



IHBC e-letter: Issue 22 April 2015

Recent achievements

1. 'IHBC+' initiative has its first 'web-conference' session.
2. Booking opens for IHBC's 2015 Annual School with the [website](#) launched.
3. IHBC's Corporate Plan for 2015-20 – our 'CP20' – launched for initial consultation ([see IHBC NewsBlog](#)).
4. The Annual Report for 2013-14 has been approved by trustees, with AGM papers under preparation.
5. A new website is under development to translate the kind of resource offered by the IHBC's joint 'Stitch in time' publication with the SPAB into an online property care and maintenance guide for the general public.
6. A range of Human Resource policy documents has been developed and adopted to enhance internal management operations.
7. The IHBC has been raising our corporate and member profiles, and that of the HESPR scheme for business services, at a wide range of events, including Regen 2015 ([see IHBC NewsBlog](#)) and the Listed Property Show in March ([see IHBC NewsBlog](#)).
8. Our new membership leaflet has been printed, with 7,500 of the 10,000 available to go out in IHBC publications over the next month or so ([Download the membership leaflet](#)).

From IHBC+ to F&R+: Business updates

The IHBC's second meeting of our 'Finance and Resources +' committee took place in London on 16 April. 'F&R+' (pronounced 'F and R plus') met to progress our regulatory and corporate business, and so served as the board meeting of trustees, our constitutional Council, under our IHBC+ programme.

The day also included a brief introduction to the IHBC's web-conferencing service infrastructure. We use the '[gotomeeting](#)' service to help us explore our operational needs under the IHBC+ initiative, to facilitate more regular oversight by trustees of the IHBC's operations. This allows trustees to take a level of

responsibility that is more in accordance with the scale of the IHBC today and their statutory duties and regulatory responsibilities as trustees.

In light of the need to extend awareness of these new organisational resources, we also invited the wider list of Council officers and attendees, so they too could learn more about how our work under IHBC+ was progressing.

IHBC profile, Branch Affiliate support & 'LETS' Liaison Officer update

LETS Liaison Officer Kate Kendall offered F&R+ its first full review of work associated with her new role, including its wider objectives to support Branches and promote the profile of the IHBC. It had to be a written report, however, as Kate was at that time speaking (and hosting the IHBC stand) at archaeology's CIfA conference in Cardiff. Recognising too the scale of her role, Kate writes: 'All support from volunteers has been much appreciated and valued. We would of course welcome any further offers of support at future events. While with the possibility of travel costs being covered by prior arrangement, attending such events also is a great opportunity to undertake CPD and develop networks as you meet members, other volunteers and IHBC staff.'

It was noted that Kate's presence in the team at the National Office highlighted the new opportunities the institute now had to raise its presence and profile. This capacity was entirely dependent on the resources generated by trustees' business-like approach to the institute's operations. By using its resources to respond to corporate objectives agreed by our members, the IHBC could be sure that could benefit heritage care across the UK and all its constituent parts.

These events represent just a part of the successful partnership between the IHBC's voluntary Branch network and the national organization, led on the ground by Kate.

Select National and Branch-linked events and profile raising:

- [Scotland's Towns partnerships](#), Paisley, 19 November
- [STBA/SPAB event](#) (with NO Branch), Carlisle,
- [COTAC 'Fire and Flood Threat' conference](#), London, 20 November
- [Historic Towns Forum](#), Oxford, 24 November
- [National Heritage Training Group](#), Lincoln, 28 November
- Scottish Parliamentary reception on fuel poverty, Edinburgh, 2 December
- [Heritage Alliance AGM](#), London, 04 December

- [HTF & ASHTAV](#), 'Living Heritage' talk, 19 February
- London Branch (and Heritage of London Trust) joint day, 4 March - including the LO Branch AGM
- Yorkshire Branch (led by Keith Knight) secured a free stand at the [Listed Property Owners Club Exhibition](#) in Harrogate, 7-8 March - c.1000+ over the weekend
- [Scotland, RSA Festival of ideas](#), Edinburgh, 20-21 March
- [PLACE Alliance](#) with IHBC sponsorship, 24 February- approx. 250 in attendance and Ed Vaizey in attendance
- [Regen 2015](#) in Liverpool for two days 24-25 March - with c.1500 delegates

Kate also noted that, in addition to major Branch and national events that took place before she began (including in Derby in September), she was involved in 6 Branch seminars helping affiliates apply for membership, with some 100 attendees benefitting from these events. Kate also noted that there are 6 more sessions booked in over the coming months with details (subject to change) as follows:

- West Midlands (Birmingham) 07.05
- East Anglia (Chelmsford) 08.05
- London (NLP Kings Cross) 14.05
- Wales (Wrexham) 02.09
- East Anglia (Ely) 01.10
- North West (Manchester/Liverpool) 08.10

Forthcoming events outside IHBC

Other events external to the IHBC at which the institute planned to have a formal presence include:

- [BS 7913 Training events](#) linked to CIOB through John Edwards (IHBC trustee) London (1 June: Somerset House) & Manchester (2 July)
- [Clayfest](#), Erroll, 8-13 June

CP10 review

Progress with the current Corporate Plan, CP10, which covers the period from 2010-15, was reviewed in some detail as there was more time available to trustees for such critical oversight. Currently we are hitting about 85% of targets identified in 2010, and as these were always regarded – even, sometimes, criticised – as being extremely ambitious, the IHBC takes especial pride in that success. The term of CP10 does not end till September coming, by which time we hope that our new plan will be agreed and ready to take over. So at this meeting trustees gave particular attention to what they considered might be the most immediate priorities for completion, and those that would be better passed over for progress under the next stage of our development, from 2015-20.

CP20: Consultation review and call for responses

The updated draft of 'CP20' – the IHBC's Corporate Plan for 2015-20 – was again well received by trustees, that being its third time before them. They agreed to progress a revised document into the next and final stage of consultation, with a view to having it adopted at the forthcoming AGM.

There had been few responses in the most recent circulation, which trustees considered also probably reflected general satisfaction with the IHBC's current services and forward plans, and its strong roots in the existing corporate plan.

Council+: Branch appointments

'Council+' is the expanded form of our constitutional Council that we have developed to encourage for more inclusive, diverse and representative input at national, UK level. It will have its first sitting on the Sunday after the 2015 Annual School in Norwich.

Branches have been progressing their arrangements for the nominations using correspondingly – and suitably - diverse approaches. That diversity was welcomed by trustees as a proper reflection of the 'experimental' nature of the programme, and one that properly embedded authority for delivery of IHBC+ within the local networks, centred on our Branches and supported by the national body with extra capacity such as that offered by our LETS Liaison Officer post.

For practical purposes, in populating Council+, some Branches were keen to offer 'rotating' access to it, with representatives reflecting the themes or dates. Others, however, have leaned towards a presumption of an annual presence at least, with the probability of renewable rolling appointments of up to three years, following the system that operates with some of our national officers.

As Council+ looks to its first meeting, Branch trustees were also encouraged to finalise appointments for that meeting as soon as possible, to allow for options for booking at the Annual School, as places were filling up fast!

Management and HR policy

Trustees have also adopted an updated suite of Management and Human Resources policy documents that – after testing – we hope to offer as models for other SME-style heritage organisations to use in developing their own operations.

These documents will be supplemented, as more are developed, with 'Home Working' and similar topics mentioned as being especially relevant. Currently the documents include:

- Health and Safety Policy
- Communications Policy
- Grievance Procedure
- Disciplinary rules
- Complaints Procedure
- Equal Opportunities
- Data Protection Policy

Branch Business Plans

Business plans for three Branches were reviewed, welcomed and approved: Wales, North West and North. These will be posted on the relevant Branch pages in the coming weeks.

Annual School 2015: Norwich

['Cultural connections: conserving the diversity of place'](#), 18-20 June, Norwich.

NB: ANY NOTES OF INTEREST IN OR SUGGESTIONS FOR SPONSORSHIP OF THE ANNUAL SCHOOL SHOULD BE PASSED TO IHBC PROJECTS OFFICER FIONA NEWTON: projects@ihbc.org.uk

An update on the 2015 Annual School was offered from the East Anglia Branch, hosts for 2015. It was noted that there was not as yet a main sponsor for the event, but that the smaller sponsorship arrangements were progressing well, all alongside a busy phase of online booking.

New members

Over the two F&R+ meetings since January, the following members were elected to the corresponding membership categories and Branches. They are noted here with congratulations and welcomes as appropriate:

Full members

John Ruddy (EM), John Whyard (NW), Sam Abelman (EA), Delia Graham (NI), Regina Jaszinski (LO), Kerrie Melrose (NW)

Affiliate membership

Richard Baister (WM), Kathryn Banfield (EM), Liz Batty (SE), Lee Bilson (WM), Boris Bogdanovic (LO), Nicky Brayshaw (YO), Helen Brown (SW), Jenny Brown (SE), Mark Clifford (WM), Paul Collins (YO), Lucy Denton (LO), Nichola Donnelly (NI), Tom Forkan (LO),

William Froggatt (YO), Caroline Garrett (SW), Richard Garside (WM), Andrew Gibson (NO), Vanessa Gkouliopoulou (LO), Michael Harris (SW), Aimee Henderson (SW), Alma Howell (SE), Joanne Jones (EM), Andrew Lintern (WM), Matt McCallum (NO), Andrew McConnell (SC), Jamie McNamara (WM), Kevin Millar (NW), Alexandra Miller (LO), Kate Mitchell (WM), Alan Oliver (NI), Melissa Osborne (WM), Andy Pearson (WM), Chloe Porter (SC), Nick Renwick (WA), Mark Sadler (SO), Conor Sandford (NI), Dav Smith (YO), Samuel Souter (SW), Annabel Stephenson (YO), Anna Stevens (SW), Emily Tooher (SE), Simon Wilkinson (LO), Nicholas Witherick (LO), Michael Asselmeyer (NW), Yvonne Doyle (RI), Lizzy Hippisley-Cox (NO), Khrystyna McPeake (LO), Petri Mutanen (SC), Anna Shelley (LO), Amy Smith (LO), Rosa Teira (SE)

Branch updates and reports

F&R+ meetings focus on statutory duties as well as corporate and regulatory oversight. Branch updates are noted as papers circulated under AOB where appropriate, as current details should be posted on the relevant Branch pages on the IHBC's website. Branches, or their representative trustees, may pass reports and updates to the IHBC's IT consultant, Peter Badcock, at it@ihbc.org.uk for posting on the Branch pages of the IHBC's websites

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.

The next, and first, meeting of Council+, as our strategic advisory body, will take place in Norwich on 21 June. The next meeting of F&R+, for trustees and staff only, will be a web-conference on the evening of 3 June.

IHBC Volunteering & Governance: A reminder

A cover note from our Chair Mike Brown:

The strength of the IHBC lies in the willingness of its members to step forward and volunteer. The trustees are always pleased to hear from members willing to contribute their skills, time and experience, either at local or national level. Council has asked our President, Trefor Thorpe to conduct a review of our governance arrangements and recommend improvements to them and our election procedures. The outcome for this has been 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.

So 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 progress skills.

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 - or the incumbent or retiring officers and ask for the job description for any relevant post.