

# London Advisory Committee (LAC)

## Terms of Reference

### Role

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

- a) the identification, investigation, analysis and recording of the historic environment;
- b) the state of the historic environment;
- c) the conservation and management of the historic environment;
- d) statutory consent applications, pre-application proposals or strategic planning documents;
- e) individual grant cases;
- f) the referral to UNESCO of contentious development proposals within or in the setting of World Heritage Sites in London; and
- g) other relevant/appropriate matters as requested by Commission or staff.

### Chair

The Chair of the London Advisory 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 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 8 and not more than 16 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.

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**

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

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.

**Revised June 2024**

**Next due for review: June 2027**