



THE HISTORY OF PARLIAMENT

Plan 2012-15

March 2012

Introduction

This is the History of Parliament's eighth Plan, and follows the History of Parliament's Review, conducted in 2011, which looked at all of the History's activities and how to bring these together into an overall programme. The Review was signed off by Trustees in October 2011.

Once approved by Trustees, this Plan will go to the House of Commons Commission and the House Committee of the House of Lords for consideration along with the Annual Report and Accounts for 2010-11.

The Plan consists of:

- The Aims of the History;
- An outline of the History's Objectives over the next planning period;
- A Report against the Objectives outlined in the 2010-11 Plan;
- Information on the progress and anticipated completion dates of each of the History's current projects;
- Risk management register

The History of Parliament

The *History of Parliament* is a major research project creating the most comprehensive and authoritative account ever compiled of the personnel and operation of Britain's greatest institution over the seven hundred years of its traceable existence.

- The History relates the work of Parliament from its origins in the thirteenth century to the lives of the individuals who composed it and to the political life of the country as a whole. Its main work is intended to provide:
 - biographical details of everyone elected to the House of Commons or who sat in the House of Lords;
 - accounts of local politics and elections in each constituency returning Members;
 - surveys of the politics and operation of Parliament as an institution; and
 - introductory surveys analysing the information provided and drawing together themes from its research.

The History is a key source for historians of all kinds: professional and amateur historians, historians of 'high' politics and 'low' life, historians of society, culture and literature

- The History is one of a handful of standard sources for historians of Parliament and politics in Britain and is widely used by historians of society, literature and culture and by local and family historians.
- By publishing online, and developing its content, the History is further promoting knowledge and use of, and engagement with the History by anyone interested at a professional or amateur level in all aspects of British history.
- The History has a close relationship with Parliament, and is an essential source for those within Parliament who are particularly concerned with holding and disseminating information concerning Parliament's past. It will maintain and develop these through collaborative projects and events.

The History works to the highest standards of historical scholarship and writing

- The History has an extremely high reputation for the depth of its research and the quality of its writing, which it will work to maintain and expand. The biographical and constituency articles in the History of Parliament series:
 - cover every constituency and every Member whose identity can be traced;
 - are as factually accurate as possible, avoiding vague speculation or poorly supported assertion;
 - where possible, concentrate (in biographies) on parliamentary activity, but set this in the context of a public career, and local and other connections;
 - (in biographies) combine a narrative biography with a summary of the individual's career and appointments;
 - are based substantially on primary research, and for the periods before 1832 on archival resources;

- are in line with current standards of historical research and scholarship;
and
- are internally consistent, and broadly consistent with other articles – they should not contain significantly differing interpretations.

The History of Parliament is an effectively run and clearly accountable organisation

- The History is governed by an Editorial Board (which closely monitors and ensures the maintenance of the academic standard of its work), and by Trustees who are responsible for overseeing progress overall; it is mainly funded through Grant-in-Aid from the House of Commons and the House of Lords.
- The History's research staff is made up of trained historians, and the History is committed to ensuring the maintenance and further development of their historical skills and knowledge.

The History of Parliament Plan 2012-15

Context and funding

1. The History has within the last three years published its latest, and largest, sets of volumes: *The History of Parliament: the House of Commons 1820-1832*, published in 7 volumes in 2009, and *The History of Parliament: the House of Commons 1604-1629*, published in 6 volumes in 2010. Also in 2010 the History published *Honour, Interest and Power: an Illustrated History of the House of Lords, 1660-1715*, a short illustrated volume designed as a curtain raiser for the work on the Lords which will be published within the next four years. In 2011 the History placed all of its previously published work online. The new website is currently receiving around 1,000 visits a day. Besides this, the History has continued steady progress on the current projects on the Commons, 1422-61, 1640-60 and 1832-68, and the Lords, 1660-1715, as well as beginning a new project on the Lords, 1604-60.
2. In common with many public bodies, the History has in the meantime seen a significant decline in funding. The History's Grant-in-Aid has not increased since 2008-9. In the financial settlement made in December 2010 covering 2011-12 and the three subsequent years the History's annual Grant-in-Aid was reduced by 10% for 2011-12, remaining at that level over the three subsequent years. As a result of these cuts two posts have been frozen as they became vacant, meaning slower progress on two projects than would otherwise have been the case. It will also require the History to dig into its reserves in order to maintain progress on other projects, as well as to pursue its plans for online and print publication.

The History of Parliament Review

3. Over the year 2011, the History conducted an in-depth Review of its current activities and outputs. The Review involved consulting our users through an online survey, and discussions with individuals and organisations with whom we closely collaborate. The Survey indicated how greatly the work of the History is already used and valued by our core audience. The first few months' experience of the website going live has shown how new audiences have been able effectively to make use of the History. The Review set an overall ten-year strategy for developing the History further. Its fundamental aims are to ensure that the History is seen not simply as a project, but as a permanent and continuing centre of exceptional work on the history of Parliament and British politics; that it attracts recognition and support commensurate with the achievement of its published work so far and the quality of the current output; and that it is seen by Parliament as a valuable and necessary resource, which contributes signally to its own activities.
4. High quality scholarship into all periods from the thirteenth century to the twentieth century will remain the central concern and purpose of the History. But the History will broaden its work much closer to the present day and will use its website as a tool both to make its work more widely used and to make it more widely useful. The ultimate aim is a complete history of Parliament and its proceedings, bringing together the Members, constituencies, debates and decisions which all form aspects of its life and work. At the same time it will engage much

more closely and deeply than it has been accustomed to do with its academic and other audiences, and aim to become a first port of call for anyone concerned with the history of Parliament and parliamentarians.

5. Specific points were:

- The History should work to improve some aspects of the presentation and format of its existing blue volumes before the next sets are published.
- The most effective way in which the History might broaden its work to give it more general appeal would be to move more quickly than currently planned into the twentieth century.
- The History should also aim to broaden the intellectual reach and impact of its work on the nineteenth and twentieth century through a collaboration with other European institutes on the history of Parliaments and politics.
- The History should build further on its work in digitising and editing the parliamentary record, and integrate the presentation of parliamentary proceedings into its printed and online publication.
- The History should be recognised not simply for the expertise of its individual staff, but also for its collective expertise on the history of Parliament and its leadership in the field of the history of British politics and political institutions. It should do this through:
 - a properly planned programme of conferences and workshops
 - partnerships with universities through the AHRC collaborative doctoral award scheme to support additional research.
 - internships as ways both of initiating closer contacts with university history departments and of undertaking some small-scale research projects.
- The History should define which audiences it can practically expect to engage with effectively, establish its aims in doing so, and how best to achieve those aims.
 - supporting Parliament by providing it with historical information beyond its biographies and constituency surveys helps to ensure recognition of its value and significance, as well as to make the History's core work better known and appreciated.
 - Contact with news and documentary strands of the media is an effective way of bringing the History to the attention of our public and parliamentary audience and underlining its value. We plan to use the website to publish articles of topical interest, as a way of attracting (and also satisfying) requests for information from the media.
 - Contacts with adult learners, local and family historians should be continued and extended through use of the website
- The website will become central to the delivery of a more sophisticated History which links people, places, events and institutions. Over the next few years the History must devote resources and effort to expand the website to realise the vision of a major work of reference.

6. This is an ambitious programme for the History at a time of reduction in the History's Grant-in-aid. Some of it will be funded through use of the History's Reserve. However, at least in the longer term the History can only sustain it through looking towards other sources, including sponsorship and external grants.

The Development of the History

7. This plan lays out how we intend to take forward the objectives set out in the Review over the next three years. It is organised around four themes:
 - **Research and publication:** the continuation and completion of existing projects and the further development of research into the history of parliament;
 - **Presentation, interpretation and engagement:** the development of new and established ways of presenting, interpreting and promoting our research, both online and in print, to both established and new audiences; and the promotion of interest in the History, and in parliamentary history more generally, through events and activities aimed at academic, educational and more general audiences;
 - **Funding, accommodation and management:** ensuring that our projects are adequately funded, and that the History and its projects are effectively managed.

RESEARCH AND PUBLICATION

Project	Target by end 2012-15 period (if not otherwise stated)	Detail
Core Projects		
<i>The History of Parliament: The House of Lords 1660-1715</i>	Publish by end 2014	Publication planned for late 2014 (see appendix) in four or five volumes, including a survey.
<i>The History of Parliament: an Institutional History of/Companion to The House of Lords 1660-1832</i>	Publish by end 2014	Publication planned for late 2014, in one volume
<i>The History of Parliament: The House of Commons 1422-61</i>	Complete first drafts of all articles, and most revisions	See appendix. Scoping of revision is currently under way
<i>The History of Parliament: The House of Commons 1640-60</i>	Complete first drafts of all articles, and most revisions	See appendix
<i>The History of Parliament: the House of Lords 1604-1660</i>	First drafts ongoing for phase 1 (covering 1604-40)	See appendix
<i>The History of Parliament: the House of Commons 1832-67</i>	First drafts ongoing	See appendix
<i>The History of Parliament: the House of Commons 1509-58: Introductory Survey (externally commissioned project)</i>	Complete and publish	Discussions ongoing concerning revision
Publication		
Copy editing / proof reading	By mid 2012	Introduce new systems for operation with House of Lords 1660-1715 and subsequent projects
Print publication	By end 2012	Agree publication contract for Lords, 1660-1715
Print publication	By end 2014	Agree publication contract for publications for 2016/18
Print publication	By end 2012	Ensure that XML can be extracted from database and imported to typesetting programme, and develop systems with IHR; work with publisher on implementing system for detailed manipulation and correction of typeset pages
New sections	By mid 2012	Provide new website sections for projects near completion to hold revised articles, and drive print publication
Other projects		

<i>Proceedings of the Parliament of 1624</i> (to complete unfinished Yale project, financed by Leverhulme Trust)	Complete research	Publication likely to be in 2016, number of volumes to be determined
<i>Wedgwood's Questionnaires</i>	Publish by end 2013	Edited by Priscilla Baines: account of Wedgwood biographical project
LIPARM project	Complete and publish (joint project)	Project based at KCL, funded by JISC, with IHR/HPT participation, designed to link the parliamentary record together for the first time by creating a unified metadata scheme for all of its key elements.
HPT funded PhD at the University of Warwick	Complete	HPT funding ends early 2013. Aim to complete PhD by then or shortly afterwards
AHRC funded Collaborative Doctoral Awards	Attract 2 or more projects over the period	Bid has been submitted for 2012 round. Bid for each annual round (November).
Harvard/HPT Commons Data Project	Complete and integrate into website	Harvard and LSE based project to create database of MP activity in C19th and C20th using (among other data) HPT digitised division lists.
Oral History	Ongoing	Continue work on oral history project with Dods sponsorship
Oral History	End 2012/early 2013	Complete bid to Heritage Lottery Fund for initial pilot project

PRESENTATION, INTERPRETATION AND ENGAGEMENT

Project	Target by end 2012-15 period (if not otherwise stated)	Detail
New post	By end 2012	Appoint new post to manage website and interpretation and engagement projects
<i>Website (see also under publication above)</i>		
Research	Ongoing	Begin work to add facility for corrections and corrections to articles
Members	By end 2015	Secure and complete pilot project for rewriting articles where individuals appear in more than one section of the History
Image Gallery	By end 2013	Increase number of images on the website, including portraits, images relating to elections etc., through partnership with other institutions (NT, PCF, etc) and individuals; overhaul presentation of images on the site
Links	By end 2012	Provide links to other resources, e.g., Oxford DNB, TNA, Millbank Hansard, etc.
Redesign	By end 2014	Revise design of whole site based on current concept
Explore, Parliaments sections	Ongoing	Continue to add new content; complete Parliaments articles
Educational material	By end 2014	Develop material for educational use and trial

		with appropriate partners
'About us'	By end 2012	Complete transfer of 'About us' material to new website and close histparl.ac.uk website.
Social media	By end 2012	Create strategy for social media involvement including blog in which staff participate on a regular basis.
Academic engagement (See also Research and Publication)		
Initiate series of annual conferences	Conferences outlined for 2013 and 2014	Conferences require funding and collaborators
Manage international conference on Magna Carta in 2015	Ongoing: conference planned for June 2015	Conference collaboration with International Commission for the History of Representative and Parliamentary Institutions, and with KCL, RHUL and Parliament
Continue work with EuParl.net on international projects and events	Ongoing	EuParl coordinator in Netherlands working on EU and Dutch bids
Links with university history departments: internships	End 2013	Create policy on undergraduate / postgraduate internships and initiate discussions with interested university departments
Links with university history departments: competition	Ongoing	Continue undergraduate dissertation competition
Parliamentary engagement		
Continue annual lecture	Ongoing	Lecturers planned for 2012 and 2013
Continue engagement with parliamentary forums including digitisation group	Ongoing	
Promote further events within Parliament including relating to oral history	Ongoing	
Educational engagement (see also under Research and Publication)		
Continue and improve take up of annual competitions, and link to website	Ongoing	Should be linked to plans to develop package of educational materials derived from history of parliament online website.

FUNDING, ACCOMMODATION AND MANAGEMENT

Project	Target by end 2012-15 period (if not otherwise stated)	Detail
Funding		
Further explore funding options for non-core projects through creation of development programme	Ongoing	Projects include: research and development for website; conferences; revision and consolidation of older articles on the website
Complete and implement investment review	End 2012	
Seek income through use of Common	Ongoing	

Room for meetings for appropriate organisations		
Work with publishers to secure increased sales of publications	Ongoing	HPT effort required into publicity campaigns for <i>Honour Interest and Power</i> and other publications
Accommodation		
Further explore and agree accommodation options for period after current lease expires at end 2015	End 2013	Discussions continuing with Institute of Historical Research
Staff		
Review and update History's employment policies	Ongoing	
Ensure maintenance of staff academic engagement through training and conference budget	Ongoing	

Performance Report 2010-11

This section of the Plan reports on the History's progress against the objectives set out in the 2010-11 Plan. It should be noted that the objectives in the Plan cover three years unless otherwise stated: this plan covers our progress towards them during the year April 2010 to March 2011, and also refers to progress up to March 2012 as no 2011-12 plan was produced. The original objectives in the Plan are reproduced in roman type; a commentary on performance against the objectives is given in italic type.

1. Creation of an authoritative and comprehensive work of reference within a reasonable and realistic timescale

- The tables in the Appendix provide information on each Section, the amount of time each project is expected to take, and the anticipated completion date, given current progress. The assumptions used are laid out in the Appendix – in particular, that the section concerned will be fully staffed throughout.
— *See Tables at Appendix for current estimates of progress*
- To maintain progress against the timetable Editors will continue to discuss productivity with members of staff and set targets for their production over the following six months; targets are intended to be challenging but achievable, and may be adjusted in the light of experience over the six month period by agreement.
- Wherever possible, completion dates will be brought forward from those given in the Appendix by using the Commissioned Work budget both to commission articles from external scholars, and to commission other work which will improve the efficiency of our permanent staff in compiling articles. This will need to be done while maintaining the very high academic standards set out in the Aims of the History given above. The Digitisation Budget will continue to be employed to create electronic versions of commonly-used sources to make our use of them more effective and less time-consuming.
- *The History of Parliament: the House of Commons, 1604-29* will be published by Cambridge University Press in November 2010.
— *Published as planned*
- *Honour, Interest and Power: an Illustrated History of the House of Lords, 1660-1715* will be published by Boydell Press in October/November 2010.
— *Published as planned*
- Following a pilot project, the House of Commons division lists for 1836-1910 will be digitised. Discussions are continuing with the House of Commons and others on the hosting of these within the House of Commons Hansard digitisation project.
— *Digitisation completed by October 2010. The material has not yet been hosted within the Hansard digitisation project; however, agreement has been reached with a Harvard University project to incorporate it into a database on Members of Parliament since 1832 which will be shared with the History.*

- The new House of Lords 1604-60 Project will work on compiling notes, databases and resources. It will begin to produce biographies from January 2011.
— *Achieved.*
- Work will continue on the introductory survey for the 1509-1558 Section.
— *Discussions continue on this project.*
- Work will continue on the planned publication containing Josiah Wedgwood's biographies of MPs, 1885-1918, together with an introduction relating to Wedgwood's questionnaire project created by Priscilla Baines, who has been working on the Wedgwood questionnaires.
— *This work was sent to press in late 2011. Publication is expected in late 2012 or early 2013.*

2. Effective planning of the work of the History

- Over 2010-11 the History will undertake a comprehensive strategic review of its activities. This will give it an opportunity to consider fully the impact on its activities of new developments including the completion of its website, and the new publication format pioneered in *Honour Interest and Power: an illustrated History of the House of Lords, 1660-1715*. This review will be completed in April/May 2011, and will set out the History's strategy for the five years from April 2012. Along with it will go a business plan for the year 2011-12.
— *The Review was signed off by Trustees in October 2011, and relates to the History's strategy over the next ten years. The business plan is the present document.*
- The History's full bid to the Leverhulme Trust for resources to complete an edition of the *Proceedings of the 1624 Parliament* will be submitted at the beginning of December. The application has passed the first stage of the Leverhulme Trust's bidding process. The Trustees have agreed that the History will aim to complete and publish this work, begun at the Yale Center for Parliamentary History, by 2017. Because it is beyond the original remit of the History, Trustees have determined not to request additional funding from Parliament for this work, but to seek funding elsewhere.
— *The History's bid to the Leverhulme was successful. Work began on the project in January 2012.*

3. Developing the History's publishing strategy and exploiting new modes of publication

- The History's publication strategy will be further considered as part of the History's strategic planning process over the second half of 2010-11.
— *Discussion of publications is included in the Review.*
- The Online version of the History will be fully available to the public from December 2010.
— *The Online version was made fully available from August 2011. The delay was caused by addressing remaining technical and presentational issues. Work is nearly complete on sorting out the last presentational issues, which has continued following release.*

- *An additional section of the website was created to hold the draft articles for the 1832-68 project, which is password protected.*
- The online version of the History will carry additional articles which may also be published in print later in various formats. Further articles will be completed during the year.
 - *The Online version carries around 60 'Explore' articles, as well as 'Parliament' articles which were not in the original volumes. Further progress has been delayed by the departure of the Editorial Controller for the project in April 2010.*
- The History will continue to work with the Institute of Historical Research on British History Online, the digital library which has been created using funds provided by the Andrew W. Mellon Foundation. It will continue to use its digitisation budget to digitise sources relevant to parliamentary history, working both with British History Online and with the Parliamentary authorities working on digitisation; work in this field will include bringing the text of the Parliament Rolls of Medieval England into British History Online during 2009. It will continue to pursue collaboration with other bodies involved in the digitisation of parliamentary material to discuss ways of ensuring common standards within these projects to ensure inter-operability.
 - *PROME text is now incorporated into British History Online.*
 - *The History is now one of the partners in a JISC funded project (LIPARM) to explore the creation of common metadata and authority lists for parliamentary texts.*

4. Publicising the work of the History and working to build new audiences:

- The History's publicity strategy will be revised as part of the strategic planning process over the second half of 2010-11.
 - *Publicity was a major element in the 2011 Review.*
- The History will continue to offer a prize for schools, and a prize to the best dissertation on a subject relating to British or Irish parliamentary or political history by an undergraduate at a UK university.
 - *Schools prizes and the university prize were both awarded in 2010 and 2011.*
- The History will continue to have input into initiatives by parliamentary bodies relating to parliamentary history, including Parliament's heritage website, and exhibitions mounted by the Parliamentary Archives and by the office of the curator of works of art.
 - *The History has participated in or advised on numerous initiatives of this kind, including advice on the 'Houses of History' timeline on the Education Service website; the Living Heritage part of the Parliament website; the 'Hinchingsbrooke list' maintained by the Advisory Committee on Works of Art.*
- Publicity and marketing for the History's backstock will be undertaken together with our sales agents, Boydell and Brewer Ltd. A particular publicity effort will be undertaken in connection with the publication of the 1604-29 volumes of the History and the new illustrated volume on the House of Lords.
 - *Leaflets were produced and distributed by publishers in connection with both publications.*

- The History will continue to raise its academic profile through lectures and other activities. It will continue to promote engagement among the academic community with the work we plan to do in the period after 1832. It will aim for a wide degree of participation by our research staff in academic conferences relating to their work at the History. Another special edition of the journal *Parliamentary History*, containing articles by members of History of Parliament staff related to their work for the History, will be published in 2010.
 - *Staff at the History have participated in numerous seminars and conferences related to their areas of expertise, including those specifically supported by the History. The History made three presentations to a special session at the North American Conference on British Studies, which took place in Baltimore, Maryland in November.*
 - *History of Parliament staff have taken over the running of the Institute of Historical Research seminar now renamed 'Parliaments and People'*
 - *It was not possible in the event to produce a special edition of Parliamentary History within 2010 due to pressure of space within the journal.*
- The History will continue to promote its work within Parliament: the annual History of Parliament lecture and associated events will be our principal means of achieving this. A conference is being planned in collaboration with the Parliamentary Archives to mark 500 years of the House of Lords Journal. The 2010 lecture will be given by Professor Harry Dickinson, of the University of Edinburgh, on George III and Parliament.
 - *Shortly after the General Election of 2010, the History organized a a seminar on 'Coalitions in Twentieth-century British Politics' in conjunction with the House of Commons Library.*
 - *The History sponsored a special conference with the Parliamentary Archives and Parliamentary History marking the 500th anniversary of the Lords Journal in December 2010.*
 - *Following the 2010 lecture, the 2011 lecture was given by Professor Philip Norton (Lord Norton of Louth) on the 1911 Parliament Act.*
- We will continue to respond to queries from members of the public, allowing them where appropriate to see articles in draft, on completion of a copyright declaration form.
 - *We have provided draft articles in response to 15 inquiries in 2010-11 and 17 inquiries in 2011-12. Some queries have now been diverted to the website; those seeking articles from the 1832-68 section are now routinely provided access to draft articles on the section website.*

5. Maintenance and development of the History's relationship with its staff

- The training and development budget will be used to ensure that opportunities to maintain and widen their academic, professional and technical competence are available to all staff. Particular attention will be paid to the opportunities for staff on short fixed-term contracts to develop their academic careers.
 - *Staff have attended and given papers at a large number of conferences, including the following events at which the budget was used: The Fifteenth Century conferences at East Anglia (Sept 2011) and Southampton (Sept.*

2010); the Leeds International Medieval Congress (July 2010); the Harlaxton Medieval Symposia (July 2010 and July 2011); the Two Eras of Democracy 1789/1848 at Oxford (June 2010); the British Legal History Conference (July 2011); the Bangor Conference on the 1690s (July 2011).

- The History will review its staff annual reporting system.
— *This was not achieved during the period.*

6. Efficient and effective administration of the charity

- The History will continue to maintain a good working relationship with the Treasurer and Secretary of the Trust, the Department of Resources in the House of Commons and the Finance Department in the House of Lords, and with its payroll providers.
- The History will review its administrative needs during the year.
— *It was decided not to replace the History's Administrative Assistant in the course of the year. The implications of the Review are covered in the current year's plan.*

Appendix 1: Project timelines

HOUSE OF COMMONS, 1422-61 (Phase 1 of the House of Commons, 1422-1504)

	Articles to be written	Articles written up to end of previous year	Articles written this year	Articles remaining
Biographies	2859	2690	125	44
Constituencies	133	114	12	3
Total	2003	2866	137	47

Current average production of first draft articles per 6 months: 68.75

Estimated number of reporting periods required to complete first drafts (assumes 4 staff working on first drafts): 0.5

Estimated average production per section of revised articles per 6 months: 436 (average of 1 article revised per day)

Estimate of number of reporting periods required to complete revision process (assumes 4 staff working on revisions): 6.8

Estimate of time required for completion of Introductory survey (assumes 4 staff working on survey): 4 months

Allowance for editorial time during revision: 3 months

Allowance for press and publication stages: 18 months

Estimated publication date: March 2018

Comment:

Publication date was originally estimated (in 2003) at October 2016; it has been set back by the freezing of one post in the section. The March 2018 date is the same as estimated in the last Plan in 2010. **In the current reporting period the Editor and other staff of the section are carrying out an experiment with revision designed to test our assumptions about the number of revisions that can be accomplished in a reporting period.**

HOUSE OF COMMONS, 1640-1660

	Articles to be written	Articles written up to end of previous year	Articles written this year	Articles remaining
Biographies	1809	1739	56	14
Constituencies	316	300	10	6
Committees	19	5	3	11
Total	2144	2044	69	31

Current average production of first draft articles per 6 months: 43.6

Estimated number of reporting periods required to complete first drafts (assumes 4 staff working on first drafts): 1

Estimated average production per section of revised articles per 6 months: 400 (about 0.7 articles per person day, or each article takes 1.36 days to revise)

Estimate of number of reporting periods required to complete revision process (assumes 5 staff working on revisions): 5.4

Estimate of time required for completion of Introductory survey (assumes 5 staff working on survey): 5 months

Allowance for editorial time during revision: 3 months

Allowance for press and publication stages: 10 months

Estimated publication date: December 2016

Comment:

Publication date was originally estimated (in 2003) at August 2016. The December 2016 date is the same as estimated in the last Plan in 2010. In the current reporting period.

HOUSE OF COMMONS, 1832-68

	Articles to be written	Articles written up to end of previous year	Articles written this year	Articles remaining
Biographies	2589	397	205	1987
Constituencies	401	48	19	334
Total (external in brackets)	2990	445 (42)	224 (58)	2321

Required target for original timetable to be met: 126 internally written articles plus 30 external contributions

Current average production of first draft articles per 6 months (recorded over last 6 reporting periods): 95 internally written articles plus 20 external contributions.

Planned date for completion of first drafts: December 2018

Comment:

The period covered by the averages above represent the early stages of the period; production (both internal and external) of articles is increasing steadily over time. Any shortfalls in internal production will be addressed through increasing the number of articles externally commissioned.

HOUSE OF LORDS, 1660-1715 (Phase 1 of the House of Lords, 1660-1832)

	Articles to be written	Articles written up to end of previous year	Articles written this year	Articles remaining
Biographies	693	647	25	9

Current average production of first draft articles per 6 months: 20.5

Estimated number of reporting periods required to complete first drafts (assumes 4 staff working on first drafts): 0.5

	Articles to be revised	Articles revised up to end of previous year	Articles revised this year	Articles remaining
Biographies	693	116	110	467

Estimated average production per person of revised articles per 6 months: 38

Estimate of number of reporting periods required to complete revision process (assumes 4 staff working on revisions): 3

Estimate of time required for completion of Introductory survey (assumes 4 staff working on survey): 4 months

Allowance for editorial time during revision: 3 months

Allowance for press and publication stages: 9 months

Estimated publication date for biographies: December 2014

	Articles to be written	Articles written up to end of previous year	Articles written this year	Articles remaining
Institutional history chapters (volume 1)	15 (plus 7 appendices)	1	9 (plus 7 appendices)	4

Estimated publication date for Institutional history: December 2014

Comment:

Publication date was originally estimated (in 2003) at September 2010; it has been set back by the decision to concentrate on a short publication on the House of Lords, to incorporate an Institutional History of the House within the project, and by a long staff vacancy and staff illnesses.

HOUSE OF LORDS, 1604-60 (Phase 1)

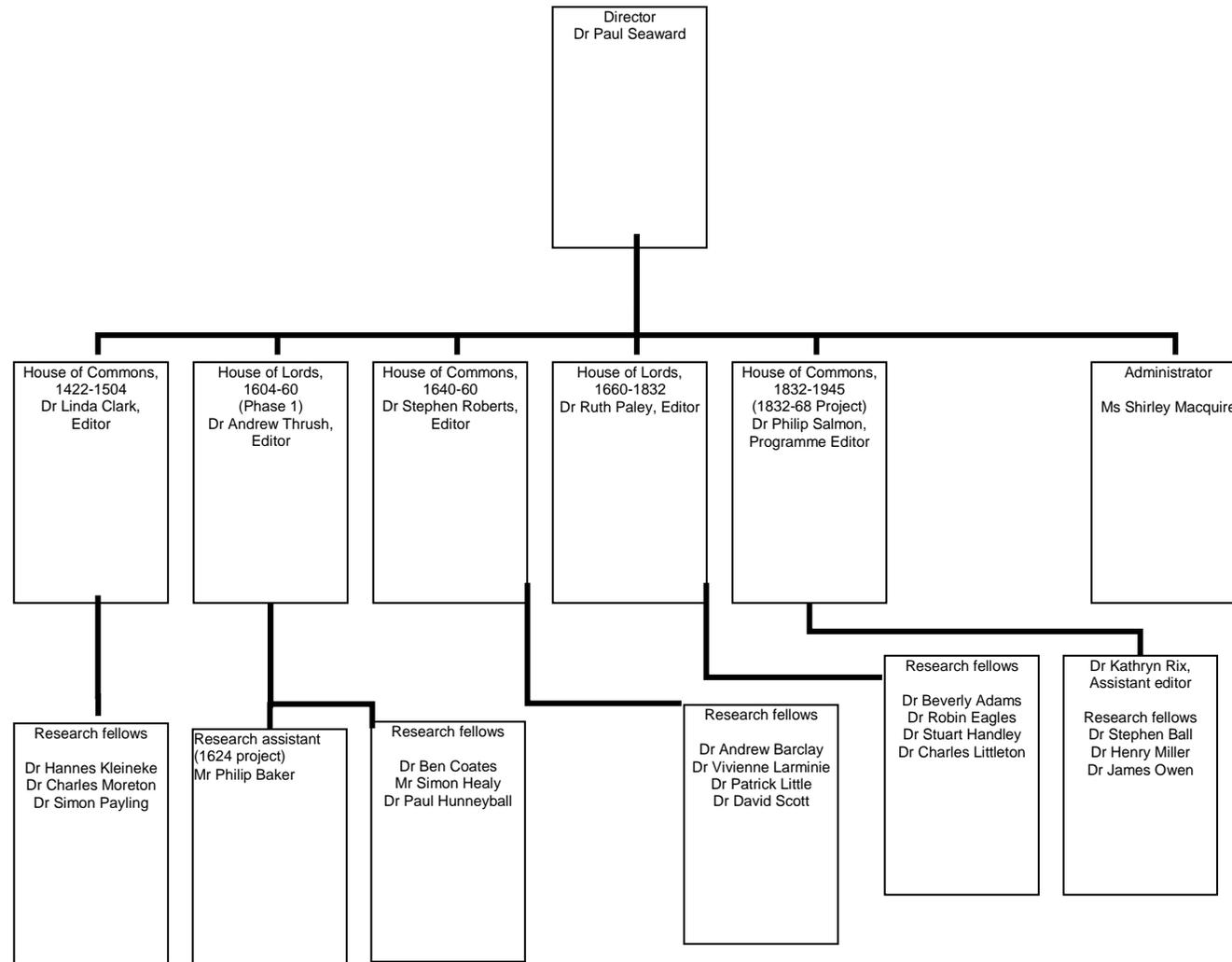
	Articles to be written	Articles written up to end of previous year	Articles written this year	Articles remaining
1st phase biographies	299	21	37	241
overlap biographies	66	3	6	57
2nd phase biographies	159 (+66 extensions)	0	0	159 (+66 extensions)

Phase 1 consists of two stages. The drafting stage is scheduled to run from the beginning of January 2011 until the end of April 2015. The revision stage will run from the end of May 2015 until the end of June 2016. The objective in the drafting stage is to prepare biographies for all 234 Category 1 pieces and to prepare half-biographies for all 66 pieces in Category 3. It is also to gather material for the Institutional Survey and to supervise production of the 1624 diaries project. The production of biographies has been reduced in the 2011-12 year because of activity related to the production of the 1624 parliamentary diaries project. This is likely to have ultimately delayed the completion of Phase 1 by around 3 months.

The start of Phase 2 will overlap with the end of Phase 1. There are three parts to this Phase – a drafting stage, lasting 27 months (April 2016 until the end of June 2018); a revision stage lasting 10 months (to the end of April 2019); and a proof-reading stage (to the end of September 2019).

Appendix 2: Staff structure

The History is governed by Trustees, with the advice of an Editorial Board of historians, who advise the Trustees and Director on the History's academic policy and practice and matters related thereto, and guarantee the intellectual rigour and scholarly standards of theHistory.



Appendix 3: Risk register

An assessment of the risks to which the History of Parliament is exposed was carried out in 2003 and reflected in the statements made in the accounts in 2002-3 and in subsequent years. The Risk Assessment was reviewed and updated in 2009.

	Risks	Potential problems and impact	Risk owner	Probability	Impact	Control and mitigation procedure	Current status of mitigation activities	Residual overall risk
1.	Governance & Management							
1a	Planning	<ul style="list-style-type: none"> Poor project specification and unclear timetable, leading to uncertainty, projects dragging/creeping, deterring funders, poor relationship with partners, additional costs 	Director	M	H	<ul style="list-style-type: none"> New projects clearly and closely defined in terms of quality and quantity Plan reviewed and agreed annually by Trustees and Editorial Board; Gaining staff commitment to plans and specification Plan to be made public, and distributed to partners Clear project timetables and firm pre-production planning arrangements 	<ul style="list-style-type: none"> Plan is published via website Plan contains project timetable Plans created for sections approaching completion Ongoing process of project planning for new projects 	M
1b	Trustees/Editorial Board	<ul style="list-style-type: none"> Trustees/Board not kept aware of what is going on; Trustees/Board have different views about management/direction of project 	Secretary/ Director	M	H	<ul style="list-style-type: none"> Firm agreement between Trustees and Board on role of Board Effective six monthly and annual reporting processes Occasional joint meetings to review programme of research and publication 	<ul style="list-style-type: none"> Recent review (2011) involved Trustees and Board, signed off by both bodies Reporting processes now routine 	L
1c	Key staff	<ul style="list-style-type: none"> If lost, contact base and corporate knowledge also lost 	Director/ Editors	M	M	<ul style="list-style-type: none"> Produce documentation on systems, plans, projects etc. Involvement of other staff in processes, so that section staff aware of editorial and other procedures For website, spread knowledge of project beyond the history to contractors and IHR 	<ul style="list-style-type: none"> Conventions guide promulgated Work undertaken on website by external contractors, Blue Bag; website now managed by IHR 	L
2	Research activities							

2a	Research & Production of articles	<ul style="list-style-type: none"> Over-elaborate research which may lead to Falling behind targets on production Quality of production slips down or slides up Discovery of new material delays production Articles become too long, leading to increased costs at publication stage 	Editors	H	M	<ul style="list-style-type: none"> Director and Editorial Board to read representative selection of articles Six-monthly reporting system against specified targets; section editors and director to be warned of any slippage within period Introduction of timetable which is rigorously followed Setting of bands for article length which are rigorously followed 	<ul style="list-style-type: none"> Six-monthly reporting system Annual Plan and Annual Review Convention guide includes guidance on specification for articles 	M
2b	Online Publication	<ul style="list-style-type: none"> Online publication degrades over time through lack of maintenance Failure to update / add to content means site attracts fewer visitors 	Director/ IHR	H	M	<ul style="list-style-type: none"> Maintenance now based at IHR Planned appointment of content manager Programme of continuous improvement funded through reserve 	<ul style="list-style-type: none"> Current developer's contract expires end of 2012 Content manager to be in place by late 2012 	M
2c	Print publication	<ul style="list-style-type: none"> Print pages can't be generated through Content Management System Lack of capacity for copy-editing and proof-reading 	Director/ IHR	H	H	<ul style="list-style-type: none"> CMS worked previously: begin planning / redeveloping export to XML and import to InDesign within 2012 Close liaison with publishers Careful planning of copy-editing and proof-reading process 	<ul style="list-style-type: none"> Discussions will begin with Cambridge University Press shortly 	M
3	Operational risk							
3a	Employment issues	<ul style="list-style-type: none"> Employment disputes Employment claims (injury, stress, harassment, unfair dismissal, equal opportunities, etc.) 	Director/ Administrator	M	H	<ul style="list-style-type: none"> Clear contractual rules/guidance/procedures for staff and managers on all aspects of employment at the History Recognition of trade union representation Appraisal system for staff/managers to provide early warning of problems/issues and identify training needs 	<ul style="list-style-type: none"> New contracts of employment and Staff Handbook issued in Spring 2005; revision of handbook in progress Consultation with trade union staff representatives Annual appraisal system 	L
3b	Health and Safety	<ul style="list-style-type: none"> Failure to comply with legislation Injury 	Administrator	L	H	<ul style="list-style-type: none"> Review of H of P compliance, including risk assessment and remedial action where necessary, including training Health and Safety policy 		L

3c	Staff turnover and recruitment	<ul style="list-style-type: none"> • Too rapid loss of staff disrupts programme and timetable of research and adds to costs of training and recruitment; potential impact on morale • Lack of applicants of sufficient quality for advertised vacancies • Rapid loss of staff towards end of a programme of work 	Director	L	H	<ul style="list-style-type: none"> • Use appraisal system to review where difficulties with staff are emerging • Staff development programme to ensure that staff concerns about their own development met • Particular attention to staff concerns when sections are nearing completion; consider this as criterion for future projects 	<ul style="list-style-type: none"> • Annual appraisal system in place • Staff development budget • Redundancy policy formulated and approved by Union and Trustees 	L
3d	Premises and property management	<ul style="list-style-type: none"> • Poor/costly service providers 	Administrator	M	M	<ul style="list-style-type: none"> • Appointment of reputable professionally or trade qualified service providers on firm costed service/performance agreements • Regular review of performance and costs 	<ul style="list-style-type: none"> • Member of London University Purchasing Consortium through which main service contract (cleaning) awarded after competitive tender; monitored quarterly against KPI's. • Smaller contracts awarded subject to H& S legislation, competitive estimates, KPI's and/or specific repair resolution. 	L
3e	Disaster	<ul style="list-style-type: none"> • Destruction /damage to property, equipment, records 	Administrator	L	H	<ul style="list-style-type: none"> • See IT/records below • Insurance cover • Create disaster recovery plan for alternative accommodation 	<ul style="list-style-type: none"> • Draft disaster recovery plan for Bloomsbury Square in progress 	M
4	Financial risk							
4a	Funding	<ul style="list-style-type: none"> • Loss, reduction or delay in funding from Lords/Commons 	Trustees	L	H	<ul style="list-style-type: none"> • Reserves policy indicates use of reserve as cushion if necessary • Development of financial planning process to indicate level of funding required over longer period • Regular reporting to funders 	<ul style="list-style-type: none"> • Quarterly reports to members of Finance Committee • Planning process and financial planning process brought together • Annual Review and reports to House of Commons Commission and the Lords 	M
4b	Budgeting	<ul style="list-style-type: none"> • Overspending/ • Underspending 	Director	M	M	<ul style="list-style-type: none"> • Monthly management accounts monitored by Director, Secretary, Treasurer • Bi-annual meeting of Finance Committee • Budgeting set annually using fullest possible information 	<ul style="list-style-type: none"> • Monthly management accounts in place. • Quarterly reports on expenditure, income and budget to members of Finance Committee 	L
4c	Payroll	<ul style="list-style-type: none"> • Payroll provider's systems fail 	Administrator	L	H	<ul style="list-style-type: none"> • Payroll can be administered manually by Administrator at H of P 	<ul style="list-style-type: none"> • Payroll provider working efficiently and reliably 	L

4d	Fraud & Error	<ul style="list-style-type: none"> • Fraud/error at H of P • 	Administrator	L	M	<ul style="list-style-type: none"> • Financial memorandum • Financial control procedures • Authorisations for expenses • Asset register • Internal Review system 	<ul style="list-style-type: none"> • Annual overview by HoC Internal Review Service of HoP self-assessment • Financial Control procedures reviewed and revised in 2006 	L
4e	Banking	<ul style="list-style-type: none"> • Error at bank 	Secretary	M	H	Bank reconciliations by Administrator	<ul style="list-style-type: none"> • Online read-only access to bank accounts enabling regular checks • Bank reconciliations prepared monthly 	L