



· INSTITUTE · OF · HISTORIC ·
BUILDING · CONSERVATION

**North West Branch
Business Plan: October 2008 – September 2009**

Introduction

This is the Business Plan for the North West Branch of the IHBC.

It tries to set out how the resources of the Branch will be used to meet the aims of the Institute and the needs of members in the North West. It also acts as a basis for financial control and management of Branch funds for the financial year.

The Branch Committee has overall responsibility for delivering the Business Plan and represents the 100 plus members of the IHBC in the North West. The current Branch Committee comprises:

Chair – Paul Hartley

Vice Chair – David Hayes

Branch Secretary – Louise Wallace

Branch Treasurer – Nick Grimshaw

Council Representative – Kate Borland

Branch representative on North West Heritage and Environment Forum – Paul Mason

Membership Secretary – Jason Kennedy

Consultations Co-ordinator – Paul Butler

Branch Newspaper Editor – vacant

Area Representatives for Lancashire, Greater Manchester, Merseyside, Cheshire and Isle of Man

The Branch Committee positions were filled at the branch AGM on the 3 December 2008.

OBJECTIVES	Performance	KEY ACTIONS 08/09	TARGETS	LEAD ACTION	BUDGET COST	PROJECTED INCOME
Support Members		Organise Branch Conference in April 2009	Prepare information for conference by February 2009	Events Ctte	£6,000	£8,000
		Organise CPD Events - 4 per year associated with COG groups for Lancs, Cheshire, G. Manchester and Merseyside	Liaise with COG groups regarding suitable subjects and avoid overlaps, monitor attendance and receive feedback	Branch Ctte	£400	£0
		Produce 4 newsletters per year on matters pertaining to the NW and conservation generally	Provide range of articles and meet deadlines	Newsletter Editor and all members	£600	£0
		Publicise national consultation responses	National consultation responses to be included in the newsletter and reference made to national website. Quarterly updates on consultations received	Consultation Co-ordinator	£50	£0
		Attract more volunteers for Branch activities and Committees	Organise spring and autumn social meetings to attract more helpers	Events Ctte	£400	£0
		Members Survey re Training Needs and Communications	Prepare survey questionnaire and distribute by e-mail	Branch Ctte	£50	£0
		Enhance members attendance at Events	Target events in line with results from members survey	Events Ctte	£50	£0
		Give consideration as to how retired members can be included in the work of the branch and help organise visits etc	Contact retired members to see if they have time to spare and can help take the load off working members	Branch Exec	£50	£0
		Increase membership numbers	Target conservation courses in NW esp. UCL at Preston. Get COGs to encourage applications from their own numbers and from private sector professionals	Branch Ctte and COG representatives	£50	£0
		Attend Branches meeting at Birmingham on 19 November 2008	Promote financial success of NW Branch through conferences as example to other branches and learn how national office may assist branches	Branch Committee and representative	£50	£0

		Sponsor events committee attendance at Vic.Soc Conference Nov.08	Report for potential NW-Branch April 09 conference.	Events committee member	£212	£0
		Foster attendance at National Conference at Buxton ???	Set up essay competition for affiliates with prize of attendance	Branch Ctte	£300	£0
Build Partnerships		Appoint representative to North West Heritage and Environment Forum	Attendance at meetings 4 times pre year and representative report back	Representative	£50	£0
		Develop relationships with other environmental bodies	Determine which bodies – RIBA, RICS, ICE, Transport Engineers and determine who best to contact	Branch Exec	£100	£0
		Develop links with Conservation Courses in NW	Identify Courses and Directors	Branch Exec	£50	£0
Raise Awareness		Develop press and political contacts	Use national guidance for IHBC to identify contact data base	Branch Exec	£50	£0
		Foster conservation award In RTPI North West Awards	Consider nature of award and subjects	Branch Exec	£500	£0
		Consider contribution to HEF publication on Heritage Counts conditional on IHBC issues re conservation resources in the public sector being recognised and given prominence	HEF representative to produce agenda for consultant study and report on progress in taking up IHBC issues	HEF representative and Branch Exec	£500	£0
Operate Branch		Organise 4 NW Ctte meetings including one in the IOM every other year		Branch Exec	£1,500	£0
		Organise AGM and meal in December	Appoint officers and national reps	Branch Exec	£1,000	£0
		Hold 4 Events Sub Cttes for Branch Conference and other events		Events Ctte	£400	£0
		Ensure attendance at Council	Branch Rep or deputy to attend but note deputy has no voting rights	Branch Exec	£200	£0
		Council Voting rights – only appointed Branch Rep has vote on critical issues at National Council	Ensure that Branch Rep is appointed at AGM with effect from following national AGM. Any new Branch Rep is taken to meetings after appointment	Branch Exec	£100	£0

			by outgoing Rep for smooth changeover			
		Branch Agendas and Minutes on website		Branch Exec	£50	£0
		Prepare Business Plan for 2009/10 with more detail and learning from previous plans		Branch Exec	£50	£0
		Prepare longer term strategy in line with national Corporate Business Plan		Branch Exec	£50	£0
Expected Total expenditure					£12,412	£2,000
Balance carried 07/08						£10,434.84
Expected total income						£12,434.84
Balance					£22.84	