



Historic England Advisory Committee (HEAC)

Terms of Reference

Role

1. To advise the Commission and staff of Historic England, on request, on those cases which are novel, contentious, of exceptional sensitivity or technical or academic complexity or which raise broader policy issues relating to:
 - a) the planning and commissioning of archaeological and historical research and associated statutory consents;
 - b) programmes and projects for the identification, designation, recording, investigation and analysis of the historic environment and for the preparation of the resulting records, syntheses, reports and publications including associated research into techniques and priorities;
 - c) reviews and reports on the state of the historic environment;
 - d) policy and standards relating to identification and understanding;
 - e) policy and standards relating to conservation and management;
 - f) the preparation of conservation and management plans, and schemes for repair, development, management, interpretation or presentation;
 - g) individual designation cases (including London);
 - h) new guardianships and proposals to terminate guardianships;
 - i) applications or proposals for statutory or non-statutory consent;
 - j) the consideration of grants strategies and policies (including London);
 - k) controversial, novel or precedent setting grant casework;
 - l) World Heritage Site nominations;
 - m) the referral to UNESCO of contentious development proposals within World Heritage Sites;
 - n) capital tax exemption cases;
 - o) other relevant/appropriate matters as requested by the Commission or staff.

Chair

2. The Chair of the Committee shall be a Commissioner and appointed by the Chair of the Commission. In his or her absence the Chair shall normally be taken by the Deputy Chair who shall normally be a Commissioner.

Attendance at Meetings

3. Members of the Committee shall be appointed by the Chair of the Commission on the advice of the Chair of the Committee.
4. The Committee shall have not fewer than 10 and not more than 25 members (excluding observers). The quorum of the Committee is 5 members, or one third of the appointed members, fractions counted as a whole, whichever is the greater.
5. The Committee Chair, in consultation with the Committee Co-ordinator, may invite observers to attend meetings where appropriate. Observers will not have voting rights and will only contribute to the Committee's discussion when invited to do so by the Chair.

Frequency of Meetings

6. The Committee will normally meet no fewer than 5 and no more than 10 times each year. Additional meetings may be held with the agreement of the Chair of Historic England.

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