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# IHBC East Midlands Branch

# Business Plan: 2020/2021

Introduction

This is the draft Business Plan for the East Midlands Branch of the Institute of Historic Building Conservation. It sets out what has been achieved in 2019/2020 and our objectives for 2020/2021 together with proposals to achieve these objectives and the likely financial implications. The impact of COVID 19 on the activities of the branch have been significant. In the business plan 2 scenarios (with the same cost) are presented for entirely *digital activities* and entirely in person activities. Hopefully in reality there will be a blend of virtual and in person events.

Branch Committee

The Branch Committee has overall responsibility for implementation of the Business Plan. The Branch Committee 2020/21 is as follows:

Name Position

Elizabeth Mayle Chair

Rosamund Worrall Vice Chair

Emilie Wales Secretary

Rose Thompson Branch Representative

Alice Ullathorne Treasurer

Kerry Walmsley / Vicky Mellors Communications Officer

Chris Perkins / Ros Worrall Events Secretary

Vacant Education Representitive

Chloe Oswald /Rebecca Waddington Derbyshire County Representative

Paul Grundy Leicestershire County Representative

Matt Bentley Lincolnshire County Representative

Peter Chowns Northamptonshire County Representative

Jason Morden Nottinghamshire County Representative

Roy Lewis General Committee Member

Fiona Newton General Committee Member

Chris McKinney General Committee Member

Kim Miller General Committee Member

Alice Ullathorne Council + Rep

Rosamund Worrall Council + Rep

Emilie Wales Council + Rep

Branch Committee meeting dates 2020/21

If possible meetings to be held at the Organ Grinder, Newark; if not possible they will be virtual unless specified otherwise. Possibly a blended offer could be explored.

Tuesday 27th October 2020

Tuesday 1st December 2020

Tuesday 2nd February 2021

April meeting venue and date to be confirmed

Tuesday 6th July 2021

AGM 2021

Weeks 1 or 2 in September 2021

Branch Achievements 2019/20

Supporting members

* Responding to the COVID-19 pandemic by making branch meetings virtual and offering bursaries for the national Virtual Summer School. Work has also been done to move the Branch AGM to a virtual event with CPD. The COVID crisis has prevented the branch from being able to achieve the plans within the 2019-20 Branch Business Plan.
* Supporting Members – continued response to member’s needs/requests to help develop the profession.
* Increase number of East Midlands members
* Building Partnerships – through continued representation by branch members on advisory committees, panels and forums.
* Maintaining an Active Branch – through regular Branch meetings, links though County groups and County Reps and CPD events and electronic networking.
* Kerry Walmsley and Vicky Mellors started to work as the Communications team significantly improve and maintain up to date information on the branch page of the IHBC website including information on branch visits and archive papers as well as continuing the @IHBCEatMidlands twitter account which now has 185 followers.

Building Partnerships

* Fiona Newton continues to represent IHBC at East Midlands Heritage Forum.
* IHBC EM Branch on Derby City Council Conservation Area Advisory Panel-position vacant
* IHBC on Leicester City Conservation Advisory Panel- position vacant

Maintaining an Active Branch

* All members notified of dates of Branch meetings, Members of Branch Committee, County Reps. and date of 2020 AGM.
* Programme of Branch meetings up to AGM completed.
* Branch accounts maintained by treasurer and business plan produced.
* Notifying members of consultations via email giving the opportunity for them to make comments.
* Opportunity at branch meetings to discuss and provide formal feedback on behalf of the branch on specific issues.
* Two branch meetings were held virtual which were well attended.
* Ros Worrall, Rose Thompson, Alice Ullathorne and Emilie Wales attended Council+ meetings.

IHBC Annual School 2019 (related funds)

1. The decision was made at the 2020 AGM to fund 1 regional place on the 2021 conference in Brighton. This was on the proviso that a full conference can be held. If not a number of virtual places will be offered as a bursary.

Key Branch Objectives for 2020/21

1. Supporting Members – continued response to member’s needs/requests to help develop the profession.
2. Increase number of East Midlands members
3. Building Partnerships – through continued representation by branch members on advisory committees, panels and forums.
4. Maintaining an Active Branch – through regular Branch meetings, links though County groups and County Reps and CPD events and electronic networking.
5. Send 1 full place to the 2021 IHBC Conference unless virtual and then decision within the branch committee regarding how many places

Financial Implications

Funds required to achieve the 2020-2021 Business Plan £ 1,160

Cash in bank as of 30th September 2020 £ 2,474.41

Income from events/bank interest £ 275.25

**Central funds requested** **£ 0.00**

Annual School Funds £ 2,512.04 (£619.17 from Buxton and £1,892.87 from Nottingham) held in the central IHBC account

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| **Branch Objective** | **Key**  **Actions** | **Achieved**  **Through** | **Lead**  **Responsibility** | **Financial**  **Implications** |
| **Supporting Members** | 1. Organise c. 3 CPD events / site visits per annum  2. Maintain up to date information on branch on IHBC website  3. Increase attendance at events  4. Increase membership | Support from branch members.  Consider type of information to include and create a branch template. Update information and pass to IT consultant  Organising relevant events and feedback on events, publicity and networking.  Target non-members and coordinate a recruitment drive for new and lapsed members. | Branch Chair  Branch Secretary and other members.  Branch Chair  Membership Sec. | £150  Nil  Nil  Nil |
| ***Support for members if COVID restrictions are still in place. VIRTUAL ACTIVITIES EQUALLING THE SAME COST AS THE NORMAL BRANCH ACTIVITIES (£1160)*** | *Support members to be able to achieve CPD via virtual means paid via a bursary scheme or through direct virtual training*  *Funding would add to the same level of funding we usually anticipate for face to face activities* | *Bursaries or direct training options*   1. *Training – subsidised training from external providers – bursary scheme* 2. *Annual School – bursaries for virtual day school* 3. *Questionnaires to guage the support members want* 4. *Branch-led IHBC training* | *Branch Committee led by Branch Chair* | 1. *£300* 2. *Number up to the value of £360* 3. *Nil* 4. *500* |
| **Building Partnerships** | 1. Continued representation by branch members on advisory committees, panels and forums. | Representation on  East Midlands Regional Heritage Forum.  Representation on East Midlands Heritage Education Group.  Representation on Leicester City Council Conservation Advisory Panel.  Representation on Derby City Council Conservation Advisory Panel. | Fiona Newton.  Education Rep.  Vacant  Vacant | Nil  Nil  Nil  Nil |
| **Maintaining an Active Branch** | 1. Organise 6 branch meetings per annum.(1 meeting at a different venue coinciding with CPD)  2. Prepare a branch business plan.  3. Maintain branch accounts and submit necessary returns to Council.  4. Organise Branch AGM linked to event and appoint officers  5. Ensure branch agendas and minutes and on website.  6. Provide for incidental expenses by Committee Members | Meeting to be held –venue to be confirmed  Ongoing discussion and consultation with Branch  Ensure invoices/expenses paid promptly and cash flow managed.  Publicise AGM thoroughly and encourage attendance  Provide details to IHBC IT consultant  Occasional postage, printing and other costs | Branch Secretary  Branch Treasurer  Branch Treasurer  Branch Secretary  Branch Secretary  Branch Treasurer | £180  Nil  Nil  £400  Nil  £50 |
| **IHBC Annual School 2019 Surplus** | Members discussed options how to use profit from Nottingham Annual School – early career professionals |  | Branch Chair  1 full place for 2020 (excluding travel) | £380 |
| Events | Running paid events including the possibility of the pilot training events. | This would include the possibility of a number of bursary places for members who meet identified criteria. | Continue (2 events) |  |