



## **THE INSTITUTE OF HISTORIC BUILDING CONSERVATION**

Registered as a Charity Number: 1061593

### **IHBC Scottish Branch Business Plan 2006-7**

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#### **Executive Summary**

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

#### **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 Scottish 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 Scotland for the benefit of all.

#### **What we want to do:**

To provide support and encouragement to members, promote networking and learning from experiences, and thereby contribute to the management and promotion of Scotland'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 5 Branch executive committee meetings to deal with business and monitor progress of action plan. Attendance monitored and reported at AGM.

- organise 4 meetings/CPD study days for members and monitor attendance of member at these events.



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

<b>BUDGET PROJECTIONS: YEAR 2006-7</b>				£
<b>Bank balance carried forward from previous year (est)</b>				<b>95</b>
<b>Income est.</b>	<b>£</b>	<b>£</b>		
Events	2,000.00			
Central Funds	1,000.00			
<b>Total</b>	<b>3,000.00</b>	<b>3,000.00</b>		
<b>Expenditure est</b>				
Expenses as per business plan	3,085.00			
<b>Total</b>	<b>3,085.00</b>	<b>3,085.00</b>		
<b>Excess of income over expenditure</b>		<b>-85.00</b>		<b>-85.00</b>
<b>Bank Balance at end of year (est)</b>				<b>10</b>

Leigh M. Johnston  
23/8/2006



THE INSTITUTE OF HISTORIC BUILDING CONSERVATION

DRAFT BUSINESS PLAN 2006-7  
APPROVED BY BRANCH COMMITTEE:

**SCOTTISH BRANCH BUSINESS PLAN 2006-7**

	OBJECTIVES	KEY ACTIONS 2006-7	TARGETS	LEAD ACTION	BUDGET 2006-07	MONITORING
1	<i>Setting standards for conservation practice throughout Scotland and improving education and training in conservation.</i>	<ol style="list-style-type: none"> <li>1. Hold regular branch meetings as education / training days</li> <li>2. Development of CPD opportunities for Members with a focus on 4 key events, covering, among others, regeneration</li> <li>3. Ensure that IHBC contributes towards the development of professional accreditation for those working in historic building conservation.</li> </ol>	<ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>3. Ensure IHBC involvement in any SVQ qualification offered in Scotland.</li> </ol>	<p>Branch Committee / to co-ordinate quarterly meetings, with a specific member in charge of each event.</p> <p>Convenor to oversee with Committee, in association with Membership Secretary monitoring attendance</p> <p>Education Officer</p>	<p>£300</p> <p>£1200</p> <p>£50</p>	
2	<i>Maintain regular Branch Committee meetings and attendance at National Council and Branch Meetings</i>	<ol style="list-style-type: none"> <li>1. Ensure Institute of Historic Building Conservation Scotland representation at all relevant national meetings. Ensure the Scottish Branch operates in an effective manner.</li> </ol>	<ol style="list-style-type: none"> <li>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.</li> <li>2. To ensure the Branch is represented at UK Council meetings. Attendance to be monitored and reported to AGM.</li> <li>3. To ensure the Branch is represented at UK Education Committee meetings. Attendance to be monitored and reported to AGM.</li> <li>4. To ensure the Branch is represented at UK Policy and Consultation Meetings. Attendance to be monitored and reported to AGM.</li> <li>5. Support a Branch Consultations Champion</li> </ol>	<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>From central funds</p> <p>From central funds</p> <p>From central funds</p>	<p><u>Alison McCandlish</u></p>

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"> <li>1. Formalise and develop links with Scottish Executive and Parliament, BEFS, Historic Scotland and COSLA ensuring that IHBC Scotland remains a formal consultee.</li> <li>2. Ensure the Branch plays a full role in BEFS as an effective umbrella campaigning group</li> <li>3. Identify and develop membership opinion at the "coalface" and ensure that we have an effective system to respond quickly.</li> <li>4. To develop a public relations strategy for IHBC Scotland</li> <li>5. Collect and maintain up to date information on historic building conservation matters relevant to our members</li> </ol>	<ol style="list-style-type: none"> <li>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.</li> <li>2. Attend BEFS meetings and pay yearly subscription</li> <li>3. To respond to all Scottish Executive Planning Bill consultations and Historic Scotland SHEP's</li> <li>4. To adopt a Public Relations Officer on the branch committee and thereafter produce and implement a PR strategy</li> <li>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.</li> </ol>	<p>Convenor and representatives to attend Historic Scotland/HEACS / COSLA etc. meetings and to represent Institute of Historic Building Conservation on BEFS.</p> <p>Branch Committee</p> <p>Branch Committee</p> <p>Branch Committee</p> <p>Branch Committee</p>	<p>£100</p> <p>From central funds</p> <p>£50</p> <p>Business strategy projected</p> <p>£50</p>	<p><u>Various reps. monitored by Branch and central committees</u></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"> <li>1. Ensure the UK Institute of Historic Building Conservation Web Page is kept up to date with Scottish branch news and events.</li> <li>2. Strengthen the membership of the Institute</li> </ol>	<ol style="list-style-type: none"> <li>1. All IHBC Scotland events to be publicised in advance on IHBC web page and by email to members</li> <li>2. To recruit at least 5 new members by Nov 2007 and to respond timeously to Institute of Historic Building Conservation HQ on new member applications</li> </ol>	<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>Supported centrally where applicable</p> <p>£25</p>	
5	<i>Supporting excellence in all aspects of conservation, whether in the identification, analysis, repair and reuse of historic</i>	<ol style="list-style-type: none"> <li>1. Encourage IHBC involvement in Masterclass lecture series</li> <li>2. Maintain links with Scottish Colleges involved in Conservation training in</li> </ol>	<ol style="list-style-type: none"> <li>1. Provide funding or assistance with at least one lecture in each series of Conservation Master Class lectures organised in Scotland</li> <li>2. Ensure appropriate level of IHBC input</li> </ol>	<p>Education Officer</p> <p>Education Officer to ensure regular liaison</p>	<p>£300</p> <p>£25</p>	

	<i>buildings or in new design in historic settings.</i>	Scotland		with University and College Conservation Courses		
		3. Encourage attendance from Scottish members land at annual IHBC Summer School.	3. Publicise to members. Monitor Scottish Branch attendance at School. Increase Scottish Branch attendance year on year	Publicity Officer/Branch committee	Core publicity centrally supported	
6	<i>Improving Branch Communication and administration systems and member satisfaction</i>	1. Improve links, especially electronic ones, to our membership 2. Improve communication with Members 3. Improve branch administration and systems 4. Improve financial administration for Branch	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. Submit bid for national funds to upgrade branch IT system by replacing Branch PC with a laptop computer 4. Agree annual branch budget by early December 05	Branch Committee Branch Convenor Branch Treasurer Branch Treasurer	£75 £10 £600	
<b>PROJECTED EXPENDITURE</b>					<b>£3085</b>	