



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 within the National Heritage Collection (the 'Estate' for short).

OBJECTIVE

The Committee will monitor and advise on the adequacy of the conservation and maintenance work on the Estate as carried out by English Heritage. The Committee's work will be a complement to the reporting which Commission will receive direct from English Heritage on such matters pursuant to its obligations under the Property Licence through which it operates the Estate. English Heritage will present to the Committee a summary picture of the state of conservation and maintenance of the Estate as captured under its Sustainable Conservation Strategy and Asset Management Plan. The Committee's review of this data will be backed up by a number of visits to properties each year to see work in progress and to review the quality and nature of what is being done.

ROLE

The Committee's role is to consider, and advise Commission of its views on, the following matters, to the extent they can be understood through the Committee's reviews and inspections.

1. The general condition of the Estate as indicated by English Heritage's Sustainable Conservation and Asset Management Plan and informed by a number of visits to different sites;
2. The general quality and effectiveness of cyclical maintenance across the Estate based on the visits to a number of properties;
3. The prioritisation of the defects and quality of works to rectify conservation defects with reference to the on-going discussions about EHT's Sustainable Conservation Strategy.

The Committee will prepare an annual report that Commission can review alongside English Heritage's annual review that will also be provided to Commission.

CHAIR

The Chair of the Committee shall be a Commissioner and appointed by the Chairman of Commission. In his or her absence, the Chair shall normally be taken by another Commissioner.

MEMBERSHIP AND ATTENDANCE AT MEETINGS

The Committee will have a minimum of six members and a maximum of eight. Membership should include expertise in areas reflecting the conservation needs of the 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

Members of the Committee, who may or may not be Commissioners, shall be appointed by the Chairman of Commission on the advice of the Committee Chair and senior staff in accordance with Historic England's Appointments Policy. The quorum of the meeting shall be three.

Meetings will also be attended by staff from the Commission. English Heritage staff and their Observers will be invited to present to the Committee and attend site visits.

FREQUENCY OF MEETINGS

The Committee will normally meet two or 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.

**Approved by Committee:
October 2019**

**Next due for review:
October 2021**