

# Dublin City Heritage Forum Terms of Reference

## **Background**

A Heritage Forum is a cross-sectoral advisory body, whose membership includes local authority (elected representatives and officials), community, NGO, state agency, and educational representatives who advise on the preparation and implementation of County/City Heritage Plans. A Heritage Plan is a five-year strategic action plan for the identification, conservation, management, promotion and interpretation of heritage. (Heritage Ireland 2030:53). Heritage Ireland 2030 requires each local authority to prepare and implement a Local Heritage Plan. As part of this process, a local Heritage Forum needs to be established.

## **Definition of Heritage**

National Heritage is defined in the Heritage Act 1995 as including monuments; archaeological objects; heritage objects; architectural heritage; flora; fauna; wildlife habitats; landscapes; seascapes; wrecks; geology; heritage gardens and parks and inland waterways. The Dublin City Strategic Heritage Plan will address all these aspects, as appropriate.

## **Purpose of the Heritage Forum**

To prepare and implement a heritage plan for Dublin city, in order to secure benefits for and the protection of, the city's heritage; and to increase awareness, appreciation and enjoyment of heritage among the communities of Dublin. The making of the Heritage Plan will be an action of the City Council. The role of the Forum is advisory, and its advice will be considered with reference to the overall goals and objectives of the Strategic Heritage Plan, the City Development Plan and those of the Heritage Council and Heritage Ireland 2030.

## **Role of the Dublin City Heritage Forum Members:**

- Advise on and support the implementation of the Dublin City Strategic Heritage Plan
- Agree an annual action plan of Heritage Plan projects
- Monitor and evaluate the implementation of the Heritage Plan in conjunction with the Heritage Officer
- Oversee and contribute to the review of the Heritage Plan and preparation of a new Strategic Heritage Plan
- Advise on how to work in collaboration with Heritage institutions and organisation and other relevant stakeholders in the City.
- Raise awareness of heritage matters and promote best practice in regard to heritage management

## **Membership**

Forum members shall remain in place for the period of the Heritage Plan (6 years) after which time membership will be reviewed.

Elected members shall remain in place for the lifetime of the Council after which time membership will be reviewed. Membership to comprise of:

- City Planner or Deputy City Planner
- Four City Councillors – Two each from the Planning and Urban Form SPC and the Arts Culture Leisure and Recreation nominated from within the SPCs
- City Heritage Officer (DCC)
- City Archaeologist (DCC)
- Senior Executive Architectural Conservation Officer (DCC)
- Up to 6 specialist/special interest external Members drawn from each of the Archaeology, Architecture and Cultural Heritage Working Groups (established to advise on the new Strategic Heritage Plan)

Chair of the Group: The Chair will be selected by the Corporate Policy Group from the Councillor members of the Heritage Forum.

#### **Operating Procedure**

- The Dublin City Heritage Forum will meet twice per annum usually. Additional meetings may be held during the preparation of the new Strategic Heritage Plan, or by agreement.
- Meetings will be held in person.
- Notice of meetings (minimum 7 days), specifying the business to be transacted will be given.
- Minutes of all meetings will be recorded. Quorum is 30% + 1 members.
- The Dublin City Heritage Forum may establish working groups to undertake certain tasks and for aspects of the preparation of the Strategic Heritage Plan.

**Co-ordinating the meetings and taking the Minutes:** Minute taking and distribution of minutes will be organised by the Heritage office.

**Agenda:** will be compiled by the Heritage Officer with the City Planner/Deputy City Planner, who may receive agenda items from the members of the forum. The final agenda will be compiled in consultation with the Chair. Agendas and minutes will be distributed within one week prior to the meeting. Minutes will be distributed within two weeks of the meeting.

#### **Reporting mechanisms**

The Heritage Officer, on behalf of the Heritage Forum, will report the work and progress of the Heritage Plan to the:

- Members of Dublin City Council
- County Council Senior Management
- Strategic Policy Committees

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