

## **IHBC – North West Branch Business Plan : October 2013 – September 2014**

### **Introduction**

This NW Branch Business Plan sets out how the resources of the Branch may be used to meet the aims of the Institute and the needs of members in the North West. It also acts as a basis for financial control, actions and management of Branch funds for the financial year.

The Branch Committee has overall responsibility for delivering the Business Plan and represents the 148 members of the IHBC in the North West. The current Branch Committee comprises:-

**Chair** – Paul Hartley

**Vice Chair** – Dave Hayes

**Branch Secretary** – Kirsten Ryan

**Branch Treasurer** – Andrew Tegg

**Council Representative** – Crispin Edwards

**Branch representative on North West Historic Environment Forum** – Paul Mason

**Membership Secretary** – Jason Kennedy

**Consultations Co-ordinator** – Ian Lucas

**Branch Newspaper Editors** – Marion Barter/Nick Grimshaw

**Events Sub-Committee Convenor** – Katie Wray

**Area Representatives** for :

- **Lancashire** - Paul Mason/Ruth Garratt
- **Greater Manchester** - Crispin Edwards/ Kate Borland
- **Merseyside** - Chris Griffiths/Graham Arnold
- **Cheshire** - Dave Hayes/Jerry Spencer
- **Isle of Man** - Ashley Petit

The Branch Committee positions were confirmed at the branch AGM on 4<sup>th</sup> December 2013 in Lancaster.

<b>OBJECTIVES</b>	<b>KEY ACTIONS 2012/13</b>	<b>TARGETS</b>	<b>LEAD ACTION</b>	<b>BUDGET COST</b>
<b>Support Members</b>				
	Organise Branch Conference in autumn 2014	Prepare information for conference by summer 2014	Events Sub-Ctte	£4,300
	Organise CPD Events - up to 4 per year associated with COG groups for Lancs, Cheshire, Gr Manchester and Merseyside	Liaise with COG groups regarding suitable subjects and avoid overlaps, monitor attendance and receive feedback	Branch Ctte	£250
	Organise workshop for Isle of Man to assist in promoting conservation issues and practice on the island with its different legal framework	Set up workshop for the IOM and organise speakers location and travel costs	Events Sub-Ctte and A Pettit	£300
	Organise Summer Social to enable NW members and partners to experience active conservation projects and strengthen ties in a relaxed atmosphere	Organise in the Spring for a suitable project in a new location in the NW	Branch Ctte and Events Sub-Ctte	£300
	Produce 3 newsletters per year on matters pertaining to the NW Branch and ensure continuity	Provide range of articles and meet deadlines	Newsletter Editor and all members	£450
	Publicise national consultation responses	National consultation updates & responses to be included in the newsletter	Consultation Co-ordinator	£0
	Survey of Local Government Conservation Officers in NW	Use national survey as a basis to update to current situation and determine trends in employment, needs for support and increase in IHBC membership	Branch Ctte	£100
	Enhance members attendance at Events including joint ones with RTPi and SPAB	Seek feed back re relevance of events to members	Events Sub-Ctte	£50
	Increase membership numbers	Target conservation courses in NW eg UCL, COGs, other public/private professionals	Branch Ctte and COG representatives	£50

	Support attendance at the national Annual School.	Ensure NW representation at the Annual School 2014 by consideration of assisted places/ reduced fees for IHBC members in exchange for essays or conference reports	Branch Ctte	£700
<b>Build Partnerships</b>				
	Appoint representative to North West Historic Environment Forum	Attendance at meetings approx 4 times and report back via Exec/newsletter	NWHEF Representative	£100
	Develop relationships with other environmental bodies	Joint events with RIBA, RICS, ICE, ICOB, RTPI, etc as appropriate	Branch Exec	£0
	Consider joint IHBC/RTPI ½ day event on heritage issues	Contact RTPI NW	Events Ctte	£100
	Develop links with Conservation Courses in NW	Target Courses and Directors	Branch Exec	£0
<b>Raise Awareness</b>				
	Consider lobbying campaign re Conservation issues in the NW	Involve Civic Societies, Heritage Champions, and other professionals	Branch Exec	£200
	Sponsor conservation award in partnership with RTPI North West Awards	Liaison with RTPI-NW judging panel and associated promotion of winning project	Branch Exec	£300
	In concert with IHBC nationally explore ways of promoting IHBC amongst conservation professionals to attract new members	Pilot events for assisting affiliates to full membership and promoting new codes of professional conduct	Branch Events Sub-Ctte	£300
<b>Operate Branch</b>				
	Quarterly Branch Exec meetings held within region	Organise 4 NW Ctte meetings (including 1 in IOM every 4 years)	Branch Exec	£200
	Ensure continuity with Barclays Bank	Liaison with bank and revision to mandate.	Branch Treasurer	£0
	Organise AGM and meal in December	Appoint officers and national reps	Branch Exec	£900

	Hold 4 Events Sub Cttes for Branch Conference and other events		Events Sub Ctte	£200
	Ensure attendance at Council	Branch Rep or deputy to attend but note deputy has no voting rights	National Rep / Branch Exec	£0
	Council Voting rights – only appointed Branch Rep has vote on critical issues at National Council	Ensure National Branch Rep is appointed at AGM (with effect from following national AGM) - new Rep to attend Council after appointment with outgoing Rep for smooth changeover	Branch Exec	£200
	Branch Agendas and Minutes on website.		Branch Exec	£0
	Prepare Business Plan for 2013/14		Branch Exec	£0
			<b>Potential total expenditure 2013/14</b>	<b>£9,000</b>
		Branch reserves could fund all budgeted costs	<b>Net balance at 04.12.13</b>	<b>£8,884.69</b>
		Conference cost allows for worst case of standard venue hire costs and for zero attendance. 2013 conference involved actual expenditure of £2,495 (£1,805 less than budgeted) and income of £5,324, resulting in a net income of £2,829.	<b>Annual net surplus 2013</b>	<b>£162.38</b>