WEST OF SCOTLAND ARCHAEOLOGY SERVICE JOINT COMMITTEE'S MINUTES.

Item 1
24th February 2023

By video conference, 9th December 2022.

West of Scotland Archaeology Service Joint Committee.

Present:	Councillor Ben Rose (Convener)	East Dunbartonshire Council
	Councillor Graham Boyd	East Ayrshire Council
	Councillor Eva Bolander	Glasgow City Council
	Councillor Todd Ferguson	North Ayrshire Council
	Councillor Lawrence Fitzpatrick	West Lothian Council
Apologies:	Councillor Ross Moreland	Argyll & Bute Council
	Councillor Peter Wallace	Argyll & Bute Council
	Matt Mulderrig	Argyll & Bute Council
	Councillor David Macdonald	East Renfrewshire Council
	Neil McAteer	North Ayrshire Council
	Councillor Gavin Scott	South Ayrshire Council
	Tony Finn	South Lanarkshire Council
	James Wright	South Lanarkshire Council
Also present:	Hugh McBrien	West of Scotland Archaeology Service
	Gillian Dick	Glasgow City Council
	David Hearton	South Ayrshire Council
	Heather Holland	East Dunbartonshire Council
	Donna Brand (Clerk)	Glasgow City Council

Appointment of Councillor Ben Rose as Convener approved unanimously.

1 The Clerk advised the Joint Committee that in terms of its Minute of Agreement it required to appoint a Convener. The joint committee agreed unanimously to appoint Councillor Ben Rose as Convener. Thereafter, Councillor Rose took the Chair.

Appointment of Councillor Lawrence Fitzpatrick as Vice-convener approved unanimously.

2 The Clerk advised the Joint Committee that in terms of its Minute of Agreement it required to appoint a Vice-convener. The joint committee agreed unanimously to appoint Councillor Lawrence Fitzpatrick as Vice-convener.

Minutes approved.

3 The minutes of the Joint Committee of 6th April 2022 were submitted and approved.

Annual Report of West of Scotland Archaeology Service 2021/22 approved.

4 There was submitted a report by the Manager of the West of Scotland Archaeology Service detailing the activities of the Service for the year from 1st April 2021 to 31st March 2022 which had included the period of transition to new working practices in the recovery stage of the Covid-19 pandemic response, confirming that

(1) the Service had dealt with 1,805 new casework items, which represented an increase of 17.6% in casework and was fairly evenly spread across the service categories, but with greater variation in the categories of work generated in each member council area;

(2) the monitoring of the weekly lists, along with direct referrals from planning officers, had identified 915 new planning applications that required further detailed assessment, an 18% increase on the previous year, while a further 267 new casework items in other categories also arose in the reporting period, a 99% increase over the previous year;

(3) in addition to the identification of new casework and responding to consultations from planning officers, the Service carried forward work on 289 planning cases, which had been initiated in previous years;

(4) 410 new site records had been added to the HER database, 55 existing site records were amended and 199 archaeological events records were created;

(5) the Service's engagement with the public had been seriously compromised by the nature of the national response to the COVID-19 pandemic, however the Service assisted or liaised with 3 local amateur archaeological or historical groups and 1 university department in preparation of heritage projects; and

(6) the balance of the Service's reserve account stood at £163,428, which was higher than had been predicted in budget forecasts and would be kept under annual review as specified in the Service's approved Reserves Policy.

After consideration, the Joint Committee approved the report, which gave details regarding

(a) planning applications for each of the joint committee's local authorities;

(b) the running of the service;

(c) Historic Environment Record Maintenance and Development;

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

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

(f) agri-environment advice;

(g) the annual performance statistics for 2021/22; and

(h) the revenue account for the year ended 31st March 2022.

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

5 With reference to the previously agreed procedure agreeing that responsibility for the consideration of the unaudited accounts be delegated to the Convener of the West of Scotland Archaeology Service (WoSAS) Joint Committee, there was submitted a report by the Executive Director of Finance, Glasgow City Council regarding the pre-audited Accounts for the financial year ended 31st March 2022.

After consideration, the Convener

(1) accepted the 2021/22 unaudited accounts;

(2) noted that the other Members of the WoSAS Joint Committee had also been sent the 2021/22 unaudited accounts for information, and had raised no matters for discussion nor had sought further clarification;

(3) noted that the Executive Director of Finance, Glasgow City Council would submit the unaudited accounts for audit to Audit Scotland and would proceed with the public inspection of the annual accounts in line with the requirements of the regulations; and

(4) noted that a full meeting of the WoSAS Joint Committee would take place on Friday, 24th February 2023 to approve the audited annual accounts and any report from the Proper Officer and Auditor, in line with the requirements of the Regulations.

West of Scotland Archaeology Service – Audit Plan 2021/22 noted.

6 There was submitted a report by Audit Scotland regarding the 2021/22 audit of the financial statements of the West of Scotland Archaeology Service.

After consideration, the Joint Committee noted the risks and planned work of the Service together with details of the audit work and audit timetable as detailed in the report.

West of Scotland Archaeology Service risk register noted.

7 There was submitted and noted a report by the WoSAS Manager detailing the revised assessment of the level of operational risk to the WoSAS resulting from the Covid-19 pandemic and associated responses to it, and of possible mitigation measures undertaken and proposed to address those risks, all as detailed in the report, together with the WoSAS risk register as at November 2022, detailed in annex 1 of the report.

Date of next meeting agreed.

8 It was agreed that the next meeting would be held on Friday, 24th February 2023 at 1400 hours via MS Teams.