Item 4

9th December 2022

WEST of SCOTLAND ARCHAEOLOGY SERVICE

Annual Report of the West of Scotland Archaeology Service 2021/2022

Summary

This annual report covers the period from 1 April 2021 to 31 March 2022, and includes the period of transition to new working practices in the recovery stage of the Covid-19 pandemic response. In common with other council services, the Service's need to establish procedures which allowed sustainable hybrid work patterns including a continuation of some home working presented a serious challenge to stable service delivery in the reporting period, particularly in light of the increasing demands on the Service occasioned by the economic recovery.

During the reporting period, the Service's host authority moved in step with the government's phased relaxation of the workplace restrictions imposed in the Covid-19 lockdowns, and consulted on a planned gradual return to more normal service delivery conditions. This resulted in a move from remote home-working locations to a resilient hybrid working pattern with the provision of long-term Covid-safe access to the Service office space on a rota basis.

It was recognized that the requirement for mobile computer equipment capable of meeting the needs of hybrid working would also require upgraded software capable of use in the Service's integrated Historic Environment Record (HER) systems while working remotely. Implementation of the provisions for increased remote working appeared to cause disruption to network connections across many council services during the reporting period, resulting in intermittent periods of poor connectivity and communication difficulties between services.

Despite the continuing challenges arising from the transition to new working practices, the Service dealt with 1805 new casework items throughout the year. This was a 17.6% increase in new casework items compared to the previous year, continuing the strong recovery from the impacts of the pandemic which began to be apparent in the second half of the last reporting period. The increase in caseload was fairly evenly spread across the service categories, but with greater variation in the categories of work generated in each member council area.

A total of 623 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 915 new planning applications which required additional detailed assessment, an 18% increase in numbers compared to the

previous year and a return to a level of the average annual planning caseload in the five years before the Covid pandemic.

In addition to the core planning application casework for member Councils, a further 267 new casework items in other categories were initiated by external sources in the reporting period, a 99% increase over the previous year. This apparently dramatic increase must be seen in a wider context, as it reflects a relatively rapid recovery from an abnormally low number of cases in the previous reporting period which could be demonstrably linked to the disruptions caused by the Covid-19 pandemic. Despite the scale of the increase, the numbers of "other" casework items was still substantially below the levels recorded in the years before the pandemic.

Table 1. New Casework 1 April 2021 to 31 March 2022

Council Area	Total of New Casework Items	Weekly lists	Planning Applications	Other
Argyll & Bute	308	53	169	86
East Ayrshire	156	53	77	26
East Dunbartonshire	111	51	49	11
East Renfrewshire	79	52	26	1
Glasgow	122	52	49	21
North Ayrshire	120	54	46	20
Renfrewshire	87	50	30	7
South Ayrshire	147	53	77	17
South Lanarkshire	284	52	195	37
West Dunbartonshire	81	52	25	4
West Lothian	149	50	83	16
National Park Authority	158	51	89	18
General/Multi-Council	3			3
Total	**1805**	**623**	**915**	**267**

Planning Application Casework 2021-2022

The number of new planning applications identified as potentially raising archaeological issues increased by 18%, returning a total of 915 and bringing that category of casework back to approximately pre-pandemic levels.

Of the combined total of 915 applications which the Service staff examined in detail, 470 (51%) were assessed as raising potentially significant historic environment issues which would justify some form of archaeological intervention. This is 8 percentage points lower than the comparable percentage recorded in the last reporting period, but that elevated proportion had been reported as likely to be a temporary effect of the disruption to established casework identification procedures during the pandemic. The present report's return to a level close to the average maintained since the introduction of the Service's award-winning archaeological impact mitigation system in 2013-14 appears to confirm that this was the case.

Continuing improvements to the availability of externally sourced historic environment digital data, particularly the widening range historic maps available from the National Library of Scotland, allows easier integration of relevant information from those sources with the data contained in the Historic Environment Record (HER). This data assessment and collation process enhances the quality of Development Management advice provided by the Service.

The full benefits of the access to improved data and the casework handling system is heavily dependent on reliable access to planning application documents on member Councils' online services and to resilient network connections within the host authority. Localised disruptions to the online eplanning system and to council networks because of IT system failures, hardware and software changes, or procedural changes continued intermittently, and were mitigated where possible.

Table 2. Summary of New Planning Applications 2016-2022

	Numbers of applications identified for detailed further assessment						Numbers of these then assessed as raising significant archaeological issues					
	16/17	17/18	18/19	19/20	20/21	21/22	16/17	17/18	18/19	19/20	20/21	21/22
Argyll & Bute	160	184	222	235	98	169	101	105	137	145	80	101
East Ayrshire	94	89	86	90	58	77	43	35	26	40	26	17
East Dunbartonshire	-	-	43	44	57	49	-	-	20	12	25	27
East Renfrewshire	24	29	36	32	38	26	9	18	18	14	16	17
Glasgow	63	66	59	69	44	49	31	29	25	32	23	21
North Ayrshire	58	52	46	52	50	46	30	31	23	30	35	25
Renfrewshire	43	42	40	47	37	30	24	26	18	22	20	17
South Ayrshire	92	87	96	74	51	77	34	36	35	37	31	29
South Lanarkshire	140	132	125	179	163	195	67	76	54	83	96	112
West Dunbartonshire	26	40	18	21	26	25	12	13	6	8	8	11
West Lothian	66	92	94	101	104	83	28	53	47	47	67	48
National Park	52	64	65	70	48	89	24	29	26	23	30	45
Total	**818**	**877**	**930**	**1014**	**774**	**915**	**403**	**451**	**435**	**493**	**457**	**470**
(% raising issues)							(49%)	(51%)	(47%)	(49%)	(59%)	(51%)

Continuing Planning Application Casework 2021-2022

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 289 planning cases which had been initiated in previous years. This is a considerably higher number than was recorded in the previous year, but has yet to fully recover to the levels recorded in the years immediately before the Covid-19 pandemic. The accelerating occurrence of these cases through the reporting period suggests that the number of development projects becoming or remaining "active", for which this category of casework can be seen as a proxy, is once more increasing, which in turn indicates a continuing economic recovery from 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. This involvement with the implementation of conditions assists the developer in meeting the requirements of the planning authority's historic environment policies in the most cost-effective manner, and without unnecessary delays.

Typically, around 40% of the work arising from developments consented in earlier years involves project planning discussions and agreements ahead of fieldwork or is related to setting the scope of post-fieldwork analysis or reporting requirements. A greater number of such cases involve assessing the results of commercial archaeological fieldwork carried out in response to conditions, and providing comments on the resulting reports and analysis.

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

Other New Casework 2021-2022

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 267 items of other new work of various types and from various sources were initiated in the report period. (See Table 3 below, figures for the previous year in brackets).

Table 3. Summary of Other New Casework 2021-2022

Pre-application planning enquiries	108 (29)
Permitted Development enquiries	20 (11)
Development Plan consultations	0 (0)
Policy liaison matters	2 (6)
Historic Environment Record information management matters	34 (49)
General or Historic Environment Record enquiries	20 (21)
Other Archaeological Consultations	21 (11)
Scottish Forestry Grant Scheme audits and other agri-environment matters	62 (7)
Other (includes items sent in error)	0 (0)
Total	**267 (134)**

As is usual, the proportion of new casework items in the different categories has varied in comparison to the earlier reporting periods, but the overall total has recovered strongly from the very low level recorded during the Covid-19 pandemic and the initial stages of the pandemic recovery period. The categories of casework listed are largely generated by external demand, and are affected by the scale of work undertaken by other bodies, and by changes to their working practices. The categories of casework showing the greatest increase largely coincide with those where demand for the Service's advice was hit hardest during the pandemic.

Pre-application planning enquiries

The number of pre-application enquiries to the Service over the reporting period has returned to the high levels recorded just prior to the Covid-19 pandemic. Informal conversations with commercial archaeological contractors appears to have confirmed that the previous year's reduction in demand for pre-application advice was a temporary effect of the coronavirus pandemic's impact on the commissioning of commercial archaeological work.

Permitted development enquiries

Although there has been a substantial increase in the number of advance enquiries from statutory undertakers compared to the previous year, the total number has yet to recover to pre-pandemic levels. It is not known how the working practices of the wayleave officers and project management staff of infrastructure providers have been affected by the pandemic and how their project preparation procedures may have changed in the pandemic recovery period.

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, management of nationally important battlefields and the development and delivery of Regional Archaeological Research Frameworks.

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.

Historic Environment Record matters

The move to hybrid working patterns with Covid-safe office access has allowed the Service to resume the update and management of the Historic Environment Record, but pressures of planning casework continues to hamper the integration of a considerable backlog of data amendments and additions to the Record. The data entry backlog includes some casework handling data from the start of the Covid-19 lockdown period.

The prioritization of responding to planning application casework during the Covid-19 pandemic recovery period, and intermittent computer network difficulties associated with hardware upgrades, have limited the time which the Service's staff could devote to updating the Historic Environment Record (HER). During the reporting period, 410 new site records were added to the HER database, and amendments or additions were made to a further 55 existing site records. In addition, 210 cross-referenced archive records were created within the HER following the receipt of reports on completed archaeological projects.

During the reporting period 199 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 three local amateur archaeological or historical groups and one university department in the preparation of heritage projects.

The Service Manager participated in two online training seminars, one organized by Historic Environment Scotland and the other by The Association of Local Government Archaeological Officers (ALGAO), which were set up to provide training for entry-level archaeological professionals and for existing heritage professionals interested in dendrochronology (tree-ring dating) respectively.

The Service Manager participated in a group meeting and in-house training session for the East Dunbartonshire Council planning team at the site of Castlehill Roman Fort on the Antonine Wall.

Support and advice was given to two students engaged in graduate and post-graduate research on topics related to commercial archaeology.

Agri-environment matters

Following feedback on the process of dealing with forestry matters reported on in the last year's report, a modified system of response to consultation requests from Scottish Forestry (formerly the regulatory arm of the Forestry Commission Scotland) was initiated.

Whereas the provision of a full consultation response to an invitation to comment on the historic environment impacts of forestry grant applications would be impossible to meet without appropriate additional resources, the Service has provided basic information in the form of an issue check, whereby immediately identifiable issues are flagged up for the attention of Scottish Forestry as the regulatory authority for forestry operations.

In addition, the Service continues to provide fuller responses to Scottish Forestry through each planning authority's consultation response process, when requested by the member authority.

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, the uptake from these applicants for the mediated information which would help to minimise identified adverse impacts of their forestry operations on historic environment resources has been piecemeal and slow, but has risen over the reporting period.

1 Running the Service

1.1 The Service's Joint Committee met virtually on 25 November 2021, and following a failure to arrive at a quorum for a date in March, on 06 April 2022.

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 during the reporting period were 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 £163,428 (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. 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* rose again to around the level of what had been generated in the three years preceding the Covid-19 pandemic. Over the current reporting period, the Service received £17,400 for the provision of archaeological information and advice to developers and their agents. The scale of fees and charges set out in the Service's *Access to Information and Charging Policy* have remained stable since its revision and approval by the Joint Committee in March 2015.

1.5 Continuing a pattern reported on in the preceding four years, and notwithstanding a small increase in total requests in the current reporting period, 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 410 new site records were added to the Historic Environment Record (HER) database, 55 existing site records were amended, 199 archaeological events records were added, and the HER was informed of the commencement of 102 new fieldwork events. Following the receipt of reports on previous archaeological projects 210 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 2020.

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 75,366 visits and 123,401 page views during the reporting period.

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 continued 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 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 (OASIS 5) is to be finalised and the WoSAS HER will be contributing to its editing and update through the validation of reports submitted to the HER following fieldwork or survey work carried out within the member Councils' areas.

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

2.8 Support and advice was given to two students engaged in graduate and post-graduate research on topics related to commercial archaeology.

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 169 new planning applications were identified as raising potential archaeological issues. In addition further work was done in respect of 53 planning applications which had been submitted in previous years.

3.2 The 169 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 169 applications, 131 (77.5%) 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	6
Negative suspensive condition requiring archaeological excavation	36
Archaeological watching brief condition required	55
Standing buildings survey condition	1
Avoidance/protection within, or to side of development	2
No issue, or no action possible	68
Totals	169

Altogether, 101 of the 169 planning applications (59.8%) identified for detailed assessment required some form of response to address the potential impacts of the proposals on archaeological remains.

3.3 The refusal of an application was recommended where a proposed development of a former farm beside Loch Awe as self-catering tourist accommodation with new-build elements was assessed as being likely to have significant adverse impacts on the setting of a nationally important crannog. Following discussions on archaeological and other matters, the application was withdrawn and the developer engaged in consultation with WoSAS and HES over the archaeological issues raised and how best to address them before submission of a revised application.

Other Advice within the Council's Area

3.4 During the report period advice was provided to a variety of clients, including Council staff, in respect of 86 other items of casework, including 31 pre-application enquiries, 8 HER site information queries or public enquiries, and 7 enquiries from statutory undertakers.

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 77 new planning applications were identified as raising potential archaeological issues. In addition further work was done in respect of 24 planning applications which had been submitted in previous years.

4.2 The 77 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 77 applications, 58 (75.3%) 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	3
Negative suspensive condition requiring archaeological excavation	10
Archaeological watching brief condition required	3
Refer to Historic Environment Scotland (Scheduled or Listed asset)	1
No issue, or no action possible	60
Totals	77

Altogether, 17 of the 77 planning applications (22.1%) 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

4.3 During the report period advice was provided to a variety of clients, including Council staff, in respect of 26 other items of casework, including 8 pre-application enquiries, 1 HER site information query, and 2 enquiries from statutory undertakers.

5 Advice to East Dunbartonshire Council

Development Management Advice

5.1 Over the report period 51 weekly lists of planning applications from the Council were monitored by the Service and 49 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.

5.2 The 49 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 49 applications, 45 (91.8%) 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	3
Archaeological assessment or evaluation prior to determination required	4
Negative suspensive condition requiring archaeological excavation	9
Archaeological watching brief condition required	9
Refer to Historic Environment Scotland (Scheduled or Listed asset)	2
No issue, or no action possible	22
Totals	49

Altogether, 27 of the 49 planning applications (55.1%) identified for detailed assessment required some form of response to address the potential impacts of the proposals on archaeological remains.

5.3 Refusal was recommended in respect of three applications which did not conform to national and local planning policies for the protection of the Antonine Wall Frontiers of the Roman Empire World Heritage Site. In two instances, the proposed development would have been partly built within the footprint of the World Heritage Site, while the applicant in the third case had failed to assess the possible impacts on the World Heritage Site before lodging the application. Consent for amended plans were issued in one of the first two cases and for the third, while the remaining case was not carried forward within the reporting period.

Other Advice within the Council's Area

5.4 During the report period advice was provided to a variety of clients, including Council staff, in respect of 11 other items of casework, including 5 pre-application enquiries, and 3 HER site information queries.

5.5 During the report period the manager of the Service also represented the Council on the Antonine Wall Research Group and in workshop discussions during an international conference on the potential impacts of climate change on the Antonine Wall Frontiers of the Roman Empire 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 26 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 26 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 26 applications, 20 (76.9%) 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	4
Negative suspensive condition requiring archaeological excavation	9
Archaeological watching brief condition required	4
No issue, or no action possible	9
Totals	26

Altogether, 17 of the 26 planning applications (65.4%) 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

6.3 During the report period advice was provided in respect of 1 other item of casework, an HER site information query from a member of the public.

7 Advice to Glasgow City Council

Development Management Advice

7.1 Over the report period 52 weekly lists of planning applications from the Council were monitored by the Service and 49 new planning applications were identified as raising potential archaeological issues. In addition further work was done in respect of 22 planning applications which had been submitted in previous years.

7.2 The 49 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 49 applications, 40 (81.6%) 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	3
Negative suspensive condition requiring archaeological excavation	11
Archaeological watching brief condition required	3
Standing buildings survey condition	1
Refer to Historic Environment Scotland (Scheduled or Listed asset)	2
No issue, or no action possible	28
Totals	49

Altogether, 21 of the 49 planning applications (42.9%) identified for detailed assessment required some form of response to address the potential impacts of the proposals on archaeological remains.

7.3 Refusal was recommended in respect of an application which did not conform to national and local planning policies for the protection of the Antonine Wall Frontiers of the Roman Empire World Heritage Site. The proposed development would have been built within the footprint of the World Heritage Site and on the likely site of known Roman remains. Contrary to policy, the applicant had failed to assess the possible impacts on the World Heritage Site and to provide any arguments in justification for the potential departure from policy before lodging the application.

Other Advice within the Council's Area

7.4 During the report period advice was provided to a variety of clients, including Council staff, in respect of 21 other items of casework, including 10 pre-application enquiries, 9 HER site information queries or public enquiries, and 1 enquiry regarding statutory undertakings.

7.5 During the report period the manager of the Service also represented the Council on the Antonine Wall Research Group and in workshop discussions during an international conference on the potential impacts of climate change on the Antonine Wall Frontiers of the Roman Empire World Heritage Site.

8 Advice to North Ayrshire Council

Development Management Advice

8.1 Over the report period 54 weekly lists of planning applications from the Council were monitored by the Service and 46 new planning applications were identified as raising potential archaeological issues. In addition further work was done in respect of 19 planning applications which had been submitted in previous years.

8.2 The 46 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 46 applications, 39 (84.8%) 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	16
Archaeological watching brief condition required	7
Refer to Historic Environment Scotland (Scheduled or Listed asset)	1
No issue, or no action possible	21
Totals	46

Altogether, 25 of the 46 planning applications (54.3%) 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 20 other items of casework, including 8 pre-application enquiries, 3 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 50 weekly lists of planning applications from the Council were monitored by the Service and 30 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.

9.2 The 30 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 30 applications, 27 (90.0%) 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	6
Negative suspensive condition requiring archaeological excavation	8
Archaeological watching brief condition required	3
No issue, or no action possible	13
Totals	30

Altogether, 17 of the 30 planning (56.7%) 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 in respect of 7 other items of casework, including 1 pre-application enquiry and 4 HER site information queries or public enquiries.

10 Advice to South Ayrshire Council

Development Management Advice

10.1 Over the report period 53 weekly lists of planning applications from the Council were monitored by the Service and 77 new planning applications were identified as raising potential archaeological issues. In addition further work was done in respect of 28 planning applications which had been submitted in previous years.

10.2 The 77 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 77 applications, 58 (75.3%) were actioned within 21 days (our performance standard is 80%), with the results set out in the table below:

	Total of cases
Negative suspensive condition requiring archaeological excavation	25
Archaeological watching brief condition required	4
No issue, or no action possible	48
Totals	77

Altogether, 29 of the 77 planning applications (37.7%) 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 17 other items of casework, which included 8 pre-application enquiries, 3 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 195 new planning applications were identified as raising potential archaeological issues. In addition further work was done in respect of 47 planning applications which had been submitted in previous years.

11.2 The 195 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 195 applications, 186 (95.4%) 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	20
Negative suspensive condition requiring archaeological excavation	45
Archaeological watching brief condition required	38
Standing buildings survey condition	5
Avoidance/protection within, or to side of development	1
Refer to Historic Environment Scotland (Scheduled or Listed asset)	2
No issue, or no action possible	83
Totals	195

Altogether, 112 of the 195 planning applications (57.1%) identified for detailed assessment required some form of response to address the potential impacts of the proposals on archaeological remains.

11.3 Refusal of planning consent was recommended if amendments could not be made to an application for a change of use of land near a Scheduled prehistoric burial mound near Lanark. Our advice was that the siting of a static caravan there would adversely affect the landscape setting of the nationally important prehistoric monument and that the development might also directly affect underground archaeological features. In determining the case, the Council felt able to grant consent with a condition to address the direct archaeological issues.

Other Advice within the Council's Area

11.4 During the report period advice was provided to a variety of clients, including Council staff, in respect of 37 other items of casework, including 19 pre-application enquiries, 1 HER site information query, and 5 enquiries from statutory undertakers.

12 Advice to West Dunbartonshire Council

Development Management Advice

12.1 Over the report period 52 weekly lists of planning applications from the Council were monitored by the Service and 25 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.

12.2 The 25 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 25 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	4
Negative suspensive condition requiring archaeological excavation	3
Archaeological watching brief condition required	4
No issue, or no action possible	14
Totals	25

Altogether, 11 of the 25 planning applications (44.0%) 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

12.3 During the report period advice was provided to a variety of clients in respect of 4 other items of casework, comprising 2 pre-application enquiries, 1 HER site information query, 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 in workshop discussions during an international conference on the potential impacts of climate change on the Antonine Wall Frontiers of the Roman Empire World Heritage Site.

13 Advice to West Lothian Council

Development Management Advice

13.1 Over the report period 50 weekly lists of planning applications from the Council were monitored by the Service and 83 new planning applications were identified as raising potential archaeological issues. In addition further work was done in respect of 27 planning applications which had been submitted in previous years.

13.2 The 83 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 83 applications, 75 (90.4%) 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	13
Negative suspensive condition requiring archaeological excavation	21
Archaeological watching brief condition required	11
Standing buildings survey condition	3
No issue, or no action possible	35
Totals	83

Altogether, 48 of the 83 planning applications (57.8%) 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

13.3 During the report period advice was provided to a variety of clients, including Council staff, in respect of 19 other items of casework, including 9 pre-application enquiries, 1 HER site information query, and 1 enquiry from a statutory undertaker.

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 2021-22 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 51 weekly lists of planning applications from the Council were monitored by the Service and 89 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 89 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 89 applications, 84 (94.4%) 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	18
Negative suspensive condition requiring archaeological excavation	9
Archaeological watching brief condition required	12
Standing buildings survey condition	1
Avoidance/protection within, or to side of development	4
Refer to Historic Environment Scotland (Scheduled or Listed asset)	1
No issue, or no action possible	44
Totals	89

Altogether, 45 of the 89 planning applications (50.6%) identified for detailed assessment required some form of response to address the potential impacts of the proposals on archaeological remains.

Other Advice within the 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 18 other items of casework including 7 pre-application enquiries, 6 HER site information queries or public enquiries, 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 108 requests for pre-application information and advice from developers or their agents, including 65 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 127 cases where planning permission had been granted in previous years.

15.2 There were 20 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 reporting period the provision of advice, assistance and digital data extracts required by developers and their agents in accordance with the WoSAS *Access to Information and Charging Policy* generated £17,400 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 the current reporting period there has been a small and as yet statistically insignificant rise in the number of requests for such information and advice. Four such requests were made and processed following acceptance of the appropriate charge.

16.2 Except where fuller details have been 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 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 2021-22 (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	**96.92%**	**(100.00%)**

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	77.51%	(93.85%)
East Ayrshire	75.32%	(93.10%)
East Dunbartonshire	91.84%	(82.46%)
East Renfrewshire	76.92%	(89.47%)
Glasgow City	81.63%	(88.64%)
North Ayrshire	84.78%	(94.00%)
Renfrewshire	90.00%	(91.89%)
South Ayrshire	75.32%	(94.12%)
South Lanarkshire	95.38%	(97.53%)
West Dunbartonshire	100.00%	(84.62%)
West Lothian	90.36%	(82.69%)
Loch Lomond & The Trossachs	94.38%	(87.50%)
Overall Planning Application Performance	**86.12%**	**(90.74%)**

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	95.37%	(96.55%)
Permitted Dev't/Statutory Undertakings	90.00%	(100.00%)
General/HER Enquiries	100.00%	(88.89%)
Other Archaeological Consultations	95.24%	(80.00%)
SRDP/Forestry Casework	83.87%	(83.33%)
Overall Other Work Performance	**92.21%**	**(92.72%)**

Appendix 2

WEST OF SCOTLAND ARCHAEOLOGY SERVICE
INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR TO 31 MARCH 2022

2020/21 £		2021/22 £
	Income	
138,090	Contribution from participating authorities	138,090
21,967	Fees & Charges	34,006
944	Interest on balances	63
161,001	**Total Income**	**172,219**
	Expenditure	
	Employee Costs	
144,949	Salaries, NI & Superannuation & Employee Related Costs	147,370
	Administration Costs	
200	Fees & Subscriptions	0
0	Travel & Subsistence	0
6,700	Rents	6,700
3,000	Equipment Purchase & maintenance	3,000
0	Catering	0
0	Purchase of services (miscellaneous)	66
2,060	Audit Fee	2,120
11,960		11,886
156,909	**Total Expenditure**	**159,256**
668	Surplus/(Deficit) for Year	12,963
149,797	Surplus Brought Forward	150,465
150,465	**Accumulated Surplus**	**163,428**