

## WESTMINSTER WORLD HERITAGE SITE STEERING GROUP: TERMS OF REFERENCE

<p><b>Purpose of the WHS Liaison Steering group</b></p>	<p>The purpose of the group is set out in the World Heritage Site Management Plan, as agreed in 2007. This is to share information and discuss issues affecting the World Heritage Site and to review the Management Plan at appropriate intervals. The group will have a primarily consultative and co-ordination role, with key tasks to be undertaken as set out below.</p>
<p><b>Tasks of the Group</b></p>	<ul style="list-style-type: none"> <li>• To ensure the Outstanding Universal Value of the Westminster World Heritage Site is recognised and protected by all organisations represented by the group.</li> <li>• To promote coordination between organisations in order to meet the UK government's obligation to the World Heritage Convention.</li> <li>• To receive and provide comment on reports from responsible bodies and agencies regarding projects which affect the World Heritage Site. This may include policy documents and strategies, major development and public realm proposals and educational or cultural projects.<sup>1</sup></li> <li>• To drive progress in the implementation of the management plan and consider and agree reports relating to management plan objectives.</li> <li>• To manage the review and updating of the management plan as necessary.</li> </ul>
<p><b>Membership of the steering group / Relationship to organisations and other meetings</b></p>	<p>The full committee will comprise representatives of the following organisations:  English Heritage  The Parliamentary Estates Directorate  The Dean and Chapter of Westminster  Westminster School  Greater London Authority  Transport for London  Westminster City Council  ICOMOS UK  DCMS</p> <p>In addition to the above, the following organisations will also be invited to attend the full committee to provide input into relevant key work areas:</p> <p>London Borough of Lambeth  London Borough of Southwark  London Borough of Wandsworth  UK Supreme Court</p>

<sup>1</sup> The group will not be an automatic consultee on all planning applications relating to the World Heritage Site. However, major proposals and projects will be presented to the group, as and when appropriate.

	<p>Smaller sub groups may meet as and when appropriate especially to consider the following key work areas:</p> <ol style="list-style-type: none"> <li>1. Issues of Views Setting and Policy</li> <li>2. Technical/ Public Realm</li> <li>3. Education/ Tourism/ Outreach</li> </ol> <p>Other sub-groups may be formed as necessary to consider other issues in-depth or progress specific areas in the management plan. Attendance at sub groups will depend on topic area and should include the most relevant organisations, as agreed by the main steering group.</p>
<b>Invitations and Attendance</b>	<p>The named organisations shall be represented by a named representative at the meetings, to be notified in advance.</p> <p>Other organisations will be invited to attend sub groups and the main committee where appropriate.</p>
<b>Chair</b>	Initially to be chaired by Westminster City Council, as set out in the management plan.
<b>Secretariat</b>	Westminster City Council will act as the Secretary, including preparing agendas, setting meetings and arranging venues, and producing draft minutes which will go to all steering group members and invitees.
<b>Frequency of meetings</b>	At least one meeting of the full group will be held annually with additional meetings called where necessary. Working groups should meet on an ad-hoc basis as necessary, where a need is identified by the full group.
<b>Agenda and Papers</b>	An agenda for each meeting, together with relevant papers, will be forwarded to the meeting invitees at least one week before the meeting. Where required, minutes will be circulated to a wider consultative group for information.