

Service Financial Programme 2023/24 – Proposed budget 2023/24 approved.

4 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 2023/24

(1) detailing the current financial position of the Service;

(2) setting out the future financial projections for the Service for 2023/24 together with the proposed budget for 2023/24; and

(3) confirming that

(a) until the resourcing of the preferred service delivery option had been agreed, consequently, a budget for the financial year 2023/24 was proposed, as detailed in Annex 1 to the report; and

(b) the proposed budget predicted a deficit of £36,181 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 2023/24, as detailed in the Annex to the report.

Association of Local Government Archaeological Officers guidance document noted.

5 The Joint Committee noted a guidance document by the Association of Local Government Archaeological Officers entitled "Delivery of Public Benefit and Social Value Guidance for Archaeology in the Planning Process", the intention of which was to set out the full range of core and secondary activities of public benefit that archaeological works undertaken within the context of the planning system could deliver to meet the policy aim of National Planning Framework 4.

AOCB.

6 Councillor Boyd referred to 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 noted that Peter Drummond Architects (conservation architects) had visited the site to give an opinion on its historical significance and had suggested that some archaeological intervention might be appropriate given the age of the deposits under the cobbled surface.

The WoSAS Manager informed the Joint Committee that staff at East Ayrshire Council had contacted him to scope out options for archaeological intervention before demolition.

It was agreed that the WoSAS Manager liaise with Councillor Boyd outwith the meeting to discuss the issues further.

Date of next meeting – Position noted.

7 The Joint Committee noted that the Clerk would liaise with the Convener to arrange a date for the next meeting, following which it would be circulated to members.