



## **IHBC Member Eletter ISSUE 31 – April 2018**



*Ingval Maxwell COTAC Chair & James Caird IHBC Chair  
at the signing of the MOU in February*

### **BRANCHES, BLOGS AND FORWARD BUSINESS PLANS**

#### **Introduction: New membership high - @ 2600+ - and other interesting details**

This update follows on from recent board meetings in February and April 2018 that, together, registered substantial developments both in our membership growth – we now have more than 2600 members across all categories – and in our forward planning, with a framework now in place for our next Corporate Plan, which will take us from 2020 to 2025.

Both mark important progress, though we must also remember their limitations: current membership numbers do of course include free 'taster' memberships, deemed worthwhile as cross-sector promotion and as early career support, while our forward planning framework is largely a consensus on how we start the process rather than the work itself.

Other trustee business ranged widely and included, as reported further below:

- Approval of the Annual Report for 2016-17

- New Guidance for Branches
- Data management and protection strategies
- Receiving reports from the National Office and Committees, including
  - Approval of Branch and Committee Business Plans, notably for the North West, Yorkshire, East Anglia; South and London
  - Membership application approvals, including updates on Membership Assessment Training Event (MATE) sessions by Kate Kendall
  - Publications and consultations, including the new *Context* issue on the Isle of Man, and impending publication of our *Yearbook*, which at the time of writing is with the printers

The primary public focus for the National Office has been the 2018 Belfast Annual School, in June, though other major highlights included:

- the launch of our first NewsBlogs on Branch events and news updates (1), (2), (3)
- the successful signing of the [Memorandum of Understanding \(MoU\) with COTAC](#) and
- the conclusion (or nearly so) of our 2017-18 Awards – [Marsh](#) and Annual [Gus Astley Student](#) - all of which are, or will be, fully reported on across our news services.

Internally, the biggest challenge for the National Office has been responding to new data protection duties, as detailed further below.

As the sector continues to face rapid change, contractions and risks, as well as opportunities, we hope that our members can find some comfort in what the IHBC can do to support your specialist interests and career ambitions.

And if you think we can make better use of our resources, please be sure to let us know: staff, officers or representatives as suit.

### **Branch Guidance**

A consistent and underlying theme in the recent IHBC member survey has been the importance of maintaining standards across all our operations and networks. Trustees have now agreed new guidance to help IHBC Branches and volunteers ensure that their operations and activities remain consistent with the professional standards of our institute and its membership.

This Branch Guidance – which will be published in the coming weeks – explains how standards across our Branches and volunteers ‘must

align with our agreed positions including especially our [Code of Conduct](#), for individual professional standards, and, for practice, our [ToolBox](#).' The guidance includes handy, stand-alone summary panels of 'Quickguides', with the draft lead panel included below as an example:

### **IHBC Quickguide: Branch resources and links**

- [The IHBC](#)
- [Branches](#)
- [Guidance](#)
- [Branch officers, 'Roles and duties'](#):
- [Branch Update](#), on events and news (sample NewsBlog):
- For Data Protection see our [website](#) (under preparation)

### **Data protection and GDPR**

The Branch guidance section on Data Protection, noted above, is incomplete as the National Office continues to refine how we can respond to new developments in this evolving landscape. The current focus is on duties around General Data Protection Regulation (GDPR), which comes into effect on May 25. To extend further the value of this work to members, the Director has summarised the recent 'state of play' in the IHBC in his next 'Director's Cut' in *Context*, but summary details are offered here.

Following on from our agreed 2016 policy on data management – our *Data Protection Policy* – trustees have agreed general principles to inform our evolving approach to data protection and how we can address the wider implications of the new Act. In summary, these:

- Recognise GDPR as a refinement and extension of often common sense approaches to data management protocols and/or legislation, including the 1998 Data Protection Act which it replaces
- Build on the sensible 'proportionality' in data management that published guidance supports – including around commercial use (less relevant to the IHBC) and for small businesses (much more relevant) – while also recognising that the IHBC is very fortunate in having been able to apply appropriate 'common sense' approaches to our data management historically, thanks not least to our ready access to informed and flexible IT support, which means we have less to adapt to address under GPDR
- Adopt and agree 'Legitimate Interest' as the key principle guiding our approach to data under GDPR, underpinned by

the 'Legitimate Interests Assessment' (LIA). This LIA is both a public statement on the logic underpinning the management strategy for data held by the IHBC, and guidance to be used for regular review and update.

Guidance from the Information Commissioner's Office (ICO) clearly outlines the LIA process that our policy follows carefully as follows (IHBC emphases):

'There are three elements to the legitimate interests basis...:

- identify a **legitimate interest**;
- show that the **processing is necessary** to achieve it; and
- **balance it against the individual's interests**, rights and freedoms.'

The IHBC, and through its Business Plan commitments, our trading arm IHBC Enterprises, address those 'three principles' of legitimate interest in our data holding and processing, in summary, as follows:

**'Legitimate interest':**

- The IHBC's legitimate interest is that data held can inform our understanding of built and historic environment conservation practice as a young, distinctive and environmentally aware activity with unique standing as an 'interdisciplinary' discipline that reflects national and international conservation standards and models

**Processing is necessary:**

- All and any data processing is informed by the need to understand the nature and evolution of such conservation practice, and deliver key services to support that practice

**Balance against the individual's interests, rights and freedoms:**

- Those signed up as IHBC members, or as members of its predecessor, the Association of Conservation officers (ACO), have lodged support in principle for the discipline, including, where applicable, to work to our Code of Conduct, which requires that they 'take account of the legitimate concerns of those others involved in the conservation and preservation of the built heritage'. Consequently, our approach to data management - already conservative - recognises the support members offer to our wider corporate objectives in conservation.

**IHBC Awards: Marsh and Gus Astley Student Awards**

We have selected the winners in the [Marsh Awards for 2018](#) - which celebrate both the community contributions of retired IHBC members and successful learners in heritage practice.

For the 2018 Marsh Awards, we were delighted to recognise the efforts of renowned and retired member Jane Grenville, in our Yorkshire Branch, and of Amy Ward, stonemason and conservator at [Mono Masonry](#) – see the [Newsblog](#) for further information.

With Award prizes that include £500 and a free place at the IHBC's Annual School these regular annual events go far beyond simple celebration – they mark substantial investment in support of our wider charitable objectives. So, do please start thinking early about who you, or your Branch, might nominate next year. Our dedicated [website](#) has all the details.

The [Gus Astley Student Award](#) is always open for entries, with the current closing date set, as each year, at the end of July. We will have the results – including both those from our judge Carole Souter as well as our trustee commendation - in the coming days.

### **Forward planning: 2020-2025**

Given the broad satisfaction with services represented in responses submitted in our [2017-18 Membership Survey](#), trustees agreed that a refinement and update of our corporate planning trajectory, rather than a total re-cast, is appropriate.

Consequently, trustees supported recommendations from the National Office for forward corporate planning that:

- Adopts the existing '*Corporate Plan*' legacy and model as a springboard for future corporate planning
- Maintains our focus on efficiency, security and resource generation, including income and softer resources such as our volunteers
- Gives priority to surplus allocations that add most to those conservation outcomes that the IHBC is uniquely well placed to recognise, respond to and deliver
- Embeds the lessons and values from IHBC+ structurally within the IHBC through our ongoing constitutional reform and corporate planning.

To firm up these important foundations, IHBC Chair James Caird will lead a small team of volunteers, supported by the National Office, as they develop plans for trustees to address both constitutional issues identified by our legal advisers and respond to the positive lessons from IHBC+.

### **Some more updates to trustees**

- Our [Belfast Annual School 2018](#) is open – with its [main sponsor](#), HESPR member Heritage Collective an especially welcome addition to the partnerships - while extensive

sponsorship and related opportunities continue to be available. The School is now also formally an event in the [European Year of Cultural Heritage 2018](#).

- The School also includes our [Annual General Meeting](#) (AGM), which will take place from 5.15pm in the 2018 Day School venue, Riddel Hall, Queen's University, 185 Stranmillis Road, Belfast BT9 5EE, on 22 June, with, as usual, our President in the chair: David McDonald.
- Our end of year accounts, taking us to the end of September 2017, have been signed off as part of our regular Annual Report to members, and will be presented to our AGM, while our AGM papers are with our printers.
- Our regular Local Authority conservation service capacity project is nearing conclusion, (for our last update see the [NewsBlog](#)).
- Our new informal – and evolving - links with the [Listed Property Owners Club](#) (LPOC), which led to a stand at their London show on 24-25 February - all of which was a great success - has also generated new CPD opportunities at the LPOC's next major event, in Edinburgh in October. This will again include partnership, this time with our Scotland Branch as well as the National Office. We have plans in place already both for CPD content in our own publications as well as profile-raising of our work across LPOC publications and networks.
- The 'Memorandum of Understanding' (MOU) with [COTAC](#) has been finalised and posted [online](#).
- And as ever many of our Branches have been active in running, leading and partnering in CPD events, the details of which are too numerous to note here, but will usually be available on the [Branch webpages](#) linked at as well as on our new UK-wide monthly [NewsBlog update](#).
- Programme planning for our next Council+ meeting in Peterborough in early May, has been finalised. It will take an alternative approach to corporate guidance – using 'Reverse Mentoring' – where new and early career members will help advise our more established volunteers on how to help their careers and direct resources for the future.
- Our joint '[Conservation Professional Practice Principles](#)' continues to fly the flag for our interdisciplinary practice and skills, with current plans for circulation to the members of the Chartered Institute of Archaeologists (CIfA), accompanied by the IHBC Director's annual article in their member magazine 'TA' – *The Archaeologist* – themed this time on interdisciplinary skills sets and the core message of the *Principles*.
- The next stage in the development of our International

Strategy awaits only capacity before we bring a new report to trustees.

### **New and newly accredited members**

New rounds of members have been approved in February and April as follows, in line with constitutional procedures, recommended by our hard-working Membership Secretary David Kincaid.

#### **Full members**

Hannah Armstrong (SW), Emma Baxter (SW), Nick Bridgland (YO), Matt Cooper (LO), Zinnie Denby-Mann (SC), Claire Gayle (LO), Camilla Gersh (LO), Tim Howson (EA), Florence Maxwell (SW), Pauline Megson (SC), Katie Parsons (LO), Chris Perkins (EM), Louise Priestman (SE), Ian Pritchard (SO), Fiona Raley (LO), Josephine Roscoe (LO), Christina Sinclair (NW), Helen Warren (SW)

#### **Associate member (Evaluation)**

Owen Raybould (NW),

#### **All Affiliate members**

Rebecca Armitage (SW), Deborah Ault (LO), Justin Ayton (SW), Tyler Barton (EM), Simon Binns (SE), Gary Black (SC), Rosie Bright (LO), Amanda Brocklehurst (NO), Thomas Brooks (LO), James Busby (WM), Antonio Cabello (SC), Sarah Caradec (LO), Massimiliano Cereghino (EM), Simon Clark (SW), Geoff Cole (SW), Neil Condliffe (WM), Chris Connelly (SE), Edwina Coward (SE), Rowena Creagh (YO), Daniel Crooke (SW), Joanne Curran (NI), Domenico D'Alessandro (EA), Robert Dawson (WM), Craig Dines (EA), Richard Dixon (SE), Richard Doherty (EA), Emily Downing (SW), Lucy Durnan (SW), Nigel Dyer (EM), Laure Emery (SC), Alex Fisher (EA), Gareth Fleming (NW), Myk Flitcroft (EM), Claire Forward (SC), Mitchell Fotheringham (SC), Georgia Foy (SW), Stephen Gandolfi (YO), Luke Geeves (SO), Galya Georgieva (EA), Fiona Gibson (YO), Maya Gilmour (SC), Mark Grahame (SW), Steven Hall (EA), Pia Hänninen (OV), Jane Harrison (EM), Lisa Harvey (SO), Anthony Hatfield (WM), Daniele Haynes (LO), Don Hobson (YO), Rachel Hopkins (NW), Stephen Hough (NW), Lizzy Johnson (SE), Simon Johnson (SW), Stephen Jones (WA), Nicole Jones (WA), Bianca Lagueux (OV), Imogen Long (LO), Jon Lowe (SW), Paula Lutescu-Jones (SW), Estefanía Macchi (SC), Andre Mangion (OV), Anna Manley (WM), Andrew Marcham (WM), Sean McEntee (LO), Sarah-Elizabeth McGarrigle Guy (EM), Megan McHugh (NW), James McNicoll-Norbury (SO), Liam McQuillan (NI), James Miles (LO), Ruth Mitchell (EA), Sharayu More (SC), Matthew Morgan (SW), Rhian Morgan (WM), Daniel Multon (SC), Berwyn Murray (WM), Oskar Niewadzi (SW), Michael O'Donnell (NI), Victoria Oliver-Bellasis (SO), John Osborn (WA), Mark Palmer (WM), James

Parker (EA), Reider Payne (LO), Thomas Pinner (EA), Valdek Pluskota (NO), James Powell (RI), Refmita Refmita (WA), Tineke Rennie (SE), Paul Riccoboni (EM), Anne Roache (LO), Sarah Roberts (SO), Victoria Robinson (SW), Matthew Rous (SW), Ian Rowan (NW), John Savage (NI), Lauren Saville-Wiggins (SE), Mike Sheppard (SE), Natalie Skeete (SO), Robert Skinner (SW), Tiffany Snowden (YO), Alisdair Steel (SC), Katherine Steele (YO), Keith Tang (EA), Fleur Taylor (SW), Caroline Vile (LO), Jack Watkins (EM), Olivia Watt (SC), Brian Watts (SW), Matthew Wellesley-Smith (SE), Trevor Wilson (NW), Rachael Wilson (SE), John Wood (NW), Thomas Yarrow (YO), Beata Zygarlowska (EA)

All have been welcomed and congratulated on their appointment to the corresponding membership categories and Branches above.

### **Branch updates, reports and our new Branch Events Update NewsBlog**

Trustee meetings necessarily focus on statutory duties, including corporate and regulatory oversight of finance and risk. Consequently, and due to capacity, Branch updates are now noted under 'AOB'.

Recognising these limitations, our new 'Branch Update' NewsBlog is an especially welcome addition to our member support information network, with all such news to be passed to Branch and Events Support Officer Carla Pianese, at [support@ihbc.org.uk](mailto:support@ihbc.org.uk).

Further Branch details can be posted on the relevant Branch pages on the IHBC's website, so they should pass more formal reports and updates to the IHBC's IT consultant, Peter Badcock, at [it@ihbc.org.uk](mailto:it@ihbc.org.uk) for posting there.

*NB: All Branches are especially encouraged to announce their activities and publications on the [IHBC's LinkedIn Group](#), and take advantage of this open network to advertise their achievements across our digital networks.*

### **Getting involved**

Remember: The IHBC is always very keen to secure, support and of course benefit from new volunteers – Branch representatives and board members especially – and the best way to prepare your skills for these roles is to join your Branch or National Committees as a volunteer, as discussed below.

## **IHBC Volunteering & Governance: A reminder**

*A cover note from our Chair James Caird:*

As we all know, the strength of the IHBC lies in the willingness of its members to contribute to its activities. The Institute is always pleased to hear from members willing to contribute their skills, time and experience, either at local or national level.

It is easy to become informed about the IHBC and involved in its processes through our NewsBlogs, Membership Eletter and our in-house publications, Context and our Yearbook all of which offer opportunities for comment and feedback.

A starting point for active involvement for IHBC members of all classes of membership may be at national and regional Branch levels, where we offer programmes of meetings and CPD that many will wish to attend, participate in and contribute to. There are opportunities, too, to contribute to the governance of our Branches. Details may be obtained from Branch contacts and secretaries listed at <http://www.ihbc.org.uk/branches/index.html>.

Our Annual School gives members the opportunity to meet members from other regions as well as the Institute's national officers, who use this event to help keep in contact with the wider membership.

Those with particular expertise or interest in aspects of conservation or development of policy might like to consider joining one of the national panels or committees. Participation in a committee or panel can lead to further responsibility in that area or in the general governance of the Institute.

The IHBC has recently reviewed its corporate structure and introduced a mechanism for developing interest in the governance of the Institute through an expanded half-yearly meeting called 'Council+' which gives access to a wider regional representation to policy development (this needs better wording). Participation in Council+ is one way of tasting the responsibilities of the Institute's Body of Trustees, our constitutional Council. This is a part of the process that any self-perpetuating body must go through to ensure its long-term future. In line with our current Corporate Plan we will embed in any revised constitution the lessons learned from this and other aspects of this 'experimental evolution' of our governance, as our Past President Trefor Thorpe titled the process.

The IHBC is a charitable trust company whose Board of Trustees, called the Council, is responsible for its management. It comprises the nationally elected officers, including officer that chair our national committees, and the members nominated by the Branches. Any full member wishing to become a trustee needs to be well acquainted with the Institute's policies and ways of working. This can be achieved by any, or all, of the ways already mentioned, and by reference to our Yearbook and our website links from [www.ihbc.org.uk](http://www.ihbc.org.uk).

Details of the legal duties and obligations of trustees and the various roles of the Institute's officers also may be obtained from the current chair of the IHBC Secretary, Jo Evans, email: [ihbcsecretary@ihbc.org.uk](mailto:ihbcsecretary@ihbc.org.uk).