



Brief for appointment of IHBC Consultations Consultant

Summary

The Institute of Historic Building Conservation is commissioning consultancy services to carry out its consultation function. The appointed consultant will work with the Institute's Policy Committee and email based Consultations Panel. The consultant will take guidance from and liaise with lead officers and the National Office staff of the IHBC.

The output will take the form of completed and submitted written consultation responses.

The appointed consultant will also be expected to produce an annual summary of consultation responses made and report regularly to the IHBC Policy Committee.

The work will be on-going but will almost always be conducted to a tight programme, which will on occasion require the appointed consultant to act upon consultations at short notice.

The work will commence immediately and the current contract will last for 12 months from the date of appointment when the IHBC the contract will be reviewed.

1. Introduction

- 1.1 The IHBC is the UK's professional body for historic environment conservation specialists. The Institute exists to establish the highest standards of conservation practice, to support the effective protection and enhancement of the historic environment, and to promote heritage-led regeneration and access to the historic environment for all.
- 1.2 IHBC members work in areas that help secure the conservation of historic places, buildings, sites or areas that we value. They work in central and local government, the private, charitable and voluntary sectors. They are

conservation officers, architects, surveyors, structural engineers, specialist consultants, conservators, craftsmen & other practitioners – in fact any person whose principal professional skills are to provide specialist advice in conservation. The Institute:

- *Sets standards for conservation practice throughout the UK and improves education and training in conservation.*
- *Raises the profile of conservation and promotes its role in economic and social regeneration.*
- *Supports excellence in all aspects of conservation, whether in the identification, analysis, repair and re-use of historic buildings or in new design in historic settings.*
- *Stimulates debate on how the role of conservation should develop.*
- *Organises its own training events and develops its branch network to encourage the continued exchange of information between practitioners at the local level.*

1.4 The IHBC is a body exclusively involved in the heritage sector both nationally and regionally. The IHBC's underlying principle is that historic buildings and places have their own intrinsic cultural, social, educational and spiritual value. The IHBC's activities include lobbying at international, national, regional and local levels. The Institute has a strong network of regional and national branches, with regular training, CPD and education events. A range of publications includes the Institute's journal, Context.

1.5 For further information on the work of the Institute please see our web site at www.ihbc.org.uk

1.6 The role of the consultation consultant is to monitor, communicate, and, as appropriate, co-ordinate, formulate and archive (online) responses to issues and formal consultations from government departments and other international, national and regional bodies relevant to the institute's work, primarily (but not exclusively) with respect to relevant policy and practice in England and the UK as a whole. National Branches have separate funding to allow them to mainly respond to their own consultations but there will still be some assistance required and some signing off from national branches. A key objective is to keep such bodies aware of how we can help, the importance of our advice and how best to maintain and enhance the historic environment.

1.7 Consultation responses provide an opportunity to promote awareness of the social, economic, environmental and

educational benefits of well cared-for historic places. The process promotes the interests of the Institute to government ministers and departments and other relevant national and regional bodies.

1.8 The IHBC's consultation responses are based on the work of a panel of volunteers operating across the UK, and will be coordinated by the appointed consultant to ensure the responses are consistent and represent the views of the membership nationally and, as appropriate, in national and regional branches. The appointed consultant will be expected to work closely with the Institute's Policy Committee and the email based Consultations Committee. Contact will be by telephone, email and some attendance at meetings.

1.9 During the last 12 months IHBC responded to the following consultations:

- i. Durham World Heritage Site consultation
- ii. Rural Planning: call for evidence, DCLG consultation
- iii. Upward extension in London, DCLG consultation
- iv. National Infrastructure Commission
- v. Consultation on proposed changes to National Planning Policy, DCLG consultation
- vi. Wiggan amendment to the Housing and Planning Bill, Minister of Sport, Tourism and Heritage
- vii. Recording historic graffiti: advice and guidance, Historic England consultation
- viii. Report of the Church Buildings Review Group, Church Buildings Review Group
- ix. The Culture White Paper: A contribution to the debate, DCMS consultation
- x. The future of the Community Infrastructure Levy (CIL), DCLG consultation
- xi. Building Regulations Part R, DCLG consultation
- xii. Guidance on the use of tactile paving surfaces, DoT consultation
- xiii. Energy and Climate Change Committee - Inquiry on ECCC priorities for holding government to account - Further evidence, Energy and Climate Change Committee consultation
- xiv. The Traffic Signs Regulations and general directions 2016, DoT consultation
- xv. House of Lords Select Committee on national policy for the built environment, House of Lords call for evidence
- xvi. Apprenticeship Levy, DBIS consultation

- xvii. Energy performance in historic buildings (EN 16883), BSI consultation
- xviii. Protecting Community Assets (Wales), Welsh Government consultation
- xix. Secondary legislation for new development management procedures, Welsh Government consultation
- xx. Approving the development of new Apprenticeship Standards (Expressions of Interest): Wood sector, Master builder with a major in multi-disciplined joinery, DBIS consultation
- xxi. Communities and Local Government Committee inquiry on Planning and Productivity, DCLG consultation
- xxii. Energy and Climate Change Committee - Inquiry on ECCC priorities for holding government to account, Energy and Climate Change Committee consultation
- xxiii. The Historic Environment and site allocation in Local Plans, Historic England consultation
- xxiv. Archaeological priority area guidelines, Historic England consultation
- xxv. Strengthening Parish and Town Council accountability, DCLG consultation
- xxvi. Historic Environment (Wales) Bill, Response form, Welsh Government consultation
- xxvii. Reforming local government: Power to local people, Welsh Government consultation
- xxviii. Evidence to the SWI Commission, DBIS consultation
- xxix. Making changes to heritage assets (HEAN 2), Historic England Good Practice Consultations
- xxx. Conservation area designation, appraisal and management (HEAN1), Historic England Good Practice Consultations

1.10 It is anticipated that this level of consultation involvement will expand through the next twelve months.

2.0 **Scope and Requirements**

2.1 The appointed consultant will:

- Actively seek out consultations for the IHBC to take a view and make comment on. These should be in all Countries of the UK and cover areas of interest that may have an impact on the historic environment as well as those that are more obviously relevant.

- Join all circulation lists which generate information on forthcoming legislative and policy developments (details to be agreed).
 - Distribute details of consultation documents to the email Consultations Panel.
 - Draft an initial response to the consultation based upon their own understanding of the document and on any feedback received from circulation.
 - Re-circulate the proposed response for amendment and addition.
 - Keep a record of responses made in online consultations.
 - Ensure that responses are made by due dates.
 - Ensure that responses reflect the concerns and priorities of the IHBC and are written in a professional and competent manner.
- 2.2 The consultant will be responsible for carrying out around 2-4 consultation responses each month during the forthcoming 12 month period through the process described in 2.1 above. Should this need to expand, arrangements may be reviewed.
- 2.3 The IHBC will review the situation in 12 months time and so consultants should ensure they are able to carry out this work for the next year at least.

Consultations vary in size and complexity and can take from one hour to several days to deal with. The work will be on-going but will almost always be conducted to a tight programme, which will on occasion require the appointed consultant to act upon consultations at short notice. Consequently the role will also require the production of more summary responses not subject to the standard consultation process.

- 2.4 The rates payable will be on a monthly retention basis and potential consultants should set their rate to not exceed £800 per calendar month (excluding VAT where applicable)

3.0 **Experience and Expertise**

- 3.1 The appointed consultant will demonstrate:
- Knowledge and understanding of the heritage sector, especially in England and the UK as a whole and of related areas of planning policy.
 - Awareness of heritage policy and wider related agendas
 - Experience of responding to policy documentation.

- Appropriate accredited membership of the IHBC or other relevant professional body
- Capacity to undertake a concise but comprehensive understanding of lengthy and complex documents, including those with restricted heritage impacts
- High levels of skills in writing, editing and proof-reading.
- Practical ability and business capacity to work to strict deadlines without fail.
- Ability to work with volunteers and a variety of interested persons
- Ability to take the initiative in formulating consultation responses
- Ability to work with online consultation processes and procedures.

4.0 Conditions of Contract

- 4.1 Engagement of the consultant(s) will be contracted to IHBC and, subject to the consultant providing an appropriate level of service, will last for 12 months from the start date.
- 4.2 Though not a preferred approach, consultants are reminded that if they subcontract any part of the work to a third party, they must ensure that the subcontractors abide by the conditions of contract. Responsibility for managing any subcontracts and for the quality of all work carried out by the subcontractor rests with the consultant. No sub contracting should be carried out without the knowledge and approval of the IHBC

5.0 Copyright

- 5.1 Copyright, and all rights in the nature of copyrights, in the material produced in the performance and during the currency of the contract shall vest in the Institute of Historic Building Conservation. Such material shall not be reproduced or disseminated by the consultants for any other purpose without the written permission of IHBC.

6.0 Form of Tender

- 6.1 The tender should consist of a short written proposal outlining:

- Availability to carry out consultations work as described in Section 3
- A strategy for developing IHBC consultation responses and ensuring that the IHBC is aware of all possible consultations and they are responded to where relevant
- Names, qualifications and relevant experience of the consultant and their contribution to the proposed work. Subcontracting may be allowable but is not preferred and the approval of any sub contractor would still be required.
- Details of recent similar work demonstrating experience and expertise outlined in Section 3 of this brief, including contact details of clients, particularly those from whom similar work has been commissioned.
- A breakdown of costs for completion of the consultations specified in line with the guidelines at Section 2.3 including where relevant, details of travel and subsistence and VAT.
- Any work for which it is intended to use subcontractors must be clearly identified in the proposal, including curriculum vitae of the relevant staff.

6.2 The submission will be judged on the quality of the project proposal in relation to the costs. IHBC reserves the right to negotiate details of the proposal before commencement and not to make an appointment if the proposal does not adequately fulfil the brief.

6.3 An electronic copy of the proposal should be sent to admin@ihbc.org.uk by **17.00 hrs on Monday 6 June**.