Historic England

HISTORIC ESTATE CONSERVATION COMMITTEE TERMS OF REFERENCE

INTRODUCTION

The Historic Estate Conservation Committee is a committee of Commission constituted to monitor and advise Commission on the conservation and maintenance of the properties, historic chattels and archives within the National Heritage Collection (also known as 'the Historic Estate').

In short, the Committee monitors and advises on the adequacy of the stewardship of the Historic Estate as carried out by the English Heritage Trust (EHT). The Committee's work complements the reporting which Commission receives direct from EHT on such matters pursuant to its obligations under the Property Licence through which it operates the Estate.

ROLE

The Committee's role is to scrutinise, and advise the Commission of its views on, the extent of compliance of EHT's conservation work in relation to the terms of the Property Licence (to the extent that compliance can be understood through the HECC's inquiries, reviews and site visits). This is likely to include commenting on:

i. the condition of the heritage assets in the NHC and the trend of the conservation backlog across the portfolio;

ii. the quality and effectiveness of repairs and remedial (corrective) and preventative maintenance across the NHC;

iii. the prioritisation by EHT of measures to manage the risk of damage and loss to historic chattels and the historic properties

iv. the extent of adherence by EHT to the standards set out or referred to in Schedule 4 to the Property Licence and, where relevant, the appropriateness of those standards.

CHAIR

The Chair of the Committee shall normally be a Commissioner appointed by the Chairman of Commission. In his or her absence, the Chair shall normally be taken by their nominated deputy or, if no nomination has been made, by a Committee member agreed unanimously by members present.

MEMBERSHIP, OBSERVERS AND ATTENDANCE AT MEETINGS

In addition to the Chair, the Committee will have a minimum of eight members and a maximum of twelve who are appointed by the Chairman of Commission, usually for a 3-year term following public advertisement. Membership of the Committee should include expertise

in areas reflecting the conservation needs of the Historic Estate. These may include (but not limited to) areas such as:

1. Conservation architecture

2. Conservation surveying

3. Landscape conservation

4. Archaeological conservation

5. Stonework conservation

The quorum of a HECC meeting shall be four, one of whom shall be the Chair or their nominated deputy (or the member agreed unanimously by members present).

Meetings will also be attended by staff from the Commission. English Heritage Trust staff and up to two observers from the Board of Trustees will be invited to the Committee's meetings and may attend site visits.

FREQUENCY OF MEETINGS

The Committee will normally meet three times a year. Additional meetings may be held by agreement of the Committee Chair. Site visits will be arranged as requested by the Committee in consultation with EHT.

Approved by Committee:
19 April 2023

Next review date:
On or before 31 January 2025