

SCOTTISH BRANCH BUSINESS ACTION PLAN 2007-8

approved by Scottish Branch at 19 October 2007 AGM

	OBJECTIVES	KEY ACTIONS 2007-8	TARGETS	LEAD ACTION	BUDGET 2007-8
1	<i>Setting standards for conservation practice throughout the United Kingdom and improving education and training in conservation</i>	<p>1. Hold regular meetings as education / training days</p> <p>2. Development of CPD opportunities for members with a focus on 4 key events covering, among others, regeneration</p> <p>3. Encourage greater attendance at organised IHBC or other relevant events</p> <p>4. Ensure that IHBC contributes towards the development of professional accreditation for those working in historic building conservation</p>	<p>1. Organise at least 4 meetings a year that are arranged on a publicised theme and are designed to further members' knowledge and interest in relevant conservation practice</p> <p>2. At least 75% of the meeting/training day should have a tight topic specific focus that qualifies as CPD. CPD Certificates to be issued</p> <p>3. Monitor regular meeting attendance to ensure at least 50% of members attend at least one meeting a year</p> <p>4. Ensure organised events are on topics of interest to the members. Negotiate discounted fees for IHBC members on appropriate events organised by others</p> <p>5. Ensure IHBC involvement in any SVQ qualification in Scotland. Support cross institute working on the Edinburgh Group</p>	<p>Branch Committee to co-ordinate quarterly meetings, with a specific member in charge of each event</p> <p>Convenor to oversee with Committee</p> <p>Membership Secretary</p> <p>Education & Training Secretary</p> <p>Education & Training Secretary</p>	<p>£300</p> <p>£1000</p> <p>£50</p>
2	<i>Maintain regular Branch Committee meetings and attendance at National Council and Branch Meetings</i>	<p>1. Ensure IHBC Scotland representation at all relevant UK meetings. Ensure the Scottish Branch operates in an effective manner</p>	<p>1. To hold a minimum of 5 Branch Committee meetings each year to deal with business and monitor progress with the Business Plan. Attendance to be monitored and reported to AGM</p> <p>2. To ensure the Branch is represented at UK Council Meetings. Attendance to be monitored and reported to AGM</p> <p>3. To ensure the Branch is represented at UK Education Meetings. Attendance to be monitored and reported to AGM</p>	<p>Convenor and Secretary to organise regular Committee meetings.</p> <p>Branch Representative to attend or arrange substitute</p> <p>Education & Training Secretary to attend UK Education Committee meetings</p>	<p>£350</p> <p>From central funds</p> <p>From central funds</p>

			<p>4. To ensure the Branch is represented at UK Policy and Consultation Meetings. Attendance to be monitored and reported to AGM</p> <p>5. Appoint and support a Branch Consultations Secretary to ensure appropriate consultation responses are made timeously</p>	<p>Branch Committee to determine representation</p> <p>Branch Committee</p>	<p>From central funds</p>
3	<i>Actively lobbying for changes in conservation policy and practice and acting as a consultee on conservation matters to central and local government throughout the United Kingdom</i>	<p>1. Formalise and develop links with Scottish Executive and Parliament, BEFS, Historic Scotland and COSLA ensuring that IHBC Scotland remains a formal consultee</p> <p>2. Represent the Institute and its members with Historic Scotland, BEFS and other organisations involved in influencing decisions arising from the HEACS reports</p> <p>3. Identify and develop membership opinion on matters on which the Institute requires to campaign on to ensure that we have an effective system to respond quickly</p> <p>4. Ensure that our members are regularly surveyed to ensure that the Branch has an up to date picture of historic environment conservation practice in Scotland</p> <p>5. To develop a public relations strategy for IHBC Scotland</p>	<p>1. Maintain regular contact with these identified groups to debate issues of importance to IHBC members, assist in promoting a full understanding of the role of IHBC and why it should not be confused with other amenity bodies</p> <p>2. Ensure the Institute is represented on the Historic Scotland Local Authority Historic Environment Forum and at BEFS meetings and any other organised meetings where an Institute view on the HEACS reports is required</p> <p>3. To respond to all consultations on secondary legislation arising from the Planning Act, Historic Scotland SHEP's and other Scottish Government policies on the historic environment</p> <p>4. Contribute towards the development of the Historic Environment Audit and the Survey of Local Authority staff being organised by Historic Scotland</p> <p>5. To adopt a Public Relations Officer on the Branch Committee and thereafter produce and implement a PR strategy</p>	<p>Convenor and representatives to attend Historic Scotland/ HEACS / COSLA etc. meetings and to represent IHBC on BEFS</p> <p>Branch Committee to determine representation as required</p> <p>Consultations Secretary</p> <p>Branch Committee and members</p> <p>Branch Committee</p>	<p>£200</p> <p>£50</p> <p>£50</p> <p>£50</p> <p>£50</p>
3	<i>Recruit more members to broaden membership base and review how members receive information on Institute of Historic Building Conservation and Branch activities</i>	<p>1. Ensure the UK IHBC Web Page is kept up to date with IHBC Scotland news and events</p> <p>2. Strengthen the membership of the Institute</p> <p>3. Ensure that our members are kept informed of IHBC Scotland activity</p>	<p>1. All IHBC Scotland events to be publicised in advance on IHBC web pages and by email to members</p> <p>2. To recruit at least 5 new members by November 2008 and to respond timeously to IHBC HQ on new member applications</p> <p>3. Issue regular newsletters to members, encouraging member involvement in their content.</p>	<p>Branch Committee to ensure web page kept up to date. Education officer to input information on IHBC UK web page</p> <p>Membership Secretary</p> <p>Branch Committee</p>	<p>Supported centrally where applicable</p> <p>£25</p> <p>£100</p>

4	<i>Supporting excellence in all aspects of conservation, whether in the identification, analysis, repair and reuse of historic buildings or in new design in historic settings</i>	<p>1. Encourage IHBC involvement in Masterclass series</p> <p>2. Maintain links with Scottish Colleges/Universities involved in Conservation training in Scotland</p> <p>3. Encourage attendance from Scottish members at annual IHBC Summer School</p>	<p>1. Provide funding or assistance with at least one lecture in each series of Conservation Master class lectures organised in Scotland</p> <p>2. Ensure appropriate level of IHBC input</p> <p>3. Publicise to members. Monitor Scottish Branch attendance at Annual School. Increase Scottish Branch attendance year on year</p>	<p>Education & Training Secretary to ensure regular liaison with University Conservation Courses</p> <p>Education & Training Secretary to ensure regular liaison with University and College Conservation Courses.</p> <p>Publicity Officer / Branch Committee</p>	<p>£300</p> <p>£25</p> <p>Core publicity centrally approved</p>
5	<i>Improving Branch Communication and administration systems and member satisfaction</i>	<p>1. Improve links, especially electronic ones, to our membership</p> <p>2. Improve Branch Administration Systems</p> <p>3. Improve financial administration for Branch</p> <p>4. Improve Branch links with members in Colleges/Universities</p>	<p>1. Develop the web page links. Establish a Scottish Newsgroup. Review members contact details to reduce the number of postal mailings required</p> <p>2. Monitor member involvement and opinion of branch activity through an annual 10% telephone poll</p> <p>3. Submit bid for UK funds to upgrade branch PC with a lap top computer</p> <p>4. Agree annual Branch budget by early December 07</p> <p>5. Develop the role on the Branch Committee for a student member with a coordinated handover</p>	<p>Branch Committee</p> <p>Branch Convenor</p> <p>Branch Treasurer</p> <p>Branch Treasurer</p> <p>Branch Committee / Student Representative</p>	<p>£75</p> <p>£10</p> <p>£600</p>
PROJECTED EXPENDITURE					£ 3235