

Committee: Culture Heritage and Libraries	Date: 23 January 2023
Subject: Draft high-level summary Business Plan 2023/24 – London Metropolitan Archives	Public
Report of: Emma Markiewicz	For Approval
Report author: Emma Markiewicz	

Summary

This report presents for approval the high-level summary Business Plan for the London Metropolitan Archives (LMA) for 2023/24.

Recommendation

Members are asked to:

- i. Note the factors taken into consideration in compiling the LMA Business Plan; and
- ii. Approve, subject to the incorporation of any changes sought by this Committee, the departmental Business Plan 2023/24.

Main Report

Background

1. As part of the new framework for corporate and business planning, departments were asked to produce standardised high-level, 2-side Business Plans for the first time in 2017 for the 2018/19 year. Members generally welcomed these high-level plans for being brief, concise, focused and consistent statements of the key ambitions and objectives for every department.
2. For 2023/24, the high-level summary Business Plan has been further evolved to add more narrative and improve readability. As a high-level summary, this document does not capture the granularity of work but gives the overall picture of activity, customer feedback, trends where applicable and direction of travel.

Draft final high-level summary Business Plan for 2023/24

3. This report presents, at Appendix 1, the draft final high-level summary Business Plan for 2023/24 for the LMA.

The priorities for 2023/24 are:

- Begin to pilot a new public engagement process, making changes to the staff structure and public spaces within LMA to support this, leading out of the 2022 audience development programme.
- LMA, the largest local authority archive service in the UK and the second largest in the country is due to have a mid-term review against the UK Archive Service Accreditation Standard in late 2023. This will necessitate a significant amount of preparation and LMA may be inspected by external assessors.

- LMA will continue to support COL with services for departmental records management; official enquiries and supporting official events; curating and promoting the Heritage Gallery. As the coronation will take place in spring 2023, LMA will support central departments with archive displays as required.
- LMA will continue to contribute actively to COL's climate action programmes and EDI agendas. LMA hopes to replace chillers, which are key to environmental control of the collections, and is awaiting capital funding.
- LMA will continue to develop services based at Guildhall, namely LMA's manuscript stores, Guildhall Library and SBREC in line with the Guildhall Masterplan.
- Review accommodation needs for LMA as the site for the Clerkenwell site expires in 2035: this is of major importance for the future of the service.

Corporate & Strategic Implications

LMA has approximately £400,000 of external income against a budget of just over £3 million. The income comes from a variety of streams including licensing, external storage and professional services such as archival box making. Income was largely stable during the pandemic and LMA has a fair degree of control over the fees charged. Income is used to provide enhanced services and care for the City's owned archive collections, in line with Corporate Plan outcomes 7 (***We are a global hub for innovation in finance and professional services, commerce and culture***), 9 (***We are digitally and physically well-connected and responsive***) and 10 (***We inspire enterprise, excellence, creativity and collaboration***).

Security implications

None.

Financial implications

None.

Public sector equality duty

None at this stage, equalities impact assessments will be taken as part of the review of staff structure.

Resourcing implications

None.

Conclusion

This report presents the high-level summary Business Plan for 2023/24 for the LMA for Members to consider and approve.

Appendices

- Appendix 1 – Final high-level summary Business Plan 2023/24 with EDI Plan for 2023-24

Emma Markiewicz
Director, London Metropolitan Archives
T: 077966 423683
E: emma.markiewicz@cityoflondon.gov.uk