



Wales Branch Business Plan: October 2009 – September 2010

Introduction:

This is the Business Plan for the Wales Branch of the Institute of Historic Building Conservation. It provides details as to corporate objectives, our Branch objectives, how these will be achieved through specific actions, who will take a lead in delivery and what financial impact may arise during the period October 2009 through to September 2010. The business plan was considered and approved at the Branch AGM on the 7th December and subsequently approved at the 10th December meeting of IHBC Council.

Purpose:

- To deploy limited voluntary and financial resources to secure the charitable aims of the Institute and member's needs in Wales.
- Ensure financial controls are maintained and in accordance with the Institute's standing orders.
- Identifies priorities for delivering our Branch objectives in supporting the development of the Branch's members, the profession, encouraging new members and working towards shaping the historic environment agenda in Wales.
- Ensure the Branch Business Plan accords with the Institute's draft Corporate Plan, which together with the other regional branch business plans form the Institute's Business Plan.

Who we are:

The Branch Committee has overall responsibility for delivering the Business Plan and represents all members of the IHBC in the Wales Branch. The Branch Committee, subject to the AGM in November, consists of:

<i>Post Holder</i>	<i>Branch Post</i>	<i>Abbreviation</i>
Richard Dean	Chair	Chair
John Edwards	Vice Chair	VChair

Dave Jump	Branch Secretary	Branch Sec.
Ron Douglass	Branch Treasurer	Treasurer
Nathan Blanchard	Branch Representative on Council	Branch Rep.
Neil Sumner	Membership Secretary & South Wales Representative	Membership Sec.
Gary Cooper	HEG Representative & Consultations Secretary	Consultations Sec.
Vacant	Education Secretary	Education Sec.
Vacant	Networking, Publicity & Events Secretary	Events Sec.

What key objectives will be addressed this year:

- A. Support Members Through understanding member's needs we hope to deliver events to develop the profession.
- B. Build Partnerships Through talking to other others in the built environment sector we hope to influence policy.
- C. Raise Awareness Through promoting the historic environment we hope to illustrate its role in community life.
- D. Operate the Branch Through holding Branch meetings we hope to actively involve members in their profession.

Key Actions to be achieved this year:

1. Support the establishment of a Heritage Network in Wales;
2. Hold our annual conference, with a potential partner;
3. Continue with an award for the historic environment, in partnership with the Civic Trust for Wales Awards;
4. Develop and deliver a research project relevant to members in Wales.

What financial resources are required to achieve this:

Total Resources required to achieve the 2009-2010 Business Plan	- £4,693
Cash in bank as of 30 th September 2009	+ £2,693
Projected Income 50 attending conference at £50 per head (£2,500) less administrative and joint hosting costs	+ £500
Support from central funds required	£1,500

IHBC Corporate Objective	Wales Branch Objective	Key Actions	Achieved Through	Lead Responsibility	Financial Implication	Performance / Variance review
A.2.2. Helping Conservation	A. Support Members	<ol style="list-style-type: none"> 1. Organise an annual branch conference 2. Organise 3 CPD events / site visits per annum 3. Maintain up to date information on branch on IHBC website 4. Undertake a survey of members to establish training needs 5. Develop member's attendance at events 6. Provide a bursary for members to attend the IHBC Annual School 2010 7. Organise an Annual Dinner to create a networking opportunity for all members 	<p>Summer 2010 conference</p> <p>Seeking relevant issues for dissemination</p> <p>Source information from members and add</p> <p>Issue survey following summer AGM, issued with minutes</p> <p>Ensure events relevant and respond to needs</p> <p>Providing a fund for attendance at Day School to cover costs of eligible members</p> <p>Deliver an annual dinner with guest speaker, with subsidised meal</p>	<p>Events Sec. / Branch Rep.</p> <p>Events Sec.</p> <p>Events Sec.</p> <p>Education Sec.</p> <p>Events Sec.</p> <p>Branch Committee</p> <p>Events Sec. / Branch Rep.</p>	<p>£318</p> <p>£50</p> <p>-</p> <p>£150</p> <p>-</p> <p>£300</p> <p>£250</p>	

<p>A.2.2. Helping Conservation</p> <p>A.2.3 Helping Conservation Specialists</p>	<p>B. Build Partnerships</p>	<p>1. Organise and attend annual meeting with Cadw</p>	<p>Support of IHBC Chair and Director</p>	<p>Chair / Branch Rep.</p>	<p>£100</p>	
		<p>2. Nominate representative to attend HEG meetings.</p>	<p>Branch AGM</p>	<p>Consultation Sec.</p>	<p>£150</p>	
		<p>3. Develop relationships with key bodies in built environment in Wales</p>	<p>Including WAG (Planning Division) and Design Commission for Wales</p>	<p>Chair / VChair / Consultation Sec. / Events Sec.</p>	<p>£150</p>	
		<p>4. Develop relationships with non-governmental members of HEG</p>	<p>AHF, APT Cytal, Capel and other Welsh built environment organisations</p>	<p>Branch Committee</p>	<p>£75</p>	
		<p>5. Develop relationships with key bodies within professional built environment sector, in Wales</p>	<p>RICS, RSAW, RTPI, ILA, UDG and IFA in Wales. Attend conferences and organise joint events</p>	<p>Chair/ VChair</p>	<p>£75</p>	
		<p>6. Create a research fund to act as a contribution towards the cost of joint research with others</p>	<p>Work with Cadw and IHBC to complete the Local Authority Conservation Provision Study in Wales, amongst other possibilities</p>	<p>Branch Committee</p>	<p>£1,000</p>	

A.2.1. Helping People	C. Raise Awareness	1. Sponsor joint Historic Environment Award with Civic Trust for Wales	Coordinate with members the promotion of the Local Design Award	Chair / Events Sec.	£500	
		2. Respond in a timely fashion to all consultations	Build contacts across WAG and utilise on-line consultation resource	Consultation Sec.	£25	
		3. Develop press and political contacts for issuing press releases and influencing policy and decision makers	Prepare list for use by Branch and Centre	Events Sec. / VChair	-	
		4. Create a sponsorship fund to work with partners	Identify key events and courses for the Branch to raise the profile of IHBC in Wales – this year it will fund our contribution to the establishment of a Heritage Network in Wales as partners with the National Trust and Cadw amongst others.	Branch Committee	£1,000	
		5. Commence the 2011 Summer School organisation in Llandudno	Establish a coordinating sub-group from North Wales Members and organise meetings to progress programme, venue and tours.	Branch Sec. / Branch Rep. / Treasurer	£200	

A.2.3 Helping Conservation Specialists	D. Operate the Branch	1. Organise 4 branch meetings, including an AGM per annum.	Hold two meetings in Builth Wells, with others at suitable venue utilising Video Conferencing	Branch Sec.	£150	
		2. Prepare a branch business plan.	Ongoing discussion and consultation with Branch	Chair / Treasurer / Branch Rep.	-	
		3. Maintain branch accounts and submit necessary returns.	Undertake in accordance with standing orders	Treasurer	£25	
		4. Appoint officers at AGM and ensure nominations for Council, Committee and other bodies also undertaken.	Publicise AGM thoroughly and encourage attendance	Branch Sec.	-	
		5. Ensure branch agendas and minutes and on website.	Provide details to ICT consultant as soon as available for upload	Branch Sec. / Events Sec.	-	
		6. Ensure the use of the Welsh language in published documentation.	Source suitable translation service and ensure IHBC public documents conform	Chair / Branch Sec. / Events Sec.	£150	
		7. Increase membership numbers	Following up attendance of non-members at events	Membership Sec.	£25	