



## **Historic England Advisory Committee (HEAC) Terms of Reference**

### **Role**

To advise the Commission and staff of Historic England, on request, on matters which are novel, contentious, of exceptional sensitivity or technical or academic complexity or which raise broader issues of policy, strategy or standards, relating to, or including:

- a) the identification, investigation, analysis and recording of the historic environment;
- b) the designation of elements of the historic environment, including the nomination of World Heritage Sites, including London;
- c) the state of the historic environment;
- d) the conservation and management of the historic environment;
- e) proposals for statutory consent, including pre-application proposals, and strategic planning documents, excluding London;
- f) national policy and strategy relating to grants (including London) except for budgetary considerations, and individual grant cases outside London;
- g) capital tax exemption cases;
- h) other relevant/appropriate matters as requested by the Commission or staff.

### **Chair**

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 be taken by another member, who shall normally be a Commissioner.

### **Attendance at Meetings**

Members of the Committee shall be appointed by the Chair of the Commission on the advice of the Chair of the Committee.

The Committee shall have not fewer than 10 and not more than 25 members (excluding observers). The quorum of the Committee is five members, or one-third of the appointed members, fractions counted as a whole, whichever is the greater.

The Committee Chair, in consultation with the Committee Secretary, 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**

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

In the event of urgent business, special meetings may be arranged at short notice. If this cannot be done, or in the absence of a quorum at such a meeting, the Chair is empowered to offer advice on behalf of the Committee. This will be ratified at the subsequent meeting.

### **June 2024**

Next revision date: June 2027