

## Delivery Plan

**Objective** (2.02) *Maintain the present level of service and efficiency.*

		<b>Achieved by</b>	<b>Responsibility</b>	<b>Estimated cost</b>
1	Hold regular committee meetings	Summarise what committee does (agenda)	Chairman & Hon Secretary	
		Set dates ahead (minimum four meetings @ £200)	Committee	£800
2	Efficient use of available funding	Prepare budgets for activities in good time and review actual costs	Committee	
		Annual Return	Treasurer	
3	Representation on the Institute's committees	Identify individuals to review papers, attend Council meetings and report to the Branch committee, and in turn present the views of the Branch committee	Chairman	
4	Arrange regular CPD meetings/visits	Identify subjects and likely costs as early as possible in order to allow adequate time for planning and advertising	Committee	
		Form task orientated working group	Committee	
		Set dates/programme ahead	Committee	
		Create demography map of region to show dispersal/concentrations of membership	Task within committee	£20

**Objective** (3.02) *Achieve greater engagement with membership generally so that the Institute and this Branch committee can better represent their concerns, and to improve our knowledge of the membership.*

		<b>Achieved by</b>	<b>Responsibility</b>	<b>Estimated cost</b>
5	Make the Institute's and Branch's activities more visible	Ensure that a slot is provided at all CPD meetings to report on both the Institutes and the Branch's activities and events, and seek the views of members.  (See 7 and 16).	Event organiser and attending Branch Officer	
6	Identify speakers within membership able to contribute CPD material	Positively use networking time at meetings (e.g. during refreshments) to learn more about individuals, their interests and any special knowledge and/or skills	All committee	
7	Report activities and seek views	Produce annual information/news sheet and contribute to and make use of website	Editor (To be identified)	£200
8	Research the views of members	Questionnaire		£200

<b>Objective</b> (3.03) <i>Ensure more CPD opportunities so that more members see the Branch as a primary source for their CPD needs.</i>				
		<b>Achieved by</b>	<b>Responsibility</b>	<b>Estimated cost</b>
9	Arrange more CPD meetings /visits over a wider geographical area	Identify subjects (and speakers) that can be repeated at different parts of the region	Committee	£300
		Seek links and collaboration with other professional bodies to produce joint events	Event group	
10	Advertise CPD opportunities offered by other professional bodies	Keep abreast of the activities of other professional bodies and establish linkages	Hon Secretary & Editor, via website	
11	Use events to promote IHBC	Invite non IHBC Planners and Conservation Officers to events	Event group	
		Keep events open to members of other professional bodies	Event group	
12	Introduce training workshop on practical subjects	Identify site/venue at which practical induction/training can be given. [e.g. excavations, interpretation, conservation (buildings and artefacts) and recording].	Committee	

<b>Objective</b> (3.04) <i>Encourage greater/wider input to debate on matters of County, RDA and government policy, regulations, planning changes, EH initiatives (consultations).</i>				
		<b>Achieved by</b>	<b>Responsibility</b>	<b>Estimated cost</b>
13	Draw attention to issues being discussed by the Branch committee and by the Institute	Where consultation time permits, arrange "Forum" style CPD events for membership to share and debate issues	Event group	£200
14	Provide means of reviewing and explaining the effects of changing legislation and regulation of the Historic Environment	Arrange an annual "Update" CPD meeting to include a report on how the Institute and the Branch have responded/contributed ( <i>Cost as Branch event or make part of AGM?</i> )	Event group	£100

<b>Objective</b> (3.05) <i>Ensure/improve responsiveness and contributions to the Institute and its policies, and initiatives.</i>				
		<b>Achieved by</b>	<b>Responsibility</b>	<b>Estimated cost</b>
15	Representation on the Institute's committees	Seek to recruit a member with both the interest and time available to fully review papers, attend meetings and report to the Branch committee, and in turn present the views of the Branch committee	Chairman	
16	Report activities and seek views	Produce annual information/news sheet including programme of committee meetings and events/CPD and contribute to and make use of website	Editor (To be identified)	

<b>Objective</b> (3.06) <i>Seek to increase the influence of the Institute in the historic environment and the regard in which it is held.</i>				
		<b>Achieved by</b>	<b>Responsibility</b>	<b>Estimated cost</b>
17	Identify issues of concern within society	Promote talks to external bodies including educational establishments. (Longer term aim integrated with national publicity outreach of the Institute).	Event group	
		Open CPD events to members of other professions	Event group	
		Identify individuals able to contribute to the work of other bodies, and/or represent an IHBC view at conferences and consultations	Identify within committee	
18	Use events to promote IHBC	Invite non IHBC Planners and Conservation Officers to events	Event group	
		Keep events open to members of other professional bodies	Event group	
19	Make the young more aware of the value of the Historic Environment	Identify areas for contribution to the education field (at all levels)	Committee	

<b>Objective</b>					
(3.07) <i>Encourage others involved with the Historic Environment to join the Institute.</i>		<b>Achieved by</b>		<b>Responsibility</b>	<b>Estimated cost</b>
20	Identify issues of concern within society	Promote talks to external bodies including educational establishments		Event group	
		Open CPD events to members of other professions		Event group	
21	Use events to promote IHBC	Invite non IHBC Planners and Conservation Officers to events		Event group	
		Keep events open to members of other professional bodies		Event group	
22	Report activities and seek views from outside of IHBC	Produce annual information/news sheet including programme of committee meetings and events/CPD and contribute to and make use of website		Editor (To be identified)	

<b>SPECIFIC</b>					
<b>Action</b>					
(4.01) <i>Effectively apply limited voluntary and financial resources to serve the aims of the Institute and the needs of Branch members.</i> (4.02) <i>Efficiently manage our finances in accordance with the Institute's standing orders.</i>		<b>Achieved by</b>		<b>Responsibility</b>	<b>Estimated cost</b>
23	Applies to all actions	Continuous review and improvement		All committee	

**SPECIFIC**

**Action** (4.03) *Research views of membership & respond to needs (at meetings and by questionnaire).*

	<b>Achieved by</b>	<b>Responsibility</b>	<b>Estimated cost</b>
24	Research views of membership	All committee	
	Use networking opportunities such as visits and CPD events to informally mix and engage with members	Officers	
	Ensure that contact from members is acknowledged, and responded to including action where appropriate	Event Group	
	Arrange at least one social event each year (could be style of a visit)	Event Group	
	Arrange "Forum" style discussion meetings (e.g. Heritage Review, Planning White Paper)	Event Group	
	Arrange practical workshop where members are naturally likely to mix more	Event Group	
	Report Institute and Branch committee activities at CPD meetings and seek views	Officer attending	
	Produce annual information/news sheet including programme of committee meetings and events/CPD (first issue for 2008-2009).	Editor (To be identified)	
	Contribute to and make use of website including inviting responses and contributions from members.	Editor (To be identified)	
	Prepare/formulate questionnaire for circulation to membership – 2007-2008	Task within committee	
	Circulate questionnaire to membership and analyse results to inform strategy for engagement with members – 2008-2009	Task within committee	£300
	Review success or otherwise of engagement strategy for preparation of 2011-2014 Business Plan.	Committee	£200

**SPECIFIC**

**Action** (4.04) *Identify and recruit new members to the committee where additional capacity, talent, skills and/or experience are needed.*  
 (4.05) *Increase opportunities for members to meet via CPD events such as talks and visits.*

		<b>Achieved by</b>	<b>Responsibility</b>	<b>Estimated cost</b>
25	Engage with members at every opportunity	At meetings and visits as 4.03 above, including creating further opportunities by increasing and reformatting events	Committee & Events Group	
		Identifying individuals with additional capacity, talent, skills and/or experience from questionnaire returns	Task within committee	

**SPECIFIC**

**Action** (4.06) *Engage more with other professional bodies to reciprocally offer a greater range of CPD to membership, and also better inform wider issues influencing the historic environment.*

		<b>Achieved by</b>	<b>Responsibility</b>	<b>Estimated cost</b>
26	Identify relevant bodies and organisations	List	Committee	
		Identify members that belong to these and ask if they can/will act as link	Secretary	
		Produce annual information/news sheet including programme of committee meetings and events/CPD and contribute to and make use of website including inviting responses and contributions	Editor (To be identified)	
27	Identify suitable events	Seek to reciprocally cross advertise/partner on events	Events Group	

**SPECIFIC**

**Action** (4.07) *Make use of the website as a means of reaching membership to disseminate information and seeking of views, advertising and reviewing events and being more visible to anyone visiting or browsing the site.*

		<b>Achieved by</b>	<b>Responsibility</b>	<b>Estimated cost</b>
28	Identify individual to administer website	Identifying individual with capacity, talent, skills and/or experience from within committee or recruited from membership (e.g. from questionnaire returns)	Website Editor (To be identified)	
29	Decide content	Discuss (annual information sheet, CPD & events programme, consultations, feedback, etc)	Committee	

**Programme for 2007-8**

**SPECIFIC**

**Action** (4.08) *Set realistic and achievable goals, budgets, and timescales.*

	<b>References</b>	<b>Activity</b>	<b>Responsibility</b>	<b>Budget for 2007-8</b>	<b>Budget for 2008-9</b>	<b>Budget for 2009-10</b>
A	5, 7, 16, 24, 26, 28 & 29	Produce annual information/news sheet including programme of committee meetings and events/CPD (hardcopy circulation)	Editor (To be identified)		£200	£200
B	7, 22, 24 & 26	Contribute more effectively to the website	To be identified			
C	4,9, 11, 13, 14, 17 - 22	Produce CPD and visits programme (4 events)	Events Group			
D	12	Provide practical training workshop	Events Group			
E	Ongoing (occasional)	Hosting of Summer School	Specific Group			
F	11, 18 & 21	Invite non IHBC Planners and Conservation Officers to events	Events Group			
G	9, 11, 17, 18 & 21	Advertise events to members of other professional bodies	Events Group			
H	8	Questionnaire to membership, and analysis	} }		£300	£200
I	4	Map IHBC SE members	} } Committee		£20	