



**A CONSULTATION DOCUMENT ON THE COMPOSITION OF
AN ADVISORY COMMITTEE ON NATIONAL HISTORIC SHIPS**

**ISSUED BY
THE DEPARTMENT FOR CULTURE, MEDIA AND SPORT
ON**

7 NOVEMBER 2005

Deadline for Responses:

16 DECEMBER 2005

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INTRODUCTION

1. In Autumn 2003, the Department for Culture, Media and Sport (DCMS) consulted on 'Ships for the Nation', a paper setting out a Government policy for the preservation of historic ships and proposing the establishment of an advisory body on National Historic Ships to:

- Advise the Secretary of State on policy and priorities for the sector as a whole;
- Co-ordinate work within the sector to assist those directly engaged in preservation; and
- Promote public interest in historic ships as a key component of the maritime heritage.

2. Almost 100 responses to the consultation paper were received, over 70 from a wide range of interested organisations in the historic ships sector and about 20 from individuals. The majority of respondents to the consultation supported the establishment of an advisory body with this remit. In February 2005, DCMS announced in response to the consultation that funding had been secured to enable the setting up of an Advisory Committee on National Historic Ships ('Advisory Committee'), to become operational from 1 April 2006.

3. At the time of the announcement, we undertook to consult further on the composition of the new Advisory Committee. This consultation document sets out the terms of reference of the Committee as published in the response to the consultation and seeks views on its proposed composition and the role specifications for the chair and members. A copy of this consultation document will be sent to all respondents to the 2003 consultation on 'Ships for the Nation' and will be posted on the DCMS website (www.culture.gov.uk).

4. The proposal is to establish an Advisory Committee which has an understanding of historic vessels and the contribution they make to our cultural and maritime heritage, and which can provide fair and balanced advice on preservation and funding priorities. This will be achieved through a balanced membership comprising experts and advisers drawn from across the historic ships, heritage management, commercial and industrial sectors.

5. This document sets out the proposal that the Advisory Committee should consist of a Chair and up to 11 Members appointed by the Secretary of State for Culture, Media and Sport. Three Members would be nominated by the devolved administrations. The Chair and up to 8 other Members would be appointed by open competition.

6. This consultation welcomes your views on the composition of the Advisory Committee and the role specifications for the Chair and Members. We do not seek suggestions about the potential suitability of any particular individual for membership of the Committee, but rather comments on the types of knowledge and experience that would enable it to fulfil its remit.

7. You are invited to respond to the proposals in this document and to share any views on the composition of the Advisory Committee. **The closing date for responses is Friday 16 December 2005.**

You can respond in the following ways:

By e-mail:

e.foxell@culture.gsi.gov.uk

By post:

Elizabeth Foxell
Museums & Libraries Sponsorship Unit
Department for Culture, Media and Sport
2-4 Cockspur Street
London
SW1Y 5DH

By phone:

0207-211-6155

Any comments or complaints on the consultation process should be addressed to:

Liz Sweet
Policy and Capacity Team
Department for Culture, Media and Sport
2-4 Cockspur Street
London
SW1Y 5DH

0207-211-6373

Email: liz.sweet@culture.gsi.gov.uk

A summary of responses will be published within 3 months of the consultation closing date and will be available on the DCMS website www.culture.gov.uk

The names and addresses of respondents may be made public unless confidentiality is specifically requested. In accordance with freedom of information legislation, individual responses may be made available to anyone who asks for them, unless one of the exemptions in the legislation applies, for example, if the information is provided in confidence, or its disclosure would prejudice third parties.

THE ADVISORY COMMITTEE ON NATIONAL HISTORIC SHIPS: TERMS OF REFERENCE AND PROPOSED COMPOSITION

1. The Advisory Committee on National Historic Ships ('the Committee') will be a lower-tier Non-Departmental Public Body (NDPB). An NDPB is a body with a role in the process of national Government which is not a Government department or part of one, and operates at arm's length from Ministers. Advisory NDPBs are generally set up to provide independent expert advice to Ministers and their departments on matters within their sphere of interest.
2. It is envisaged that the Advisory Committee will, over time, take over the functions of the existing National Historic Ships Committee. The National Historic Ships Committee, established by the National Maritime Museum in 1992, created the National Register of Historic Vessels and has to date provided expert advice and guidance to DCMS, funding bodies and the historic ships community.
3. For purposes of administrative efficiency and to facilitate access to expert advice within the historic ships community, the Advisory Committee will be lodged at the National Maritime Museum. However, in the advice that it gives, the Advisory Committee will be independent of the Museum.

Roles and Responsibilities

4. The Advisory Committee's primary responsibility will be to advise the Secretary of State on national ship preservation and funding priorities, to advise the Heritage Lottery Fund on preservation priorities and individual applications it receives to fund historic ships, and to advise other public funding bodies.
5. The Advisory Committee will also oversee the maintenance and enhancement of the National Register of Historic Vessels and the development and monitoring of an 'At Risk' register, to provide an authoritative database of the historic fleet, which will enable the Committee to fulfil its terms of reference.
6. The Advisory Committee will provide leadership and strategic vision across the national historic ships community and the wider maritime sector by acting as a focus for advice on aspects of the preservation of historic vessels, by:
 - encouraging an awareness and understanding of the through-life costs of restoring and maintaining historic vessels;
 - raising awareness among trusts and owners about good practice and fund-raising opportunities;
 - providing guidance to trusts and owners about business planning and interpretation to make ships become more self-sustaining and attractive to new audiences;
 - developing and promoting professional standards of good practice for the conservation and restoration of historic vessels;
 - promoting the availability and standard of ship and boat conservation skills and training, and the sharing of experience and expertise across the sector;

- overseeing the compilation of a register of firms/individuals capable of offering potential conservation skills, and promoting opportunities for people to develop and maintain traditional ship building and ship repairing skills;
- promoting and making available to the public research into ship preservation and conservation techniques;
- advising on documentation and recording techniques in cases where vessels are beyond physical and economic preservation;
- promoting the case for historic ships to a wider audience and monitoring practice in other countries.

7. The Advisory Committee will not take on responsibilities as a capital grant-giving body. Capital funding for historic ship projects will continue to be dealt with by the HLF and other public and private grant-giving bodies. From 2006-7, a sum of £80,000 will be held by DCMS as a ring-fenced amount in the National Maritime Museum's baseline and the Committee will make recommendations to DCMS about the use of this revenue funding by third parties.

8. The Advisory Committee's remit will cover England, Scotland, Wales and Northern Ireland.

9. The Advisory Committee may establish sub-committees, or convene working parties to look in more detail at specific issues; may co-opt Members when expertise is needed; may commission or request reports; and may publish its advice. The Secretary of State may seek the advice of the Advisory Committee on specific areas of work and may indicate which issues she would wish to see accorded priority.

Membership

10. The Advisory Committee will consist of a Chair and up to 11 Members. Three members of the Committee will be nominated by the devolved administrations in Wales, Scotland and Northern Ireland. Up to 8 members will be appointed by open competition.

11. The Secretary of State will make the appointments to the Committee, in accordance with the Office of the Commissioner for Public Appointments (OCPA) code of practice, adhering to the Nolan principles. The code of practice can be viewed on the OCPA website:

http://www.ocpa.gov.uk/publications/pdf/codeofpractice_aug05.pdf.

12. Organisations will be able to put forward more than one application for membership on the Advisory Committee, and applications will also be invited from individuals. These will be assessed against the role specification criteria, but no organisation will have more than one member on the Advisory Committee.

13. Members of the Advisory Committee will be appointed initially for 2 to 4 years (in line with DCMS policy), renewable for a maximum of 10 years at the discretion of the Secretary of State, and subject to satisfactory performance. Ministers can normally remove individual Advisory Committee Members from office if they fail to perform the duties required of them in line with the standards

expected in public office (OCPA regulations). Members may resign their appointment at any time with reasonable notice in accordance with the terms and conditions of appointment.

Role of Committee Members

14. Members must engage fully in collective consideration of the issues, taking account of the full range of relevant factors. The Advisory Committee may co-opt others to strengthen its expertise and experience on particular issues. Co-opted Members may be needed to give particular expertise if the Advisory Committee is unable to achieve this by other means or when it needs to resolve particular issues. Co-option should be time limited and should not be used as a route to create permanent Members by other means.

15. Members must ensure, in conjunction with the Advisory Committee Secretariat, that the Freedom of Information Act 2000 (including prompt responses to public requests for information) is adhered to; agree reports; respond appropriately to complaints, with reference to the Advisory Committee Secretariat; and ensure that the Advisory Committee does not exceed its powers or functions.

16. Membership of the Advisory Committee does not preclude individuals or organisations making representations directly to the Chair.

17. Communications between the Advisory Committee and Ministers will generally be through the Chair.

18. Members will not be remunerated, but reasonable travel and subsistence will be reimbursed in accordance with current policy for NDPBs.

Role of the Chair

19. The Chair will provide effective leadership and stewardship of the Advisory Committee. The Chair is responsible for ensuring that the Advisory Committee meets at appropriate intervals, and that minutes of meetings and reports to Ministers accurately record the decisions taken and, where appropriate, identify the views of individual Advisory Committee Members.

20. The Chair must ensure that new Advisory Committee Members are briefed on appointment (and that their training needs are considered). The Chair must also provide an assessment of Members' performance, on request, when they are considered for re-appointment to the Advisory Committee, or for appointment to the board of some other public body.

21. The Chair will be appointed for a term of 4 years. The appointment can be renewed once (only in exceptional circumstances can a Chair remain in post for more than 8 years). Ministers may remove the Chair if s/he fails to perform the duties required in line with the standards expected in public office (OCPA regulations).

Frequency of Meetings

22. The Advisory Committee will meet a minimum of 3 times a year. Meetings will be held in London, and possibly at locations in the regions and the devolved administrations, with exact dates and frequency to be determined by the Advisory Committee.

Secretariat

23. The Secretariat of the Advisory Committee will be employed by, and based at, the National Maritime Museum (a DCMS-sponsored body), to provide services to the Advisory Committee. The running costs of the Secretariat will be funded by DCMS through grant-in-aid to the National Maritime Museum. The role and responsibilities of the Secretariat will be agreed with the Advisory Committee Chair and will be subject to annual review.

24. The administrative arrangements, including the provision of office accommodation and administrative services, will be the subject of a Memorandum of Understanding between the between the Advisory Committee, the National Maritime Museum and DCMS.

Funding

25. A sum of £100,000 has been made available by DCMS to establish an interim Secretariat in 2005-6, recruit its executives and enable some preparatory work to be undertaken. In 2006-7 this sum increases to £170,000 and, as well as running costs, will cover the Chair's and Members' travel and subsistence and other costs such as research, information and the maintenance and development of the National Register of Historic Vessels.

26. From 2006-7, a sum of £80,000 will be held by DCMS as a ring-fenced amount in the National Maritime Museum's baseline and the Committee will make recommendations to DCMS about the use of this revenue funding by third parties.

Quorum

27. The Chair will set a quorum for each meeting in order to ensure that any discussion or decided action comprises a view of all Members, consistent with the balance of the Advisory Committee.

Methods of reporting

28. The Chair of the Advisory Committee will submit minutes of each meeting to Ministers and the Secretary of State. A report will be submitted to the Secretary of State when required, but at least annually, on the Advisory Committee's progress and recommendations. This report will provide transparent details of the process of making recommendations including the views of Members and others consulted, and how consensus and agreement was reached.

Review

29. The Advisory Committee will be reviewed periodically, in accordance with Cabinet Office guidance for NDPBs. This will determine whether the function of the

Advisory Committee is still necessary, and whether the existing NDPB model is the best option for its delivery. The Secretary of State may disband the Advisory Committee if it is no longer deemed necessary.

Code of Practice

30. Advisory Committee Members must at all times observe the highest standards of impartiality, integrity and objectivity in relation to the advice they provide to Ministers. They should consider themselves accountable to Parliament and the public generally for the Advisory Committee's activities and for the standard of advice it provides.

31. The Secretary of State is answerable to Parliament for the policies and performance of this body, including the policy framework within which it operates.

32. All Advisory Committee Members must follow the Seven Principles of Public Life set out by the Committee on Standards in Public Life (listed at paragraph 35). They must comply with this Code, ensure that they understand their duties, rights and responsibilities, and that they are familiar with the function and role of this body and any relevant statements of Government policy. They must not misuse information gained in the course of their public service for personal gain or for political purposes, nor seek to use the opportunity of public service to promote their private interests or those of connected persons, firms, businesses or other organisations. They must not hold any paid or high profile unpaid posts in a political party, and not engage in specific political activities on matters directly affecting the work of the Advisory Committee. When engaging in other political activities, Advisory Committee Members should be conscious of their public role and exercise proper discretion.

33. All Advisory Committee Members should declare any personal or business interest which may, or may not, be perceived by a reasonable member of the public to influence their judgement. This should include, as a minimum, personal direct and indirect pecuniary interests and should normally also include such interests of close family Members and of people living in the same household¹. The register of interests should be kept up to date and be open to the public. A declaration of any interest should also be made at any meeting if it relates specifically to a particular issue under consideration, for recording in the minutes, whether or not a member withdraws from the meeting.

Personal Liability of Committee Members

34. Legal proceedings by a third party against individual Members of advisory bodies are very exceptional. A Committee Member may be personally liable if he or she makes a fraudulent or negligent statement which results in a loss to a third party; or commits a breach of confidence under common law or a criminal offence under insider dealing legislation; or if he or she misuses information gained through their position. However, the Government has indicated that individual Members who

¹ Indirect pecuniary interests arise from connections with bodies which have a direct pecuniary interest or from being a business partner of, or being employed by, a person with such an interest. Non-pecuniary interests include those arising from membership of clubs and other organisations. Close family Members include personal partners, parents, children (adult and minor), brothers, sisters and the personal partners of any of these.

have acted honestly, reasonably, in good faith and without negligence will not have to meet out of their own personal resources any personal civil liability which is incurred in execution or purported execution of their advisory body functions. Advisory Committee Members who need further guidance should contact the Department for Culture, Media and Sport.

Standards in Public Life

35. The Chair and Members of the Advisory Committee are required to adhere to THE SEVEN PRINCIPLES OF PUBLIC LIFE as identified by the Committee on Standards in Public Life. These are:

SELFLESSNESS

Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family or their friends.

INTEGRITY

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

OBJECTIVITY

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

ACCOUNTABILITY

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

OPENNESS

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

HONESTY

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public's interest.

LEADERSHIP

Holders of public office should promote and support these principles by leadership and example.

Department for Culture, Media and Sport - Public Appointments

Advisory Committee on National Historic Ships

Role Specification: The Chair

1. Introduction

The Department for Culture, Media and Sport wishes to appoint an exceptional person as the Chair of the Advisory Committee on National Historic Ships ('Advisory Committee'), which will advise Government on historic ships and raise public awareness of their significant contribution to our cultural and maritime heritage. The appointment will be made by open competition.

2. About the Advisory Committee on National Historic Ships

Following a public consultation in 2003, the setting up of an Advisory Committee on National Historic Ships was announced by Lord McIntosh to the Select Committee on Culture, Media and Sport on 2 February 2005⁶.

The Committee's primary responsibility will be to advise the Secretary of State on national ship preservation and funding priorities, and to provide any reports or documentation necessary to fulfil this role; to advise the Heritage Lottery Fund on preservation priorities and individual applications; and to advise other public funding bodies. The Committee will also co-ordinate work within the sector to assist those directly engaged in conservation and preservation, and will make recommendations to DCMS on the application of a challenge fund to support activities relating to the preservation of historic vessels. It is envisaged that the Committee will take over the functions of the National Historic Ships Committee, including its responsibility for maintaining and developing the National Register of Historic Vessels.

The Committee and its Secretariat will be housed at the National Maritime Museum but the advice that the Committee provides will be independent of the Museum. The Secretariat will comprise three staff, a Secretary, a Case Officer and an Administrator.

3. The Role of the Chair

The role of the Chair will be pivotal, setting the direction of the Advisory Committee with the agreement of its Members. The Chair will be expected to maintain a clear vision of the strategic direction for implementing its terms of reference, and formulate a plan of work to enable this to happen.

⁶ House of Commons, Culture, Media and Sport Committee, Maritime Heritage and Historic Ships, Fourth Report of Session 2004-5, HC 296, Ev 36, Q70.

Strong negotiating skills will be required, and an ability to drive through progress and resolution on complex issues, in order to provide the Secretary of State with sound advice.

The Chair, with the agreement of Members, will be able to commission research and determine when to establish sub-committees, when to convene working-parties, and when to co-opt Members to provide specific views and expertise. The Chair will be expected to build an effective Advisory Committee and develop effective working relationships with stakeholders and with those who have relevant expertise and experience. The Chair will need to be a good communicator who can command the respect of a wide range of professionals with differing interests.

The Advisory Committee will be composed of the Chair and up to 11 Members, including experts and advisers drawn from across the historic ships, heritage management, commercial and industrial sectors. The Secretary to the Advisory Committee will not be a Member.

4. Role Specification - Chair

Objectives

The Chair of the Advisory Committee on National Historic Ships will:

- Provide leadership and strategic vision across the historic ships community and promote the case for historic ships to a wider audience;
- Manage a newly-formed Advisory Committee, including establishing working methods, developing a work programme, and taking forward the maintenance and continuing development of the National Register of Historic Vessels;
- Ensure that advice to the Secretary of State represents consensus amongst the key stakeholders, including the devolved administrations;
- Maintain a pragmatic and sustainable approach to the preservation of historic ships, fully informed by heritage need, audience impact and value for money;
- Promote the work of the Advisory Committee and develop sustainable relationships with key stakeholders, including Government and the devolved administrations;
- Ensure that the Committee forms an effective relationship with the grant-making bodies, such as the Heritage Lottery Fund, to which it will provide advice on preservation issues;
- Ensure efficient and appropriate use of the Advisory Committee's resources; and
- Chair Advisory Committee meetings and sub-committees as appropriate.

Personal Qualities

The successful candidate will have:

- a proven track record of leadership and delivery at senior level in the public or commercial sector, and experience of working with grant-making organisations;
- an understanding of the policy context, knowledge of and enthusiasm for the preservation of historic vessels and an awareness of the financial, technical and legal issues involved;
- a commitment to addressing the issues facing the historic ship and boat community and an ability to work constructively with the different interests involved to reach consensus on sustainable policies;
- outstanding communication and representation skills, to act as a respected advocate for the sector and the Committee's objectives.

Supporting information

Time commitment: around 2-3 days per month, including chairing a minimum of 3 Committee meetings.

Remuneration: reasonable travel and subsistence costs will be paid.

Location: meetings to be held in London (and possibly at locations in the regions and the devolved administrations).

Length of appointment: an initial period of 4 years, which may be renewed for up to a maximum of 10 years at the Secretary of State's discretion.

Department for Culture, Media and Sport - Public Appointments

Advisory Committee on National Historic Ships

Role Specification: Members

1. Introduction

The Department for Culture, Media and Sport wishes to appoint up to 11 exceptional people to the Advisory Committee on National Historic Ships ('Advisory Committee'), which will advise Government on historic ships and raise public awareness of their significant contribution to our cultural and maritime heritage.

2. About the Advisory Committee on Historic Ships

Following a public consultation in 2003, the setting up of an Advisory Committee on National Historic Ships was announced by Lord McIntosh to the Select Committee on Culture, Media and Sport on 2 February 2005⁷.

The Committee's primary responsibility will be to advise the Secretary of State on national ship preservation and funding priorities, and to provide any reports or documentation necessary to fulfil this role; to advise the Heritage Lottery Fund on preservation priorities and individual applications; and to advise other public funding bodies. The Committee will also co-ordinate work within the sector to assist those directly engaged in conservation and preservation, and will make recommendations to DCMS on the application of a challenge fund to support activities relating to the preservation of historic vessels. It is envisaged that the Committee will take over the functions of the National Historic Ships Committee, including its responsibility for maintaining and developing the National Register of Historic Vessels.

The Committee and its Secretariat will be housed at the National Maritime Museum but the advice that the Committee provides will be independent of the Museum. The Secretariat will comprise three staff, a Secretary, a Case Officer and an Administrator.

3. The role of Members

Members of the Advisory Committee will be expected to build effective working relationships with all stakeholders concerned, drawing on their own areas of expertise while maintaining an objective focus in order to reach a consensus and to ensure the Secretary of State is provided with sound advice.

⁷

House of Commons, Culture, Media and Sport Committee, Maritime Heritage and Historic Ships, Fourth Report of Session 2004-5, HC 296, Ev 36, Q70.

The Advisory Committee will consist of a Chair and up to 11 Members: 3 nominated by the devolved administrations, and up to 8 who will be appointed through open competition in accordance with OCPA Regulations. In order to ensure that the Advisory Committee has a breadth of expertise, and that it is constituted in a fair and balanced way, appointments will be made in accordance with the following model.

4. Role Specification – Members

Membership

The Advisory Committee will consist of a Chair and up to 11 Members:

Three members of the Committee will be nominated by the devolved administrations in Wales, Scotland and Northern Ireland. They will be required to be knowledgeable about public and private holdings of historic ships in Wales/Scotland/Northern Ireland, the preservation issues arising, and appropriate sources of funding.

Up to eight members will be appointed by open competition.

Objectives

All Members of the Committee, irrespective of method of appointment and interests, will have parity, and will be expected to:

- play an active role in developing the strategic direction and implementation of a policy for historic vessels;
- use their expertise and knowledge to help formulate objective advice to the Secretary of State on historic vessels; and
- work collectively to reach consensus on sustainable policies, balancing the interests of the key stakeholders and the wider community.

Only one member from any one organisation may be on the Advisory Committee

Open competition posts

Those Members appointed through open competition will be expected to meet the following criteria:

Personal qualities

All successful candidates will be expected to have:

- an understanding of the policy context and the role of Government therein;
- experience of working with diverse stakeholders and teams at a senior level;
- excellent communication skills; and
- preferably some experience of committee work, or of working in an advisory capacity.

Those Members appointed through open competition will be expected to demonstrate knowledge and experience from among the following criteria:

- An understanding of the experience and concerns of owners of historic vessels, who encompass charitable trusts, private owners and museums;
- Expertise in maritime heritage and historic craft, sufficient to ensure the maintenance and development of an authoritative and up-to-date register of the historic fleet, based on the National Register of Historic Vessels;
- Experience and knowledge of the development of maritime technology, design and construction, marine engineering, and ship operations as the context for preservation priorities for the UK historic fleet;
- Experience of historic vessel conservation, restoration and preservation, to promote improvements in the availability and standard of skills and training, and the sharing of expertise across the sector;
- Experience of documentation and recording techniques, including cases where vessels are beyond physical and economic preservation, and the relevant digital technologies;
- Experience of managing historic vessel conservation projects, including an understanding of the through-life costs, familiarity with business planning processes, identifying sources of support, and experience of fundraising;
- Experience of operating an historic vessel as a sustainable heritage attraction or going concern;
- An understanding of the potential offered by historic vessels for regeneration, education and interpretation. An appreciation of requirements for physical and

intellectual access and an ability to represent the perspective of the visitor and user;

- Experience of legal issues arising from the preservation of historic vessels.

Supporting Information

Time commitment: a minimum of 3 meetings per year with other sub-committee meetings as necessary, specific details of which to be decided by the Chair. Time commitment will vary depending on membership of sub-committees but is likely to be around 6 days per year. In the event of membership of a sub-committee, the commitment might extend to up to 12 days per year.

Location of Meetings: London (and possibly at locations in the regions and the devolved administrations).

Remuneration: Reasonable travel and subsistence costs will be paid.

Length of appointment: Initially for 2 to 4 years, renewable for a maximum of 10 years at the discretion of the Secretary of State.