



London Branch Business Plan 1st October 2012 to 30th September 2013

No.	OBJECTIVES	KEY ACTIONS	TARGETS	LEAD ACTION	BUDGET 2012-13
1.	<i>Setting standards for conservation practice throughout the UK and improving education and training in conservation.</i>	<p>1. Hold branch events as education/training days.</p> <p>2. Develop CPD opportunities for members.</p> <p>3. Assist members towards the development of professional accreditation.</p> <p>3. Hold annual joint meetings with HOLT, EH & IfA.</p> <p>4. Planning and preparation for 2013 London Day Conference</p>	<p>To organise 4 branch events per year designed to further members' knowledge of good conservation practice.</p> <p>To ensure events include CPD-eligible content.</p> <p>To issue CPD certificates in connection with attendance at events.</p> <p>Liaise with HOLT/EH/IfA to set up meetings.</p> <p>To hold Conference in Oct. 2013 To use IHBC Event Booking & Admin. Service</p>	<p>Events organiser in conjunction with Branch Committee</p> <p>“ “</p> <p>“ “</p> <p>Branch Committee</p> <p>“ “</p>	<p>Cost neutral</p> <p>Fees to be set to cover costs incurred</p> <p>No cost to IHBC</p> <p>Cost neutral: Income from delegate fees & sponsorship offsets costs of around £10,000</p>



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2.	<i>Maintain regular Branch Committee meetings and attendance at National Council and Branch Meetings.</i>	1. Ensure effective operation of the London Branch. 2. To nominate John Webb as Branch Representative to ensure representation at relevant IHBC national meetings	To hold a minimum of 4 Branch committee meetings a year. Branch Representative to attend at least 3 national Council meetings.	Branch Committee Secretary Branch representative or substitute.	Nil Travel costs specific to venues
3.	<i>Actively lobby for changes in conservation policy and practice and act as a consultee on conservation matters to central and local government throughout UK.</i>	Formalise and develop links with English Heritage, Historic Environment Forum, Heritage Champions, GLA & Mayor	Maintain regular contact with identified groups and seek partnership arrangements and encourage applications for affiliate membership where appropriate.	Branch Committee	Nil
4.	<i>Recruit more members to broaden membership base and review how members receive information on IHBC and Branch activities.</i>	1. Ensure the National IHBC website is kept up to date about news of London Branch events. 2. Monitor membership and encourage new members to join.	Provide monthly updates to I.T. Manager. Encourage new members to join 2012-13.	Publicity Co-ordinator Branch Committee	Nil Nil
5.	<i>Supporting excellence in all aspects of conservation whether in the</i>	1. Encourage London branch members to attend events, inc Day Conference and Annual School	Ensure all members are aware of local and national events through group e-mail	Chairman: Branch Secretary: Events Secretary	Nil



	<i>identification, analysis, repair and re-use of historic buildings or in new design in historic settings.</i>	2. Ensure attendance from London branch at Annual School.	Branch representative to attend Annual School	London Branch Representative	Allow £500 inc travel costs
6.	<i>Improve Branch communication systems and member satisfaction</i>	1. Improve links, notably electronic, through email, with our membership.	Email network set up and monitored. Develop web page on National IHBC site. Produce a minimum of three Newsletters a year	Branch Committee	Nil
7.	<i>Maintain financial records of Branch</i>	1. Prepare Annual Budget	Ensure Annual Budget covers key targets and branch activities set out in Business Plan.	Branch Committee	Nil
		2. Prepare Annual set of accounts including Balance Sheet	Maintain good budgetary control to ensure financial viability.	Treasurer	Nil
		3. Prepare Annual Business Plan	Ensure Business Plan covers Key activities for 2012-13.	“ “	Nil
8.	<i>Sundries</i>	Postage/Stationery			Allow £100
	Total				£600