

Terms of Reference for the Buckinghamshire Historic Environment Forum

1 NAME

The Forum shall be called the Buckinghamshire Historic Environment Forum.

2 OBJECTS

- i) To identify the historic environment needs of the County.
- ii) To monitor the provision being made to meet those needs.
- iii) To advise constituent bodies on any necessary improvements or modifications to be made to historic environment provision in the County.
- iv) To make formal reports on historic environment matters to its constituent bodies.
- v) To encourage and assist the co-ordination of historic environment activities throughout the County.
- vi) To comment on existing and proposed regional and national policies affecting the historic environment seeking improvements where appropriate.

3 MEMBERSHIP AND REPRESENTATION

The Forum shall comprise:

- a) Voting Members:
 - ii) Two elected representatives from Milton Keynes Council.
 - iii) Four elected representatives from Buckinghamshire Council
 - iv) One representative of the Buckinghamshire Archaeological Society.
 - v) One representative of the Conservation Board for the Chilterns AONB
 - vi) One representative of the Buckinghamshire Conservation Trust
 - v) Other persons representing such authorities and bodies having historic environment interests or undertaking related activities as shall seek membership and be admitted at the discretion of the Forum.

- b) Non-voting members:
 - i) A representative of the Discover Bucks Museum.
 - ii) Buckinghamshire Council's Senior Archaeological Officer.
 - iii) Milton Keynes Council's Archaeological Officer.

- iv) Heritage Officers from the legacy council areas of Buckinghamshire Council (Aylesbury Vale, Wycombe, Chiltern and South Bucks)
 - v) One officer concerned with planning from Buckinghamshire Council.
 - vi) One representative from Historic England.
 - vii) One representative from the National Trust.
 - ix) One representative from the Oxford Diocesan Advisory Committee for the Care of Churches.
- c) Co-opted and advisory members
Individuals with special knowledge or experience may be co-opted as (non-voting) members of the Forum or to any of its working parties or panels.

4. FORUM PROCEDURE

- i) Substitutions
In the event of a voting member of the Forum being unable to attend any meeting of the Forum a substitute may attend in his/her place and shall be entitled to exercise rights of membership and shall be entitled to exercise voting rights.
- ii) Working parties and Panels
The Forum may appoint such working parties and panels as may be deemed desirable, and which shall report to the Forum at subsequent meetings.

5 OFFICERS

- i) Chairman
The chairman of the Forum shall be elected at the first meeting of the calendar year from the voting members of the Forum. The Chairman shall retire each year but shall be eligible for re-election and shall hold office for no longer than four years consecutively.
- ii) Vice-chairman
The Vice-chairman may be elected from the voting members of the Forum. The Vice-chairman shall retire each year but shall be eligible for re-election and shall hold office for no longer than four years consecutively.
- iii) Secretary
The Secretary of the meeting shall be the Senior Archaeological Officer of Buckinghamshire Council.
- iv) Treasurer
A treasurer of the Forum may be appointed by the Forum.
- v) The Secretary shall attend or be represented at every meeting of the Forum, and of every working party or panel of the Forum. The Chairman shall be authorised to invite other appropriate persons to

report to the Forum or attend to advise at Forum meetings as considered necessary.

6 FINANCE

The reasonable administrative expenses of the secretarial services of the Forum shall be met by Buckinghamshire Council, and members of the Forum must look to the organisation which appointed them for any expenses incurred.

7 QUORUM AND PROCEDURE

- i) The Forum shall meet at such times as may be necessary for the transaction of business, but not less than twice in any one year.
- ii) Meetings shall be held at Walton Street Offices, Aylesbury, unless otherwise agreed by the Forum.
- iii) Meetings shall be convened by the Secretary, giving to members not less than seven days notice of a meeting. A special meeting shall also be summoned on the request of at least a quarter of the voting members of the Forum, given in writing to the Secretary.
- iv) Three voting members of the Forum shall constitute a quorum.
- v) At any meeting of the Forum a Chairman shall preside.
- vi) In the event of an equality of votes, the Chairman of the meeting shall have a casting vote in addition to his/her deliberative vote.
- vii) Minutes of each meeting shall be kept and shall be confirmed by the Forum at the next meeting and signed by the Chairman of the meeting.
- viii) Subject to the provisions already specified the Forum may regulate its own procedure.

8 ADMISSION OF THE PRESS

The press shall be admitted to meetings of the Forum unless excluded by resolution of the Forum.

9 VARIATIONS OF THE CONSTITUTION

- i) The Constituent Councils may, on the advice of this non-statutory Forum, from time to time vary the Constitution of the Forum. Such alterations require the assent of not less than four of the voting members present at a meeting of the Forum, and any proposal for alteration of the Constitution shall be received by the Secretary at least twenty-eight clear days before a meeting at which that proposal is to be considered.
- ii) At least twenty-one clear days notice in writing of a meeting at which an alteration to the Forum is to be considered shall be given by the

secretary to members, and such notice shall include full details of any proposed alterations.

10 DISSOLUTION

The Forum shall not be dissolved except by resolution of the Forum passed by not less than five of voting members at a meeting convened to consider that motion, notice in writing having been given to the members at least twenty-one clear days in advance.