**The Institute of Historic Building Conservation**

Registered as a Charity Number: 1061593

**IHBC Northern Ireland Branch**

**Draft Business Plan 2008-9**

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**Executive summary:**

This is the current draft Business Plan of the Northern Ireland Branch of The Institute of Historic Building Conservation (IHBC). It states the objectives of the NI Branch for the current year, identifies its resources and needs, and is supported by a detailed action plan for the year (attached).

**Who we are:**

The IHBC is a UK-wide charity supporting our historic environment as the professional institute for people working for the conservation of our historic places. As the Northern Ireland Branch of the IHBC we want to promote the development of the profession, to fully support our members and encourage new members, and to shape the conservation agenda in Northern Ireland for the benefit of all the community.

**What we want to do:**

To provide support and encouragement to members, promote networking and learning, and thereby contribute to the management and promotion of Northern Ireland’s historic environments for the benefit of all.

**How we will do it:**

We will actively seek new members, knowledge, understanding and experiences, promote their training and support the development and improvement of professional standards.

**What we will do next year:**

The detailed activities are listed in the accompanying action plan. They include commitments to:

* Hold 4 No. Branch executive committee meetings to deal with business and monitor progress of action plan. Attendance monitored and reported at AGM.
* Organise 4 No. events for members and monitor attendance of member at these events.
* Represent the Branch at UK IHBC Council, Education and Policy meetings.
* Input into the Consultations submitted by the National Consultations Co-ordinator.
* Formalise links with NIO/Assembly/Environment Committee/DoE Planning Service/Northern Ireland Environment Agency and nongovernmental heritage bodies in the Province attending meetings as and when required.
* Update NI Branch web page with relevant news and events.
* Increase membership. Recruit minimum 5 No. new members to Northern Ireland Branch.

**What we have to help us:**

Detailed budget projections are appended below. They are based upon existing and projected income as follows:

IHBC NI Current Account: Balance £ 1028.57

Central Funds: £ 1000.00

Projected income: £ 240.00

Projected Income based upon £5 per attendee to cover lunch and expenses and contingency for each event with an average of attendance of 12 No. members. Estimated income of £60 x 4 = £240 p.a.

**Who we are?**

The NI Branch Committee has overall responsibility for implementing the Business Plan and represents all Members of the IHBC in the NI Branch.

Chairman Nick Brown

Treasurer Ken Moore

Branch Representative on Council/

Policy & Consultations Sharon Brown

Administration Secretary Malcolm Lake

Membership Secretary Jill Kerry

Education Secretary Andrew McClelland

Events and Publicity Officer Alan Oliver

The IHBC Northern Ireland Branch presently has a membership of:

Full Members: 17

Affiliate Members: 13

Associate Members: 3

**What we need to help us?**

The budget projections indicate the need for support from central funds, in accordance with our maximum allocation of £1000.

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| --- |
| **BUDGET PROJECTIONS: YEAR 2008-2009** |
|  | **£** | **£** | **£** | **£** |
| **IHBC NI Bank Balance****End 2008 (31.09.08)** |  **1028.57** |  |  |  |
|  |  |  |  |  |
| **Estimated Income**  |  |  |  |  |
| Events |  240.00 |  |  |  |
| Central Funds | 1000.00 |  |  |  |
| **Sub Total** | **1240.00** |  |  |  |
|  |  |  |  |  |
| **Total Income** | **2268.57** |  |  |  |
|  |  |  |  |  |
| **Estimated Expenditure**  | **1400.00** |  |  |  |
| Misc Expenses  | 100.00 |  |  |  |
| **Total Expenditure** | **1500.00** |  |  |  |
|  |  |  |  |  |
| **Excess of income over expenditure** | **768.57** |  |  |  |
|  |  |  |  |  |
| **IHBC NI Bank Balance Nov 2009** |  |  |  |  |

**NORTHERN IRELAND BRANCH BUSINESS PLAN 2008-2009**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **OBJECTIVES** | **KEY ACTIONS 2008-2009** | TARGETS | LEAD ACTION | BUDGET 2008-2009 | MONITORING |
| *1* | *Supporting Members in conserving Historic Places* | 1. Organise an Annual Dinner and/or Reception to help raise profile of IHBC in NI and to provide a networking opportunity for all Members.2. Organise 3 relevant CPD events/visits 3. Monitor/Develop attendance4. Promotion5. Develop Branch Information on Web Site6. Encourage attendance from Northern Ireland members at annual IHBC Summer School. | 1. Deliver annual subsidised event.2. Organise 3 relevant CPD events/visits. 3. Monitor attendance to ensure at least 50% of members attend at least one event.4. Publish annual programme/calendar of events.5. Ensure the UK Institute of Historic Building Conservation Web Page is kept up to date with NI branch news and events.6. Publicise to members. Monitor NI Branch attendance at School. Increase NI Branch attendance year on year | Events Officer/Branch RepEvents Officer/Branch RepChairman/Membership SecEvents Officer/Branch RepEvents Officer/Branch SecBranch Committee | £.500.00£ 450.00£00.00£50.00£00.00£00.00 |  |
| *2* | *Supporting operation of IHBC at National and Branch Level.* | 1. Support National Council and Committees 2. Organise 4 Branch committee meetings including an AGM.3. Branch Newsletter4. Strengthen the membership of the NI Branch of the Institute.5. Branch Business Plan | 1. Maintain Branch Representation on National Council and secure participation at national committee meetings.
2. Support attendance at Branch Committee meetings.
3. Preparation and circulation of Branch Newsletter.
4. To recruit at least 5 No. new members and to respond to Institute of Historic Building Conservation on new full member applications.
5. Preparation of Branch Business Plan
 | Chairman/Branch Representative/Policy Officer/ Education Officer/MembershipEvents Officer/Branch RepChairman/Branch RepresentativeMembership Secretary/Branch Committee/AllChairman/Branch Rep/Treasurer | Central Funds£350.00£50.00£00.00£00.00 |  |
| *3* | *Build Partnerships* | 1. Formalise and develop links with NIO/Assembly/Environment Committee DoE Planning Service & Northern Ireland Environment Agency/DCAL/DSD/DRD/Local Councils.2. Formalise and develop links with NGO heritage bodies in the Province  | 1. Maintain regular contact with these identified groups to raise issues of importance to IHBC members, assist in promoting a full understanding of the professional role of IHBC.2. Including Prince’s Regeneration Trust, National Trust, Civic Trust, APT(NI) UAHS, Conservation Groups | Chairman/Branch RepresentativeChairman/Branch Representative/Events Officer  | £00.00£00.00 |  |
| *4* | *Raise Awareness* | 1. Respond to Consultations2. Develop press contacts | 1. Input into National Consultation Responses.2. Ensure that contacts are made and there is an up to date list | Chairman/Branch Rep/Policy & Consultations Sec/AllEvents & Publicity Officer/Branch Rep | £00.00£00.00 |  |
| **Projected Expenditure**  | **£1400.00** |  |