

IHBC's 5th Branch Connection Day: Code of Conduct

The Old Joint Stock, Temple Row West, Birmingham: 14 November 2012

KEY THEME: Code of Conduct & disciplinary issues

KEY TARGET: Senior Committee Officers: non-trustee Chairs; Vice Chairs & secretaries (membership etc)

GUIDANCE

Summary

This is a day focussed on our Code of Conduct, in particular its application and operation in the context its operation by practitioners. It will consist first of its review, in the morning, through presentation and analysis, and then of testing, in the afternoon, through examples. As this day will touch on wide-ranging issues for all our members, with a strong emphasis on the practical application of the Code, we anticipate only Full Members in attendance.

Preamble

First and foremost we want participants to enjoy the day, while learning about what the national organisation is doing, and advising us on what is needed. If participants have any special needs or requirements please let us know and we will do our best to help. We do appreciate that participants will give up a day of their own time to help the IHBC develop, as well as to benefit the operations of their own Branch.¹

Background

Branches are central to the operations of the IHBC. Branch Connection Days were introduced to provide an open forum for national and Branch interests to come together and explore how the IHBC could deliver better services and outcomes.

For the 2012 Connection Day we will look at the operation and application of the IHBC's Code of Conduct, including related practitioner standards and disciplinary matters, all framed around our developing governance Review. It will be led by the Chair of our Membership & Ethics Committee, Paul Butler (PB), with Sheila Stones, our vice-chair, as the lead officer with Branch interests linking to Council. This year, we are also investing in bringing along some other key senior officers, including our Secretary, and first point of call on disciplinary matters, Eddie Booth (EB), and our former Secretary and current Treasurer, Richard Morrice, lead author of the IHBC's Code, as well as author of our overarching guidance on disciplinary processes.

¹ The first Branch Connection Day, in November 2008, guided the IHBC's National Office on the needs and opportunities of Branches and their volunteers, helping inform our current corporate planning. Early output from that day included web-based guidance on roles for Branches committee members, while it also helped shaped the current plan governing the institute's operations, our Corporate Plan 2010-15. The Second Branch Connection Day, in November 2009, covered membership management and assessment, and guided the National Office on improvements needed in the application guidance. That day, supplemented by other dedicated days outside the 'Connection Day' format, led to the supplementary guidance incorporated in the Full Membership Application Form introduced in 2011. In 2010 the Branch Connection day was dedicated to financial matters, including financial management and duties in the National Office and Branches, financial allocations between Branches, and planning and claiming procedures. That shaped thinking on Branch financial processes in the context of our trustees' obligations, and is informing progress on our Governance Review. In 2011 we explored Communications and press-related matters, and have since issued an initial press resource package to Branches for comment, testing application, and review.

Information and preparation for participants

How: As ever, the Connection Day will build understanding across the participants and the different parts of the IHBC that they represent, while also serving as an open forum to discuss the challenges faced within the different parts of the organisation. The agenda is kept flexible to allow for new issues to be introduced and, where possible, resolved on the day. We do also include a fixed time to explore collective understanding, application and interpretation of the Code within and across the Branches, and our membership more generally. This will help shape forward planning across the institute.

Who: Ideally, for this Branch Connection Day, Branch participants should be those that might provide advice on standards in Branches, which encompasses a wide range of officers. As it is generally a matter for the national body, typically no one officer operates in this area, Branches are encouraged to identify a lead person and draw their attention to any issues/queries that might be raised. As Branch Connections Days are also an opportunity for volunteers to get to know better the people and services in the national organisation, often with an eye to future involvement with the national organisation, we would expect attendees to be Full Members with some substantial career experience.

Of course we know that not all Branches will be able to arrange representation on the selected date, but complexities of programme planning do mean that we have to accept that we will not get a date that suits everyone.

What: The starting point for discussions is the role of the Branch in the IHBC's Communications strategy, and how best we can build on and support local capacity there. The Code and processes are described on our website at <http://www.ihbc.org.uk/join/conduct/conduct.html> and the Code is appended here for convenience.

Please review this – in particular regarding any of the areas highlighted because of their particular relation to Branch operations - and be prepared to raise issues or comments

Travel & timings

Participants are asked to make their own travel arrangements in line with our principles of using the most economical travel mode reasonably available. All travel expenses will be reimbursed on presentation of receipts (claims forms are on the web, and will be provided with this information). **IF** pre-travel funding is required, please contact the National Office. Public transport should be used if at all possible. Let the national office know if you need any additional assistance, and we will do all we can to help and guide. If the delegate may need an overnight stay before, please also let us know so we can consider costs and guidance around that.

The meeting itself will take place from 11am for networking and refreshments to revive those travelling longer distances, with 11.30 the start for presentations. It will close at approximately 3.00 pm.

In preparation participants should familiarise themselves with their current Branch Business Plan as well as guidance in the web (<http://www.ihbc.org.uk/join/conduct/conduct.html>). As previously noted, delegates

should be prepared to bring forward any concerns or observations noted by the committee, and perhaps related material (which may be sent to the Director (director@ihbc.org.uk) in advance, suitably anonymised) as well as to raise any other related issues for the Branch, as there will be time for more general discussion of Branch perspectives.

Outcomes

Outcomes from the meeting will include:

- the publication of the key points of the day
- revised guidance and support for managing Disciple
- priorities for developing our disciplinary operations, and any areas for revision or clarification on the Code.

Structure

This programme for the day is attached for consideration and comment. Please do feel free to suggest ANY additional items, and return to director@ihbc.org.uk, so we can incorporate them in the plan for the day. Discussion sessions will be informally structured around the themes identified below, with opportunities for exploring current practice.

Participants' Benefits

The Branch Connection day can count towards a delegate's compulsory CPD.

Queries: Seán O'Reilly (director@ihbc.org.uk)

IHBC 5th Branch Connection Day: Communications
The Old Joint Stock, Temple Row West, Birmingham
14 November 2012

PROGRAMME

(NB: Subject to change to accommodate discussions)

11:00 Coffee/tea available

11.30 Welcome and introductions & review for the day: PB

11.35 IHBC Code and Disciplinary Process: Introduction
(RM/PB/EB/ALL)

12.00 Code: SWOT, Barriers & Gaps analysis (All: Breakout & Discussion)

13.15 Networking LUNCH (Working/Networking)

13.45 Sample studies (Inspection of Branch and national examples)

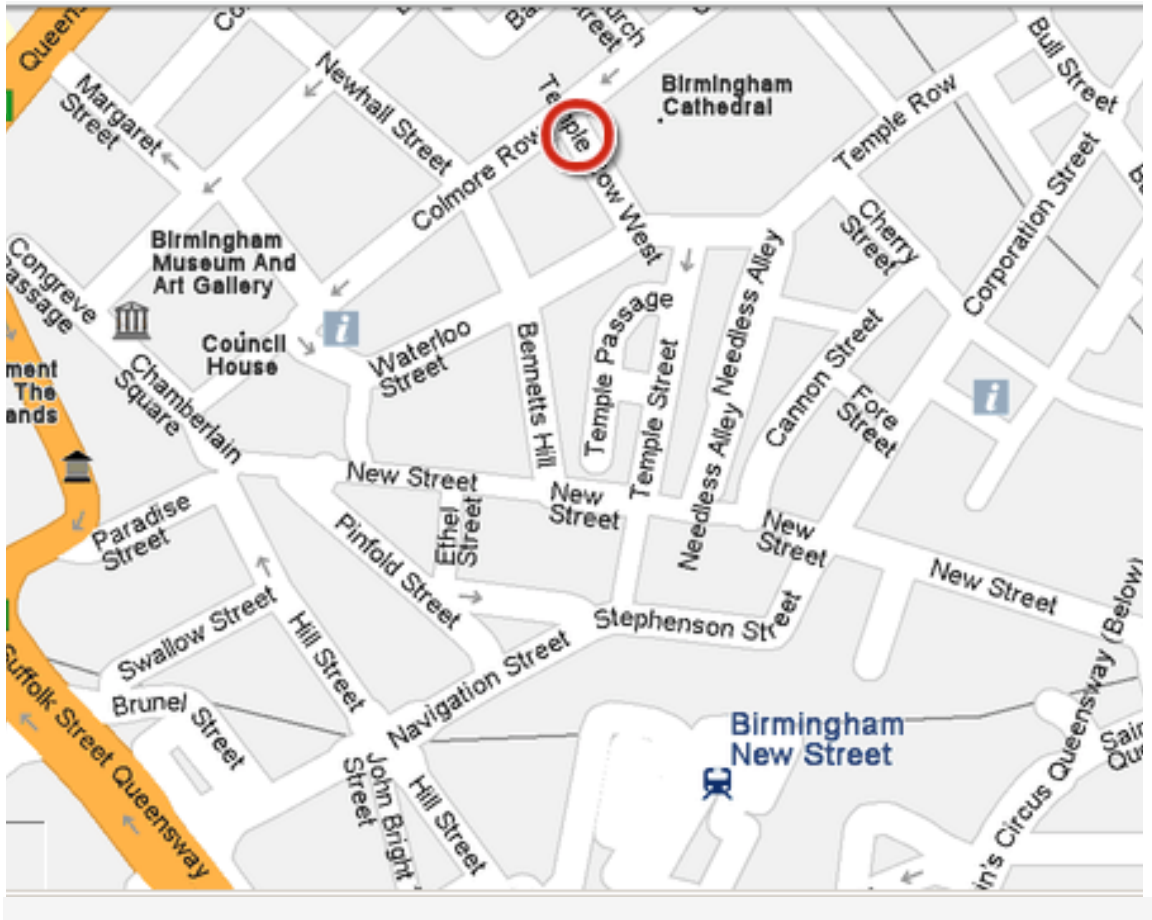
14.45 Forward Plan & Next Steps (All: DISCUSSION)

15.00 Thanks, close and depart

The Old Joint Stock, 4 Temple Row West, Birmingham

From New Street Station

Turn left into New Street and then right into Temple Street, at the T junction turn left then almost immediately right into Temple Row West. The Old Joint Stock is on your left.



IHBC Code of Conduct

The object of this Code is to promote those standards of conduct and self-discipline required of a member of the Institute of Historic Building Conservation in the interests of the public and the protection of the built heritage.

The main object of the Institute of Historic Building Conservation is the promotion, for the benefit of the public, of the conservation of, and education and training in, the conservation and preservation of buildings, structures, areas, gardens and landscapes which are of architectural and historical interest and/or value in the United Kingdom. This built heritage of the United Kingdom, which is part of society's common heritage and which should be available to everyone, is, however, a limited and irreplaceable resource. It is therefore the duty of all members of the Institute of Historic Building Conservation to act for and to promote the protection of this built heritage.

Subscription to this *Code of Conduct* for individuals involved in the conservation and preservation of the built heritage assumes acceptance of these responsibilities. Those who subscribe to it and carry out its provisions will thereby be identified as persons professing specific standards of competence, responsibility and ethical behavior in the pursuit of historic building conservation work.

This Code therefore indicates the general standard of conduct to which members of the Institute are expected to adhere, failing which its governing body may judge them guilty of conduct unbecoming to a member of the Institute and may reprimand, suspend or expel them. It is established under the terms of Article 7.3 of the Articles of Association of the Institute of Historic Building Conservation and all members and affiliates shall subscribe to it. To this end the Council has agreed the following clauses giving more detail of the requirements of the Code, which requirements shall apply notwithstanding any permission or agreement to the contrary by or with any body or client employing or consulting any member.

1. Those engaged in the conservation of historic buildings, areas and landscapes will adhere to the highest standards of ethical and responsible behaviour in the conduct of the conservation of such buildings and sites.
2. Members shall conduct themselves in a manner which will not bring the conservation of the built heritage or the Institute into disrepute.
3. Members shall not discriminate on the grounds of race, sex, creed, religion, disability or age in their professional activities and shall seek to eliminate such discrimination by others and to promote equality of opportunity.
4. Members shall present historic buildings, areas and landscapes and the conservation and preservation thereof, in a responsible manner and shall avoid and discourage exaggerated, misleading or unwarranted statements about conservation matters.
5. Members shall not offer advice, make a public statement or give legal testimony involving the conservation of the built heritage, without being as thoroughly informed on the matters concerned as might reasonably be expected.
6. Members shall take all reasonable steps to maintain their professional competence throughout their working lives and shall comply with the Institute's continuing professional development regulations; as employers and managers, members shall take all reasonable steps to

- encourage and support other members in maintenance of professional competence and in compliance with the Institute's continuing professional development regulations.
7. Members shall not undertake work for which they are not adequately and appropriately qualified and experienced. They should ensure that adequate support, whether of advice, personnel or facilities, has been arranged.
 8. Members shall not appropriate credit for work done by others, and shall not commit plagiarism in oral or written communication, and shall not enter into conduct that might unjustifiably injure the reputation of another individual engaged in the conservation of the built environment.
 9. Members shall not make or subscribe to any statements or reports which are contrary to their own bona fide professional opinions and shall not knowingly enter into any contract or agreement which requires them so to do.
 10. Members shall know and comply with all laws applicable to their conservation activities whether as employer or employee.
 11. Members shall abstain from, and shall not sanction in others, conduct involving dishonesty, fraud, deceit or misrepresentation in historic building conservation matters, nor knowingly permit the use of their name in support of activities involving such conduct.
 12. Members, in the conduct of their historic buildings conservation work, shall not offer or accept inducements which could reasonably be construed as bribes.
 13. Members shall respect the interests of employees, colleagues and helpers. They shall give due regard to the welfare of employees in terms of pay, conditions, security of employment, health and safety and career development.
 14. Members shall not reveal confidential information unless required by law; nor use confidential or privileged information to their own advantage or that of a third party.
 15. Members shall take account of the legitimate concerns of those others involved in the conservation and preservation of the built heritage.
 16. Members have a duty to ensure that this Code is observed throughout the membership of the Institute, and also to encourage its adoption by others.
 17. Those involved in the conservation of the built environment have a responsibility for its conservation, preservation and enhancement.
 18. Members shall strive to conserve and preserve historic buildings as an artistic, archaeological, academic, educational and economic resource and as a source of enjoyment now and in the future. Where such conservation is not possible they shall seek to ensure the creation and maintenance of an adequate record through appropriate means of research, recording and dissemination of results.
 19. Members shall seek to encourage owners and managers of historic buildings and sites to respect and enjoy their buildings and sites and consider repairs, alterations and extensions in a sensitive and caring manner.

20. Members may, as part of their duties, legitimately work with salvaged building materials as long as the primary objective of the work is the conservation and preservation of the historic building or site and as long as they do not knowingly permit their names or services to be used in a manner which may promote the recovery and re-use of such salvaged material in deference to commercial interests.
21. Members shall report to the Institute any alleged breach of this Code of which they become aware and thereafter assist the Institute in its investigations, subject to any restrictions imposed by law or the courts.
22. Members who are the subject of complaint shall assist the Institute in its investigations to their utmost.
23. Council shall discipline any member who, in the opinion of Council, is personally responsible for a contravention of this Code of Conduct; or who is, in the opinion of Council, personally guilty of gross professional misconduct or incompetence or of such conduct as to render him or her unfit to continue as a member of the Institute.