



Wales Branch Business Plan: October 2008 – September 2009

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 2008 through to September 2009. The business plan was considered and approved at the Branch AGM on the 21st November 2008.

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.
Trefor Thorpe	Membership Secretary	Membership Sec.
Gary Cooper	HEG Representative & Consultations Secretary	Consultations Sec.
Alan Richards	Education Secretary	Education Sec.
Lowri Thomas	Networking, Publicity & Events Secretary	Events Sec.
Peter White	Mid-Wales Representative	Mid-Wales Rep.

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. Continue with an award for the historic environment, in partnership with the Civic Trust for Wales Awards;
2. Develop and deliver a research project relevant to members in Wales;
3. Hold an inaugural annual dinner, with a high profile guest speaker;
4. Hold our joint annual conference with the Civic Trust for Wales and Prince's Regeneration Trust.

What financial resources are required to achieve this:

Total Resources required to achieve the 2008-2009 Business Plan	- £4,707
Cash in bank as of 30 th September 2008	+ £2,382
Projected Income 50 attending conference at £80 per head (£4,000) less administrative and joint hosting costs	+ £1,325

Support from central funds required £1,000

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 2009 7. Organise an Annual Dinner to create a networking opportunity for all members 	<p>March '09 conference 'Buildings at Risk'</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>All</p> <p>Branch Sec. / Events Sec.</p> <p>Education Sec.</p> <p>Events Sec.</p> <p>Branch Committee</p> <p>Events Sec. / Branch Rep.</p>	<p>£332</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>Events Sec.</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	VChair / Events Sec. / Branch Rep.	£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	Branch Committee	£500	

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.	£850	
		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	VChair / Branch Sec. / Events Sec.	£150	
		7. Increase membership numbers	Following up attendance of non-members at events	Membership Sec.	£25	