![The History of Parliament — British Political, Social & Local History]

THE HISTORY OF PARLIAMENT

Plan 2023

Contents

1. Aims

The Charitable objects of the History of Parliament Trust are to advance the education of the public in general on the subject of the history of parliament through:

- scholarly and historical research on the parliament of the United Kingdom and its predecessors (the parliaments of England up to 1707 and of Great Britain between 1707 and 1801), those who have been members of these bodies, parliamentary constituencies and elections, and parliamentary politics and institutions;
- disseminating and interpreting the results of this research to the widest possible audience;
- the encouragement of research by others on the history of parliament and parliamentary institutions; and
- the promotion of related scholarly and educational activities.

The Trust pursues these objects in the following ways:

RESEARCH

The History of Parliament is 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. It 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, by biographers, by local and family historians and many others.
- In its main research projects, 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, through providing accounts of the careers of everyone elected to the House of Commons or who was entitled to sit 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.

DISSEMINATION

We aim to disseminate the results of this research to the widest possible audience in print, online and via other media:

- The History aims to publish the output of its research projects in print with a commercial or academic publisher; but it will continue to monitor the value of print publication in both economic and scholarly terms.
- Published work will also be presented through its website Historyofparliamentonline.org, with articles available online no sooner than two years after print publication.
- The History aims to develop the website into the main source for over 750 years of the history of Parliament and politics in England, Britain and the UK.

- The History will develop other outputs and formats to bring its work to new and wider audiences.

DEVELOPMENT

The History aims to develop understanding of the history of parliament through collaborative research and the encouragement and promotion of research by others:

- The History uses partnerships with other academic and non-academic bodies in order to extend the range and impact of its research. It works 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 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.

ENGAGEMENT

The History aims to promote the public understanding of and engagement with the history of parliament from the earliest times to the present through scholarly and educational activities.

- The History will use the website and social media to increase the impact of its research.
- The History will work to increase the effectiveness of its own engagement and impact activities in order to encourage interest in its published and current work.
- The History will continue to develop its multi-media channels in order to improve its value to existing audiences as well as reach underserved ones.
- 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.
- Additionally, it will seek to nurture existing and foster new partnerships across academia and the heritage sector to diversify its offerings to increase reach and impact.

2. The History of Parliament Plan 2022-25: Context, Strategy and Performance

Current position and funding

1. With the publication of The House of Commons 1640-1660, the published History now consists of 27,078 biographies and 3,234 constituency surveys in fourteen sets of volumes (56 volumes in all). They deal with the House of Commons 1386-1421, 1422-1461, 1509-1558, 1558-1603, 1604-1629, 1640-1660, 1660-1690, 1690-1715, 1715-1754, 1754-1790, 1790-1820 and 1820-1832, and the House of Lords 1604-1629, 1660-1715. All of the volumes published up to 2010 are available on the History's website, www.historyofparliamentonline.org, and the more recent publications (House of Commons 1422-61, House of Commons 1640-1660, House of Lords 1604-29 and House of Lords 1660-1715) will be placed online in the future.

2. The History's staff of professional historians is currently researching the House of Commons in the periods 1461-1504 and 1832-1868, and the House of Lords in the periods 1558-1601, 1640-1660 and 1715-1790. Details on progress in each of these projects is given in Appendix 4.

3. Grant-in-Aid was £1.674m in 2022-23. The History also received £60,000 in 2022-23 from its current contract with publishing company St James's House, which expires in September 2023. Under its current and previous contracts, the Trust is also due royalties from St James's House of over £290,000, which will be paid in instalments over three years. The Trust has agreed a new contract with St James's House, which will begin from the expiry of the old one in September 2023, and will provide a total of £480,000 over five years. The Trust also receives some income from tenants who lease the top floor of the building in Bloomsbury Square which the History leases from Bedford Estates.

Governance

4. The History is governed by a Board of Trustees, who are advised by an Editorial Board of academic historians. Full details of the governance of the Trust can be found in the Annual Report and Accounts. The Trust is in the process of conversion into a Charitable Incorporated Organisation. A new CIO (also called The History of Parliament Trust) was approved by the Charity Commission in February 2023, and over the course of 2023-24 the assets, liabilities and operations of the existing Trust will be transferred to the new CIO. This will not involved significant changes to its assets, liabilities or operations.

5. The current Director, Dr Paul Seaward, will be leaving in the autumn of 2023, and the Trust is in the process of recruiting a replacement.

Strategy

6. The plans outlined in this document are based on consolidating and taking further the strategy pursued since 2018, and which are in part traceable to the review of the History

of Parliament's activities commissioned from Professor Michael Braddick in 2017 by the House of Commons and House of Lords Commissions. They are focused around the four objects outlined above, and the governance and administration of the charity. In the course of 2022-23, the History implemented changes to its governance, staff structure, staff development and future projects that were decided in 2022-23, including the commencement of a new project, The House of Lords 1640-1660, and bringing its oral history project more closely in line with the current suite of research projects. It is committed to making further progress on mapping out the future of its publications, and public engagement programmes.

Performance

7.   The performance of the History's research projects over the past year is summarised in Appendix 3 to this document. More details of performance can be found in the History's Annual Review and in the Annual Report and Accounts for 2022-23.

8.   Progress against the objectives outlined in this Plan is reported annually in the Plan.

3. The History of Parliament Plan: Performance 2022-23 and Objectives 2023-25

RESEARCH

Project	Objective	Target and performance in 2022-23	Target in 2023-25
Core Projects			
The History at present has five core funded projects, plus the oral history project, run so far as a largely volunteer exercise			
The History of Parliament: The House of Lords 1715-90	See appendix.	See appendix	See appendix
The History of Parliament: The House of Commons 1461-1504	See appendix.	See appendix	See appendix
The History of Parliament: The House of Commons 1640-60	Completion and publication: see appendix	Published in May 2023	N/A
The History of Parliament: the House of Lords 1558-1601	See appendix	See appendix	See appendix
The History of Parliament: the House of	See appendix	See appendix	See appendix

Commons 1832-68			
Successor to House of Commons 1640-60	See appendix	See appendix	See appendix
Oral History	See appendix	Target was: 60 new interviews (20 a year)	

DISSEMINATION

Project	Objective	Target and Performance in 2021-22	Target in 2023-25
Print publication ***Publication of main History of Parliament research project series (currently 56 volumes published)***			
The House of Commons 1640-1660	Publication in H of P series.	Target was Print publication by April/May 2023: Performance: print publication in May 2023	Not relevant
Print publication	Review current strategy for print publication in the light of the rebuild of the website, changing academic publishing practice and changing academic and public approaches to print publication and use; report to Trustees in advance of next section for publication (HL 1559-1601)	Target was: Report and decision on future publication strategy by end 2023 Performance: This target is likely to be extended, because of the change of director	Report and decision on future publication strategy by end 2024
Historyofparliamentonline.org ***The History's website, containing all content published in print up to 2010. Rebuild and redesign currently in progress***			

Migration	Migration of site from Drupal 6 to Drupal 9 required as Drupal 6 no longer supported	Target was: for migration by end 2022 Performance: all research text available on new Drupal 9 website and operating broadly satisfactorily by April 2023: some small issues remain with integration of biography and constituency text; non-research material remains to be migrated to new site	Eliminate remaining issues with research text migration by September 2023, and complete migration of non-research material by December 2023.
Rebuild and redesign	Rebuild of site, including redesign, to ensure incorporation of latest volumes, including the House of Lords, additional functionality and enhanced searchability; and to rationalise text (see also below re. Voting Explorer)	Target was: for rebuild and redesign on current plan to be complete by end of 2023. Performance: Issues with ensuring print publication for Commons 1640-1660 continued to delay these plans. Incorporation of latest volumes now complete; additional functionality and enhanced searchability yet to be tackled. Rationalisation of text yet to be begun.	launch new website as beta site by end 2023; redesign site and develop additional functionality and enhanced searchability in course of 2024. Rationalisation of text to be worked on in 2024.
Content creation	Following rebuild and redesign, review and extend current content (see below under Engagement)	No specific target set: no substantial progress on this aim	Reconsider content creation after launch of new site.
Other online projects			
Additional content created by the History or as part of the History's overall content			
Post-1832 (Rush) and Peerage database (created with the Parliamentary digital service)	Maintain in collaboration with Parliamentary digital service and House of Commons Library the database of Members from 1832 to present; build new database of peerage in collaboration with House of Commons digital service and	Target was: incorporation of post-1832 members into Historyofparliamentonline by end 2023; incorporation of peerage database by end 2024 Performance: work on incorporating post-1832 members into historyofparliamentonline likely to be delayed due to longer than anticipated work on main elements of website as above	Incorporation of post-1832 members and peerage database by end 2024

	House of Lords library; work to incorporate both databases into Historyofparliamentonline		
Voting explorer (divisions database 1836-1910)	See below, under Development		

DEVELOPMENT

Project	Objective	Target and performance in 2021-22	Target for 2022-24
Collaborative doctoral awards: *UKRI PhD studentships, awarded via University consortia to proposals coming from a University and a non-university institution. Main supervision is through the university concerned: HoP provides co-supervision and the opportunity to work within the HoP community. Potentially valuable contributions to HoP research reach, and help to integrate HoP into wider research community*			
Current CDAs	Help to see through current three CDAs to completion of PhDs	Target was CDAs begun in 2020 to be completed by end 2024/CDAs begun in 2021 to be completed by end 2025	Ongoing
Future CDAs	Consider initiating / collaborating on additional CDAs where current projects not already engaged on them, and where they will provide an identifiable contribution to current projects	Target was: Two additional CDAs if feasible projects can be found which fit criteria. Performance: One bid for a CDA project successful in 2022-23.	Two additional CDAs if feasible projects can be found which fit criteria
CDA review	Review current experience of CDAs, and report to Editorial	Ongoing	Report in 2024

	Board and Trustees		
HoP other projects:			
Projects that arise from HoP major research projects, not funded under grant in aid, for which the HoP may search for external funding etc.			
1624 Diary project (edition of texts of informal journals of parliamentary proceedings)	Text originally inherited from Yale Center for Parliamentary History, and edited with Leverhulme funding. Text only published already online on British History Online. Seek funding, collaboration or voluntary work to deliver completion of editorial apparatus and print publication, ideally building on expertise existing among current 1559-1601 Lords team	No target set	No current target practicable
1640s Diary project (edition of texts of informal journals of parliamentary proceedings)	Seek funding, collaboration or voluntary work to produce edition of legacy material from 1640-60 project, ideally building on expertise existing among current 1640-1660 Commons team	No target set Part-time work continues on conversion of inherited transcription into machine-readable text.	Develop project as voluntary project with involvement of former staff among previous 1640-1660 team, with aim of ultimate publication on British History Online and/or print
Voting explorer (Divisions database	Seek funding to rebuild and connect Voting explorer into historyofparliamentonline website (improvement of	Target was: Continue search for funding; but project could be begun with our own funding for digital projects; aim to complete initial stage by 2024. Performance: Renovation of Spirling/Eggers	Continue search for funding; but project could be begun with our own funding for digital projects; aim to complete initial stage by end 2024.

1836-1910)	Voting Explorer important for 1832-68 publication online, and completion), in line with vision of linking to geographical resources; carry through rebuild project.	database by Shedcode overcame problems with the basic data and enabled continued use of resource; further development awaits additional funding.	
Collaborative projects: ***Projects funded by funding councils or foundations (AHRC, ESRC, Leverhulme, etc.) with usually a university-based researcher as Principal Investigator, and HoP as partner. HoP element normally small, but collaborations help to integrate the HoP community with the broader academic community, and demonstrate the esteem of the wider community for HoP expertise and knowledge base.***			
Current projects	Provide continued support and assistance to current slate of four collaborative projects, and others within the pipeline	No target set. Performance: Engagement continued with existing projects.	Continue to provide assistance with projects. No specific target relevant
Future projects	Consider initiating / collaborating on additional CDAs where current projects not already engaged on them, and where they will provide an identifiable contribution to current projects	No target set. Performance: Discussions have continued with colleagues at University of Durham, University of East Anglia, University of Exeter and Oxford University on potential projects, and letters of support provided for four new projects.	Continue to provide assistance with projects. No specific target relevant
St James's House: ***The History's relationship with PR and publishing company SJH is based around the production of a series of books on themes to do with the history of the British parliament and parliamentary politics. The history contributes the main text; St James's House sell to companies and organisations the opportunity to contribute text about their own activities and achievements. The History receives from St James's House a regular fee for its collaboration.***			
2018 contract	The current contract, which involves 3 books, extends to 2023; the second of the three is currently in progress, for	Target was: two books to be published and the 2018 contract complete by early 2023. Performance: Second book under current contract published in September 2021; third and final book under 2018	Continued payment of royalties and fee under 2018 contracts.

	launch in September 2021; the third is to be published in 2023.	contract published in February 2023	
Future relationship /2022 contract	Discuss with St James's House and Trustees the future of the relationship beyond 2023	Target was: discussion concluded by end 2022. Performance: new contract agreed with SJH to begin from September 2023 and cover four books. Arrangements agreed with SJH for payment of royalties under 2018 contract.	Continued payment of royalties and fee under 2023 contracts. Publication of books with St James's House in 2023 (NHS); 2025 (…) 2026 (Great Exhibition and support of Industry); 2028 (Commonwealth and rebuilding House of Commons)
For Fundraising see below under Finance and Administration			

ENGAGEMENT

Project	Objective	Target and performance in 2022-23	Target for 2023-25
Engagement strategy			
Strategy	Engagement strategy to outline development of public engagement: interim review of engagement strategy in early 2022 set out current position	Target was: Develop further the points referred to in the review, including parliamentary history festival, events, etc. over 2022-24; appoint replacement for PE manager leaving in 2021 Performance: PE manager replaced, and PE assistant recruited in autumn 2022; activities under strategy outlined below. Public engagement strategy reviewed and revised in early 2023	Strategy maintained under annual review.
Publications publicity			

Our main publications are normally reviewed in academic journals on publication, and noticed in academic circles. We aim to promote wider attention for them as well			
HC 1422-1461, HC 1640-1660, HL 1604-29	Achieve more publicity for each of these projects through ensuring reviews, placing articles wherever possible, and additional social media etc. publicity. Create a strategy for effective publicising of 1640-60 on publication in 2022	Target was: Complete plans for publicity for 1640-1660 by end of 2022. Continue to seek further opportunities to promote 1422-61 and 1604-29 projects, particularly when incorporated into historyofparliamentonline.org. Performance: series of events planned for 1640-60 launch over summer and autumn 2023.	Rollout programme of events promoting these volumes across 2023-4, and particularly once they are made available online.
Social media, video, podcasts, blogs *The core of HoP's public engagement activity is its Twitter account and its five regular blog series. In addition, the History has been developing a series of resources for different, key audiences, including video presented through You Tube, and a new podcast series*			
Social media	Maintain and further develop social media engagement	Target was: Aim to maintain and develop social media engagement, and review at end of 2022-23 to confirm whether decline in twitter etc. usage temporary or trend. Performance: twitter and other social media engagement maintained and further developed; usage grew during the period.	Further develop social media engagement as outlined in the Public Engagement strategy of 2023
Video	Further develop current video series. Overall approach to videos to be outlined in strategy (above)	Target was: Continue with occasional video series: target for 3-4 HoP produced videos to be published during 2022-3; more to be produced if RHUL are able to find additional capacity.	No new videos proposed at present: see Public Engagement strategy for move towards podcasting

		Performance: no new video content produced during 2022-23, as decision taken to prioritise other content	
Podcast	Build expertise in podcasting and develop podcasting series: overall approach to podcasting and how distinctive from videos to be outlined in strategy (above)	Target was: Podcast experiment to continue, with 3-5 episodes to be delivered in 2022-3: review outcome and reach of podcasts thereafter Performance: some recordings relating to Platinum jubilee made, though incomplete.	Podcast series planned with Oral History project, and training in podcasting to be undertaken and reviewed in 2023
Blogs	Maintain and develop current blog series, including through greater use of guest blogs: overall approach to blogging to be outlined in strategy (above)	Target was: Deliver at least 130 blogposts in 2022-23. Review in 2023-4 if viewing figures don't recover. Performance: 106 blogposts achieved (lower figure partly due to absence of member of staff for part of year); blogging figures have returned to overall growth	Continue growth in blogging figures, and at least maintain number of blogs posted.
Academic, university, and professional and media engagement *As well as through formal research collaborations (see above under Development), The History seeks to engage with universities through its relationship with university teaching programmes, workshops and seminars. Many of the latter are carried out through staff on a voluntary basis, but are of value in maintaining the History's connection with professional historians. The History's staff are also regularly called on by the media and for professional advice*			
Competition	The History will continue to run its annual competition for the best undergraduate dissertation in British and Irish political and parliamentary history, and to	Target: Undergraduate competition launched and awarded each year; increased number of entries. Performance: Undergraduate competition run and awarded.	Undergraduate competition launched and awarded each year; increased number of entries.

	ensure that the competition is widely known among university teachers of history		
University Teaching	The History will continue its experiment with involvement in university teaching courses, evaluate its experience so far as a partner heritage institution with Sheffield Hallam BA course module 'communicating history', and consider, as part of its strategy discussion, whether and how to extend its participation in university teaching	No specific target set. Performance: Involvement at Sheffield Hallam continued; discussion begun with other universities.	Continued involvement with Sheffield Hallam; seek further opportunities in 2022-23
Seminars and workshops	The History will continue to support the Institute of Historical Research 'Politics, Parliaments and people' seminar, and to support workshops and conferences initiated by staff where they fall within the HoP's areas of interest. The History's engagement strategy will consider whether and how to promote routine or regular conferences attracting both academic and other audiences	Conferences planned for 2022-23 include Women MPs with QMUL; Ballot Act with IHR; other plans under development for future years. Performance: These conferences took place; seminar continued; introduction of new fund for partnerships with universities for conferences and workshops	Conferences held/to be held using conference partnership fund or other resources at Norwich, Durham, Oxford.

	(see also Events below)		
Media and other professional activities	History should provide information and assistance to media on parliamentary / political history where possible and worthwhile.	Assist media where requested in finding appropriate expertise; support individual members of staff in their contacts with media organisations Performance: for details / examples see impact statement.	Assist media where requested in finding appropriate expertise; support individual members of staff in their contacts with media organisations
Schools *The History maintains some contact and engagement with schools, and has a good relationship with the Historical Association and some programmes aimed at schools*			
Competition	Competition for schools run over the past has achieved relatively small impact; need to to rethink the nature of the competition	Target: schools competition launched and awarded each year; increased number of entries. Performance: Decision taken in year to suspend existing schools competition model and reconsider competition: issue treated in 2023 PE Strategy document, decision to focus on KS3, initially through collaboration with Letters of Cobden project.	Work with Letters of Cobden project to deliver schools competition in 2023; develop further options in line with broader reconsideration of schools involvement (below)
Schools Teaching	Development of a new approach to engagement with schools through discussions/partnership with Royal Holloway and Historical Association and others	No specific target set in 2022 Performance: discussions held with Royal Holloway, Historical Association and others; schools education a new area within our Public Engagement strategy, including development of temporary schools portal within the HPT blog	Implement goals set out in PE strategy including development of a temporary schools portal on current blog, and work with Royal Holloway and Historical Association on the development of new resources etc. for teachers on parliamentary and political history.

Events **HoP runs events, many in parliament, many with partners from within parliament and elsewhere, on themes in the history of parliament and politics**			
Approach and programme	Programme/annual cycle of in person/online/hybrid events	Target: In-person events, including revival of annual lecture to take place in 2022-23. Aim for series of in-person and virtual events to be planned on two-year ahead basis. Work on proposal for parliamentary history festival. Performance: annual lecture delivered in 2022; programme of in-person events created for 2023 and early 2024. No substantial progress on festival.	Target: plan and deliver a programme of around 6 in person events in London a year, and other events elsewhere as possible. Make progress on parliamentary history festival
Parliament and other partners **HoP works closely with partners both within and outside parliament: in parliament these are the Curator's Office; the Parliamentary Archives; Visitor Services; the House of Commons Library. We have worked with many different partners outside parliament, depending on subject and event**			
Parliamentary partners	Maintain and build on close relationship with partners, particularly over events, and information services	No specific target set: History is a member of the Parliamentary Exhibitions and Events group, with regular meetings with partners at Parliamentary Archives, Collections, etc. through which contact is maintained. Performance: we worked with Archives and Collections on a project related to the Platinum Jubilee in	Continue involvement in Dispalys and Engagement Working Group and maintain links with parliamentary departments (participation, archives, collections, libraries, etc.); seek opportunities for collaboration on events etc.

		2022.	
Other partners	Maintain and build on close relationship with core partners (e.g. IHR, British Library, Royal Holloway, the National Archives) seek new partners for specific projects such as during history months	No specific target set Performance: event held in partnership with the IHR in 2022; discussions with TNA and Cromwell Museum on events to be held in 2023	No specific target set: see other headings for work in partnership

GOVERNANCE AND ADMINISTRATION

Project	Objective	Target and performance in 2021-22	Target
Governance			
Governance review	Update the HoP's governance arrangements with the replacement of the old Trust with a Charitable Incorporated Organization	Target was: Submit new constitution to Charity Commission by end of 2022 Performance: application and constitution submitted to CC by end 2022, and approved by CC in February 2023	Complete steps necessary to transfer operations, liabilities and assets of the old Trust to the new CIO (USS approval, TUPE process, bank changes, etc.). Implement changes to working practices of the Trust in line with CC guidance.
Funding and finance *The History's main source of income is Grant in Aid from the House of Commons and House of Lords; other sources include the current* *arrangements with St James's House (see above, under Development) and our sub-lease (see below, under Accommodation)*			
Grant in Aid	Annual budgeting process to secure Grant-in-Aid on continuing basis	Target was: Budgets submitted and grant in aid agreed annually: Performance: Grant-in-aid remained flat under previously agreed arrangement for flat funding over three years.	Budgets submitted and grant in aid agreed annually
Planning	Prepare annual plan and tie	Target: Continue annual preparation of	

	in with budget proposals	H of P plan; continue collecting VFM/value evidence and publishing it in annual report Performance: this plan presented in July 2023, including VFM/value evidence	
Relationship with HC/HL	Maintain relationship with financial authorities of HC and HL through finance committee and through routine meetings with official members of finance committee in between finance committee meetings.	Target was: Routine meetings with official members of finance committee to be held in Sept. 2021, Jan. 2022. Performance: routine meetings held as planned as well as normal meetings of the finance committee	Continue routine meetings with finance committee as well as formal meetings of finance committee
Additional income streams	Develop strategy for additional income streams from grants, fundraising and additional sponsorship; review grant-giving and other bodies with a view to supporting additional HoP work as above under development.	Target: Revive planning for fundraising and new strategy by the end of 2022; Performance: Work on fundraising delayed by work on publication of House of Commons 1640-1660; royalties from contracts with St James's House will now return an additional £290k to the History over three years to 2025; it is anticipated that royalties will help us to fund (among other things) future fundraising.	Budget set aside for work with fundraising consultants in the course of 2023-4, with the aim of replacing royalty income from St James's House. Strategy for fundraising to be in place in early 2024.
Accommodation **The current lease on 18 Bloomsbury Square lasts until 2025, when we expect to move to smaller premises. The current sub-lease also lasts until 2025, with a break clause at the second anniversary in 2023**			
Manage	Manage building to avoid as	Target ongoing	No dilapidations charged in 2025

lease and sub-lease;	far as possible dilapidations charges on move out of premises		
Plan for 2025 move	Progressively reduce holdings of books, archive, etc. Implement move of main archive to British Library	Target was: Move main archive holdings to British Library in the course of 2021/22 when restrictions lifted; Performance: not achieved within 2021/22 because of continued COVID and continuing work on reviewing and copying; will be moved in 2022/23	Move main archive holdings to British Library in the course of 2022/23
Staff			
Staff structure	Review staff structure to account for changes in the aims of the HoP and expansion of engagement activities; the more variable teams required for smaller research projects; to consider longer term issues including the fostering of diversity and development.	Target was: Review to be reported to Trustees by at least Jan./Feb. 2022. Performance: Review was reported to Trustees in October 2022; changes to staff structure implemented from beginning of 2022-23 FY, including appointment of Deputy Director, formalisation of Assistant Director post, creation of 'Collateral research projects'	Review left two issues re. diversity to be further developed – in particular proposed system of internships and making effective use of volunteers. These will be developed and plans created in course of 2022-23.

Appendix 2: Governance and 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. As at 1 July 2023 both the old Trust and the new Charitable Incorporated Organization exist. Details given as at 1 July 2023 relate to the new CIO. The only current difference between the old Trust and the CIO is that Mr Chris Skidmore MP is a member of the former but not of the latter.

Trustees:
Sir Chris Bryant MP
Rt. hon. The Lord Clark of Windermere
Mrs Sarah Davies (Clerk Assistant, House of Commons)
Mr Jonathan Djanogly MP
Lord Lexden (Deputy Speaker, House of Lords)
Rt. hon Kwasi Kwarteng MP
Rt. hon Dame Eleanor Laing MP (Chairman of Ways and Means)
Lord Lisvane KCB DL
Mr Gordon Marsden
Dame Clare Moriarty (Treasurer)
Professor The Lord Norton of Louth (Chair)
Mr Patrick Vollmer (Director of Library Services and Librarian, House of Lords)

Editorial Board:
Professor Richard Cust (University of Birmingham)
Dr Paul Cavill (University of Cambridge)
Dr Perry Gauci (University of Oxford)
Professor Julian Hoppit (University College, London)
Professor John Morrill (University of Cambridge)
Professor Helen Parr (University of Keele)
Professor Gordon Pentland (University of Edinburgh)
Professor Jane Winters (School of Advanced Study, University of London) (Chair)

Staff

DIRECTOR	Dr Paul Seaward	
RESEARCH	House of Commons 1461-1504	Dr Hannes Kleineke (Editor) Dr Charles Moreton (Senior Research Fellow) Dr Simon Payling (Senior Research Fellow)
	House of Commons 1832-1868	Dr Philip Salmon (Editor) Dr Kathryn Rix (Assistant Editor) Dr Stephen Ball (Research Fellow) Dr Martin Spychal (Research Fellow)
	House of Lords 1559-1601	Dr Andrew Thrush (Editor) Dr Paul Hunneyball (Assistant Editor) Dr Ben Coates (Senior Research Fellow) *Ms Emma Hartley (Collaborative Doctoral Studentship, with Sheffield University, from autumn 2021)*
	House of Lords 1640-1660	Dr Andrew Barclay (Editor) Dr Patrick Little (Assistant Editor) Dr David Scott (Senior Research Fellow)
	House of Lords 1715-1790	Dr Robin Eagles (Editor) Dr Stuart Handley (Senior Research Fellow) Dr Charles Littleton (Senior Research Fellow) *Ms Helen Wilson (Collaborative Doctoral Studentship, with the Open University, from autumn 2020)*
	Contemporary History	Dr Emma Peplow (Head of Contemporary History) Dr Emme Ledgerwood (Oral History coordinator)

		Dr Priscila Pivatto (Research Associate)
DISSEMINATION		Mr Alex Monaghan (Drupal developer)
ENGAGEMENT		Ms Connie Jeffrey, Public Engagement Manager Ms Kirsty O'Rourke, Public Engagement Officer
ADMINISTRATION	Administration	Mr Adam Tucker (Office Manager)(part time)
	Finance	Mr Jonathan Comber (Finance Manager) (part time)

Appendix 3: Risk register

Risk and associated terms are expressed as a numerical value, where 1 is lowest and 5 is highest

	Risks	Potential problems and impact	Risk owner	Prob abilit y	Impa ct	Control and mitigation procedure	Current status of mitigation activities	Residual overall risk
1.	**Governance & Management**							
1a	Planning	• Poor project specification and unclear timetable, leading to uncertainty, projects dragging/creeping, deterring funders, poor relationship with partners, additional costs	**Director**	3	4	• 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	• Plan prepared and agreed by Trustees in 2022; this document for 2023 • Project specification for new House of Lords	3
1b	Trustees/Editorial Board	• Trustees/Board not kept aware of what is going on; Trustees/Board have different views about management/direction of project • Non-attendance and/or vacancies among Trustees and Editorial Board	**Secretary/Director**	3 3	4 4	• 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 • Plan for recruiting and maintaining commitment of members	• Reporting process operating as routine • Trust in process of implementing new CIO with processes for terms of service for Trustees, etc., and will develop plan for recruitment and retension of new members	2
1c	Key staff	• If lost, contact base and corporate knowledge also lost	**Director/ Editors**	3	3	• Maintain documentation on systems, plans, projects etc. • Involvement of other staff in processes, so that section staff aware of editorial and other procedures • Website procedures documented	• Conventions guide promulgated. Once website redesign complete, review of Conventions will be required • Website inhouse redesign currently underway to migrate to Drupal 10 involves rationalisation of design.	2
2	**Research activities**							

2a	Research & Production of articles	• 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**	4	4	• 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	• Six-monthly reporting system in place, with editorial board members reading articles routinely • Annual Plan and Annual Review • Convention guide includes guidance on specification for articles • Implementation of projects with time guides for completion	3
2b	Online Publication	• Online publication degrades over time through lack of maintenance • Failure to update / add to content means site attracts fewer visitors	**Director**	3	4	• Current project to rebuild website; website developer member of staff; project includes addition of new content to site	• Website rebuild in progress; almost complete transition to Drupal 10 by July 2023 • Updating existing content requires further work once transition is complete • Editing system still to be built to enable easy updating/addition of content.	3
2c	Print publication	• Print pages can't be generated through Content Management System • Lack of capacity for copy-editing and proof-reading	**Director**	3	3	• Website used to generate text for publication of latest volumes, with in-house developer managing process of extracting XML from website • Collaboration with BehMeh media and consultants to convert XML text to InDesign pages • Careful planning of copy-editing and proof-reading process	• New website has now worked successfully to publish 1640-1660 volumes; lessons learnt from the process documented by contractors BehMeh Media; • Copy-editing and proof-reading now largely undertaken in-house. • Need to review future of publication in print	3
3	**Operational risk**							
3a	Employment issues	• Employment disputes • Employment claims (injury, stress, harassment, unfair dismissal, equal opportunities, etc.)	**Director/ Finance manager / Office manager**	3	3	• 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	• New Staff Handbook developed 2018 • Consultation with trade union staff representatives • Annual appraisal system recently reviewed • New staff development opportunities implemented	2
3b	Health and Safety	• Failure to comply with legislation • Injury	**Director/ Office manager**	2	4	• Review H of P compliance, including risk assessment and remedial action where necessary, including training • Health and Safety policy	• Health and Safety policy in place • Policies reviewed in context of 2020-21 pandemic and against HSE guidance; specific guidance issued and procedures introduced.	2

3c	Staff turnover and recruitment	• 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**	2	3	• 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	• Annual appraisal system in place • Staff development budget; new development opportunities created in 2021-22 • Redundancy policy in place • Policies reviewed in new Staff Handbook in 2018. • Changes to staff structure in 2022-23 include Deputy Director position	2
3d	Premises and property management	• Poor/costly service providers	**Office manager** **Trustees**	2	3	• Appointment of reputable professionally or trade qualified service providers on firm costed service/performance agreements • Regular review of performance and costs	• Monitored quarterly against KPIs. • Smaller contracts awarded subject to H& S legislation, competitive estimates, KPIs and/or specific repair resolution.	2
3e	Disaster	• Destruction /damage to property, equipment, records	**Office manager**	2	5	• Insurance cover • Disaster recovery plan for alternative accommodation	• See also IT / records below	**3**
4	**Financial risk**							
4a	Funding	• Loss, reduction or delay in funding from Lords/Commons	**Trustees**	3	5	• 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: • Quarterly reports to members of Finance Committee • 6 monthly meetings of Finance committee, with additional meetings with budget holders in commons and Lords • Annual Review and reports to House of Commons Commission and the Lords • Develop other income streams	• Other income streams: fundraising budget created; fundraising strategy to be developed • Other income streams: St James's House fee income increased under new contract from September 2023, though royalties will no longer be accrued. (See also below under St James's House)	3

4b	Funding – St James's House relationship	• Relationship causes reputational risk	**Trustees/Director**	3	4	• Now long-term and understood relationship • Monitor St James's House publicity and activities to ensure these fit H of P approach/sensitivities	• New contract from September 2023	3
4b	Budgeting	• Overspending/ • Underspending • Insufficient funds in account because of delay in withdrawing money from deposit	**Director**	3	4	• Monthly management accounts • Quarterly reports on expenditure, income and budget to members of Finance Committee • Review management accounts & cash forecasts at end of each month to ensure sufficient funds • Bi-annual meeting of Finance Committee, with informal meetings with HC/HL staff in between meetings • Budgeting set annually using fullest possible information • Cash flow monitoring implemented	• Review of Financial Memorandum required due to CIO change, including financial protocols.	3
4c	Payroll	• Payroll provider's systems fail	**Finance manager / Office manager**	2	4	• Payroll can be administered manually by Finance Manager at H of P	• Payroll provider wishes to withdraw service as this no longer best practice; • HoP reviewing alternatives through CAF and other possible accounts, with aim to implement new system in second half of current year	2
4d	Fraud & Error	• Fraud/error at H of P • Loss etc of corporate credit card	**Finance manager/ Office manager**	2	3	• Financial memorandum • Financial control procedures • Authorisations for expenses • Asset register • Internal Review system	• Occasional overview by Parliamentary Internal Review Service of HoP self-assessment [last review conducted 2020] • Financial Memorandum and financial protocols under review	1
4e	Banking	• Error at bank	**Finance manager/ Office manager**	2	3	Bank reconciliations by Office Manager	• Online access to bank accounts enabling regular checks • Bank reconciliations prepared monthly	1

Appendix 4: Project progress

THE HOUSE OF COMMONS, 1461-1504

Current staff (3)

Hannes Kleineke (editor), Simon Payling (senior research fellow), Jonathan Mackman (research assistant),

Recent progress and timeline

The project began in 2019.

	Total no. of articles	Output in 6 months to Mar. 2020	Output in 6 months to Sep. 2020	Output in 6 months to Mar. 2021	Output in 6 months to Sept. 2021	Output in 6 months to Mar. 2022	Output in 6 months to Sep. 2022	Output in 6 months to Mar. 2023	Remaining at Apr. 202
Articles (first draft)									
Biographies	1325	50	50	47	46	43	44	41	970
Constituencies	148	0	1	1	1	4	2	2	137
Total	1473	50	51	48	47	47	46	43	1107
Other activities									
Blogs		13	13	11	12	6	8	7	
Publications		2	2	2	0	4	2	5	
Events		2	2	7	9	5	5	2	

There are 3 external commissions in progress.

At the average rate of progress of c. 94 articles a year over April 2000 to March 2023, the project would take around a further 11.77 years to complete all first drafts (not counting revision, survey, production). However, in the immediate future output is likely to go down, since the section has recently lost one long-standing member of staff, and while a research assistant was appointed in late 2022, this position is initially associated with building up resources for the project. Future substantial increases will be dependent on the project's ability to commission a sufficient number of qualified external contributors. For these reasons the project's target to increase production of articles to 105 a year has been extended to April 2026.

THE HOUSE OF COMMONS, 1832-68

Current staff (4)

Philip Salmon (editor); Kathryn Rix (assistant editor); Martin Spychal (senior research fellow); Stephen Ball (research fellow)

Progress and timeline

The project began in 2009

	Total no. of articles	Remaining at April 2019	Output in 6 months to Sept. 2020	Output in 6 months to Mar. 2021	Output in 6 months to Sept. 2021	Output in 6 months to Mar. 2022	Output in 6 months to Sept. 2022	Output in 6 months to Mar. 2023	Remaining at Apr. 2023
First draft articles									
Biographies	2,591	870	53	53	52	57	53	56	381
Constituencies	401	196	10	4	8	11	9	17	114
Total	2,992	1,066	63	57	60	68	62	73	495
Other activities									
Blogs			14	15	16	10	10	7	
Publications			3	0	0	2	1	2	
Events			9	15	16	18	22	14	

About five-sixths of the first draft articles have now been written. The current rate of production is around 127 articles a year, close to the project's target over the period up to April 2024, an average of 130 articles a year. There are 104 external commissions currently in progress, which is slightly above the previous rate of commissioning (c. 25%). At the target set in 2022 (c. 130 articles a year) it will take around 3 years 8 months to complete the first drafts of all articles (i.e. early 2027). This does not include revision and the publication process. Achieving faster progress will be difficult: with many of the shorter pieces completed, the project is now dealing with some of the more challenging and longer articles covering major politicians; it is also now tackling more constituency articles, which are on average around three times longer than the biographies; the project is also maintaining a high profile in external engagement. The target will remain at 130 articles a year.

THE HOUSE OF LORDS, 1559-1601

Current staff (3)

Andrew Thrush (editor); Paul Hunneyball (assistant editor); Ben Coates (senior research fellow)

Project progress

The project began in 2020.

Timeline for completion:

This project is working to a plan that delivers completion in five years. The first year (October 2020 to September 2021) was dedicated to planning and data collection. All biographies would be drafted in years 2, 3 and 4. This should mean the completion of first drafts by September 2024. To meet this target the section will need to produce 50 internal and 33 external articles a year. The fifth year of the project is devoted to revision and the compilation of an introductory survey.

At present the section is falling behind this target, with a total in 2022-23 of 42 articles completed (36 internal and 6 external). It has proved extremely difficult to commission external authors in sufficient numbers to meet the planned rate of progress. A comprehensive plan for the completion of the remainder of the articles has now been drawn up, which indicates that with staff writing all of the remaining articles, first drafts will be completed around the end of 2025, leaving 2026 for revision and the compilation of an introductory survey. The section target is to seek to commission more articles externally in order to bring this date forward.

There are nine externally commissioned articles currently in progress.

	Total number of articles	Remaining at April 2020	Output in 6 months to Sept. 2020	Output in 6 months to Mar. 2021	Output in 6 months to Sept. 2021	Output in 6 months to Mar. 2022	Output in 6 months to Sept. 2022	Output in 6 months to Mar. 2023	Remaining at April 2023

Articles (first draft)									
Biographies	246	246	1	18	28	33	21	21	124
Other activities									
Blogs				7	6	6	6	9	
Publications				0	1	0	0	0	
Events				0	1	7	1	5	

THE HOUSE OF LORDS, 1640-1660

Current staff (3)

David Scott (editor); Patrick Little (assistant editor); Andrew Barclay (senior research fellow); Alex Beeton (research assistant)

Timeline for completion

This project began in 2022, after completion of the Commons 1640-1660 project, and the first biographies were produced in the six month period ending in March 2023. There is a total of 255 biographies to be written, including those who were not eligible to sit in the House of Lords until after 1649, when the House was abolished. The project is planned for completion in 5 years (except for proof and press stages). Much of year 1 was spent in collecting resources, creating databases, establishing conventions, finding external contributors, along with some biography writing. Years 2 to 4 will be spent on writing biographies, and year 5 on revision and the completion of the survey. The original programme target for the end of year one was to have completed 39 articles: performance was 37 (all written in-house), only slightly under target. Target for 2023-24 is 78 articles, with 80 in 2024-25 and first drafts complete in 2025-26 and the project complete by the end of 2026-27.

All of the 37 written in 2022-3 were written in-house. Currently one externally-commissioned article is in progress. In order to achieve the targets above considerably more outsourcing will need to be achieved over the next two years.

	Total	Remaining	Output in six months to Sept. 2022	Output in six months to Mar. 2023		Total remaining at Apr. 2023
Articles (first draft)						
Biographies	255	255	0	37		218
Other activities						
Blogs			2	2		
Publications			1	0		
Events			0	0		

THE HOUSE OF LORDS, 1715-90

Current staff (3)

Robin Eagles (editor), Stuart Handley, Charles Littleton (senior research fellows).

Timeline for completion

This project began work after completion of Phase one in 2016.

At the current average rate of production of around 72 articles a year, the project will take about 7 years and 8 months to complete first drafts (c. Dec. 2030). Further time will be required for revision and the preparation of an introductory survey. The principal way of increasing production will be via increasing the number of outsourced articles, and is dependent on finding people who are able to research and write to the necessary standard. There are currently 10 articles in progress commissioned from external scholars. The section's target is to increase production to 80 a year by April 2024.

	Total no. of	Remaining at April	Output in 6 months	Output in 6 months	Output in 6 months to	Output in 6 months to	Output in 6 months to	Output in 6 months	Remaining at Apr.

	articles	2019	to Sep. 2020	to Mar. 2021	Sep. 2021	Mar. 2022	Sep. 2022	to Mar. 2023	2023
Articles (first draft)									
Biographies	928	848	33	36	35	38	39	34	557
Other activities									
Blogs			13	11	10	8	10	11	
Publications			2	3	0	4	0	2	
Events/media			2	1	4	4	6	4	

CONTEMPORARY HISTORY

Dr Emma Peplow (Head of Contemporary History); Dr Emme Ledgerwood (Oral History Co-ordinator)

	Interviews completed up to Sept. 2021	Interviews completed 6 months to Mar. 2022	Interviews completed 6 months to Sept. 2022	Interviews completed 6 months to Mar. 2023	Interviews currently in progress
Completed in period	0	3	7	8	13 (2 pre-covid)
Deposited with BL	176	0	0	0	
Cumulative totals	181	184	191	199	

This is an indefinite project and therefore no specific timelines are set.

Appendix 5: Timelines

Research targets to 2029-30:

	2023-24				2024-25				2025-26				2026-27				2027-28				2028-29				2029-30				2030-31			
quarters	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
C1461	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G
C1832	G	G	G	G	G	G	G	G	G	G	G	G	L	L	L	L	D	D	D													
L1559	G	G	G	G	G	G	G	G	G	G	L	L	L	D	D	D																
L1640	G	G	G	G	G	G	G	G	G	G	L	L	L	D	D	D	D															
L1715	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	L	L

Green: first drafts
Blue: revision
Dark blue: survey and proofs/press