



INSTITUTE OF HISTORIC BUILDING CONSERVATION

SCOTTISH BRANCH BUSINESS PLAN 1 NOVEMBER 2004 - 31 OCTOBER 2005

ACTION PLAN

	OBJECTIVES	KEY ACTIONS 2004 - 05	TARGETS	LEAD ACTION	BUDGET 2004 - 05
1	<i>Setting standards for conservation practice throughout the United Kingdom and improving education and training in conservation.</i>	<ol style="list-style-type: none"> 1. Hold regular branch meetings as education / training days 2. Development of CPD opportunities for members 3. Ensure that IHBC contributes towards the development of professional accreditation for those working in historic building conservation. 	<ol style="list-style-type: none"> 1. Organise at least 4 meetings a year that are arranged on a publicised theme and are designed to further members' knowledge and interest in relevant conservation practice. 2. At least 75% of the meeting/training day should have a tight topic specific focus that qualifies as CPD. CPD certificates will be issued. Monitor attendance to ensure at least 50% of members attend at least one meeting a year. Ensure branch monitors the national situation on electronic CPD. 3. Encourage maximum response from members on accreditation consultation. Ensure IHBC involvement in any SVQ qualification offered in Scotland. 	<p>Branch Committee / to co-ordinate quarterly meetings, with a specific member in charge of each event.</p> <p>Membership Secretary to monitor attendance</p> <p>Education Officer</p>	<p>£200</p> <p>£25</p> <p>£50</p>



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2	<i>Maintain regular Branch Committee meetings and attendance at National Council and Branch Meetings</i>	1. Ensure Institute of Historic Building Conservation Scotland representation at all relevant national meetings. Ensure the Scottish Branch operates in an effective manner.	<p>1. To hold a minimum of 5 Branch Committee meetings each year to deal with business and monitor progress with the Business Plan. Attendance to be monitored and reported to AGM.</p> <p>2. To ensure the Branch is represented at all UK Council meetings. Attendance to be monitored and reported to AGM.</p> <p>3. To ensure the Branch is represented at UK Education Committee meetings. Attendance to be monitored and reported to AGM.</p> <p>4. To ensure the Branch is represented at UK Policy and Consultation Meetings. Attendance to be monitored and reported to AGM.</p>	<p>Convenor and Secretary to organise regular Committee meetings</p> <p>Branch Representative to attend or arrange substitute</p> <p>Education Officer to attend National Education Committee meetings</p> <p>Branch Committee to determine representation</p>	<p>£300</p> <p>£700</p> <p>£200</p> <p>£200</p>
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3	<i>Actively lobbying for changes in conservation policy and practice and acting as a consultee on conservation matters to central and local government throughout the United Kingdom</i>	<ol style="list-style-type: none"> 1. Formalise and develop links with Scottish Executive and Parliament, BEFS, Historic Scotland and COSLA ensuring that IHBC Scotland remains a formal consultee. 2. Ensure the Branch plays a part in establishing BEFS as an effective umbrella campaigning group 3. Identify and develop membership opinion at the "coalface" and ensure that we have an effective system to respond quickly. 4. To develop a public relations strategy for IHBC Scotland 5. Collect and maintain up to date information on historic building conservation matters relevant to our members 	<ol style="list-style-type: none"> 1. Maintain regular contact with these identified groups to debate issues of importance to IHBC members, assist in promoting a full understanding of the role of IHBC and why it should not be confused with other amenity bodies. 2. Appoint a BEFS representative and attend meetings 3. To ensure IHBC Scottish branch is a formal consultee on new Scottish planning and conservation policy and guidance and to ensure consultation responses are made. 4. To adopt a Public Relations Officer on the branch committee and thereafter produce and implement a PR strategy 5. Undertake an IHBC Scotland annual survey of Scottish local authorities action on historic built environment specifically to include staffing; development of Town Schemes and Townscape Heritage Initiatives; other grant based expenditure; development in streetscape works in historic areas. And other issues identified as important to IHBC members to inform the IHBC lobbying case. 	<p>Convener to attend HEACS / COSLA Meetings and to represent Institute of Historic Building Conservation on BEFS. Branch Committee</p> <p>Branch Committee</p> <p>Branch Committee</p> <p>Branch Committee</p> <p>Branch Committee</p>	<p>£180</p> <p>£100</p> <p>£250</p> <p>£250</p> <p>£50</p>
4	<i>Recruit more members to broaden membership base and review how members receive information on Institute of Historic Building Conservation and branch activities</i>	<ol style="list-style-type: none"> 1. Ensure the UK Institute of Historic Building Conservation Web Page is kept up to date with Scottish branch news and events. 2. Monitor membership and encourage new members to join IHBC Scotland 	<ol style="list-style-type: none"> 1. All IHBC Scotland events to be publicised in advance on IHBC web page and by email 2. To recruit at least 5 new members by Nov 2005 	<p>Branch Committee to ensure web page kept up to date. Education Officer to input information on IHBC UK web page</p> <p>Membership Secretary</p>	<p>£300</p> <p>£25</p>



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5	<i>Supporting excellence in all aspects of conservation, whether in the identification, analysis, repair and reuse of historic buildings or in new design in historic settings.</i>	<ol style="list-style-type: none"> 1. Encourage IHBC involvement in Masterclass lecture series 2. Maintain links with Scottish Colleges involved in Conservation training in Scotland 3. Encourage attendance from Scotland at annual IHBC National School in York. 	<ol style="list-style-type: none"> 1. Provide funding or assistance with at least one lecture in each series of Conservation Master Class lectures organised in Scotland 2. Ensure appropriate level of IHBC input 3. Publicise to members. Pilot a draw for 2 tickets to School, one for executive members and one for full membership 	<p>Education Officer</p> <p>Education Officer to ensure regular liaison with University Conservation Courses</p> <p>Publicity committee Officer/Branch</p>	<p>£450</p> <p>£25</p> <p>£300</p>
6	<i>Improving Branch Communication, Systems and Member satisfaction</i>	<ol style="list-style-type: none"> 1. Improve links, especially electronic ones, to our membership 2. Improve Communication with Members 3. Improve Branch Administration and Systems 	<ol style="list-style-type: none"> 1. Develop the web page links. Establish a Scottish Newsgroup. Establish a Scottish Newsletter. 2. Monitor member involvement and opinion of Branch activity through an annual 10% telephone poll? 3. Upgrade branch IT system by replacing Branch PC with a laptop computer 	<p>Branch Committee</p> <p>Branch Convenor</p> <p>Branch Committee</p>	<p>£75</p> <p>£10</p> <p>£1000</p>
BUDGET TOTAL FOR YEAR					4690

APPROVED BY SCOTTISH BRANCH EXECUTIVE 24 NOVEMBER 2004