

## **Places of Worship Forum – Terms of Reference**

### **Role**

1. The role of the Forum is to:
  - 1.1 enable all those faith groups pursuing the conservation and sustainable future of historic places of worship to exchange information and ideas; and,
  - 1.2 provide a means for consultation and informed comment on matters concerning the work of Historic England relating to historic places of worship of all denominations and faith groups.
2. Specifically, members are appointed to:
  - 2.1 provide Historic England with access to a range of informed partner organisations and others involved in the care of historic places of worship as it develops and pursues its responsibilities;
  - 2.2 share experiences of owning and maintaining historic places of worship, on behalf of the organisations or sectors they represent, with particular regard to the impact of the exercise of statutory functions under heritage protection legislation;
  - 2.3 ensure that the organisations or bodies which members represent are kept informed of the progress of Historic England's work with historic places of worship;
  - 2.4 advise Historic England about the experience of closing and disposing of buildings no longer needed for public worship.

### **Chair**

3. The Chair of the Forum shall be appointed for a term of three years by the Forum Membership and may serve a final further term of three years. With agreement this could be a shared role (co-Chairs). In the absence of the Forum Chair, the Coordinator will invite another member to chair the meeting.

### **Attendance at meetings**

4. The following organisations or sectors dealing with historic places of worship shall be invited to send one named representative (or a proxy) to each meeting:
  - 4.1 The Baptist Union of Great Britain
  - 4.2 The Board of Deputies of British Jews

- 4.3 The Cathedral and Church Buildings Division, Archbishops' Council (Church of England)
  - 4.4 The Catholic Church Patrimony Committee (Roman Catholic Church in England and Wales)
  - 4.5 The Churches Conservation Trust
  - 4.6 The Churches' Legislation Advisory Service
  - 4.7 Historic Religious Buildings Alliance
  - 4.8 The Free Churches Group of Churches Together in England
  - 4.9 The National Lottery Heritage Fund
  - 4.10 The Joint Committee of the National Amenity Societies
  - 4.11 The Methodist Church
  - 4.12 The Muslim Council of Britain
  - 4.13 The National Churches Trust
  - 4.14 The Society of Friends
  - 4.15 The United Reformed Church
  - 4.16 The Benefact Trust
5. If representatives from these organisations are to change on a permanent basis this should be with the agreement of the Chair. The Forum may recommend that other faith group and non-faith groups join the Forum but it will be for the Executive Team to confirm that it is appropriate to do so.
  6. In addition, three members with specific expertise in places of worship may be appointed. If they do not represent any formal organisation or constituency and are appointed in a personal capacity to bring particular expertise to the Forum then they will be appointed by the Chairman of Historic England for a fixed term (with a maximum of three, three year terms), in accordance with Historic England's Appointments Policy.
  7. A representative of Commission may attend Forum meetings as an observer.

### **Quorum**

8. The quorum of the meeting will be three full members, excluding Historic England staff.

### **Frequency of Meetings**

9. The Forum will normally meet three times a year. Meetings will be serviced by Historic England's Commission Secretariat. Between meetings Historic England staff will inform members of any developments, issues of concern or papers requiring consultation via electronic communication.

**Last review date**  
**November 2021:**

**Next due for review:**  
**November 2024**