

**Minutes of the Annual General Meeting of the Health Archives Group,  
held on 26 May 2006 at St Bartholomew's Hospital, London**

**Present**

Nick Baldwin	(Great Ormond Street Hospital Archives)
Rob Baker	(Chelsea and Westminster Healthcare NHS Trust)
Caroline Brown	(University of Dundee)
Eleanor Burgess	(Healthcare Commission)
Sarah Coombs	(Barts and the London NHS Trust)
Samantha Farhall	(Royal Society of Medicine)
Colin Gale	(Bethlem Royal Hospital Archives and Museum)
Alex Ganotis	(Information Commissioner's Office)
Anne George	(Sheffield Archives)
Victoria Killick	(London School of Hygiene and Tropical Medicine)
Eva King	(Nursing and Midwifery Council)
Annie Lindsay	(UCL Hospitals)
David Martin	(Department of Health)
Jenny McDermott	(Lothian Health Services Archive)
Kevin Mulley	(The National Archives)
Vicky Rea	(Royal Free Hampstead NHS Trust)
Catherine Redfern	(Barts and the London NHS Trust)
Stephen Soanes	(Institute of Psychiatry)
Laura Taylor	(London Metropolitan Archives)
Natalie Walters	(Wellcome Library)
Pat Whatley	(University of Dundee)
Kath Webb	(York Hospitals)

**Apologies for absence**

The following apologies for absence were received:

Gillian Alloway	(Luton and Dunstable Hospital)
Anne Barrett	(Imperial College Archives)
Elizabeth Boardman	(Oxfordshire Health Archives)
Geoff Browell	(King's College, London)
Kevin Brown	(St Mary's Hospital)
Lucy Burrow	(Cardiff University)
Tina Craig	(Royal College of Surgeons)
Tim D'Estrube	(Camden and Islington Mental Health and Social Care Trust)
Jonathan Evans	(Barts and the London NHS Trust)
Stuart Green	(Bradford Hospitals)
Jenny Haynes	(Royal College of Obstetricians and Gynaecologists)
Lorraine Nicholson	(IHRIM)
Carol Parry	(Royal College of Physicians and Surgeons of Glasgow)
Kate Richardson	(Barts and the London NHS Trust)
Hilary Ritchie	(Addenbrooke's Hospital)
Cerys Russell	(East Kent Archives Centre)
Julia Sheppard	(Wellcome Library)
Graham Stanley	(The National Archives)
Karen Waite	(Royal Cornwall Hospitals Trust)
Fiona Watson	(Northern Health Services Archive, Aberdeen)

**1. Chair's report**

- 1.1 RB reported that he was standing down as Chair after two years and wished to record personal thanks to the following:
  - the previous chair, Libby Adams
  - those who worked on the review of the Group - Victoria Northwood, Catherine Redfern, Susan McGann and Helen Wakely
  - staff at The National Archives – Graham Stanley, Catherine Redfern and Kevin Mulley
  - all the members of the current HAG committee, particularly the Minutes Secretary, Vicky Rea, and the Membership Secretary, Jenny McDermott.
- 1.2 Members gave a vote of thanks to RB for his work with HAG over the last 2 years.

## **2. Approval of new name, aims and objectives and terms of reference**

- 2.1 The members present voted in favour of the proposal to change the name of the Group to 'Health Archives and Records Group' (HARG) – [Paper A]
- 2.2 The members present voted in favour of the proposed Mission Statement [Paper B]
- 2.3 The members present voted in favour of the proposed Aims and Objectives [Paper C]
- 2.4 The members present voted in favour of the proposed Terms of Reference for the Committee [Paper D]
- 2.5 The members present voted in favour of the proposed Responsibilities of Committee Members [Paper E]

## **3. Elections to committee**

- 3.1 The members present voted in favour of the nominations for the HARG Committee 2006-2007 [Paper F]

**Proposal to change name of Health Archives Group**

That the name be changed from Health Archives Group with use of the acronym 'HAG' for short to 'Health Archives and Records Group' and use the acronym 'HARG' for short.

**May 2006**

## PAPER B

The Health Archives Group acts as a representative body for archivists and records managers working in the health sector in the UK and Ireland. Membership is open to all with an interest in health archives and records wherever they are based, and is free of charge.

The Group was founded in the late 1980s. It is an independent body, although it has a formal link to the Society of Archivists as an affiliate of the latter's Specialist Repositories Group. Its day to day activities are undertaken through a committee, the members of which are elected by the membership at the Group's annual general meeting. It takes forward work on specific issues through ad hoc sub-groups, each of which is led by a committee member.

The aims of the Group include facilitating networking and sharing of information amongst its members, raising the profile of records and archival issues in the health sector, promoting the use of health archives and collaborating with other professional bodies on issues of shared concern. The Group holds meetings open to all members three times per year.

The Group's aims and objectives and the terms of the reference of its committee are agreed by members at the annual general meeting. Any matters fundamental to the Group's identity and functions are subject to a vote of all members, at the annual general meeting or by e-mail vote at any time.

**May 2006**

### **Aims and objectives**

#### **Aims**

1. To facilitate the networking, collaborating and sharing of information between those responsible for health records and archives.
2. To raise the profile of records and archival issues within the health sector.
3. To contribute to the development of standards and best practice.
4. To promote best practice in the creation and management of records documenting the work of organisations and individuals in the health sector, throughout their lifecycle.
5. To promote the use and value of health archives both within and outside the health sector.
6. To liaise and collaborate with related professional bodies on issues of shared concern.

#### **Objectives 2006-07**

1. To hold three business meetings, with guest speakers, and an annual general meeting.
2. To meet with representatives of The National Archives to discuss issues of mutual concern.
3. To establish a website for the Group.
4. To continue to discuss with the Society of Archivists and its Specialist Repositories Group the future status of the Group.
5. To consider establishing a bank account for the Group and of means to obtain external funding, including sponsorship.

#### **May 2006**

### Terms of reference for Committee

1. To conduct the day to day and ongoing business of the Group under the direction of the Chair.
2. Questions fundamental to the Group's identity and functions are ultra vires of the committee and are subject to a vote of all members, by e-mail vote or at an Annual General Meeting.
3. All members of the Group are eligible to stand for the committee.
4. The committee has a minimum number of five members, and a maximum number of twelve.
5. Committee posts include Chair (or two Co-Chairs) and Secretary (or Membership Secretary and Minutes Secretary). Other posts such as Vice-Chair, Treasurer and Web Officer may be held if deemed appropriate by the committee.
6. Committee members are elected in an individual capacity and not as representatives of another body, constituency or geographical area.
7. Committee members and post holders are elected annually at the Annual General Meeting. The committee thus formed has the authority to co-opt members at other times, the period of co-option lasting until the following Annual General Meeting.
8. Those standing for election to the committee should submit notice of this to an existing committee post holder no later than one week before the Annual General Meeting.
9. The committee meets three times per year prior to the Group meetings which are open to all members, at which it reports to the members.
10. Committee members are expected to attend a minimum of one meeting per year. In the event of any committee member continually failing to attend meetings without satisfactory explanation having been given, the remaining members may, by majority vote, remove him/her from the committee.

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### **Responsibilities of Health Archives Group committee members**

#### Chair

Chairs meetings  
Prepares agenda for meetings (with Minutes Secretary and Membership Secretary)  
Lead on promoting Group, for example through writing articles for professional publications  
Lead on liaison with other bodies  
May be required to represent the Group on other bodies  
Prepares formal responses on behalf of the Group to policy documents produced by other bodies  
Liaises with fellow committee members and keeps them informed of developments

#### Membership Secretary

Maintains membership list  
Sends messages out to members  
Organises meetings – liaises with venue and speakers  
Receives confirmation of attendance and apologies for absence for meetings from members  
Prepares agenda for meetings (with Minutes Secretary and Chair)

#### Minutes Secretary

Takes minutes at meetings  
Prepares agenda for meetings (with Membership Secretary and Chair)

#### Committee members without a specific portfolio

To attend committee meetings, held three times per year immediately before Group meetings open to all members  
May lead or form part of one or more HAG sub-groups  
Contributing to Group input into policy documents produced by other bodies  
Contributing to other Group activity as required

**May 2006**

**Nominations for Health Archives Group committee 2006-07**

Rob Baker  
Sarah Coombs  
Colin Gale  
Jenny Haynes  
Jenny McDermott, standing for Membership Secretary  
Vicky Rea, standing for Minutes Secretary  
Catherine Redfern  
Kath Webb