

Designation Review Committee (DRC)

Terms of Reference

Role

To advise Commission and staff on complex, contentious and high profile designation review cases and on whether the HE review recommendation to DCMS should stand.

To consider the HE staff response to new information put forward as part of the review process.

To consider formal requests for review passed to Historic England (HE) from DCMS.

In cases where the Committee disagrees with staff recommendations, to present the case to Commissioners for a final decision.

Chairmanship

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

Membership

Members shall be appointed by the Chair of the Commission. The Committee shall have not fewer than five members of whom two shall be Commissioners including the Committee Chair. All members will be expected to contribute fully and effectively to the work of the Committee, to exercise sound judgement and employ specialist knowledge and experience in order to make recommendations to Commission.

Committee members should not participate in discussions on cases if they were part of the original assessment.

Frequency of Meetings

The Committee will meet as required, within the deadlines set by the DCMS. All members will also be expected to attend site visits, as many of which as possible will be held on the same day as the meetings.

Attendance at Meetings and Site Visits

Meetings and visits will normally be attended by the Designation Director, the Head of Designation Operations, relevant Team Leader and the adviser who drafted the review response. The presenter of the report will be decided on a case by case basis. The meetings will be serviced by a member of the Commission Secretariat.

Quorum

The quorum of the Committee shall be three members of whom one must be a Commissioner.

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