Item 4

26th June 2024

WEST of SCOTLAND ARCHAEOLOGY SERVICE

Annual Report of the West of Scotland Archaeology Service 2022/2023

Summary

This annual report covers the period from 1 April 2022 to 31 March 2023, and covers the first full reporting period following the transition to new hybrid working practices adopted by the Service in response to the Covid-19 pandemic.

During the report period, the Service dealt with 1935 new casework items. This was a 7.2% increase compared to the previous year, building on the previous year's strong recovery to return to pre-pandemic levels in most categories of work.

A total of 621 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 973 new planning applications which required additional detailed assessment, a 6.3% increase on the previous year.

In addition to this core activity on new planning applications, a further 341 new casework items of other types were opened during the reporting period, including a major download of new site information from Historic Environment Scotland.

Table 1. New Casework 1 April 2022 to 31 March 2023

Council Area	Total of New Casework Items	Weekly lists	Planning Applications	Other
Argyll & Bute	357	53	216	88
East Ayrshire	166	52	81	33
East Dunbartonshire	97	53	32	12
East Renfrewshire	71	50	17	4
Glasgow	130	50	54	26
North Ayrshire	115	51	37	27
Renfrewshire	91	48	31	12
South Ayrshire	161	49	86	26
South Lanarkshire	287	52	189	46
West Dunbartonshire	97	58	29	10
West Lothian	200	52	120	28
National Park Authority	157	53	81	23
General/Multi-Council	6			6
Total	**1935**	**621**	**973**	**341**

Planning Application Casework 2022-2023

The number of new planning applications identified as potentially raising archaeological issues was 6.3% greater than in the previous reporting period. Although the rate of increase is a third of the exceptional rate recorded in 2021-22, the sustained rise in the number of applications has now returned to match the averaged five-year trend in the number of applications made to member Councils before the pandemic.

Of the combined total of 973 applications which the Service staff examined in detail, 482 (approximately 50%) were assessed as raising potentially significant historic environment issues which would justify some form of archaeological intervention. The proportion of cases assessed in detail which require intervention has remained fairly stable since the introduction of the Service's award-winning archaeological impact mitigation system, which reduced officer time within the Service and the planning services of member authorities spent dealing with applications which would fail to meet the threshold for archaeological intervention.

Table 2. Summary Table of New Planning Applications 2017-2023

	Numbers of applications identified for detailed further assessment						Numbers of these then assessed as raising significant archaeological issues					
	17/18	18/19	19/20	20/21	21/22	22/23	17/18	18/19	19/20	20/21	21/22	22/23
Argyll & Bute	184	222	235	98	169	216	105	137	145	80	101	124
East Ayrshire	89	86	90	58	77	81	35	26	40	26	17	29
East Dunbartonshire	-	43	44	57	49	32	-	20	12	25	27	15
East Renfrewshire	29	36	32	38	26	17	18	18	14	16	17	9
Glasgow	66	59	69	44	49	54	29	25	32	23	21	21
North Ayrshire	52	46	52	50	46	37	31	23	30	35	25	14
Renfrewshire	42	40	47	37	30	31	26	18	22	20	17	19
South Ayrshire	87	96	74	51	77	86	36	35	37	31	29	46
South Lanarkshire	132	125	179	163	195	189	76	54	83	96	112	81
West Dunbartonshire	40	18	21	26	25	29	13	6	8	8	11	18
West Lothian	92	94	101	104	83	120	53	47	47	67	48	57
National Park	64	65	70	64	89	81	29	26	23	30	45	49
Total	**877**	**930**	**1014**	**877**	**930**	**973**	**451**	**435**	**493**	**457**	**470**	**482**
(% raising issues)							(51%)	(47%)	(49%)	(59%)	(51%)	(50%)

Continuing Casework 2022-2023

In addition to working on the identification of new casework and responding to consultations from planning officers during the reporting period, the Service also carried forward work on 319 planning application cases which had been initiated in previous years.

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 on the appropriate scale of fieldwork and standards of reporting which are required to ensure that the work secured by the developers will conform to the Councils' historic environment policies and so satisfy the attached archaeological conditions. In addition, the Service provides advice to Council planning staff regarding the adequacy of the work undertaken and reported on, and in determining when the thresholds for satisfying conditions have been reached.

Typically, around 40% of these continuing cases involve project planning discussions and agreements ahead of fieldwork or are related to setting the scope of post-fieldwork analysis or reporting requirements, while a greater number involve facilitating the commercial archaeological fieldwork required to implement conditions, and providing comments on the resulting reports and analysis.

The Service also actively monitors the fieldwork carried out by commercial archaeological organisations in response to planning conditions to ensure appropriate compliance. This monitoring role also provides a measure of independent quality assurance to the developers.

Other New Casework 2022-2023

In addition to casework items generated from examination of weekly lists of planning applications and through direct consultation requests from planning officer colleagues, a further 341 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 2022-2023

Pre-application planning enquiries	101 (108)
Permitted Development enquiries	28 (20)
Development Plan consultations	1 (0)
Policy liaison matters	2 (2)
Historic Environment Record information management matters	48 (34)
General or Historic Environment Record enquiries	24 (20)
Other Archaeological Consultations	23 (21)
Scottish Forestry Grant Scheme audits and other agri-environment matters	114 (62)
Other (includes items sent in error)	0 (0)
Total	**341 (267)**

As has been the case in previous years, the proportion of new casework items in the different categories has varied in comparison to earlier reporting periods. After last year's exceptionally strong recovery from the very low levels of other work initiated during the Covid-19 pandemic, the more modest 28% increase in this reporting period nevertheless brings the overall number of casework items in these categories back to around the average level recorded before the pandemic.

Pre-application planning enquiries

The substantial rise in pre-application enquiries to the Service reported in the last reporting period has been sustained at a similar level, returning to the level recorded prior to the disruption caused by the pandemic. The return to pre-pandemic levels of early engagement indicates the value attached to such enquiries by the commercial archaeological contractors when preparing programmes of work for their clients.

Permitted development enquiries

After a somewhat slower start, the number of advance enquiries from statutory undertakers for Historic Environment Record data and for advice on the need for mitigation measures on their projects continues to rise towards the levels recorded before the pandemic. The number

of requests for advice on how to implement their own policies for the protection of the historic environment rose by 40% in the current reporting period.

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

During the reporting period, the Service was consulted on Scottish Government proposals for a new strategy document to supersede Our Place in Time, the national strategy for the historic environment.

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 workshops and consultations in relation to HES's development of its own corporate policies, Scottish national heritage policy, 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 provided the 'curatorial member' to the Inspection Panel of the Chartered Institute for Archaeologists (CI*f*A) in the assessment of an archaeological consultancy wishing to continue to be included in CI*f*A's Registered Organisation scheme.

On two occasions the Service liaised with and provided advice to Police Scotland in connection with reported finds of skeletal material. In both cases, the Service facilitated an archaeological intervention to recover prehistoric burial remains using a notification and call-out contract system set up and funded by Historic Environment Scotland.

During the reporting period, the Service met with the Dumfries and Galloway Council Museums Service and Planning Archaeology Service officers with the aim of supporting The Society of Antiquaries of Scotland in submitting a grant bid to Historic Environment Scotland for a joint project to deliver a Regional Archaeological Research Framework for South-West Scotland.

Historic Environment Record matters

Continuing high levels of planning application casework have again limited the time which the Service's permanent staff could devote to updating the Historic Environment Record (HER). Despite this, a total of 271 new site records were added to the HER database by Service staff, and amendments or additions were made to a further 96 existing site records. In addition, 227 cross-referenced archive records were created within the HER following the receipt of reports on completed archaeological projects.

During the reporting period 208 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.

In August 2022 the Service received a data download from Historic Environment Scotland, which allowed an automated update of data from the national agency's "Canmore" archive to be incorporated into the WoSAS HER. This added more than 29,000 records to the HER, but a number of these records will be duplicates of records already in our system. Historic Environment Scotland were unable to provide the data in a format that allowed duplicate records to be automatically identified before importation, so a detailed data-cleaning process is required to filter the new records. Due to the time-costs of this process, records are currently being processed and "cleaned" as they are caught in ongoing casework areas.

Public engagement, training, and research assistance

During the reporting period, the Manager of the Service contributed to a virtual international research symposium on the threats posed to the Frontiers of the Roman Empire (Antonine Wall) World Heritage Site by climate change.

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 local heritage fieldwork projects or funding bids.

The Service also assisted two PhD candidates with the provision of data for their research.

Agri-environment matters

While there were a substantial number of recorded agri-environment casework items during the current reporting period, the overwhelming majority of the cases were consultation requests from Scottish Forestry conservancy offices inviting comments on the historic environment impacts of forestry grant applications they had received. Responses have been provided through each planning authority's consultation response process when requested by the member council, but separate consultation responses from the Service were provided when available staff time allowed a response within the consulting authority's specified timescale.

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.

As has been reported in each year since the withdrawal of centrally funded payments to Local Authority HERs which underwrote 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 06 April 2022, on 09 December 2022 and on 24 February 2023.

1.2 The Service's Steering Group has been in effective abeyance during the Covid-19 pandemic and the recovery period. Management issues arising during the reporting period have been dealt with by the host authority, and through the exchange of emails with Steering Group members as required.

1.3 The balance in the Service's reserve account at year end stood at £159,498 (see Appendix 2). The level of financial reserves at the financial year end was higher than had been predicted in budget forecasts. Once again, this was largely because of reduced salary and employee-related costs as a result of a continuing temporary change to staff work rostering, and because projected contingency spending was not required. The level of financial reserves is kept under annual review as specified in the Service's approved Reserves Policy.

1.4 The previous year's increase in the amount of external income generated by the Service's *Access to Information and Charging Policy* was sustained at the same level over the report period. Over the current reporting period, the Service received £19,000 for the provision of archaeological information and advice to developers and their agents. As the Service's financial reserves remain above the level recommended by the adopted Reserves Policy, there would appear to be no immediate need to review its provisions or charging rates.

1.5 Continuing a pattern reported on in the preceding three years, there has been no significant uptake from forestry agents for archaeological information and advice 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 with national agencies.

2 Historic Environment Record Maintenance and Development

2.1 During the report period 271 new site records were added to the Historic Environment Record (HER) database, 96 existing site records were amended, 208 archaeological events records were added, and the HER was informed of the commencement of 119 new fieldwork events. Following the receipt of reports on previous archaeological projects 227 archive records (indexed and cross-referenced hyperlinks to the reports received by the Service in digital format) were created.

2.2 The Service received a data download from Historic Environment Scotland in August 2022, which allowed an automated update of more than 29,000 records from the national agency's "Canmore" archive to be incorporated into the WoSAS HER. Although a large quantity of valuable and useful data has been added to the HER, an unknown number of these records will be duplicates of records already in our system, having been reported to this Service and to Historic Environment Scotland separately by third parties. Historic Environment Scotland were unable to provide the data in a format that allowed duplicate records to be automatically identified before importation, so a detailed data-cleaning process will be required to filter the new records before they can be fully validated. Unfortunately, current staffing levels will not be able to accommodate this data-cleaning work while casework demands remain at their current level.

2.3 The Service's website (http://www.wosas.net) was not updated regularly over the report period, as valuable staff time will have to be 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). Nevertheless, during the reporting period, the Service website received 67,048 visits and 98,524 page views.

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. By updating the Spatial Hub with collated and curated HER data WoSAS has assisted member councils to meet this legal requirement without the need for additional resources.

2.6 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 local heritage fieldwork projects or funding bids

2.7 Service staff assisted two PhD candidates with the provision of data for their research topics.

3 Advice to Argyll and Bute Council

Development Management Advice

3.1 Over the report period 53 weekly lists of planning applications from the Council were monitored by the Service and 216 new planning applications were identified as raising potential archaeological issues. In addition, further work was done in respect of 68 planning applications which had been submitted in previous years.

3.2 The 216 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 216 applications, 174 (80.6%) 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	16
Negative suspensive condition requiring archaeological excavation	57
Archaeological watching brief condition required	42
Avoidance/protection within, or to side of development	3
Refer to Historic Environment Scotland (Scheduled or Listed asset)	6
No issue, or no action possible	92
Totals	216

Altogether, 124 of the 216 planning applications (57.4%) 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 88 other items of casework, including 24 pre-application enquiries, 10 HER site information queries or public enquiries, and 9 enquiries from statutory undertakers.

4 Advice to East Ayrshire Council

Development Management Advice

4.1 Over the report period 52 weekly lists of planning applications from the Council were monitored by the Service and 81 new planning applications were identified as raising potential archaeological issues. In addition, further work was done in respect of 23 planning applications which had been submitted in previous years.

4.2 The 81 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 81 applications, 68 (83.9%) 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	15
Archaeological watching brief condition required	8
Refer to Historic Environment Scotland (Scheduled or Listed asset)	1
No issue, or no action possible	52
Totals	81

Altogether, 29 of the 81 planning applications (35.8%) 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 33 other items of casework, including 10 pre-application enquiries, 4 HER site information queries or public enquiries, and 1 enquiry from a statutory undertaker.

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 32 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 a previous year.

5.2 The 32 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 32 applications, 30 (93.7%) 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	2
Archaeological watching brief condition required	7
Avoidance/protection within, or to side of development	2
Refer to Historic Environment Scotland (Scheduled or Listed asset)	1
No issue, or no action possible	17
Totals	32

Altogether, 15 of the 32 planning applications (46.9%) 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 12 other items of casework, including 4 pre-application enquiries, and 3 HER site information queries or public enquiries.

5.4 During the report period the manager of the Service also represented the Council on the Antonine Wall Research Group and contributed to an international research symposium on the impact of climate change on the Antonine Wall World Heritage Site.

6 Advice to East Renfrewshire Council

Development Management Advice

6.1 Over the report period 50 weekly lists of planning applications from the Council were monitored by the Service and 17 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.

6.2 The 17 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. All 17 of the applications (100%) 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	2
Negative suspensive condition requiring archaeological excavation	4
Archaeological watching brief condition required	3
No issue, or no action possible	18
Totals	32

Altogether, 9 of the 17 planning applications (52.9%) 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

6.3 During the report period advice was provided to a variety of clients, including Council staff, in respect of 4 other items of casework, including 1 pre-application enquiry, and 1 enquiry from a statutory undertaker.

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 54 new planning applications were identified as raising potential archaeological issues. In addition, further work was done in respect of 37 planning applications which had been submitted in previous years.

7.2 The 54 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 54 applications, 52 (96.2%) 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	10
Archaeological watching brief condition required	4
Standing buildings survey condition	1
Refer to Historic Environment Scotland (Scheduled or Listed asset)	1
No issue, or no action possible	33
Totals	54

Altogether, 21 of the 54 planning applications (38.9%) 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

7.3 During the report period advice was provided to a variety of clients, including Council staff, in respect of 26 other items of casework, including 10 pre-application enquiries, 8 HER site information queries or public enquiries, and 1 enquiry regarding statutory undertakings.

7.4 During the report period the manager of the Service also represented the Council on the Antonine Wall Research Group and contributed to an international research symposium on the impact of climate change on the Antonine Wall World Heritage Site.

8 Advice to North Ayrshire Council

Development Management Advice

8.1 Over the report period 51 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 16 planning applications which had been submitted in previous years.

8.2 The 37 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 37 applications, 31 (83.8%) 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	7
Archaeological watching brief condition required	6
No issue, or no action possible	23
Totals	52

Altogether, 14 of the 37 planning applications (37.8%) 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

8.3 During the report period advice was provided to a variety of clients, including Council staff, in respect of 27 other items of casework, including 6 pre-application enquiries, 3 HER site information queries or public enquiries, and 3 enquiries from statutory undertakers.

9 Advice to Renfrewshire Council

Development Management Advice

9.1 Over the report period 48 weekly lists of planning applications from the Council were monitored by the Service and 31 new planning applications were identified as raising potential archaeological issues. In addition, further work was done in respect of 13 planning applications which had been submitted in previous years.

9.2 The 31 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 31 applications, 30 (96.7%) 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
Negative suspensive condition requiring archaeological excavation	11
Archaeological watching brief condition required	5
Refer to Historic Environment Scotland (Scheduled or Listed asset)	2
No issue, or no action possible	12
Totals	31

Altogether, 19 of the 31 planning (61.3%) 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 12 other items of casework, including 6 pre-application enquiries, and 2 enquiries from statutory undertakers.

9.4 The Service continued to advise on the historic environment implications of the council's new City Deal projects and continued to liaise with design teams in order to minimise risks of delays or unforeseen archaeological costs.

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 86 new planning applications were identified as raising potential archaeological issues. In addition, further work was done in respect of 26 planning applications which had been submitted in previous years.

10.2 The 86 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 86 applications, 71 (82.6%) 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	8
Negative suspensive condition requiring archaeological excavation	25
Archaeological watching brief condition required	9
Standing buildings survey condition	1
Refer to Historic Environment Scotland (Scheduled or Listed asset)	3
No issue, or no action possible	40
Totals	74

Altogether, 46 of the 86 planning applications (53.5%) identified for detailed assessment required some form of response to address the potential impacts of the proposals on archaeological remains.

Other Advice within the Council's Area

10.3 During the report period advice was provided to a variety of clients, including Council staff, in respect of 26 other items of casework, which included 10 pre-application enquiries, 5 HER site information queries or public enquiries, and 1 enquiry from a statutory undertaker.

11 Advice to South Lanarkshire Council

Development Management Advice

11.1 Over the report period 52 weekly lists of planning applications from the Council were monitored by the Service and 189 new planning applications were identified as raising potential archaeological issues. In addition, further work was done in respect of 57 planning applications which had been submitted in previous years.

11.2 The 189 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 189 applications, 184 (97.3%) 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	20
Negative suspensive condition requiring archaeological excavation	22
Archaeological watching brief condition required	27
Refer to Historic Environment Scotland (Scheduled or Listed asset)	5
Standing buildings survey condition	5
Avoidance/protection within, or to side of development	2
No issue, or no action possible	108
Totals	189

Altogether, 81 of the 189 planning applications (42.9%) identified for detailed assessment required some form of response to address the potential impacts of the proposals on archaeological remains.

Other Advice in the Council's Area

11.3 During the report period advice was provided to a variety of clients, including Council staff, in respect of 46 other items of casework, including 13 pre-application enquiries, 5 HER site information queries or public enquiries, and 6 enquiries from statutory undertakers.

12 Advice to West Dunbartonshire Council

Development Management Advice

12.1 Over the report period 58 weekly lists of planning applications from the Council were monitored by the Service and 29 new planning applications were identified as raising potential archaeological issues. In addition, further work was done in respect of 16 planning applications which had been submitted in previous years.

12.2 The 29 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. All of the 29 applications (100.0%) 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	8
Negative suspensive condition requiring archaeological excavation	4
Archaeological watching brief condition required	5
Standing buildings survey condition	1
No issue, or no action possible	11
Totals	29

Altogether, 18 of the 29 planning applications (62.1%) 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 10 other items of casework, including 1 pre-application enquiry, 2 HER site information queries, and I 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 an international research symposium on the impact of climate change on 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 Dunglass and continued to liaise with the site remediation contractor and their agents 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 52 weekly lists of planning applications from the Council were monitored by the Service and 120 new planning applications were identified as raising potential archaeological issues. In addition, further work was done in respect of 35 planning applications which had been submitted in previous years.

13.2 The 120 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 120 applications, 118 (98.3%) 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	16
Negative suspensive condition requiring archaeological excavation	21
Archaeological watching brief condition required	18
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	63
Totals	120

Altogether, 57 of the 120 planning applications (47.5%) identified for detailed assessment required some form of response to address the potential impacts of the proposals on archaeological remains.

Other Advice within the Council's Area

13.3 During the report period advice was provided to a variety of clients, including Council staff, in respect of 28 other items of casework, including 11 pre-application enquiries, and 3 HER site information queries or public enquiries, and 2 enquiries from statutory undertakers.

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 2022-23 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 53 weekly lists of planning applications from the Council were monitored by the Service and 81 new planning applications were identified as raising potential archaeological issues. In addition, further work was done in respect of 18 planning applications which had been submitted in previous years.

14.3. The 81 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 81 applications, 80 (98.8%) 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	14
Negative suspensive condition requiring archaeological excavation	14
Archaeological watching brief condition required	12
Standing buildings survey condition	2
Avoidance/protection within, or to side of development	3
Refer to Historic Environment Scotland (Scheduled or Listed asset)	4
No issue, or no action possible	32
Totals	81

Altogether, 49 of the 81 planning applications (60.5%) 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 23 other items of casework including 3 pre-application enquiries, 13 forestry consultations, and 2 HER site information queries or public enquiries, and 4 enquiries from statutory undertakers.

14.6 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 101 requests for pre-application information and advice from developers or their agents, including 63 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 114 cases where planning permission had been granted in previous years.

15.2 There were 28 requests for assistance in connection with Scottish Water, Scottish Water Solutions, Scottish Power, Scottish and Southern Electricity, Transerve, Transport Scotland, and mobile phone companies' 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 reporting period the provision of assistance to developers and their agents in accordance with the WoSAS *Access to Information and Charging Policy* generated £19,000 income for the Service.

16 Agri-Environment Advice

16.1 Although there is longstanding, clear 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 and separate charges were levied. In recent reporting periods there has been a small and as yet statistically insignificant rise in the number of requests for such information and advice. In the latest reporting period five such requests were made and processed following acceptance of the appropriate charge.

16.2 Except in the Loch Lomond and the Trossachs National Park area where the National Park Authority has itself underwritten the costs of providing such advice to forestry agents planning new forestry projects or felling proposals, and in cases where fuller details have been requested by a member authority as a contribution to their own forestry consultation response, requests for comments or advice on the adequacy of archaeological provisions of new forestry proposals received from Scottish Forestry have been briefly answered with basic information in the form of an issue check, whereby immediately identifiable issues are flagged up for the attention of Scottish Forestry as the relevant regulatory authority for the forestry industry.

Appendix 1

Annual Performance Statistics 2019-20 (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	**99.84%**	**(96.92%)**

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	80.56%	(77.51%)
East Ayrshire	83.95%	(75.32%)
East Dunbartonshire	93.75%	(91.84%)
East Renfrewshire	100.00%	(76.92%)
Glasgow City	96.23%	(81.63%)
North Ayrshire	83.78%	(84.78%)
Renfrewshire	96.67%	(90.00%)
South Ayrshire	82.56%	(75.32%)
South Lanarkshire	97.31%	(95.38%)
West Dunbartonshire	100.00%	(100.00%)
West Lothian	98.33%	(90.36%)
Loch Lomond & The Trossachs	98.77%	(94.38%)
Overall Planning Application Performance	**90.85%**	**(86.12%)**

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	95.05%	(95.37%)
Permitted Dev't/Statutory Undertakings	89.29%	(90.00%)
General/HER Enquiries	95.83%	(100.00%)
Other Archaeological Consultations	86.96%	(95.24%)
SRDP/Forestry Casework	86.84%	(83.87%)
Overall Other Work Performance	**90.69%**	**(92.21%)**

Appendix 2

WEST OF SCOTLAND ARCHAEOLOGY SERVICE
INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR TO 31 MARCH 2023

2021/22 £		2022/23 £
	Income	
138,090	Contribution from participating authorities	138,090
34,006	Fees & Charges	35,667
63	Interest on balances	4426
172,219	**Total Income**	**178,183**
	Expenditure	
	Employee Costs	
147,370	Salaries, NI & Superannuation & Employee Related Costs	169,153
	Administration Costs	
0	Fees & Subscriptions	200
0	Travel & Subsistence	0
6,700	Rents	7,370
3,000	Equipment Purchase & maintenance	3,000
66	Purchase of services (miscellaneous)	0
2,120	Audit Fee	2,390
11,886		12,960
156,256	**Total Expenditure**	**182,113**
12,963	Surplus/(Deficit) for Year	(3,930)
150,465	Surplus Brought Forward	163,428
163,428	**Accumulated Surplus**	**159,498**