**London Archives Partnership**

Network Meeting

Wednesday 25th April 2018

Tower Hamlets Local History Library and Archives

14:00 – 16:30

**NOTES AND ACTIONS**

**Attendees:**

**Barking & Dagenham, Brent, City of London, Croydon, Hackney, Hammersmith & Fulham, Haringey, Hounslow, Islington, Kingston, Lambeth, Richmond, Southwark, TNA, Tower Hamlets, Waltham Forest, Westminster**

**Apologies:**

**-**

1. **Welcome and Project updates** Geoff Pick & Tamsin Bookey

Welcome from Geoff Pick to the London Archives Partnership Network Meeting. Welcome to Tower Hamlets from Tamsin Bookey. Current exhibition, [David Granick: The East End in Colour 1960-1980](http://www.ideastore.co.uk/granick) has proved immensely popular (more than a year’s worth of visitors within 6 weeks of opening). Thanks to Tower Hamlets for hosting the meeting. Round the table introductions.

**London Borough of Culture and City of London** Geoff Pick

Geoff briefly explained the City and LMA’s role in LBoC, with an emphasis on encouraging boroughs to include their archive services in bids, planning and activities, and especially in capturing and preserving archives of activities.

**LAP and advocacy** Geoff Pick & Owen Munday

LAP’s advocacy document progressing, and funding secured from TNA for document design and printing. Specific case study content to be requested by Owen, but more general content needed too, in particular high-quality images. Owen to circulate more call-outs. **LAP members to send content (especially images) to** [**Owen Munday**](mailto:owen.munday@nationalarchives.gsi.gov.uk) **at TNA**.

**Social media** Owen Munday & Tahlia Coombs

LAP Twitter account has now been set up ([@LDNarchives](https://twitter.com/LDNarchives)) and is ready to retweet content posted by LAP member services and other relevant archive sector news. **LAP members to follow on Twitter!**

**AIM25/LAP project** Geoff Pick & Lindsay Ould

Geoff gave an overview of the project, to build on work done back in 2014 to enable LB archive services to get collections information onto the AIM25 platform, increasing the online availability of London Borough archive services’ catalogues. AIM25 and LAP now want to get more LB collections up on the platform. We are looking to take advantage of a variety of external funding opportunities to do so, and need to match these with different services’ needs, readiness, and current capacity to get involved. By helping services to get more of their collections information ready for inclusion in AIM25, this work and funding will help services to make that information available through other complementary platforms such as Archives Hub and TNA’s Discovery. As a first step, **all LB services were asked to complete an** [**online survey**](http://www.smartsurvey.co.uk/s/J6STZ/), updating the information gathered in 2014, to allow services to be matched with different funding opportunities. **Anyone yet to complete this survey is requested to do so as soon as possible. If you cannot find the information needed to answer a particular question, please don’t worry. An incomplete response is preferable to no response.** It was suggested that Geoff Browell from AIM25 be invited to speak at a future LAP network meeting to talk more about the platform and the work.

TNA’s [Manage Your Collections](http://www.nationalarchives.gov.uk/archives-sector/advice-and-guidance/managing-your-collection/developing-collections/contributing-to-our-resources/) work and tools were mentioned in terms of complementary projects – the big difference being that, unlike the AIM25 project, the MYC work is not aiming to provide any financial support to help archive services get their collections information in shape. But it may be useful once that information is ready to be contributed to any/all of these online platforms.

**British Library Unlocking Our Sound Heritage update** Geoff Pick

The appointment of staff at LMA to work on this three-year HLF-funded project has been slightly delayed. Work is now expected to start in September 2018.

**Layers of London** Geoff Pick

Staff have now been appointed (to be based at LMA) for this HLF-funded project led by the School of Advanced Study and the Institute of Historical Research, University of London. The project aims to map London using modern and historical maps taken from collections including LMA, BL, Historic England, TNA, Museum of London Archaeology, and enhanced with contributions from members of the public. Initial work is focusing on the Barking & Dagenham area. See [Layers of London website](http://alpha.layersoflondon.org/about).

**London’s Screen Archives** Owen Munday

The LSA network is finalising its strategy for the next two years, in collaboration with Film London and the LSA steering group. Focuses on strengthening the network, connecting more people with archive film, training and upskilling, preserving and celebrating diverse stories, and increasing resilience through fundraising. The HLF Resilient Heritage bid was successful, and this work will include a comprehensive audit of all current LSA members – so LAP members should expect to be contacted in the coming weeks or months. Bid to BFI Heritage 2022 Film Digitisation Fund also successful, with LSA getting funding to digitise c.130 titles from LSA collections. LSA working with GLA, LMA, Royal Albert Hall, Museum of London, Info Film, BFI and outer London borough partners on Courage & Communities Project, to mark centenary of Representation of the People Act, with funding from HLF. KinoVan to be rebranded for screening events from May to September 2018. LSA are recruiting a new Manager as Bea Harbour is stepping down.

**Joint programme with the London Museum Development Team** Owen Munday

Joint TNA/London Museum Development team Strong & Safe programme to continue in 2018-19. Likely to include training days on evidence, business mapping, and income generation. An advocacy event aimed at senior council officers is also being planned, with input from London Councils, showcasing local authority museum and archive work as it contributes to council priorities.

**Action plan** Geoff Pick

The LAP action plan is on the agenda for the next LAP board meeting in May 2018.

1. **TNA update** Owen Munday

**Archives Revealed scoping grants**This [new funding scheme](http://www.nationalarchives.gov.uk/archives-sector/finding-funding/archives-revealed/scoping-grants/) from TNA and its external funding partners has now launched. Operates on rolling basis so services can apply at any time. Assessment panel will meet four times a year. Comprehensive FAQ and application guidance online. Successful bids will have access to a qualified archivist who will produce a collection assessment and report that can be used in advocacy activities and to provide evidence for planning and future funding bids, including the Archives Revealed cataloguing grants scheme. Specific questions can be sent to team ([archivesrevealed@nationalarchives.gov.uk](mailto:archivesrevealed@nationalarchives.gov.uk)) or Owen at TNA ([owen.munday@nationalarchives.gov.uk](mailto:owen.munday@nationalarchives.gov.uk)) can provide informal feedback on applications (time permitting and with no connection to assessment process!).

**Archive Service Accreditation refresh**

Applications to the national Accreditation scheme are now on pause as a number of planned changes are implemented, most notably in terms of expectations around management of born-digital records. Other changes include a new ‘getting started’ guide, and some changes to guidance to make it more accessible. (**Update, 2 May: the** [**refresh has now finished**](http://blog.nationalarchives.gov.uk/blog/archive-service-accreditation-refreshed/)**. The refreshed documentation will be on the website in next few weeks, and applications will open again then**). Patricia Dark from Southwark commented on the usefulness of the Accreditation process and offered to share policies with any LAP service looking to develop or update theirs. Anyone interested in becoming a peer reviewer for Accreditation (regardless of whether or not they have already been involved in an assessment or been part of an Accredited service) is encouraged to look at the [information on the ARA website](http://www.archives.org.uk/what-we-do/archives-service-accreditation/peer-reviewers.html%20%20), which also tells you how to apply.

1. **GDPR refresher and Q&A** Kevin Mulley

Kevin Mulley from TNA spoke about the incoming changes to data protection legislation, coming into effect on 25 May. Archive-specific guidance from TNA will be published before 25 May, and more comprehensive guidance, covering a wider range of roles and issues, is being produced by the ARA, to be published later on. Slides from Kevin’s talk will be circulated separately.

1. **London Borough of Culture – Waltham Forest 2019** Lorna Lee

Lorna Lee from Waltham Forest spoke about the borough’s successful bid to become the first ever London Borough of Culture. There followed a discussion on how best to create an archive of the development and delivery of the year’s programme, touching on social media, use of library networks as hubs for collecting and sharing history of area, working with artists, and the need to capture work of decision-makers and planners. Slides from Lorna’s talk will be circulated separately.

1. **Borough news round up** All

The following updates were either reported during the course of the meeting or received in writing beforehand:

**Islington**

- Preparing for GDPR

- Budgeting for year. No more cuts received.

- Three HLF projects:

- new visitor centre for Caledonian Park to open Oct/Nov

- Islington’s Pride LGBT archive – recruiting project archivist soon

- Echoes of Holloway Prison – recording testimonies of staff, inmates and local population – to end spring 2019

**Haringey**

- LGBT and BAME three-year oral history project

- Major building work until Aug 2018, including collections moves – with some impact on events

- Windrush enquiries – people looking for documentation

- Expected transfer of lots of council records

**Newham**

- Mayor of 16 years stepping down.

- New vision on future of archives and local heritage, and potentially new museum in borough

- 9 student placements from UEL and Queen Mary’s – 100 hours each

- Joint touring exhibitions with UCL on suffragettes and suffragists

- Major storage issues – now storing some of museum collections

**Kingston**

- Achieved Archive Service Accreditation in last round

- Building team up

- GDPR prompting discussions about records management in council – digital preservation and retention

- Heritage Team Leader post currently vacant

**Barking & Dagenham**

- Continuation of the HLF project ‘Our Everyday Futures’ – the digitisation, repackaging, and cataloguing of the 9,500 photographic negatives has been completed, an exhibition of some of the photographs was held at Valence House in December/January, more public engagement activities are now commencing. The project is due to be completed in mid-July.

- A portable exhibition on the history of women in the borough created by the archive is currently circulating local secondary schools thanks to volunteer funding.

- A small staff restructure is due to take place in Archives and Local Studies. The Local Studies Librarian retired in June 2017 and this role will not be filled, instead two new positions will be created, namely a part-time searchroom assistant and a part-time events co-ordinator. Recruitment will begin in the next few months.

- We are due to host a local heritage learning day for Barking and Dagenham schools as part of the Layers of London project on 2nd May.

- There is an ongoing volunteer project to create a new book of remembrance for the borough to commemorate all those who have died on active service since the end of WWII.

**Richmond**

- Two family history workshops will be running May.

- Preparations are already underway for Know Your Place, September’s heritage festival.

- Preparations are also underway for Archive Explorers, an activity week for 9-14 year-olds in late-July.

- We are soon to have a UCL archive student visiting for a cataloguing placement.

- We are in the process of updating our policies.

**Lambeth**

- Steady progress on new building; currently considering what extra elements would be needed to build into it to minimise capital and revenue expenditure.

- Planning for heritage festival (in September) going well

- Preparing exhibition to be at Lambeth Town Hall of Harry Jacobs photos to recognise Windrush 70.

- Archivist on maternity leave

**Hounslow**

- Further budget buts. Team to reduce from 3 to 2

- Strategic review underway

- James helping with arts festival in Hounslow

**Brent**

- Our team is settling down, we have split our Heritage Officer role (who deliver the front line service in the search room) and have two part time member of the team. We will be looking to recruit an Archivist to the service but are still ironing out exactly what this will look like.

- We are working on a Windrush exhibition that will be opened in June, we are hoping our community engagement will encourage some donating. The focus of the exhibition is a selection of photographic portraits by Ekua McMorris which will become part of our collection.

- Our Romanian exhibition Home Away from Home has been very well received and we have had a successful programme of events which will culminate in a panel discussion on Thursday the 3rd of May.

**Croydon**

- Review of libraries, museum, archive – on back of move from Carillion back into council

- Joint working with libraries in City Read

- HLF-funded 100 Banners project (which Brent also took part in)

- IWM Centenary Partnership – new exhibition including suffrage and conscientious objectors

- Croydon Clocktower – spaces (museum, library, archive, adult learning, business enterprises) under review with refurbishment planned. Exploring potential funding opportunities

- Croydon Ponds successful achieved HLF funding

- 1st Festival of Peace Croydon in June – an “alternative London Borough of Culture”

- Cultural Heritage Apprentice

**London Metropolitan Archives**

- London History Day (31 May) – with focus on Women’s History – to include talks, stalls and family events

- 2019 features several major engineering anniversaries (incl Joseph Bazalgette, Horace Jones) – activities and programming to coincide with main launch of Elizabeth Line

**Tower Hamlets**

- Borough Archivist Malcolm Barr-Hamilton is leaving. **Leaving party on 17 May from 6.30pm at Tower Hamlets. All invited**. Approval to recruit to role.

- Approval for 3 FTA posts (apprentice, cataloguer, front of house)

- David Granick: The East End in Colour exhibition a huge success. Have been able to track impact of exhibition on usage of archive – allowing to demonstrate that outreach increases visitor numbers.

- Achieved Archive Service Accreditation

- Feasibility study on storage coming soon – potential relocation to new site

**Hackney**

- Conversations with records management colleagues on retention schedules and move to Google Suite

- Potential rehousing of material currently in outstores

- Project Cataloguer role to work on council minutes backlog and papers of former Mayor

- Putting out tender to replace catalogue and image database software

- Halfway through project to digitise around 150 thousand photos – with museum and learning teams

- Project on black British music for Black History Month

- 1909 petition conserved

**Westminster**

- Gillian Butler (formerly of Kingston) has been appointed part-time archivist.

- We have been successful with a £40K HLF bid (in the name of the Westminster Community Reminiscence & Archives Group) titled Towards A New Jerusalem, a project to mark the 70th Anniversary of NHS this summer and involving a number of partners including the Royal College of Nursing, the Royal Hospital Chelsea and nine Westminster schools.

- Two additional projects funded through Community Covenant Fund: RAF 100 & Household Cavalry, Suffragettes & Soldiers

- Lending material to Vote 100 Parliamentary exhibition in summer

- EqualiTeas Weekend – City of Westminster Guide Lecturers walks, and tea parties at archive

**Kensington & Chelsea**

- Staff member about to graduate with archives qualification – to become service’s first professional archivist

- Contributing to RAF 100 and Suffragettes & Soldiers projects

**Hammersmith & Fulham**

- Lacking staff time and budget

- Valuable input from volunteers

- Libraries and archives retaining Triborough arrangement

- Contributing to RAF 100 and Suffragettes & Soldiers projects

- To lend work of art to Tate Britain next year

- Working with William Morris organisations

- CALM View up & running soon – last-minute niggles to iron out

**Southwark**

- Work resulting from 2013 fire at Cuming Museum ongoing – all tea crates storing documents now listed. Next steps to open all, send to Harwell, and sort out access arrangements

- Cataloguing continuing in spreadsheets, then transferred to Discovery

- One FTE post currently vacant

- Outreach events making use of film collection digitised by London’s Screen Archives – popular material getting lots of use

- LGBT exhibition at Peckham Levels – received 600 visitors

- Working on Windrush exhibition

1. **AOB**

Owen encouraged LAP members to look at the [GLA’s draft Culture Strategy](https://www.london.gov.uk/get-involved/have-your-say-draft-culture-strategy-london) for London, currently out for public consultation, and to respond if able. Owen is putting together a response from TNA, asking for archives to be included more visibly in this strategy and in future planning.

1. **Actions and Next steps (including ideas for future meetings)**

**DATE OF NEXT MEETING:**

Friday 20th July, at [Gunnersbury Park Museum](http://www.visitgunnersbury.org/)

9.30 (for a 10.00 start) to 12.30

If anyone would like to host a future meeting, or has suggestions for speakers/content to include, **please contact Owen**: [owen.munday@nationalarchives.gsi.gov.uk](mailto:owen.munday@nationalarchives.gsi.gov.uk)