

**WEST OF SCOTLAND ARCHAEOLOGY SERVICE JOINT COMMITTEE'S
MINUTES.**

By video conference, 29th August 2024.

West of Scotland Archaeology Service Joint Committee.

Present:	Councillor Ben Rose (Convener)	East Dunbartonshire Council
	Councillor Lawrence Fitzpatrick (Vice-Convener)	West Lothian Council
	Councillor David Macdonald	East Renfrewshire Council
	Councillor Mags MacLaren	Renfrewshire Council
	Councillor Gavin Scott	South Ayrshire Council
Apologies:	Councillor Jan Brown	Argyll & Bute Council
	Councillor Graham Boyd	East Ayrshire Council
	Councillor Eva Bolander	Glasgow City Council
	Councillor Todd Ferguson	North Ayrshire Council
	Clare Laurenson	East Ayrshire Council
Attending:	Hugh McBrien	West of Scotland Archaeology Service
	Max Wilson/Susan Wilson	East Dunbartonshire Council
	Gillian Dick	Glasgow City Council
	Elaine Goldie	Glasgow City Council
	Jack O'Shea	Glasgow City Council
	Tony O'Neill (Clerk)	Glasgow City Council

Minutes of previous meeting approved.

1 The minutes of the Joint Committee of 26th June 2024 were submitted and approved.

Pre-audit Annual Accounts for the Year Ended 31st March 2024 accepted.

2 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 2024.

After consideration, the Joint Committee

- (1) accepted the 2023/24 unaudited accounts; and
- (2) noted that the Executive Director of Finance, Glasgow City Council would submit the unaudited accounts for audit to Ernst & Young and would proceed with the public inspection of the annual accounts in line with the requirements of the regulations.

Reserves Policy Annual Review 2024 approved.

3 With reference to the minutes of 17th March 2016 approving the adoption of a Reserves Policy in line with recommendations from Audit Scotland and agreeing that the adopted policy be subject to annual review, there was submitted a report by the West of Scotland Archaeology Service (WoSAS) Manager regarding a proposed level of financial reserves considered appropriate for the Service to hold following this year's Annual Review of the WoSAS Reserves Policy, advising that

- (1) the adopted Reserves Policy for WoSAS was closely linked to the Service financial programme, as detailed in the report;
- (2) the required annual review of the level of financial reserves appropriate to the needs of the Service was undertaken by the manager of the Service in consultation with a principal finance officer in Glasgow City Council representing the host authority;
- (3) the financial reserves of the Service at the end of financial year 2023/24 was £148,920, prior to adjustments and due to increase in costs, and with income expected to remain at comparable levels to previous years, it was estimated that the level of financial reserves would decrease to £134,892 by the end of the 2024/25 financial year;
- (4) taking account of the proposed financial projections for the 2024/25 financial year, a reserve level of £103,000 was proposed; and
- (5) if the retention of the proposed level of financial reserves was approved, and if the budget proposed for the financial year 2024/25 was agreed, then the combined financial projections would indicate that action within the terms of the WoSAS Reserves Policy would be required to reduce the level of reserves.

After consideration, the Joint Committee approved the retention of the level of financial reserves for 2023/24 in accordance with the WoSAS Reserves Policy.

Service Financial Programme 2024/25 – Proposed budget 2024/25 approved.

4 There was submitted a report by the West of Scotland Archaeology Service Manager regarding the projected income and operating costs of the Service for the financial year 2024/25

- (1) detailing the current financial position of the Service;
- (2) setting out the future financial projections for the Service for 2024/25 together with the proposed budget for 2024/25; and
- (3) confirming that

- (a) until the resourcing of the preferred service delivery option had been agreed, it would be inappropriate to pre-empt discussions on future financial contributions from the member councils for the revised Service, and consequently, a budget for the financial year 2024/25 was proposed, as detailed in Annex 1 to the report; and
- (b) the proposed budget predicted a deficit of £14,028 for the next financial year, which would be met from the Service's retained financial reserves.

After consideration, the Joint Committee

- (i) noted the report; and
- (ii) approved the proposed budget for 2024/25, as detailed in the Annex to the report.

West of Scotland Archaeology Service risk register noted.

5 There was submitted and noted a report by the West of Scotland Archaeology Service (WoSAS) Manager regarding the current assessment of the level of operational risk to the Service resulting from various factors, and of recommended mitigation measures undertaken and proposed to address those risks, all as detailed in the report, together with the WoSAS risk register as at August 2024, detailed in annex 1 of the report.

Loch Lomond and Trossachs National Park – Position noted etc.

6 With reference to the minutes of 26th June 2024, having heard that the Head of Planning at the Loch Lomond and Trossachs National Park (National Park) had recently contacted the Service asking if they could become full members instead of their current position as customers and agreeing that Hugh McBrien, WoSAS Manager would liaise with the National Park and report back to the next Committee with an update on the request for the Committee to consider further, the Joint Committee heard a verbal update by Hugh, advising that

- (1) the Head of Planning at the National Park had been grateful for the opportunity to discuss the matter further, however, given the Parks' commitments in the new financial year, he thought it best that further dialogue take place in the Autumn of 2024; and
- (2) a meeting had been scheduled for Autumn 2024 and it was hoped that any issues could hopefully be resolved by the end of this calendar year.

After consideration, the Joint Committee

- (a) noted the verbal update; and

- (b) agreed that a progress report be submitted to a future meeting of the Joint Committee.

WoSAS website – Position noted etc.

7 With reference to the minutes of 26th June 2024 agreeing that an update be submitted to this meeting outlining the current issues affecting the Service's website, the Committee heard a verbal update by Hugh McBrien, WoSAS Manager, advising that

- (1) the work to identify the issues had revealed that there were 2 main problems, one of which was an issue with the database search on the WoSAS website, which had now been resolved; and
- (2) the other, more problematic issue, would require external assistance from colleagues within another local authority, the work of which was ongoing and related specifically to a software matter.

After consideration, the Joint Committee

- (a) noted the update; and
- (b) agreed that a further update be provided to a future meeting of the Joint Committee.

Date of next meeting.

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