# London Archives Partnership

# Terms of Reference

# February 2022

# Background

The Association of London Chief Librarians (now London Libraries) and The National Archives commissioned a study in 2013 to explore the potential advantages of local authority archive services in London working more closely and creatively together. The report uncovered a complex landscape for archives and local studies in London in terms of size, range and resources. However, all shared the ever increasing pressures on budgets, the need to look for alternative ways of funding services and the need to demonstrate how heritage services meet council priorities.

The London Archives Partnership (LAP) was formed to coordinate projects between authorities that promote the value of archives whilst ensuring an efficient and cost-effective approach to service delivery.

LAP is a cooperative venture with all partners committed equally to the overarching purpose.

# 1 Function of the London Archives Partnership

The London Archives Partnership (LAP) exists to:

* Provide the public with the best possible access to the documented history of London
* Increase the awareness and use of the rich and diverse collections across all boroughs and the City
* Maximise scarce resources by working together collaboratively
* Secure funding for collaborative projects
* Invest in digital preservation and digital access to resources and collections
* Share knowledge and best practice among members in a supportive environment

The LAP Board is responsible for:

* Approving strategy and direction of travel
* Budget expenditure
* Risk analysis and project monitoring
* Advocacy
* Liaison and communication with the **Partnership**
* Liaison with appropriate partners
* Facilitating the **Partnership**, including network meetings for members

# 2 Structure

The **Partnership** is open to all those with responsibility for archives in London local authorities.

Each authority will:

* commit to the principles of collaboration, actively seeking ways to achieve service
* improvement and developments through shared resources rather than making individual arrangements
* Participate in appropriate shared projects, including releasing the agreed staff capacity to deliver the outcomes of the projects
* Promote the **Partnership** alongside their individual service

**The LAP Board** currently consists of:

* Tamsin Bookey – LB Tower Hamlets (**Chair**)
* Amin Aboushagor – London Councils
* Susanna Barnes – LB Lambeth
* Patricia Dark – LB Southwark
* Diana Manipud – LB Brent
* Julie Melrose – LB Haringey
* Georgie Salzedo – The National Archives (**Secretary**)
* Philippa Turner – The National Archives (**Secretary**)
* Laurence Ward – City of London

The role of the LAP Board is to:

* **Approve strategy and direction of travel,** including**:**
* Taking responsibility for the **Partnership’s** strategy and achievement of outcomes, reviewing and updating the strategy every 12-18 months
* Ensuring the project scope aligns with the requirements of stakeholder groups
* **Manage budget expenditure,** including**:**
* Ensuring effort and expenditure are appropriate to stakeholder expectations
* **Carry out risk analysis and project monitoring,** including**:**
* Addressing any issue that has major implications for the **Partnership**
* Reconciling differences in opinion and approach and resolving disputes arising from them
* Keeping the project scope under control as emergent issues force changes to be considered
* **Advocacy**, including:
* Creating resources for the purposes of advocacy
* Leading on conversations with relevant stakeholders
* **Liaise and communicate with the membership of the Partnership,** including**:**
* Convening **Partnership** network meetings
* Collaborating with the **Partnership** on guidance for strategic and business issues
* **Liaise with appropriate partners,** including**:**
* Reporting on project progress to The National Archives and London Libraries

The **Partnership** consists of representatives of the participating London local authority archive services; all London local authority archive services are welcome to join.

# 3 Meetings

* The Board shall meet every three months or more frequently if necessary, supplemented by workstream meetings as required.
* The **Partnership** will meet at least every six months.
* The minutes of each LAP Board meeting will be prepared by the Secretaries and distributed to all board members.
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