



## IHBC eletter: Issue 24 - December 2015



### **Introduction**

Since June, our trustee meetings (of F&R+, our constitutional Council) have been largely occupied responding to the decision by the AGM to adopt our new Corporate Plan for 2015-20, 'CP20'. These developments have been most recently consolidated at the December meeting and are now ready for reporting to members along with other news from over the period.

### **Key summary updates**

- IHBC trustees have voted unanimously to continue to support the Council+ initiative, which extends representation and engagement by all members at the highest possible level of the institute's governance
- New and interim arrangements for officers were announced at the recent Council+ meeting (discussed further below), in response to changing personnel as follows:
  - David McDonald was elected IHBC President by IHBC trustees in September
  - Henry Russell OBE, agreed to hold the post of Chair of the Education Training and Standards Committee (ETS), vacated by David, in an interim capacity
  - Paul Butler, Membership Secretary, has intimated his intention to stand down at the next AGM, and to start vacating his role in 2016
  - David Kincaid, Policy Secretary, has agreed to go forward to the 2016 AGM for nomination as Membership Secretary, while to ensure continuity in the critical role of Membership Secretary, will begin transition arrangements with Paul from January 2016
  - To alleviate pressure on David, Roy Lewis, East Midlands Branch representative on Council and IHBC Trustee, has agreed to share with David Kincaid the Policy Committee chair role, again as an interim arrangement until the AGM.

- All posts remain open to nominations for election at the 2016 AGM in accordance with our new constitution, which may be found at <http://www.ihbc.org.uk/page63/page67/index.html>, while for more details on how to get involved with the IHBC see the Chair's Note at the end of this eletter.
- Trustees have just agreed to establish a new post in the National office, a Branch and Events Support (BES) Officer, to help Branches and volunteers respond to the current pressures on the sector, their employers and employees, and sector business interests.

### **Additional achievements since June**

- The Annual School was successfully concluded (<http://ihbconline.co.uk/newsarchive/?p=10542>) with 100% of the feedback judging it 'Excellent' (70%) or 'Good'
- The final draft of the new Corporate Plan for 2015-2020 – 'CP20' – was adopted at the Norwich AGM alongside the corporate and statutory papers, including the Annual Report
- The review of our previous Corporate Plan 2010-15, 'CP10' (<http://ihbconline.co.uk/newsarchive/?p=11445>) showed that 58 of our 65 priority 1 targets, agreed in 2010, had been achieved, including
  - National Occupational Standards for conservation (<http://ihbconline.co.uk/newsarchive/?p=4035>), jointly written with Building Control and Planning, along with a corresponding Level 6 vocational qualification
  - Fifteen-fold increase in website visits to 450,000 per month
  - New Associate member accreditation (<http://ihbconline.co.uk/newsarchive/?p=8978>), developed as a 'stepping stone' to Full IHBC membership
  - Development and piloting of a new team-based support for career development in conservation, our TeamStarter (<http://ihbconline.co.uk/newsarchive/?p=9677>)
  - Integrated financial support for members in need, including up to 100% fee support – incorporating a 75% support for low-waged such as students – as well as substantial bursary allocations (<http://ihbc.org.uk/join/feesupport/index.html>)
- IHBC's new 'Council+' meeting initiative in June, part of the wider CP20 'IHBC+' programme, has been received extremely well, with 97% describing the meeting as 'Excellent' to 'Good' and 100% saying they would recommend it to their Branch as 'invaluable' or 'very useful' (<http://ihbconline.co.uk/newsarchive/?p=10542>)
- Our December meeting of Council+ (<http://ihbconline.co.uk/newsarchive/?p=11636>), in London rounded off with local food taster selections offered by our volunteers and staff, was equally successful, with members raising a diverse range of proposals and ideas to explore
- Associate membership application forms have been launched (<http://ihbconline.co.uk/newsarchive/?p=10536>)
- A new online practice support had also been launched, the IHBC 'Toolbox' (<http://ihbconline.co.uk/toolbox/>), linked from our home page
- The website for HESPR (<http://www.ihbc.org.uk/hespr/>) - IHBC's quality

- assurance and support service for conservation businesses - has been recast and the service re-styled (<http://ihbconline.co.uk/newsarchive/?p=10497>)
- Our annual Gus Astley Student Award 2014 was presented at the 2015 School's Annual Dinner (<http://ihbconline.co.uk/newsarchive/?p=10542>), the winners having been chosen by our esteemed judge for the year (and keynote speaker at the Edinburgh School), Prof Jukka Jokilehto, though sadly he was not able to attend to congratulate the students in person and present the cash awards
  - The 2015 programme of the Student Award has closed with 35 entries, and with Professor May Cassar, Director of the Institute of Sustainable Heritage, UCL, serving as judge (<http://ihbconline.co.uk/newsarchive/?p=10899>)
  - New issues of *Context* have been published, on the Norwich Annual School (<http://ihbconline.co.uk/newsarchive/?p=11392>), Northern Ireland (<http://ihbconline.co.uk/newsarchive/?p=10846>) and 'Who is the expert' (<http://ihbconline.co.uk/newsarchive/?p=11679>), have been circulated to members, with others posted online
  - Our new IHBC-endorsed Professional Indemnity members' service ([www.m-f-l.co.uk/ihbc](http://www.m-f-l.co.uk/ihbc)) commenced consultation at the 2015 School and is now up and running (contact Fiona Newton for details at [projects@ihbc.org.uk](mailto:projects@ihbc.org.uk))
  - IHBC's local authority capacity survey for 2015 has been issued (<http://ihbconline.co.uk/newsarchive/?p=11201>), recording an easing off of reductions in capacity, at 1.4% over the past year, but still 35.43% since 2006
  - Two IHBC Marsh Awards, for retired members and for learners, were launched at the Annual School: (<http://ihbc.org.uk/marshawards/37050>) and we are energetically seeking nominations for each by the end of March
  - Affiliate-support events over the last year and more, including at Derby and those led by Branches with Kate Kendall, our LETS Liaison Officer, have reached some 300 prospective Full Members across the UK (<http://ihbconline.co.uk/newsarchive/?p=8394>)
  - Allied to that, we've also issued a NewsBlog calling on prospective volunteers to get in touch with Kate for guidance on how to target and develop skills with the IHBC's support, in our 'Just call Kate' initiative: <http://ihbconline.co.uk/newsarchive/?p=11395>

### **Trustee training in September 2015**

The IHBC's recent trustee meetings - our 'Finance and Resources +' (F&R+) Committee - took place in September, October and December, thereby ensuring that trustees can keep a consistent watchful eye on the organisation's resources and risks. However only the September meeting was 'in person', when trustees came together in London for a programme in two parts: a trustee training session in the morning, followed by the board meeting proper in the afternoon.

The training session was led by Toni Darton, a consultant at Action Planning (<http://www.actionplanning.co.uk/>), who reviewed responsibilities and tested perceptions. This was a huge success, with trustees awarding an average of about 8 out of 10 for the key measures offered by Toni as indicators of successful boards. That said, all agreed that improvements could be made, and that our 'IHBC+' programme to enhance governance was an important part of the strategy to establish more effective representation, understanding and transparency across our structures and operations.

The meetings in October and December were 'tele-conference' formats, and as such concerned primarily the monitoring of reports and approval of key actions noted elsewhere in this eletter.

### **Changing faces: September to December**

Following the training session in September, board members received updates from officers and trustees, including a very positive report on our finances from our Treasurer, Richard Morrice, highlighting the healthy subscription and other income streams, as well as the extensive work being done by the National Office in developing our new Corporate Plan, CP20, discussed further below, and a business success that seemed likely to generate much-needed capacity through surplus reserves.

IHBC Chair Mike Brown reported on, among other things, the institute's introductory meeting with the new CEO of Historic England, Duncan Wilson, which offered an important opportunity to get to know our respective interests. Trefor Thorpe, till then our President, also reported on his recent activities, including attendance the Heritage Angels Awards, part of a widening heritage awards programme, now including Scotland, supported by Andrew Lloyd Webber.

Trefor marked the conclusion of his term by recommending to trustees – who appoint our President – David McDonald, then Education Secretary, as his successor, finalising an proposal first aired with members at the AGM in Norwich. David's nomination was agreed at the meeting, unanimously as anticipated.

Trefor marked his official transition from the distinguished role of President to the even more distinguished one of Past President with a short thanks to all for their support; congratulations to David, and no doubt, *sotto voce*, a small sigh of relief, all of which was followed by a grateful and heartfelt thanks from all of the trustees for his hard work in the post.

David responded in turn with his own thanks to Trefor and the board, and a brief indication of his plans, reported in *Context*. David also thanked Trefor for his hard work in the role, and Henry Russell OBE, who had stepped forward to fill the post of Education Secretary made vacant by David's election. Henry's extensive skills in the sector - including not least his leadership on the esteemed and IHBC-recognised conservation course in Reading – meant that he was in an excellent position to oversee the continuing smooth operations of the Education Committee.

IHBC Director Seán O'Reilly concluded this part of the agenda by reporting on progress in the National Office, headlining many of the achievements noted at the start of this eletter, before Jo Evans, as Secretary, formalised the other appointments – summarised on our web site – in line with our constitutional procedures.

### **Developments in personnel since September**

Following the decision not to go forward for re-election in 2016 by our long-standing and hardworking Membership Secretary, Paul Butler, there has been some re-organisation of internal roles in advance of AGM elections in June. Adopting the 'interim' strategy used to fill David McDonald's post as Education Secretary, agreed to by his successor for now, Henry Russell, David Kincaid has agreed to go forward for election as Membership Secretary in June, and to prepare for that role by acting as

interim Membership Secretary from Christmas.

To ease pressure on David Kincaid during this change-over, Roy Lewis, East Midlands Branch representative and IHBC trustee, also agreed to stand in, in an interim role, as joint Policy Chair with David.

Trustees – alongside the entire Membership Committee and its assessors that he over saw - have offered their sincere thanks to Paul for his hard work in the post over his entire term, refining and developing protocols set in pace by his predecessor Jo Evans, now IHBC Secretary.

Council+, where these developments were first announced, thanked all old and new volunteers for their work to date and their new offers of support.

### **IHBC's New members: September and December**

New rounds of members were voted in, welcomed and congratulated on their appointment to the corresponding membership categories and Branches below:

#### Full Member (September)

Andrea Levin (LO), David English (LO), Duncan Philips (SE), Elaine Gray (NO), Iain Rhind (LO), Rory Wilson (WA), Steve Berry (WA), Lauren Ayers (LO)

#### Full member (December)

Nick Corbett, (WM)

#### Upgrades to Full Member (December)

Claire Hines (WM), Hannah Walker (LO), Martin Jones (SW), Naiomi Kempton (YO), Ross Wilson (SC)

#### Associate (September)

Louisa Davidson (WM)

#### Associate (December)

Rachel Morley (EM)

#### Affiliates (September)

Jason Andrijasevic (LO), Ellie Atherton (LO), Nick Austen-Smith (LO), Trevor Barfoot (SW), Sophia Bix (LO), Gary Butler (LO), Veronica Cassin (LO), Robyn Clinch (OV), James Cox (YO), Oonagh Cranley (NO), Malcolm Dickson (LO), Claire Easton (YO), Philip Gaches (EM), Nathan Goss (WA), Chris Han (NW), Louise Hudspith (NO), Katy Hunter (SC), Robert Lister (NW), Judith Livesey (LO), Anthony Marinos (SW), Amanda Marshall (YO), Emma McBurney (NI), Matthew McDade (EA), John Raphael Miminias (LO), John Mullen (SW), Donald Murphy (NW), Mark O'Leary (SW), John O'Sullivan (LO), Ian Parsons (SC), Esther Robinson Wild (LO), Jessica Scott (SC), Nicole Sutton (LO), Philip Taylor (LO), Thomas Thurlow (SW), Jane Tricker (EM), Eve van der Steen (SW), Firas Witwit (SE), Wong Chun Wan (OV) Megan Atkinson (NW), Mark Bradburn (WA), Leeanne Chambers (NI), Elizabeth Heywood (NW), Anne Schmidt (YO), Stacey Sykes (NW)

#### Affiliates (December)

Rebecca Barnett (SE), Alice Eggeling (LO), Phoebe Farrell (WM), David Gibson (LO),

Andy Golay (SW), Judi Greenwood (WA), Emma Hancock (EM), Justin Harvey (EA), Ben Kerlake (SW), Ian Little (SW), Ross Lovett (SW), David Martyn (SW), Elizabeth Mee (WA), Pauline Megson (SC), Nicholas Meny (SC), Cullum Parker (SE), Ray Pickett (SO), Joanna Pullan (SW), Florence Spaven (NO), Mike Steel (LO), Mark Turner (NO), Harry Wall (LO), John Wallis (NW), Steve Williams (EM), Hilary Wyatt (LO), David Ball (SE), Judith Cosgrove (NW), Richard Hayman (WM), Michael Netter (LO), Laura Reynolds (WM), Yan Roberts (SO)

### **Forward Planning for 'CP20'**

In September IHBC Director Sean O'Reilly presented for discussion by trustees the initial drafts from the National Office of a suite of documents covering how the IHBC could deliver, monitor and report to trustees and others on the AGM-agreed Corporate Plan for the period 2015-20: 'CP20'.

Trustees also reviewed draft survey and partnership documents that followed on from CP20 plans and strategies discussed at the first 'Council+' meeting in June. These were to be refined and developed in advance of further consideration by Council+ and trustees.

Since then the CP20 Action Plan has been refined and circulated to members (<http://ihbconline.co.uk/newsarchive/?p=11543>) with the silent majority signalling their loud approval in the usual way. The Action Plan has been formally adopted as a working document by the December meeting of trustees.

December also saw progress on the Risk Register as the revised structure was adopted for more detailed development.

### **'Council+': 2 meetings**

In accordance with CP20's Action Plan, Fiona Newton continues to lead support for 'Council+', as part of the new experimental evolution of 'IHBC+'. Fiona also reports to trustees, including offering feedback from both meetings where responses have been exceptionally positive.

The June meeting helped explain to delegates the operations of the IHBC, what officers' responsibilities entail, and how Council+ members might better engage and contribute. Particularly useful comments and advice also helped shape, inform and develop the second meeting, on 2 December in London.

At the December meeting of Council+, which concluded with a festive feasting on local fare – as members and staff volunteered local produce representing the best of their own regions – Council+ members got down to some more of the brass tacks of the profession:

- We reviewed outcomes from and responses to the previous meeting
- We reported on what the trustees were doing and hoping to do
- We heard about how prejudices against age, gender and sector were generating unhelpful barriers to individuals in their careers and specific interest groups
- We heard from enthusiastic volunteers as they helped promote the IHBC to colleagues, both for its educational resources and, where relevant, as a membership body

- We analysed what we might do to generate better connections across the sector
- We sought answers to the great challenges faced by all, including low resources and capacity; lack of effective political support, and the need for more effective partnerships.

### **Branch updates and reports at F&R+**

F&R+ meetings focus on statutory duties as well as corporate and regulatory oversight, including finance and risk. Branch updates are noted as papers circulated under AOB where appropriate, as current details are posted on the relevant Branch pages on the IHBC's website.

Branches, or their representative trustees, should pass reports and updates for posting on the IHBC Branch websites pages to the IHBC's IT consultant, Peter Badcock, at [it@ihbc.org.uk](mailto:it@ihbc.org.uk).

*NB: All Branches are 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.*

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

Cover note from our Chair Mike Brown:

The strength of the IHBC lies in the willingness of its members to step forward and volunteer. Trustees are always pleased to hear from members willing to contribute their skills, time and experience, either at local or national level.

Our Past President, Trefor Thorpe, recently conducted a review of our governance arrangements and recommended improvements that take the form of our 'IHBC+' programme of 'experimental evolution'. This programme has been designed to operate within our current constitution, so no significant changes are needed there until the lessons from IHBC+ can be fully understood. It is now embedded as a key strategy in our Corporate Plan 2015-2020, 'CP20'.

In the meantime here is a reminder of the current arrangements:

The Institute of Historic Building Conservation is a registered charity and limited company operating under the oversight of our Council, a Board of Trustees who are also the directors of the company. The IHBC's Council is supported by an executive body, the National Office, and advised by council members and volunteers operating through our Committee and Branches.

Each year the IHBC's Council members are elected at our Annual General Meeting. Council Members are the trustees of the Institute and include elected Officers (Chair, Vice-Chair, Treasurer and Secretary), Branch Representatives and Committee Chairs. Only Full Members of the IHBC enjoy voting rights on the Council.

All IHBC members and supporters are encouraged to contribute to the

operations of the institute, locally and nationally. Such contributions serve as suitable preparation for trusteeship.

All posts are open for election each year. Anyone interested in developing skills for a post as a trustee should review the relevant job descriptions and specifications, and also consult with a relevant post-holder, Branch or Council member, or the National Office, on how to best to develop skills, knowledge and experience relevant to the post in question.

Anyone interested in trusteeship should:

- Get involved with IHBC Branches and/or relevant national Committees
- Develop a strong understanding of the IHBC's national operations by monitoring regularly our membership and news information services, including the NewsBlogs, Membership eletter and our in-house publications, Context and our Yearbook
- Familiarise themselves with the duties of trustees in general, and of the corporate operations of the Institute (see <http://www.ihbc.org.uk/page63/page67/index.html>)
- Familiarise themselves with the duties of any particular post they are interested in, in line with the guidance provided on the website (including business plans and, where available, job descriptions)
- Be prepared to offer a minimum of 8 days per year in the service of the institute, typically working days
- Recognise that, by law, trustees are not allowed personal gain from their role, and are obliged to represent the national interests of the IHBC.
- For information on particular posts please contact the IHBC's National Office, IHBC Secretary Jo Evans - at [ihbcsecretary@ihbc.org.uk](mailto:ihbcsecretary@ihbc.org.uk) - or the incumbent or retiring officers and ask for the job description for any relevant post.

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