



THE HISTORY OF PARLIAMENT

Plan 2016

July 2016

Introduction

The History of Parliament's annual Plan consists of:

1. The Aims of the History;
2. An outline of the History's Objectives over the next planning period;
3. A Report against the Objectives outlined in the 2015 Plan;
4. Information on the progress and anticipated completion dates of each of the History's current projects; and
5. The History's risk management register

1. Aims

RESEARCH

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 more than seven hundred years of its traceable existence.

- The History relates the work of Parliament to the lives of the individuals who composed it and to the political life of the country as a whole. Its main role is 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 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.

The History will also seek to work collaboratively and innovatively to develop new ways of researching and presenting the history of Parliament.

- The History is already using oral history and developing online databases to create new ways of exploring parliamentary history, as well as encouraging innovation in the use of digital approaches. It will continue to seek to exploit different methods and tools in addition to its present biographical and prosopographical focus.
- The History will seek partnerships with other academic and non-academic bodies in order to extend the range and impact of its research.

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 main biographical and constituency articles in the History of Parliament series:
 - cover every constituency and every Member of the House of Commons whose identity can be traced, and every person entitled to sit in the House of Lords;
 - 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.

DISSEMINATION

The History is a hub for work on political and parliamentary history, a key source for historians of all kinds: professional and amateur historians, historians of politics at all levels, historians of society, culture and literature.

- The History aims to make its website into the main source for over 750 years of the history of Parliament and politics in England, Britain and the UK.
- The History promotes understanding and engagement with Britain's parliamentary and political history through its publications and website, and aims to develop these further.
- The History aims to promote the expertise of its individual staff, and its collective expertise on the history of Parliament and its leadership in the field of the history of British politics and political institutions; in particular, it will continue to support Parliament, the media and others by offering expertise where required.

OUTREACH

The History aims to encourage interest in and engagement with its own research, and with the history of Parliament in Britain and beyond, both in an academic and in a wider context

- The History will use the website and social media to increase the impact of its research.
- The History has a close relationship with Parliament, and is an essential source for those within Parliament who are particularly concerned with using Parliament's past to engage with the public. The History will seek opportunities to work closely with Parliament on further engagement activities.
- The History will work to increase the effectiveness of its own engagement and impact activities specifically in order to encourage interest in its published and current work.

ADMINISTRATION

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.

2. The History of Parliament Plan 2016-19: Context and Strategy

Context and funding

1. The published History now consists of 21,420 biographies and 2,831 constituency surveys in ten sets of volumes (41 volumes in all). They deal with 1386-1421, 1509-1558, 1558-1603, 1604-29, 1660-1690, 1690-1715, 1715-1754, 1754-1790, 1790-1820 and 1820-32. All of these volumes are now available on www.historyofparliamentonline.org. The website is currently receiving around 2,000 visits a day. The History's staff of professional historians is currently researching the House of Commons in the periods 1422-1504, 1640-1660, and 1832-1868, and the House of Lords in the periods 1603-60 and 1660-1832. The three Commons projects currently in progress will contain a further 7,251 biographies of members of the House of Commons and 861 constituency surveys. With what is now published and in progress, the History covers 414 years of the history of the House of Commons. The House of Lords, 1660-1715 is being published in July 2016 containing 716 biographies covering 1660-1715. A project on the House of Lords 1603-29 is working on the production of 458 articles.
2. In common with many public bodies, the History has seen a significant decline in funding. The Grant-in-Aid in 2016-17 is 21% lower in real terms than it was in 2008-9, while accommodation costs have also increased and investment income has declined. Savings have been made by not replacing staff, and accommodation costs have been controlled through letting the top floor of 18 Bloomsbury Square. The History has been reducing reserves in order to maintain progress on other projects. However, it is clear that the current situation is not in the long term sustainable. Discussions are now under way covering a financial settlement beyond 2016-17, but it is clear that the History must shortly reduce its activity further to bring normal annual expenditure in line with the Grant-in-Aid.

The History of Parliament's Strategy

3. The History's 2011 Review set an overall ten-year strategy for developing the History further. Its fundamental aims are to ensure that the History is seen 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 is the central concern and purpose of the History. The History is also, however, broadening its work to take it much closer to the present day and is setting the website at the centre of its planning. The website will become central to the delivery of a more sophisticated History bringing together the Members, constituencies, debates and decisions which all form aspects of its life and work. At the same time The History is engaging much more closely and deeply than it has been accustomed to do with its academic and other audiences, and aims to become a first port of call for anyone concerned with the history of Parliament and parliamentarians.

5. This is an ambitious programme for the History when the History's Grant-in-aid has been reduced and is now broadly static. Although the History's Reserve has enabled some of it to happen, in the longer term the History can only sustain it through looking towards other sources, including sponsorship and external grants.
6. 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 programmes:
 - **Research programme:** the continuation and completion of existing projects and the further development of research into the history of parliament.
 - **Dissemination programme:** the presentation, interpretation and promotion of our research, both online and in print, to both established and new audiences.
 - **Outreach programme:** 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.
 - **Administration:** the provision of effective support for the History's research and its researchers.

3. The History of Parliament Plan 2016-19: Objectives

RESEARCH PROGRAMME

Project	Target by end 2016-19 period (if not otherwise stated)	Detail
Core (Grant-in-Aid funded) Projects		
<i>The History of Parliament: The House of Lords 1715-90</i>		A decision will be made by the end of 2016-17 on whether there is sufficient funding to proceed with this project. In the meantime preparatory work is being undertaken, which will be publishable online in the event of a decision not to proceed. Should a decision be taken to go ahead, a project plan will be developed in the last quarter of 2016-17.
<i>The History of Parliament: an Institutional History of/Companion to The House of Lords 1660-1832</i>	Complete by mid 2017	Publication planned in one volume. See appendix.
<i>The History of Parliament: The House of Commons 1422-61</i>	Publication	See appendix.
<i>The History of Parliament: The House of Commons 1640-60</i>	Publication	See appendix
<i>The History of Parliament: the House of Lords 1604-1629</i>	Publication	See appendix
<i>The History of Parliament: the House of Commons 1832-68</i>	First drafts ongoing	See appendix
<i>The History of Parliament: the House of Lords 1640-60</i>	First drafts ongoing	See appendix
Other (Non-Grant-in-Aid funded) projects		
<i>Proceedings of the Parliament of 1624</i> (to complete unfinished Yale project, part-financed by Leverhulme Trust)	Complete research and prepare for publication in 2018/19	Editorial work complete on the text in summer 2016; notes and appendices to be completed and other material to be completed by House of Lords 1604-29 (Phase 1) staff on completion of that project.
Oral History (Members)	Ongoing	Seek further sponsorship. Consider discussions with universities for partnership in certain areas of the country.
Oral History (Constituencies)	Project to begin late 2017 and run to 2018/18	Complete discussions with partners for national HLF project; bid to HLF in June 2016 for project to begin late 2017
Collaborations		
Digitisation	Ongoing	Achieve collaborations which enhance the History's aim of linking elements of parliamentary record, and making the History's website a central resource for accessing the record

AHRC funded Collaborative Doctoral Awards	Attract 2 or more projects over the period	Bid for each annual round (November) with appropriate partners.
Other projects	Ongoing	Work with partners on developing other joint bids to academic and other funders.

DISSEMINATION PROGRAMME

Project	Target by end 2016-19 period (if not otherwise stated)	Detail
Core project publication		
<i>The History of Parliament: an Institutional History of/Companion to The House of Lords 1660-1832</i>	Publish by Dec. 2017	Publication planned in one volume. See appendix.
Copy editing / proof reading	By beginning 2017	Appoint part time copy-editor to work on 1640-60 project
Print publication	By mid-2018	Agree publication contracts for publications for 2018 and after (Commons 1422-61, 1640-60, Lords 1603-60)
New sections	By Sept. 2016	Provide new website sections for projects near completion to hold revised articles, and drive print publication
Other projects (Non-Grant-in-Aid funded)		
<i>Proceedings of the Parliament of 1624</i> (to complete unfinished Yale project, financed by Leverhulme Trust)	Full text only publication online by October 2016; publish in print in 2018/19	Seek funding to support print publication; Agree publication contract by end 2017
Website		
'Voting explorer'	By end 2016	Complete and integrate into website database of MP activity in C19th and C20th using HPT digitised division lists.
Research	By end 2017	Begin work to add facility for corrections and corrections to articles (this now included in HLF bid rework of website).
Members	By end 2017	Secure and complete pilot project for rewriting articles where individuals appear in more than one section of the History (this now included in HLF bid rework of website).
Image Gallery	Ongoing	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 (part included in HLF bid rework of website)

Links	By end 2016	Provide links to other resources, e.g., Oxford DNB, TNA, Millbank Hansard, etc.
Redesign	By end 2018	Revise design of whole site based on current concept (this now included in HLF bid rework of website)

OUTREACH PROGRAMME

Project	Target by end 2016-19 period (if not otherwise stated)	Detail
Website (see also under Dissemination above)		
Explore, Parliaments sections	Ongoing	Continue to add new content; complete Parliaments articles
Social media	Ongoing	Maintain and further develop social media engagement
Academic engagement (See also Research above)		
Initiate series of annual conferences	Conferences in Sept. 2017 and in 2018	Work with Univ. of Durham on conference for 2017; plan conference for 2018 on women and Parliament Conferences require funding and collaborators
Continue work with EuParl.net on international projects and events	Ongoing	EuParl site now hosted by HPT; EuParl coordinator will work on EU bid from Jan. 2017
Links with university history departments: internships	Ongoing	Revisit policy on undergraduate / postgraduate internships and continue contacts with interested university departments
Links with university history departments: competition	Ongoing	Continue undergraduate dissertation competition
Parliamentary engagement		
Continue annual lecture	Ongoing	Plan lecture for 2017
Continue engagement with parliamentary forums	Ongoing	Engagement with Vote 100 project for 2018 exhibition
Educational engagement (see also under Research and Publication)		
Continue and improve take up of annual competitions, and link to website	Ongoing	Integrate more with educational material on website and promote these materials. Further develop if possible.

ADMINISTRATION

Project	Target by end 2014-17 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. Take forward work with Trustees' panel on fundraising.
Second St James's House collaboration	Mid-2018	Agree with St James's House a collaboration on book marking 2018 anniversary, involving substantial sponsorship
Seek income through use of Common Room for meetings for appropriate organisations	Ongoing	
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: campaign planned alongside publication of House of Lords 1660-1715
Accommodation		
Manage lease and sub-lease; plan for post-2020 move	Ongoing	Progressively reduce holdings of books, archive, etc.
Staff		
Ensure adequate administrative provision	End 2016-17	Develop new administrative structure
Review and update History's employment policies	End 2016	
Ensure maintenance of staff academic engagement through training and conference budget	Ongoing	

4. Performance Report 2015-16

This section of the Plan reports on the History's progress against the objectives set out in last year's 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 2015 to March 2016.

Project	Target by end 2016-19 period (if not otherwise stated)	Detail
Core (Grant-in-Aid funded) Projects		
<i>The History of Parliament: The House of Lords 1660-1715</i>	Publication by end 2015-16 financial year	<i>Publication delayed to July 2016</i>
<i>The History of Parliament: an Institutional History of/Companion to The House of Lords 1660-1832</i>	Complete by mid 2017	<i>See appendix.</i>
<i>The History of Parliament: The House of Commons 1422-61</i>	Revisions completed	<i>See appendix.</i>
<i>The History of Parliament: The House of Commons 1640-60</i>	Revisions completed	<i>See appendix</i>
<i>The History of Parliament: the House of Lords 1604-1660</i>	Phase two underway	<i>See appendix</i>
<i>The History of Parliament: the House of Commons 1832-68</i>	First drafts ongoing	<i>See appendix</i>
Other (Non-Grant-in-Aid funded) projects		
<i>Proceedings of the Parliament of 1624 (to complete unfinished Yale project, part-financed by Leverhulme Trust)</i>	Complete research and prepare for publication in 2018/19	Editorial work complete on the text; notes and appendices to be completed. Project to be completed by House of Lords 1640-60 (Phase 1) staff on completion of that project. <i>Small amount of work remaining on text at end 2015-16, when funding ended: work continuing on a freelance basis funded by HPT.</i>
Oral History (Members)	Ongoing	Seek further sponsorship to replace Dods sponsorship, ended in 2014. Consider discussions with universities for partnership in certain areas of the country. <i>132 interviews completed by end of 2016-17. Alternative to Dods funding continues to be sought.</i>
Oral History (Constituencies)	Project to begin late 2017 and run to 2018/18	Complete discussions with partners for national HLF project; bid to HLF for project to begin late 2017. <i>Partners selected; bid to be presented in June 2016</i>
Collaborations		
DiLiPad project	June 2015	Contribute expertise to DiLiPad project. <i>Project now completed</i>
Digitisation	Ongoing	Achieve collaborations which enhance the History's aim of linking elements of

		parliamentary record, and making the History's website a central resource for accessing the record. <i>Work ongoing</i>
AHRC funded Collaborative Doctoral Awards	Attract 2 or more projects over the period	Bid for each annual round (November) with appropriate partners. <i>No bids made in 2015</i>

DISSEMINATION PROGRAMME

Project	Target by end 2015-18 period (if not otherwise stated)	Detail
Core project publication		
<i>The History of Parliament: The House of Lords 1660-1715</i>	Publish Jan. 2016	Publication planned in four or five volumes, including introductory survey (Institutional history to be separate publication). See appendix. <i>All articles entered into database, converted into XML/In Design pages by team at IHR and typeset externally; sent to press February 2016 for publication July 2016.</i>
<i>The History of Parliament: an Institutional History of/Companion to The House of Lords 1660-1832</i>	Publish by Dec. 2017	Publication planned in one volume. See appendix. <i>Work begun following completion of 1660-1715</i>
Copy editing / proof reading	By end 2015	Review experience of publication of Lords 1660-1715 and determine strategy for future copy-editing. <i>Copy-editing position budgeted for 2016-17 financial year.</i>
Print publication	By end 2017	Agree publication contract for publications for 2018-19 (Commons 1422-61, 1640-60, Lords 1603-60) <i>Ongoing: contract should be closer to publication</i>
New sections	By mid-2016	Provide new website sections for projects near completion to hold revised articles, and drive print publication. <i>Work largely complete on revised forms for 1640-60 and 1422-61</i>
Other projects (Non-Grant-in-Aid funded)		
<i>Proceedings of the Parliament of 1624</i> (to complete unfinished Yale project, financed by Leverhulme Trust)	Publish in 2018/19	Agree publication contract by end 2017. <i>Ongoing. Fundraising will be necessary.</i>
Website		
Harvard/LSE/HPT Commons Data Project	By end 2015	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. <i>Work proceeding on Voting Explorer: prototype in operation.</i>
Research	By end 2016	Begin work to add facility for corrections and corrections to articles. <i>Not yet begun.</i>

Members	By end 2016	Secure and complete pilot project for rewriting articles where individuals appear in more than one section of the History. <i>Not yet begun: related WikiMedia project under way.</i>
Image Gallery	By end 2016	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. <i>No work undertaken on this during the year: will become part of overall website redesign.</i>
Links	By end 2016	Provide links to other resources, e.g., Oxford DNB, TNA, Millbank Hansard, etc. <i>Database prepared of all articles and duplicates to begin this project.</i>
Redesign	By end 2016	Revise design of whole site based on current concept. <i>Overall web design is part of HLF bid.</i>

OUTREACH PROGRAMME

Project	Target by end 2015-18 period (if not otherwise stated)	Detail
Website (see also under Dissemination above)		
Explore, Parliaments sections	Ongoing	Continue to add new content; complete Parliaments articles. <i>No progress in 2015-16.</i>
Social media	Ongoing	Maintain and further develop social media engagement. <i>Twitter followers increased to above 5,000: continued successful programme of blogs on History of Parliament blog and Victorian Commons.</i>
Academic engagement (See also Research above)		
Initiate series of annual conferences	Plan conference for 2017 and onwards	Conferences require funding and collaborators <i>2015 ICHRPI conference held successfully in June/July 2015; see below for 2016 conference</i>
Manage conference on Speaking in Parliament in 2016	Ongoing: conference planned for April 2016	Collaboration with Queen Mary, UL ; <i>Conference held successfully in April 2016</i>
Continue work with EuParl.net on international projects and events	Ongoing	EuParl coordinator in Netherlands working on EU and Dutch bids; <i>EuParl website transferred to HPT; work continues on developing EU bid with other partners.</i>
Links with university history departments: internships	Ongoing	Revisit policy on undergraduate / postgraduate internships and continue contacts with interested university departments. <i>Intern with 1422-61 project; no progress at present on internships</i>

Links with university history departments: competition	Ongoing	Continue undergraduate dissertation competition; <i>competition run in 2015-16</i>
Parliamentary engagement		
Continue annual lecture	Ongoing	Lecture already planned for 2016; <i>2015 lecture held in November.</i>
Continue engagement with parliamentary forums including digitisation group	Ongoing	Continue engagement with work on First World War project and Agincourt; <i>Agincourt project undertaken with funding from Agincourt 600, included lecture, exhibition panels, booklet.</i>
Educational engagement (see also under Research and Publication)		
Continue and improve take up of annual competitions, and link to website	Ongoing	Integrate more with educational material on website and promote these materials. Further develop if possible. <i>Continued growth in downloads etc. of schools materials. No further progress in 2015-16.</i>

ADMINISTRATION

Project	Target by end 2015-18 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. Take forward work with Trustees' panel on fundraising. <i>Plan created for fundraising with publication of Lords 1660-1715 from July 2016.</i>
Seek income through use of Common Room for meetings for appropriate organisations	Ongoing	<i>Arrangements in place to let Common Room for sub-tenant and other organisations</i>
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: campaign planned alongside publication of House of Lords 1660-1715 in summer 2016. <i>Ongoing</i>
Accommodation		
Manage lease and sub-lease; plan for post-2020 move	Ongoing	Progressively reduce holdings of books, archive, etc. <i>Ongoing</i>
Staff		
Ensure adequate administrative provision	End 2015-16	<i>Administrator reduced hours from beginning 2016; search under way for part time office manager.</i>
Review and update History's employment policies	End 2016	<i>Ongoing.</i>
Ensure maintenance of staff academic	Ongoing	<i>Ongoing.</i>

engagement through training and conference budget		
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Appendix 1: Project timelines

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

	Articles to be written / revised	Articles written /revised up to end of previous year	Articles written / revised this year	Articles remaining
Biographies	2856	2853	2	1
Constituencies	144	144	0	0
Total	3000	2998	2	1
Revisions	3000	1289	621	430

Estimated average production per section of revised articles per 6 months: 328 (1.3 days per article).

Estimate of number of reporting periods required to complete revision process (assumes 4 staff working on revisions): 1.3 [completion Dec. 2016]

Estimate of time required for completion of Introductory survey and proof process: 15 months

Allowance for editorial time during revision: 3 months

Allowance for press stage: 6 months.

Estimated publication date: December 2018

June 16	Oct. 16	Dec. 16	Apr. 17	Jun17	Oct 17	Dec 17	Apr18	Ju 18	Oct 18	Dec. 18
Revision	Revision	Revision/ Survey	Survey	Survey	Survey	Survey	Survey	Ed time/Press	Press	Press/Pub

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.

HOUSE OF COMMONS, 1640-1660

	Articles to be written / revised	Articles written / revised up to end of previous year	Articles written / revised this year	Articles remaining
Biographies	1805	1803	0	2
Constituencies	316	316	0	0
Committees	20	19	0	1
Total	2141	2138	0	3
Revisions	2141	256	195	1690

Remaining articles to be written as first drafts: 2 (1 outsourced)

Remaining articles requiring revision: 1690

Estimate of time required for remaining first drafts: two drafts remain. Cromwell will be completed during the current reporting period; the other is Prynne, which is outsourced.
Estimate of time required for revision: The figures below are calculated on the basis of the following output: 130 in the reporting period ending October 2016; 260 in the reporting period ending April 2017; 520 in the two reporting periods ending April 2018; 260 in the following reporting period up to June 2018

Estimate of time required for completion of Introductory survey (assumes 5 staff): 9 months

Estimate of time required for proof process: 3 months

Allowance for editorial time during revision: 2 months

Allowance for press stage: 3 months.

June 16	Oct. 16	Dec. 16	Apr. 17	Jun17	Oct 17	Dec 17	Apr18	June 18	Oct. 18	Dec. 18	Apr. 19	June 19	Sept. 19	Dec. 19
revision	revision	revision	revision	Revision	Revision	Revision	Revision	Revision	Survey	Survey	Survey	Proof	Proof	Press

Estimated publication date: December 2019

Comment:

This project has been considerably delayed through the need for extensive revision of articles completed early in the project.

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	1155	142	1292
Constituencies	401	137	17	247
Total	2990	1095	159	1539

Required 6 month target for original timetable (first drafts complete by end 2018) to be met: 126 internally written articles plus 30 external contributions.

Average production of first draft articles per 6 months (recorded over last three reporting periods, with 4 staff): 59 internally written articles plus 19 external contributions.

Estimated time required to complete first drafts (assumes average productivity as above): 8.6 years [October 2024]

Estimated time required for revision (assumes 5 staff, with 1 day per revision): 2.7 years [May. 2027]

Estimated date for completion of first drafts: October 2024

Estimated publication date: Dec. 2028

Comment:

Note that the figure above assumes 4 staff during the process of completion of first drafts; 5 staff for revision and other stages.

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

Will be published in July 2016.

The institutional history of the House of Lords, volume 1, is expected to be completed on a freelance basis by the current editor of the House of Lords section, with contributions from other members of the House of Lords team. Target date for completion is now mid-2017.

HOUSE OF LORDS, 1715-1790 (Phase 2 of the House of Lords, 1660-1832)

We are currently considering whether it will be possible to continue with Phase 2 of the House of Lords project, given current funding.

HOUSE OF LORDS, 1603-60 (Phase 1)

	Articles to be written	Articles written up to end of previous year	Articles written this year	Articles remaining
1st phase biographies	296	188	60	48

Phase 1 of the project will write biographies for all of those who sat in the House of Lords between the accession of James I and the opening of Short Parliament (including ‘half-biographies’ for all of the 72 peers and bishops who continued to sit after that date). Phase 2 will write biographies for those who sat in the House between the opening of the Short Parliament and the abolition of the House of Lords in 1649. It is planned that Phase 1 will be completed by the team responsible for the *House of Commons, 1604-29* volumes; Phase 2 will be completed by the team currently working on the House of Commons, 1640-60.

Remaining articles to be written as first drafts: 48

Number of articles to be revised: 299

Estimate of time required for remaining first drafts: We estimate that with 4 staff, the remaining biographies will take about ten months to complete. (Complete by Feb. 2017)

Estimate of time required for revision: at just under two days per revision with 4 staff, this would take about 8 months (Complete by Nov. 2017)

Other stages: The survey is estimated to take a year to produce (Complete by Nov. 2018).

Given production and editing time the project is estimated to be published around **June 2019**

June 16	Oct. 16	Dec. 16	Apr. 17	Jun17	Oct 17	Dec 17	Apr18	Ju 18	Oct 18	Dec. 18	Apr. 19	Jun. 19
First drafts	First drafts	First drafts	First drafts	Revision/Revision	Revision	Revision	Revision/1624/Survey	Survey	Survey	Survey/Product ion	Production	Publication

Comment:

It has been decided to publish this project, probably in two volumes, on completion, rather than to wait for them to be completed by the staff currently working on the House of Commons 1640-60 project, once that project is complete. A small amount of time has been used work on and managing the 1624 diaries project.

Appendix 2: overall timelines

	2016				2017				2018				2019				2020			
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Commons 1422-61	R	R	R	R/S	S	S	S	S	S/P	S/P	P	PUB								
Commons 1640-60	R	R	R	R	R	R	R	R	R	S	S	S	S	P	P	PUB				
Commons 1832-68	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD
Lords 16029	FD	FD	FD	FD	FD/R	R	R	R	R/S	S	S	S/P	P	PUB						
Lords 1715-90	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD	FD

FD = first drafts

R = revision

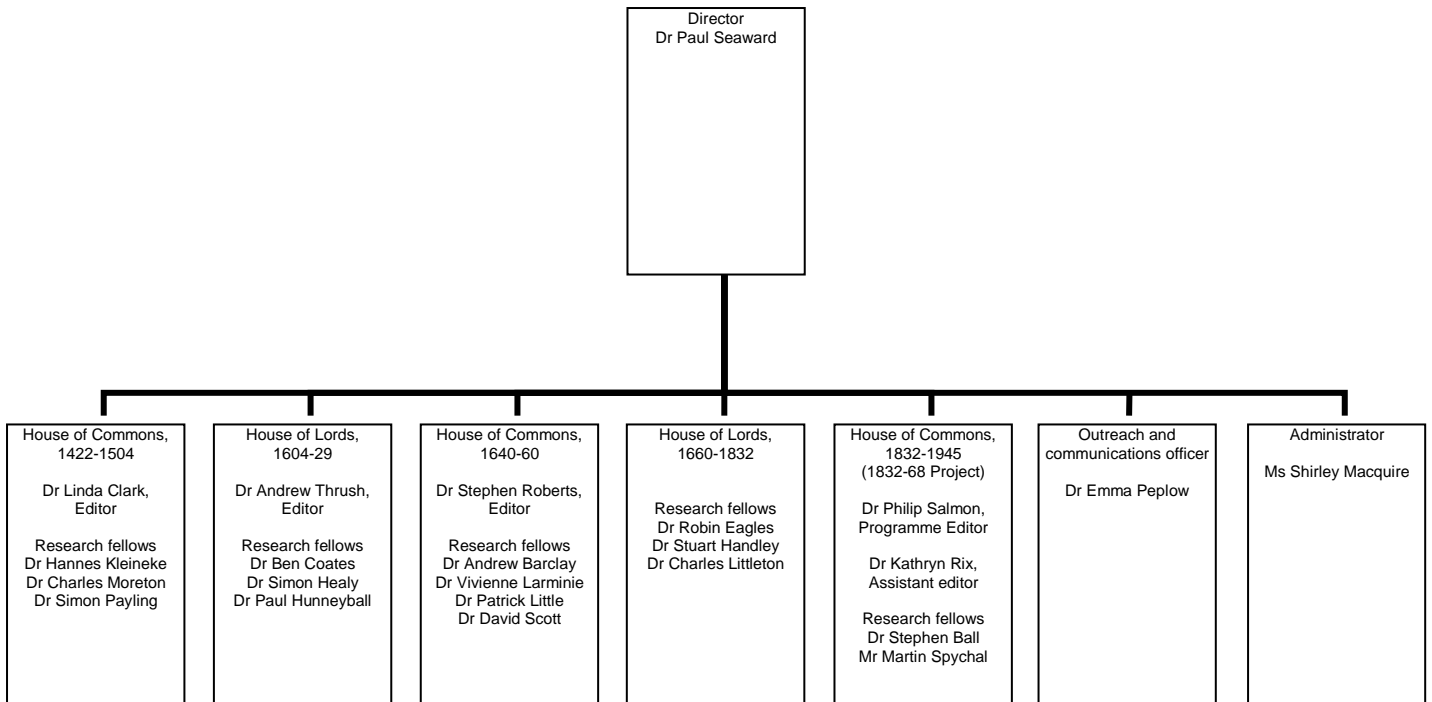
S = Survey

P = Press

PUB = Publication

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 the History.



Appendix 3: Risk register

	Risks	Potential problems and impact	Risk owner	Pr ob ab ilit y	Im pa ct	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"> Maintain 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 to IHR 	<ul style="list-style-type: none"> Conventions guide promulgated Website now managed by IHR Documentation on website complete 	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 Outreach and communications officer to manage new content Programme of continuous improvement funded through reserve 	<ul style="list-style-type: none"> Current developer 2/3 funded by HPT Web and communications officer appointed September 2012 	L
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 now used 3 times to generate proofs successfully Close liaison with publishers Careful planning of copy-editing and proof-reading process 	<ul style="list-style-type: none"> Cambridge University Press appointed as publishers for House of Lords 1660-1715 Appointment of copy-editor planned 	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	M	<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 Consultation with trade union staff representatives Annual appraisal system recently reviewed 	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 H of P compliance, including risk assessment and remedial action where necessary, including training Health and Safety policy 	<ul style="list-style-type: none"> Health and Safety policy in place 	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 • Illness • 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 • Manage sickness absence and maintain sickness register • 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 • Sickness policy needs review 	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"> • Insurance cover • Disaster recovery plan for alternative accommodation 	<ul style="list-style-type: none"> • See also IT / records below 	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 • Progressive reduction in Grant-in-Aid means this no longer available as a cushion 	M

4b	Budgeting	<ul style="list-style-type: none"> Overspending/ Underspending Insufficient funds in account because of delay in withdrawing money from deposit 	Director	M	M	<ul style="list-style-type: none"> Monthly management accounts monitored by Director, Secretary, Treasurer Quarterly reports on expenditure, income and budget to members of Finance Committee Review management accounts at end of each month to ensure sufficient funds Bi-annual meeting of Finance Committee Budgeting set annually using fullest possible information 	<ul style="list-style-type: none"> 2016/17 to 2019/20 budget under discussion Transfer of funds to bank account for more rapid access 	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 Loss etc of corporate credit card 	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"> Occasional overview by HoC Internal Review Service of HoP self-assessment [last review conducted 2009] Financial Control procedures last reviewed 2011 Financial Memorandum last reviewed 2014 	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