

HEALTH ARCHIVES AND RECORDS GROUP

Minutes of the committee meeting of the Health Archives and Records Group, held on 14 January 2008 at the Royal College of Physicians, 11 St Andrews Place

Present

Karen Waite	Royal Cornwall Hospitals NHS Trust (Chair)
Colin Gale	Bethlem Royal Hospital Archives and Museum (Membership Secretary)
Eleanor Burgess	Healthcare Commission (Minutes Secretary)
Sarah Coombs	Barts and the London NHS Trust
Vicky Rea	Royal Free Hampstead NHS Trust
Jenny Haynes	Royal College of Obstetricians and Gynaecologists
Kath Webb	York Hospitals NHS Trust
Stephen Soanes	University of Warwick

1. Apologies for absence

1.1 Catherine Redfern Barts and the London NHS Trust

2. Minutes of the last meeting

2.1 The minutes of the last committee meeting, held on 28 September 2007, were confirmed as a true record.

3. Minutes of teleconference

3.1 The minutes of the teleconference, held on 6 November 2007, were confirmed as a true record.

4. Matters arising

7.1 Colin Gale (CG) and Kath Webb (KAW) gave an update on the Wellcome Trust conference, reporting that the slides they had used were now available on HARG's website and the text of their presentation had been accepted for publication in the next (April 2008) issue of the journal *Archives*.

5. Committee Matters

5.1 HARG's AGM will be held on 12 May 2008. Committee members need to consider whether they would like to nominate themselves for re-election. The nominations will open on 1 April and close on 30 April. If there are more nominees than places on committee then we will need to appoint a returning officer for the elections. It was agreed that CG should approach Mark Stevens of the Berkshire Record Office to act in this role if required. Karen Waite (KJW) announced that she would stand for Chair in 2008-2009, but intended not to seek the role in 2009.

6. Finances

6.1 Sarah Coombs (SC) provided a written report on HARG's finances.

- To date HARG had spent £237.88 of its 2007 budget of £250.
- HARG had been allocated £300 for 2008 by the Specialist Repositories Group (SRG) of the Society of Archivists (SoA).
- Website costs for 2008 are expected to remain at £29.99.

7. Website

7.1 SC provided an update on the website.

- A simple hit counter was added to the website in mid-November and it was reported that there had been 80 hits to the homepage since then. SC is going to test whether the hit counter also includes hits on pages other than the home page and will consider the merits of using a more detailed hit counter if necessary.
- Information on the Hospital Record Database on the HARG website has been updated.

- SC will investigate the possibility of getting a link from the TNA website.

7.2 SC informed the committee that the SRG were planning a makeover of their web presence on the SoA website, and had asked HARG if they would like to relocate their web presence to the SRG section of the SoA's website. SC will arrange to get HARG meetings put into the SoA events calendar. Committee agreed that it would be good to have HARG meetings advertised on SRG's web pages but that they would currently prefer to maintain a separate web presence for HARG. The situation will be reviewed again later this year.

7.3 SC also put out a call for

- more items of health archives and records-related news and events for inclusion on the website, and
- more relevant documentation for inclusion in the website's document library, including archives as well as records management.

KJW volunteered the accession agreement her Trust had recently entered into with Cornwall Record Office.

7.4 Committee expressed their thanks to SC for her continued hard work on the website.