

## Historic England

### Commission Terms of Reference

#### 1. Role

- 1.1. The Commission is the governing board of Historic England. Its remit is governed by the National Heritage Act 1983 and other relevant legislation. The role of the Commission is to establish the overall strategic direction of the organisation within the policy and resources framework agreed with government and to ensure that Historic England complies with any statutory or administrative requirements for the use of public funds. In particular, the Commission's role includes:
- a. ensuring that the highest standards of corporate governance are observed at all times;
  - b. overseeing and monitoring the planned performance against strategic objectives and targets;
  - c. ensuring, through the Chief Executive, that the Commission as employer acts in accordance with all relevant legislation and best practice;
  - d. ensuring that Historic England conducts its dealings with the community in an open, responsive and accountable manner; and
  - e. providing expert advice and guidance on heritage matters such as history, archaeology, architecture, the preservation and conservation of monuments and buildings, town and country planning, tourism, gardens and landscapes, museums and archives and education.
- 1.2. Responsibility for implementing the decisions taken by Commission and the day to day management of the organisation rests with the Chief Executive and, in turn, senior management and staff of the organisation. Details of matters which staff are authorised to undertake without specific Commission approval are set out in the Scheme of Delegations.

#### 2. Attendance at Meetings

- 2.1. Commissioners are appointed by the Secretary of State for Culture. Commissioners commonly serve a four year term and may be invited to serve one further term only
- 2.2. At a meeting of the Commission, the Chairman shall preside. If the Chairman is absent, the members of the Commission shall choose one of their number to preside.

2.3. The Commission shall have not fewer than eight and not more than 17 members. The quorum at a meeting is a minimum of five or one third of the Commissioners duly appointed at the date of the meeting, fractions counted as a whole, whichever is the greater.

### **3. Frequency of meetings**

3.1. The Commission shall meet at such times and places as they may determine.

### **4. Sub committees**

4.1. The Commission has established three non-executive advisory Committees to advise staff and the Commission on specific strategy, policy and casework matters:

- a. Historic England Advisory Committee
- b. London Advisory Committee
- c. Designation Review Committee

4.2. There are also four business committees, principally concerned with the internal organisation and running of Historic England, which report to Commission on a regular basis:

- a. Audit and Risk Assurance Committee
- b. Business and Finance Committee
- c. Remuneration and Appointments Committee
- d. Historic Estate Conservation Committee

4.3. Terms of Reference describe the role of each Committee stating broadly what each *may* consider, not necessarily what it *must* consider.