



IHBC eletter: Issue 25 - April 2016

New plans, staff and more

Introduction

Since December and the last issue of our Membership eletter, our two most recent meetings of Trustees (that is our F&R+ committee, the IHBC's constitutional Council) have been refining arrangements for monitoring the delivery of the [IHBC's corporate plan](#) for the period 2015 to 2020, our 'CP20'.

We have also now agreed and finalised the 'Action, Reporting, Monitoring' (ARM) Plan format for presenting updates on progress to Trustees, as well as the arrangements for monitoring essential but more regular tasks in the National Office through an Office Manual that is currently under development. This manual is a key to keeping oversight of our increasingly sophisticated operations to manageable levels for trustees.

Key summary updates

- Following unanimous agreement in December to extend our Council+ initiative, and through that to benefit from the wider engagement and advisory opportunities it offers, we have a Council+ day programmed for May 3 in the Derby Roundhouse. It will feature a new arrangement, of 'tasters' of committee operations, including both 'real-life' scenarios – from exploring the potential of online publications to reviewing IHBC's locus in apprenticeship support in England.
- Interim arrangements for new Committee Chairs had been announced at the December meeting of Council+, to accommodate the needs of outgoing officers, and were ratified by Trustees later that month. IHBC President David McDonald offered the early April meeting of Trustees an update on notes of interest already received, emphasising also that the nominations process will not close until 25 April, and that any final decisions will be taken by the membership at the AGM in June. The President's update to Trustees reported the following:
 - Mike Brown ends his term as Chair this year, and to date one note of interest has been received, from James Caird, currently

the IHBC's Consultations co-ordinator, who would stand down from that role should he be elected

- Kathy Davies hopes to continue in her role as Vice Chair into the second year of her formal term
 - Richard Morrice, will seek re-election as Treasurer
 - Jo Evans, will seek re-election as Secretary
 - Having served in the role in an interim capacity since December, David Kincaid will go forward for nomination as Membership Secretary, in succession to Paul Butler
 - Having served in the role in an interim capacity since December, Roy Lewis will go forward for nomination as Policy secretary, in succession to David Kincaid
 - Dave Chetwyn, IHBC's past Chair and past Vice Chair, and former Consultations Secretary, will go forward for nomination as successor to Charles Strang in the role of Communications Secretary
 - Henry Russell has decided not to continue in his role of Interim Chair of the Education, Training and Standards Committee due other substantial commitments, but Bridget Turnbull, lead and inspiration for the IHBC's TeamStarter pilot programme in Aberdeen, and also a longstanding member of and assessor on our Membership Committee, will go forward for nomination as Education Secretary
 - All posts remain open to nominations for election at the 2016 AGM until 25 April, in accordance with our new constitution, which may be found at <http://www.ihbc.org.uk/page63/page67/index.html>. For more details on how to get involved with the IHBC as a trustee see the Chair's Note at the end of this eletter.
- The IHBC is looking at anniversaries that might be celebrated in 2017, notably the half-century since the Civic Amenities Act, in partnership with Civic Voice and others, and officers would be delighted to hear of any suggestions for this or for other anniversaries.
 - The new National Office post of Branch and Events (BaE) Support Officer, agreed by trustees in December, has been advertised and filled by Carla Pianese (<http://ihbconline.co.uk/newsarchive/?p=12263>). Carla is a part-time student at UCL, on the MSc in Sustainable Heritage there, and is currently familiarising herself with the IHBC's operations and networks, notably the Branches and their activities, as well as wider sector links, operations and events. She'll soon be writing to Branches to update on the help and support she can offer in this

exciting new role in the IHBC.

- On a more personal note, the IHBC offers its wholehearted congratulations to Kate Kendall, IHBC's LETS Liaison Officer, who will take maternity leave soon after the 2016 Annual School in Worcester. Rather handily, Kate will return the following June, which fits in nicely with the 2017 School in Manchester, hosted by her own North West Branch, a timing on which the IHBC also offers its congratulations.

Additional select achievements since December

- The 2016 Annual School was successfully launched online (<http://worcester2016.ihbc.org.uk/>) with booking details in place and substantial bursaries on offer, though members should note that the 'early bird' booking ceases on 22 April.
- The awards for the 2015 Gus Astley Student Award have been announced (<http://ihbconline.co.uk/newsachive/?p=12147>), with Professor May Cassar as the judge for this year selecting as the winner a dissertation entitled 'EXPLORING THE VALUE OF HERITAGE: Urban exploration and the historic environment', written by Samantha Stones. Samantha is a curator at English Heritage and previously a student under Harriet Devlin on the IHBC-recognised conservation course at the then Ironbridge Institute at the University of Birmingham. Other awards are identified in the NewsBlog which carries all the details, while all are offered places at the IHBC's 2016 Annual School.
- The Marsh Awards programme for 2016 concluded, and judging by IHBC President and representatives of the Marsh Trust is underway (<http://ihbconline.co.uk/newsachive/?p=11903>)
- We have initiated a 'Free NewsBlog' trial (lasting 6 months) <http://ihbconline.co.uk/newsachive/?p=11932>, to encourage prospective members to get a 'taster' of another aspect of our member services, so please do let your colleagues know about this opportunity
- Publications are all now up to date with 2016 Yearbook issued (<http://ihbconline.co.uk/newsachive/?p=12461>) and Context (143: Earth and Clay) circulated: <http://ihbconline.co.uk/newsachive/?p=12400>
- The Annual Report has been drafted, adopted and approved by Trustees for recommendation to the AGM
- Our new Conservation Course Connections Day website (<http://ihbconline.co.uk/newsachive/?p=11905>) has been launched, with extensive video of the presentations serving as an archive of the programme and a reference for students and early career

practitioners in the future

- Other select events since December attended by senior IHBC representatives and officers include: Two Civic Voice All Party Parliamentary Group meetings; CIOB and Landscape Institute events, while we have circulated numerous copies of the 'Earth and Clay' issues of *Context* to the Building Limes Forum, the Federation of Master Builders, and Clayfest 2016
- Other occasional items include the IHBC President leading on conservation training in Sunday Times; attendance at a Bristol Church conference, led by Paul Butler, outgoing Membership Secretary; and a feature in the online service Designing Buildings Wiki, among many others all detailed and searchable across our NewsBlogs service (<http://ihbconline.co.uk/newsachive/>).

IHBC's New members: September and December

New rounds of members were voted in, welcomed and congratulated on their appointment to the corresponding membership categories and Branches below:

Full Members

Des Cairns (NI), Susan Smith (EA), Simon Chesters-Thompson (EM), Andrew Graham (YO), Heather Marshall (LO), Cullum Parker (SE), Kate Russell (SW), Colin Sellars (SW), Claire Sutton (SE), Ian Wightman (SO)

Associates

Bruce Edgar (LO)

Affiliates

Diane Abrams (LO), Ian Atkins (YO), Paul Bedford (SW), Heike Bernhardt (SW), Lisa Brooks (SE), Katriona Byrne (WM), Mehmet Calhan (LO), Garry Champion (EM), Sean Clarke (SW), Cameron Clarke (WM), Alastair Cook (SC), Tom Copp (SW), Olivia Crellin (LO), Ian Crick-Smith (EM), Jonathan Crowe (OV), Tristan Dewhurst (SW), Aimee Dobb (EM), Richard Dougan (NI), Doug Evans (LO), Michael Foley (SE), Alan Forster (SC), Liz Fuller (LO), Janice Gooch (SE), Louise Goodison (LO), Julian Graham (EA), Paul Grundy (EM), Michael Guy (NW), David Hackett (LO), Nigel Hammett (SO), Anna Hammond (SW), Richard Hefford-Hobbs (EA), Sophie Hetherington (EA), Edward Higgins (WM), Dominic Holding (NO), Alex Hollyman (LO), Peter Hopkins (YO), Mark Jackson (EA), Ian Jamieson (SC), Grant Jarvie (LO), Matthew Jenkins (EM), Stephanie Jenkins (LO), Graham Keeble (SW), Liz Knight (EA), Jeremy Lineham (SE), Lucky Lowe (WM), Joe Malone (EM), James Martin (SE), Sarah McNamee (NI), Frank Miller (SW), Graham Mitchell (EM), Jennifer Murgatroyd (LO), Niall Murphy (SC), Jeremy Musson (EA), Rob Nicholson (SW), Ed Oakley (SW), Terence O'Neill (NI), Sam

Peppin Vaughan (EM), Sophie Piper (SE), Sarah Richardson (SW), Hannah Sedgwick (LO), Elliss Sharpe (LO), Elizabeth Sharples (EM), David Shipley (SE), Deborah Slade (SW), Cathy Tuck (YO), Kerry Vicker (WA), Howard Warren (SW), Helen Wilkinson (SO), Matthew Williams (NW), Chris Boddy (WM), Sarah Cheng (EM), Matthew Cook (YO), Ben Flynn (SE), Robbie Graham (NI), Sadie Jarrett (WA), Daniel Longman (NW), Rachel Morgan (YO), Ciara O'Flynn (RI), Carla Pianese (LO), Mike Robinson (NW), Lou Robson (WM), Paula Smith (NW), Nancy Tanner (SW), Stuart Turner (EA), Celia Wignall (LO), Chris Williams (WA)

Implementing 'CP20'

Since September 2015 IHBC Director Sean O'Reilly and other National Office staff have been presenting to Trustees drafts of a suite of documents covering how the IHBC could deliver, monitor and report to trustees and others on the AGM-agreed Corporate Plan for the period 2015-20: 'CP20'. By April all have now been approved for progress, and will be reported on in detail here and in our NewsBlogs as their implementation progresses. Most notable is the agreement to progress the appointment of Vice Presidents. These will sit outside any constitutional role, while as part of our IHBC+ programme they are intended to increase high-level capacity across the IHBC's operations. The appointments will be subject to Presidential recommendation and Trustee approval.

At the same time, key measures have also been agreed for assessing progress on CP20 which include:

- Volunteer estimates, currently approximating about 10 full-time equivalents posts (excluding travel times)
- A '20-20 survey', or 20 questions for 20 people, to monitor any increased profile by 2020
- A Memorandum of Understanding model template and example, currently under progress.

Branch Business Plans

As part of its oversight of the charities resources, the Board regularly receives for approval Branch Business Plans. This is an important procedural priority each year, as approval is required to permit the Branch to draw down any annual allocation.

In the current financial year – that is since October 2015 – trustees have approved Business Plans for the following Branches

- Scotland
- Yorkshire
- East Midlands
- South West

- Northern Ireland

Of course many Branch plans presented before October still remain in operation.

Regulatory and related Papers

The management of risk is a priority for trustees, and having explored new approaches to the IHBC's Risk Register since the end of 2014, and after considering different approaches, Trustees adopted the new register as a 'living document' in February 2016.

As the same time, with the expansion of the IHBC's operations the institute has also been developing more rigorous policy procedures and papers, and the following have been approved after their initial adoption in 2015 and further review by Council+ :

- Maternity Leave
- Communications
- Complaints
- Data protection
- Disciplinary
- Health and safety
- Grievance
- Equal opportunities.

Branch updates and reports at F&R+

F&R+ meetings focus on statutory duties as well as corporate and regulatory oversight, including finance and risk. Branch updates are noted as papers circulated under AOB where appropriate, as current details are posted on the relevant Branch pages on the IHBC's website.

Branches, or their representative trustees, should pass reports and updates for posting on the IHBC Branch websites pages to the IHBC's IT consultant, Peter Badcock, at it@ihbc.org.uk.

NB: All Branches are encouraged to announce their activities and publications on the IHBC's LinkedIn Group, and take advantage of this open network to advertise their achievements across our digital networks.

IHBC Volunteering & Governance: A reminder

Cover note from our Chair Mike Brown:

The strength of the IHBC lies in the willingness of its members to step forward and volunteer. Trustees are always pleased to hear from members

willing to contribute their skills, time and experience, either at local or national level.

Our Past President, Trefor Thorpe, recently conducted a review of our governance arrangements and recommended improvements that take the form of our 'IHBC+' programme of 'experimental evolution'. This programme has been designed to operate within our current constitution, so no significant changes are needed there until the lessons from IHBC+ can be fully understood. It is now embedded as a key strategy in our Corporate Plan 2015-2020, 'CP20'.

In the meantime here is a reminder of the current arrangements:

The Institute of Historic Building Conservation is a registered charity and limited company operating under the oversight of our Council, a Board of Trustees who are also the directors of the company. The IHBC's Council is supported by an executive body, the National Office, and advised by council members and volunteers operating through our Committee and Branches.

Each year the IHBC's Council members are elected at our Annual General Meeting. Council Members are the trustees of the Institute and include elected Officers (Chair, Vice-Chair, Treasurer and Secretary), Branch Representatives and Committee Chairs. Only Full Members of the IHBC enjoy voting rights on the Council.

All IHBC members and supporters are encouraged to contribute to the operations of the institute, locally and nationally. Such contributions serve as suitable preparation for trusteeship.

All posts are open for election each year. In accordance with our current constitution all new nominations should be submitted to the national office no less than 60 days before each AGM. Anyone interested in developing skills for a post as a trustee should review the relevant job descriptions and specifications, and also consult with a relevant post-holder, Branch or Council member, or the National Office, on how to best to develop skills, knowledge and experience relevant to the post in question.

Anyone interested in trusteeship should:

- Get involved with IHBC Branches and/or relevant national Committees

- Develop a strong understanding of the IHBC's national operations by monitoring regularly our membership and news information services, including the NewsBlogs, Membership eletter and our in-house publications, Context and our Yearbook
- Familiarise themselves with the duties of trustees in general, and of the corporate operations of the Institute (see <http://www.ihbc.org.uk/page63/page67/index.html>)
- Familiarise themselves with the duties of any particular post they are interested in, in line with the guidance provided on the website (including business plans and, where available, job descriptions)
- Be prepared to offer a minimum of 8 days per year in the service of the institute, typically working days
- Recognise that, by law, trustees are not allowed personal gain from their role, and are obliged to represent the national interests of the IHBC.
- For information on particular posts please contact the IHBC's National Office, IHBC Secretary Jo Evans - at ihbcsecretary@ihbc.org.uk - or the incumbent or retiring officers and ask for the job description for any relevant post.