

Heritage 2020

Terms of Reference for working groups

1 Introduction

- 1.1 Heritage 2020 is a major cross-sector collaboration initiative to sustain and promote the historic environment of England, encourage access and broaden knowledge for a variety of audiences (Heritage 2020 Framework, 2014). It follows on from the National Heritage Protection Plan and is being delivered under the auspices of the Historic Environment Forum (HEF), managed by The Heritage Alliance and with financial support from Historic England.
- 1.2 The historic environment is “*all aspects of the environment resulting from the interaction between people and places through time, including surviving physical remains of past human activity, whether visible, buried or submerged, and landscaped and planted or managed flora*” (National Planning Policy Framework, 2012).
- 1.3 The Heritage 2020 Framework sets out how heritage organisations across England can work together to add value to the work of individual bodies. The Framework has five key themes: discovery, identification and understanding; constructive conservation and sustainable management; public engagement; capacity building; and advocacy. The Framework document sets out the shared strategic priorities for organisations working together to maximise the public benefit of the historic environment in England.
- 1.4 There are five Heritage 2020 working groups; one for each theme within the Framework.

2 Purpose of the working groups

- 2.1 The five working groups are tasked with developing an agenda for their area of activity (an ‘action plan’) to support the delivery of the framework.
- 2.2 The groups coordinate activity from across the sector and make that activity visible.
- 2.3 The groups will seek to avoid duplication of activities taking place elsewhere.

3 Membership of the working groups

At the H2020 HEF subcommittee meeting of 17 May 2016 it was agreed that individual groups should adopt structures that address their needs. The following points are for guidance:

- 3.1 The core membership of each working group consists of a Chair, Vice Chair and up to 5-8 individuals.
- 3.2 Membership of the working group is by invitation from the Chair and Vice Chair.
- 3.3 Membership is established on the basis of key organisations and individuals who can contribute to the agreed Heritage 2020 priorities and who bring relevant skills and expertise to the group.
- 3.4 Membership of the working group should be reviewed annually. The composition of the groups will vary over time.
- 3.5 Membership terms are limited to three years initially, with the possibility of renewal.
- 3.6 The same organisation can be represented on several working groups; the same individual can be on more than one working group.
- 3.6 Approaches from potential new members should be directed to Caroline Peach, project support (heritage2020@theheritagealliance.org.uk). These will be referred to the appropriate working group Chairs for decision. Any request to join more than one working group should be highlighted to the Chairs.

- 3.7 There is to be the opportunity for an unlimited number of corresponding members to be connected with the working groups via email.

4 Meetings

- 4.1 Working groups are encouraged to meet on a regular basis; not always in London.
- 4.2 The cost of attending meetings is to be covered by the attending individual's organisation, except by prior agreement by the Project Officer.
- 4.3 Meetings are held under Chatham House rules to encourage wide and independent thought.
- 4.4 Regular reports are to be available to enable corresponding members to engage.
- 4.5 It is estimated that each working group will hold three meetings a year.

5 Action plans

- 5.1 Each group is to develop an action plan that addresses the main priorities for sector collaboration over the next five years as identified in the Heritage 2020 Framework.
- 5.2 Action plans should include measures of success so that progress towards delivery of the Framework can be communicated.
- 5.3 Action plans should identify activities for the forthcoming year and be reviewed at least annually.

6 Reporting

- 6.1 The Chairs and Vice Chairs meet three times a year via an Historic Environment Forum (HEF) subcommittee with an independent Chair. The HEF subcommittee monitors progress towards delivery of the Heritage 2020 Framework and ensures that activities are joined up.
- 6.2 An annual 'Foresight' meeting provides the opportunity for working group members and members of HEF to work together on strategic and cross-cutting issues.
- 6.3 The Heritage 2020 project team report twice a year to Historic England.

7 Communication

- 7.1 Communication takes place through the organisations that form part of the working groups, Heritage Counts, a dedicated website and an annual consultation exercise.
- 7.2 The project officer is responsible for drafting an annual communication plan.

8 Support

- 8.1 The working groups are supported by a Project Officer who works as a consultant to The Heritage Alliance at an average of 7.5 days a month between 01.04.16 and 30.09.18.
- 8.2 The role of the Project Officer is to provide secretariat support to the HEF subcommittee and the five working groups, develop mechanisms for updating Heritage 2020 and reporting progress, communicating progress including through Heritage Counts, developing detailed annual action plans with the working groups, undertaking an interim evaluation of Heritage 2020.
- 8.3 The Heritage Alliance provides a structure to underpin the delivery of the Heritage 2020 project including project management and communications support (website).

Agreed: HEF Subcommittee 22 August 2016. Updated HEF Subcommittee 20 January 2017.

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