



IHBC Wales Branch Draft Business Plan: October 2006 – September 2007

Introduction:

This is the current draft Business Plan for the Wales Branch of the Institute of Historic Building Conservation. It provides details as to our 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 2006 through to September 2007.

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 Business Plan.

Who we are:

The Branch Committee has overall responsibility for delivering the Business Plan and represents the 80 odd members of the IHBC in Wales. The current Branch Committee consists of:

Cash in bank as of 30th September 2006

£347.77

Projected Income 50 attending conference at £80 per head £4,000 less administrative and hosting costs (and 50% cut with the Civic Trust for Wales)

£1,250

Support from central funds required

£1,000

IHBC Corporate Objective	Wales Branch Objective	Key Actions	Achieved Through	Lead Responsibility	Financial Implication
	Support Members	1. Organise an annual branch conference 2. Organise 2 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. Increase	June 2007 conference 'Conservation Areas in Crisis' Concrete Repairs in agricultural buildings Source information from members and add Issue survey following summer AGM, issued with minutes Ensure events relevant and respond to needs Following up attendance on non-	Events Sec. / Branch Rep. Chair Events Sec. Education Sec. Events Sec. Membership Sec.	£750 £50 - £50 - £25

		membership numbers	members at events		
	Build Partnerships	1. Organise and attend annual meeting with Cadw	Support of IHBC Chair and Director	Chair / Branch Rep.	£100
		2. Nominate representative to attend HEG meetings.	Branch AGM	Consultations Sec.	£150
		3. Develop relationships with key bodies in built environment in Wales	Including WAG (Planning Division) and Design Commission for Wales	Chair / Branch Rep. / Consultations Sec. / Events Sec.	£150
		4. Develop relationships with non-governmental members of HEG	AHF, APT Cytal, Capel and other Welsh built environment organisations	Events Sec.	£75
		5. Develop relationships with key bodies within professional built environment sector, in Wales	RICS, RSAW, RTPI, ILA, UDG and IFA in Wales. Attend conferences and organise joint events	Events Sec.	£75

	Raise Awareness	<p>1. Sponsor joint Historic Environment Award with an existing award provider in Wales</p> <p>2. Respond in a timely fashion to all consultations</p> <p>3. Develop press and political contacts for issuing press releases and influencing policy and decision makers</p>	<p>Work with a suitable partner such as RICS, RTPI, RSAW or Civic Trust for Wales</p> <p>Build contacts across WAG and utilise on-line consultation resource</p> <p>Prepare list for use by Branch and Centre</p>	<p>Chair / Events Sec. / Branch Rep.</p> <p>Consultations Sec.</p> <p>Events Sec. / Branch Rep.</p>	<p>£500</p> <p>£25</p> <p>-</p>

Operate the Branch	1. Organise 4 branch meetings, including an AGM per annum.	Hold two meetings in BUILT WELLS and remainder at Faenol	Branch Sec.	£250
	2. Prepare a branch business plan.	Ongoing discussion and consultation with Branch	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	Chair / Branch Sec. / Events Sec.	£150
	7. Formulate 3 Year Development Plan	Develop dialogue with Branch to determine future priorities	Branch Rep.	-