



# **THE HISTORY OF PARLIAMENT**

**Plan 2015**

**June 2015**

## **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 2013 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**

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

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

- The History has an extremely high reputation for the depth of its research and the quality of its writing, which it will work to maintain and expand. The biographical and constituency articles in the History of Parliament series:
  - cover every constituency and every Member 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.

**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 2015-18: 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](http://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. In addition, the House of Lords projects are currently working on 693 biographies covering 1660-1715, and the 458 covering 1603-1660.
2. In common with many public bodies, the History has seen a significant decline in funding. The History received a small increase in Grant-in-Aid in 2015-16 for the first time since 2008-9. As a result of the cuts over the last six years two posts have been frozen, meaning slower progress on two projects than would otherwise have been the case. The History has also been reducing its reserves in order to maintain progress on other projects, as well as to pursue its plans for online and print publication. The current situation is not in the long term sustainable. Discussions are now under way covering a financial settlement for 2016-17 and subsequent years, 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 2015-18: Objectives

#### RESEARCH PROGRAMME

Project	Target by end 2015-18 period (if not otherwise stated)	Detail
<b>Core (Grant-in-Aid funded) Projects</b>		
<i>The History of Parliament: The House of Lords 1660-1715</i>	Publication by end 2015-16 financial year	Publication planned in four or five volumes, including introductory survey (Institutional history to be separate publication). See appendix.
<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>	Revisions completed	See appendix.
<i>The History of Parliament: The House of Commons 1640-60</i>	Revisions completed	See appendix
<i>The History of Parliament: the House of Lords 1604-1660</i>	Phase two underway	See appendix
<i>The History of Parliament: the House of Commons 1832-68</i>	First drafts ongoing	See appendix
<b>Other (Non-Grant-in-Aid funded) projects</b>		
<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; notes and appendices to be completed. Project to be completed by House of Lords 1640-60 (Phase 1) staff on completion of that project.
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
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
<b>Collaborations</b>		
DiLiPad project	June 2015	Contribute expertise to DiLiPad project
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.

## DISSEMINATION PROGRAMME

<b>Project</b>	<b>Target by end 2015-18 period (if not otherwise stated)</b>	<b>Detail</b>
<b>Core project publication</b>		
<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>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 end 2015	Review experience of publication of Lords 1660-1715 and determine strategy for future copy-editing
Print publication	By end 2017	Agree publication contract for publications for 2018-19 (Commons 1422-61, 1640-60, Lords 1603-60)
New sections	By mid-2016	Provide new website sections for projects near completion to hold revised articles, and drive print publication
<b>Other projects (Non-Grant-in-Aid funded)</b>		
<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
<b>Website</b>		
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.
Research	By end 2016	Begin work to add facility for corrections and corrections to articles
Members	By end 2016	Secure and complete pilot project for rewriting articles where individuals appear in more than one section of the History
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
Links	By end 2016	Provide links to other resources, e.g., Oxford DNB, TNA, Millbank Hansard, etc.
Redesign	By end 2016	Revise design of whole site based on current concept

## OUTREACH PROGRAMME

<b>Project</b>	<b>Target by end 2015-18 period (if not otherwise stated)</b>	<b>Detail</b>
<b>Website (see also under Dissemination above)</b>		
Explore, Parliaments sections	Ongoing	Continue to add new content; complete Parliaments articles
Social media	Ongoing	Maintain and further develop social media engagement
<b>Academic engagement (See also Research above)</b>		
Initiate series of annual conferences	Plan conference for 2017 and onwards	Conferences require funding and collaborators
Manage conference on Speaking in Parliament in 2016	Ongoing: conference planned for April 2016	Collaboration with Queen Mary, UL
Continue work with EuParl.net on international projects and events	Ongoing	EuParl coordinator in Netherlands working on EU and Dutch bids
Links with university history departments: internships	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
<b>Parliamentary engagement</b>		
Continue annual lecture	Ongoing	Lecture already planned for 2016
Continue engagement with parliamentary forums including digitisation group	Ongoing	Continue engagement with work on First World War project and Agincourt
<b>Educational engagement (see also under Research and Publication)</b>		
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

<b>Project</b>	<b>Target by end 2014-17 period (if not otherwise stated)</b>	<b>Detail</b>
<b>Funding</b>		
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.
Seek income through use of Common	Ongoing	

Room for meetings for appropriate organisations		
Work with publishers to secure increased sales of publications	Ongoing	HPT effort required into publicity campaigns for <i>Honour Interest and Power</i> and other publications: campaign planned alongside publication of House of Lords 1660-1715
<b>Accommodation</b>		
Agree sub-lease with De Villiers of top floor; manage lease and sub-lease; plan for post-2020 move	End 2014	Progressively reduce holdings of books, archive, etc.
<b>Staff</b>		
Ensure adequate administrative provision	End 2015-16	
Review and update History's employment policies	End 2016	
Ensure maintenance of staff academic engagement through training and conference budget	Ongoing	

## 4. Performance Report 2014-15

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 2014 to March 2015.

Project	Target by end 2014-17 period (if not otherwise stated)	Outcome / Status
<b>Core (Grant-in-Aid funded) Projects</b>		
<i>The History of Parliament: The House of Lords 1660-1715</i>	Complete by end 2014	Publication delayed: completion now expected Sept. 2015, publication Jan. 2016
<i>The History of Parliament: an Institutional History of/Companion to The House of Lords 1660-1832</i>	Complete by mid 2016	Delayed: completion now expected mid-2017.
<i>The History of Parliament: The House of Commons 1422-61</i>	Revisions completed	See appendix.
<i>The History of Parliament: The House of Commons 1640-60</i>	Revisions completed	See appendix
<i>The History of Parliament: the House of Lords 1604-1660</i>	Phase two underway	See appendix
<i>The History of Parliament: the House of Commons 1832-67</i>	First drafts ongoing	See appendix
<b>Other (Non-Grant-in-Aid funded) projects</b>		
<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 2016/17	Current researcher funding ends Dec. 2014, with parts of project remaining to be completed. Secure additional funding for completion of project. <i>Some additional funding obtained from the Mercer's Company, and History of Parliament reserve. Most text published online by end of 2014-15 financial year, with remainder available by summer 2015.</i>
Oral History (Members)	Ongoing	<i>Continue work on oral history project with Dods sponsorship; seek further sponsorship. Consider discussions with universities for partnership in certain areas of the country. Dods support withdrawn: project continues with HP covering small (expenses) costs. Currently no provision for further recruitment and training of interviewers. 120 interviews now completed.</i>
Oral History (Constituencies)	March 2015	Ensure successful completion of current Devon project; bid to HLF South West for continuation of project in Cornwall; open discussions with HLF concerning national project <i>Devon project extended to June 2015, and HLF project targets achieved. Discussions continuing on extension of project to Cornwall, though this may not be</i>

		<i>possible. Discussion continuing with more than ten partners on national HLF project, with partnerships broadly agreed with partners in 8 out of 12 HLF regions.</i>
<b>Collaborations</b>		
DiLiPad project	June 2015	Contribute expertise to DiLiPad project <i>Project continuing, to be completed by June. HoP contributed databases and advice to the project.</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>No new collaborations initiated this year</i>
AHRC funded Collaborative Doctoral Awards	Attract 2 or more projects over the period	Bid for each annual round (November) with appropriate partners. <i>Proposal with Exeter University failed at internal round.</i>

**DISSEMINATION PROGRAMME**

<b>Project</b>	<b>Target by end 2014-17 period (if not otherwise stated)</b>	<b>Detail</b>
<b>Core project publication</b>		
<i>The History of Parliament: The House of Lords 1660-1715</i>	Publish July 2015	Publication planned in four or five volumes, including introductory survey (Institutional history to be separate publication). <i>Publication delayed (see above)</i>
<i>The History of Parliament: an Institutional History of/Companion to The House of Lords 1660-1832</i>	Publish by Dec. 2016	See appendix.
Copy editing / proof reading	By end 2015	Review experience of publication of Lords 1660-1715 and determine strategy for future copy-editing <i>Ongoing</i>
Print publication	By mid 2015	Agree publication contract for publications for 2017-19 (Commons 1422-61, 1640-60, Lords 1603-60) <i>Experience of House of Lords contract suggests that this is too early to agree a publication contract for publications in 2018-19. Target now revised (see above)</i>
New sections	By end 2015	Provide new website sections for projects near completion to hold revised articles, and drive print publication <i>Given delay on House of Lords publication, this has been delayed. Work will begin after completion of work on Lords publication.</i>
<b>Other projects (Non-Grant-in-Aid funded)</b>		

<i>Proceedings of the Parliament of 1624</i> (to complete unfinished Yale project, financed by Leverhulme Trust)	Publish in 2016/17	Agree publication contract by end 2015 <i>Project plans revised, with online publication on British History Online preceding publication in print. Further work required on apparatus and on introduction before print publication possible, expected to be done on completion of House of Lords 1603-60 phase 1. Publication target revised (see above)</i>
<b>Website</b>		
Harvard/LSE/HPT Commons Data Project	By end 2014	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 ongoing on completion and integration 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. Prototype website now (June 2015) operational and undergoing testing.</i>
Research	By end 2014	Begin work to add facility for corrections and corrections to articles. <i>This project has been delayed by other requirements for publication projects. It continues to be planned (see above).</i>
Members	By end 2015	Secure and complete pilot project for rewriting articles where individuals appear in more than one section of the History. <i>This project has been delayed by other requirements for publication projects. It continues to be planned (see above).</i>
Image Gallery	By end 2014	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>This project has been delayed by other requirements for publication projects. It continues to be planned (see above).</i>
Links	By end 2014	<i>Provide links to other resources, e.g., Oxford DNB, TNA, Millbank Hansard, etc.</i> This project has been delayed by other requirements for publication projects. It continues to be planned (see above), and discussions with ODNB expected over the summer of 2015
Redesign	By end 2015	<i>Revise design of whole site based on current concept.</i> This is unlikely to be achieved in 2015, and is a major project, requiring additional input of resources.

## OUTREACH PROGRAMME

Project	Target by end 2014-17 period (if not otherwise stated)	Detail
<b>Website (see also under Dissemination above)</b>		
Explore, Parliaments sections	Ongoing	Continue to add new content; complete Parliaments articles. <i>Ongoing, though effort has gone more into blog articles, many of which will be adapted as Explore articles in the future.</i>
Educational material	By mid 2015	Develop new section for educational use. <i>New website section on nineteenth century politics and politicians completed.</i>
Social media	Ongoing	Maintain and further develop social media engagement <i>Blog and twitter highly successful leading to increased traffic to website.</i>
<b>Academic engagement (See also Research above)</b>		
Initiate series of annual conferences	Conference to be developed for 2016	Conferences require funding and collaborators. <i>Conference initiated for 2016 with Queen Mary, University of London</i>
Manage international conference on Magna Carta in 2015	Ongoing: conference planned for June /July 2015	Conference collaboration with International Commission for the History of Representative and Parliamentary Institutions, and with KCL, RHUL and Parliament: Funding required to be raised. <i>Funding raised from Magna Carta 800 campaign and Parliament 2015 anniversaries. Conference will take place 30 June – 3 July.</i>
Continue work with EuParl.net on international projects and events	Ongoing	EuParl coordinator in Netherlands working on EU and Dutch bids <i>Input provided to EuParl bids.</i>
Links with university history departments: internships	Ongoing	Revisit policy on undergraduate / postgraduate internships and continue contacts with interested university departments <i>Internships / work experience provided over the summer to recent postgraduates</i>
Links with university history departments: competition	Ongoing	Continue undergraduate dissertation competition <i>competition run in 2015</i>
<b>Parliamentary engagement</b>		
Continue annual lecture	Ongoing	Lectures already planned for 2014 and 2015 <i>Lectures took place in 2014 (Diarmaid McCulloch) and planned for 2015 (John Maddicott)</i>
Continue engagement with parliamentary forums including digitisation group, 2015 anniversary	Ongoing	Outreach and communications officer involved in various projects; advice being provided on Magna Carta, Agincourt and First World War

group		commemorations <i>Major input into Parliament's Banner Project and Democracy Street project; continuing work on Agincourt.</i>
Promote further events within Parliament including relating to oral history	Ongoing	Discussions with Dods ongoing <i>Dods sponsorship and collaboration withdrawn; no other partners found as yet.</i>
<b><i>Educational engagement (see also under Research and Publication)</i></b>		
Continue and improve take up of annual competitions, and link to website	Ongoing	Should be linked to plans to develop package of educational materials derived from history of parliament online website. <i>See above re website</i>

## ADMINISTRATION

<b>Project</b>	<b>Target by end 2014-17 period (if not otherwise stated)</b>	<b>Detail</b>
<b><i>Funding</i></b>		
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 <i>Fundraising panel established in Nov. 2014, report to Trustees in Feb. 2015. Still a major difficulty in scheduling time for development work.</i>
<i>Secure £125k sponsorship from St James's House partnership</i>		<i>Project completed. Sponsorship up to date at end of financial year.</i>
Seek income through use of Common Room for meetings for appropriate organisations	Ongoing	<i>Ongoing</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 <i>Campaign planned for publication of House of Lords 1660-1715</i>
<b><i>Accommodation</i></b>		
Further explore and agree accommodation options for period after current lease expires at end 2015	End 2014	Discussions continuing with Institute of Historical Research, Bedford Estates and others <i>Issue resolved in March 2015 with decision to remain in current premises and sub-let top floor</i>
<b><i>Staff</i></b>		
Review and update History's employment policies	End 2014	Partly contingent on decision re accommodation <i>Now ongoing following decision on accommodation</i>
Ensure maintenance of staff academic engagement through training and	Ongoing	

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
<b>Biographies</b>	<b>2850</b>	<b>2840</b>	<b>2</b>	<b>8</b>
<b>Constituencies</b>	<b>144</b>	<b>142</b>	<b>1</b>	<b>0</b>
<b>Total</b>	<b>2994</b>	<b>2986</b>	<b>3</b>	<b>8</b>
<b>Revisions</b>	<b>2994</b>	<b>1289</b>	<b>660</b>	<b>1045</b>

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): 3.2 [completion Nov. 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: November 2018

Oct. 15	Dec. 15	Apr. 16	June 16	Oct. 16	Dec. 16	Apr. 17	Jun17	Oct 17	Dec 17	Apr18	Ju 18	Oct 18
Revision	Revision	Revision	Revision	Revision	Revision/ Survey	Survey	Survey	Survey	Survey	Survey/Ed time	Ed time/Press	Press

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
<b>Biographies</b>	<b>1804</b>	<b>1796</b>	<b>5</b>	<b>2</b>
<b>Constituencies</b>	<b>316</b>	<b>315</b>	<b>1</b>	<b>0</b>
<b>Committees</b>	<b>20</b>	<b>15</b>	<b>1</b>	<b>0</b>
<b>Total</b>	<b>2140</b>	<b>2126</b>	<b>7</b>	<b>2</b>
<b>Revisions</b>	<b>2140</b>	<b>37</b>	<b>115</b>	<b>1886</b>

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

Remaining articles requiring extensive revision: 125

Remaining articles requiring simple revision: 1761

Estimate of time required for remaining first drafts: Cromwell will require much of next reporting period for the editor, in addition to editorial tasks; the other article is outsourced, and expected shortly. This time is incorporated into the estimate for extensive revision below.

Estimate of time required for extensive revisions: allow 2 reporting periods (1 year)

Estimate of time required for simple revision: at one day per revision with 5 staff involved, this task would take just over three reporting periods (1.6 years)

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 15	Oct. 15	Dec. 15	Apr. 16	June 16	Oct. 16	Dec. 16	Apr. 17	Jun17	Oct 17	Dec 17	Apr18	Ju 18	Oct 18
Extensive revision	Extensive revision	Extensive revision	Extensive revision	Simple revision	Simple revision	Simple revision	Simple revision	Ed time	Survey	Survey	Survey	Proof	Press

### Estimated publication date: Oct.-Dec. 2018

Comment:

Publication date was originally estimated (in 2003) at August 2016. During 2012-13 the Editor and other staff of the section have begun to work on revision, testing our assumptions about the number of revisions that can be accomplished in a reporting period. This has concentrated on 379 articles completed in the early days of the project, and has identified serious flaws in them. It was estimated that these will need, on average, 4 days to revise, with later articles taking a day each. Experience with some articles suggests that more time may

need to be allocated. The date provided above is informed by this experience. However, it is expected that some time may be retrieved when other more recently completed articles are revised. Some additional time has also been allocated for the completion of the survey as a result of our experience with the 1604-29 and 1820-32 sections.

## HOUSE OF COMMONS, 1832-68

	Articles to be written	Articles written up to end of previous year	Articles written this year	Articles remaining
<b>Biographies</b>	<b>2589</b>	<b>977</b>	<b>178</b>	<b>1434</b>
<b>Constituencies</b>	<b>401</b>	<b>118</b>	<b>19</b>	<b>264</b>
<b>Total</b>	<b>2990</b>	<b>1095</b>	<b>197</b>	<b>1698</b>

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): 65 internally written articles plus 19 external contributions.

Estimated time required to complete first drafts (assumes average productivity as above): 10 years [April 2025]

Estimated time required for revision (assumes 5 staff, with 1 day per revision): 1.5 years [Oct. 2026]

**Estimated date for completion of first drafts: April 2025**

**Estimated publication date: Dec. 2028**

Comment:

A review was carried out in 2013 of progress in the section following indications that the original targets were not being met. Progress on the section is being closely monitored by the Editorial Board, but has been further reduced by the decision that it was not practicable to replace a departing member of staff in 2013. Another member of staff has now left, in May 2015, which will further reduce progress. It is planned to replace him, but this will of course take some time.

One of the proposed strategies for reducing the time taken for completing each article, the creation of an online database of MPs' voting records, is almost complete. The specification of articles has been revised further to reduce the time taken in compiling them, which it is expected will lead to some improvement in productivity.

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)**

This publication is expected to appear in January 2016, dependent on delivery to Cambridge University Press by the end of September.

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. Target date for publication is now mid-2017.

## 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
<b>1<sup>st</sup> phase biographies</b>	<b>299</b>	<b>149</b>	<b>44</b>	<b>106</b>
<b>2<sup>nd</sup> phase biographies</b>	<b>225</b>	<b>0</b>	<b>0</b>	<b>225</b>

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: 83 (category 1), 23 (category 3)  
Number of articles to be revised: 299

Estimate of time required for remaining first drafts: The project is close to 2/3 complete. We estimate that with 4 staff, the biographies will take about a year and ten months to complete.

Estimate of time required for revision: at just under two days per revision with 4 staff, this would take about 8 months

Other stages: the compilation of the Introductory Survey and press stage will be worked on in association with those who undertake the work on Phase 2. Phase 2 consists of a total of 225 biographies, 72 of which are ‘category 3’ articles, and thus have already been partly written.

June 15	Oct. 15	Dec. 15	Apr. 16	June 16	Oct. 16	Dec. 16	Apr. 17	Jun17	Oct 17	Dec 17	Apr18	Ju 18	Oct 18
Extensive revision	First drafts	First drafts/ revision	Revision	Revision	Revision/1624/ Survey	Survey							

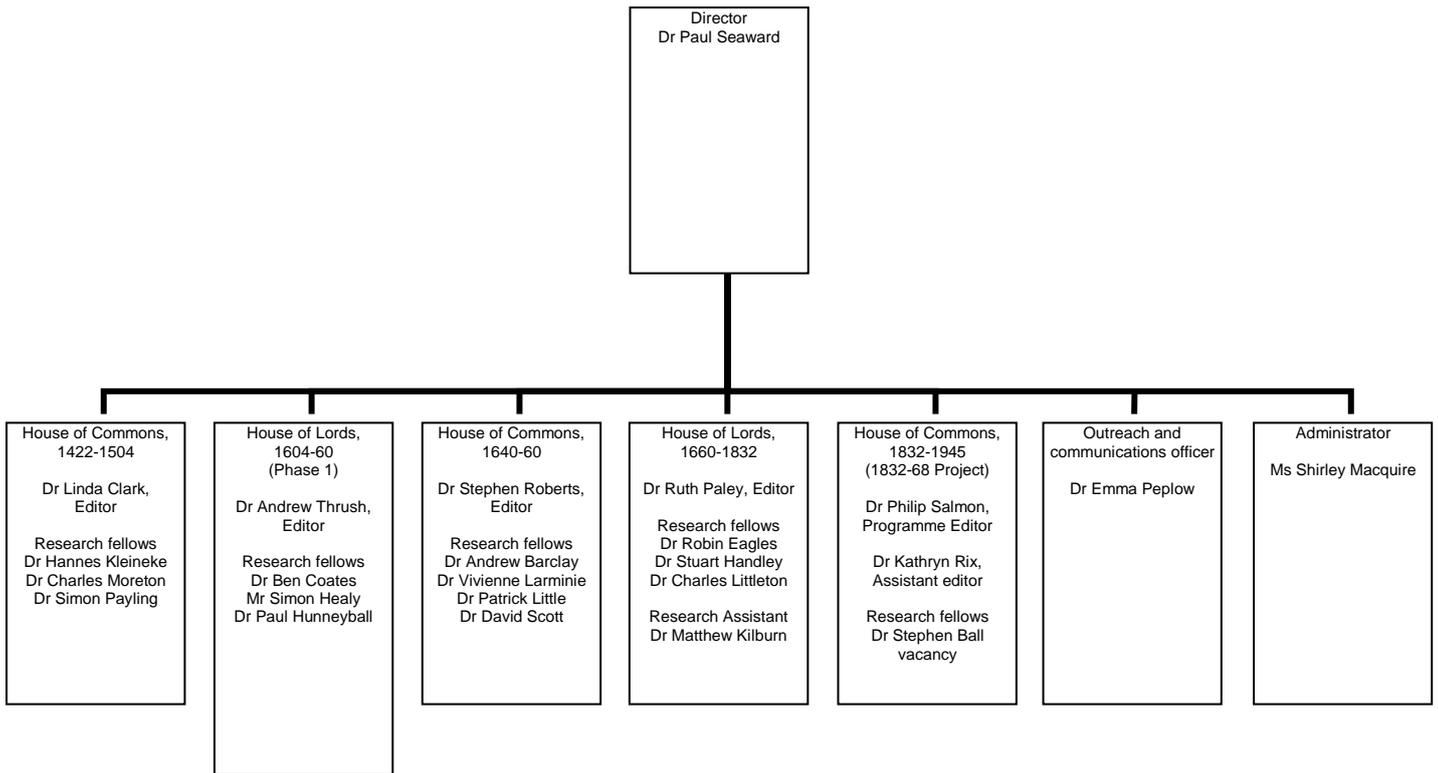
Comment:

The original plan for completion of first drafts by the end of April 2015, with revisions completed by the end of June 2016, was on the basis that the section would be 5 strong; however, the section lost a member of staff at the beginning of the project, thereby considerably extending the project’s deadlines. A small amount of time has been used work on and managing the 1624 diaries project.

This section will only be complete following work by the current 1640-60 section, who will not become available until after the completion of that section's revisions. Currently phase two is expected to consist of a drafting stage, lasting 27 months; a revision stage lasting 10 months; and a press stage.

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

History of Parliament Plan 2015 Editorial Board

2a	Research & Production of articles	<ul style="list-style-type: none"> <li>Over-elaborate research which may lead to</li> <li>Falling behind targets on production</li> <li>Quality of production slips down or slides up</li> <li>Discovery of new material delays production</li> <li>Articles become too long, leading to increased costs at publication stage</li> </ul>	<b>Editors</b>	<b>H</b>	<b>M</b>	<ul style="list-style-type: none"> <li>Director and Editorial Board to read representative selection of articles</li> <li>Six-monthly reporting system against specified targets; section editors and director to be warned of any slippage within period</li> <li>Introduction of timetable which is rigorously followed</li> <li>Setting of bands for article length which are rigorously followed</li> </ul>	<ul style="list-style-type: none"> <li>Six-monthly reporting system</li> <li>Annual Plan and Annual Review</li> <li>Convention guide includes guidance on specification for articles</li> </ul>	<b>M</b>
2b	Online Publication	<ul style="list-style-type: none"> <li>Online publication degrades over time through lack of maintenance</li> <li>Failure to update / add to content means site attracts fewer visitors</li> </ul>	<b>Director/ IHR</b>	<b>H</b>	<b>M</b>	<ul style="list-style-type: none"> <li>Maintenance now based at IHR</li> <li>Outreach and communications officer to manage new content</li> <li>Programme of continuous improvement funded through reserve</li> </ul>	<ul style="list-style-type: none"> <li>Current developer 2/3 funded by HPT</li> <li>Web and communications officer appointed September 2012</li> </ul>	<b>L</b>
2c	Print publication	<ul style="list-style-type: none"> <li>Print pages can't be generated through Content Management System</li> <li>Lack of capacity for copy-editing and proof-reading</li> </ul>	<b>Director/ IHR</b>	<b>H</b>	<b>H</b>	<ul style="list-style-type: none"> <li>CMS worked previously: export to XML and import to InDesign worked on 2013/14 by IHR with assistance of CUP</li> <li>Close liaison with publishers</li> <li>Careful planning of copy-editing and proof-reading process</li> </ul>	<ul style="list-style-type: none"> <li>Cambridge University Press appointed as publishers for House of Lords 1660-1715</li> <li>External copy-editors contracted</li> </ul>	<b>M</b>
<b>3</b>	<b>Operational risk</b>							
3a	Employment issues	<ul style="list-style-type: none"> <li>Employment disputes</li> <li>Employment claims (injury, stress, harassment, unfair dismissal, equal opportunities, etc.)</li> </ul>	<b>Director/ Administrator</b>	<b>M</b>	<b>M</b>	<ul style="list-style-type: none"> <li>Clear contractual rules/guidance/procedures for staff and managers on all aspects of employment at the History</li> <li>Recognition of trade union representation</li> <li>Appraisal system for staff/managers to provide early warning of problems/issues and identify training needs</li> </ul>	<ul style="list-style-type: none"> <li>New contracts of employment and Staff Handbook issued in Spring 2005; revision of handbook in progress</li> <li>Consultation with trade union staff representatives</li> <li>Annual appraisal system (under review, 2014)</li> </ul>	<b>L</b>
3b	Health and Safety	<ul style="list-style-type: none"> <li>Failure to comply with legislation</li> <li>Injury</li> </ul>	<b>Administrator</b>	<b>L</b>	<b>H</b>	<ul style="list-style-type: none"> <li>Review H of P compliance, including risk assessment and remedial action where necessary, including training</li> <li>Health and Safety policy</li> </ul>	<ul style="list-style-type: none"> <li>Health and Safety policy in place</li> </ul>	<b>L</b>

3c	Staff turnover and recruitment	<ul style="list-style-type: none"> <li>• Too rapid loss of staff disrupts programme and timetable of research and adds to costs of training and recruitment; potential impact on morale</li> <li>• Illness</li> <li>• Lack of applicants of sufficient quality for advertised vacancies</li> <li>• Rapid loss of staff towards end of a programme of work</li> </ul>	<b>Director</b>	<b>L</b>	<b>H</b>	<ul style="list-style-type: none"> <li>• Use appraisal system to review where difficulties with staff are emerging</li> <li>• Manage sickness absence and maintain sickness register</li> <li>• Staff development programme to ensure that staff concerns about their own development met</li> <li>• Particular attention to staff concerns when sections are nearing completion; consider this as criterion for future projects</li> </ul>	<ul style="list-style-type: none"> <li>• Annual appraisal system in place</li> <li>• Staff development budget</li> <li>• Redundancy policy formulated and approved by Union and Trustees</li> <li>• Sickness policy needs review</li> </ul>	<b>L</b>
3d	Premises and property management	<ul style="list-style-type: none"> <li>• Poor/costly service providers</li> </ul>	<b>Administrator</b>	<b>M</b>	<b>M</b>	<ul style="list-style-type: none"> <li>• Appointment of reputable professionally or trade qualified service providers on firm costed service/performance agreements</li> <li>• Regular review of performance and costs</li> </ul>	<ul style="list-style-type: none"> <li>• Member of London University Purchasing Consortium through which main service contract (cleaning) awarded after competitive tender; monitored quarterly against KPI's.</li> <li>• Smaller contracts awarded subject to H&amp; S legislation, competitive estimates, KPI's and/or specific repair resolution.</li> </ul>	<b>L</b>
3e	Disaster	<ul style="list-style-type: none"> <li>• Destruction /damage to property, equipment, records</li> </ul>	<b>Administrator</b>	<b>L</b>	<b>H</b>	<ul style="list-style-type: none"> <li>• Insurance cover</li> <li>• Disaster recovery plan for alternative accommodation</li> </ul>	<ul style="list-style-type: none"> <li>• See also IT / records below</li> </ul>	<b>M</b>
<b>4</b>	<b>Financial risk</b>							
4a	Funding	<ul style="list-style-type: none"> <li>• Loss, reduction or delay in funding from Lords/Commons</li> </ul>	<b>Trustees</b>	<b>L</b>	<b>H</b>	<ul style="list-style-type: none"> <li>• Reserves policy indicates use of reserve as cushion if necessary</li> <li>• Development of financial planning process to indicate level of funding required over longer period</li> <li>• Regular reporting to funders</li> </ul>	<ul style="list-style-type: none"> <li>• Quarterly reports to members of Finance Committee</li> <li>• Planning process and financial planning process brought together</li> <li>• Annual Review and reports to House of Commons Commission and the Lords</li> <li>• Progressive reduction in Grant-in-Aid means this no longer available as a cushion</li> </ul>	<b>M</b>

4b	Budgeting	<ul style="list-style-type: none"> <li>Overspending/ Underspending</li> <li>Insufficient funds in account because of delay in withdrawing money from deposit</li> </ul>	<b>Director</b>	<b>M</b>	<b>M</b>	<ul style="list-style-type: none"> <li>Monthly management accounts monitored by Director, Secretary, Treasurer</li> <li>Quarterly reports on expenditure, income and budget to members of Finance Committee</li> <li>Review management accounts at end of each month to ensure sufficient funds</li> <li>Bi-annual meeting of Finance Committee</li> <li>Budgeting set annually using fullest possible information</li> </ul>	<ul style="list-style-type: none"> <li>2015/16 to 2017/18 budget under discussion</li> <li>Transfer of funds to bank account for more rapid access</li> </ul>	<b>L</b>
4c	Payroll	<ul style="list-style-type: none"> <li>Payroll provider's systems fail</li> </ul>	<b>Administrator</b>	<b>L</b>	<b>H</b>	<ul style="list-style-type: none"> <li>Payroll can be administered manually by Administrator at H of P</li> </ul>	<ul style="list-style-type: none"> <li>Payroll provider working efficiently and reliably</li> </ul>	<b>L</b>
4d	Fraud & Error	<ul style="list-style-type: none"> <li>Fraud/error at H of P</li> <li>Loss etc of corporate credit card</li> </ul>	<b>Administrator</b>	<b>L</b>	<b>M</b>	<ul style="list-style-type: none"> <li>Financial memorandum</li> <li>Financial control procedures</li> <li>Authorisations for expenses</li> <li>Asset register</li> <li>Internal Review system</li> </ul>	<ul style="list-style-type: none"> <li>Occasional overview by HoC Internal Review Service of HoP self-assessment [last review conducted 2009]</li> <li>Financial Control procedures reviewed and revised in 2006; updated for addition of corporate credit card in 2011</li> <li>Financial Memorandum awaiting updating in 2014</li> </ul>	<b>L</b>
4e	Banking	<ul style="list-style-type: none"> <li>Error at bank</li> </ul>	<b>Secretary</b>	<b>M</b>	<b>H</b>	Bank reconciliations by Administrator	<ul style="list-style-type: none"> <li>Online read-only access to bank accounts enabling regular checks</li> <li>Bank reconciliations prepared monthly</li> </ul>	<b>L</b>