

HEALTH ARCHIVES AND RECORDS GROUP

Minutes of the general meeting of the Health Archives and Records Group, held on 28 September 2007 at West Yorkshire Archives Services HQ, Wakefield

Present

Colin Gale	(Bethlem Royal Hospital Archives and Museum) – Acting Chair
Eleanor Burgess	(Healthcare Commission) – Secretary (Minutes)
Catherine Redfern	(Barts and the London NHS Trust)
Vicky Rea	(Royal Free Hampstead NHS Trust)
Jenny Haynes	(Royal College of Obstetricians and Gynaecologists)
Kevin Mulley	(The National Archives)
Steven Spencer	(The Royal Star and Garter Homes)
Alexandra Eveleigh	(West Yorkshire Archives Service)
Theresa Parks	(Tees, Esk and Wear Valleys NHS Trust)
Caroline Smith	(Bethlem Royal Hospital Archives and Museum)
Francis Maunze	(Royal College of Psychiatrists)
Michael Goodson	(Wakefield District PCT)

1. Apologies for absence

Karen J. Waite	(Royal Cornwall Hospitals NHS Trust)	Stuart Green	(Bradford Hospitals NHS Trust)
Sarah Coombs	(Bart and the London NHS Trust)	Annie Lindsay	(UCL Hospitals NHS Trust)
Kath Webb	(York Hospitals)	Melissa McGreechan	(London Ambulance Services)
Allie Dillon	(British Psychoanalytic Society)	Katie Ormerod	(Barts and the London NHS Trust)
Samantha Farhall	(Barts and the London NHS Trust)	Frank Rankin	(NHS Education in Scotland)
Jonathan Evans	(Barts and the London NHS Trust)	Kate Richardson	(Barts and the London NHS Trust)
Julia Sheppard	(Wellcome Library)	Karen Waite	(Royal Cornwall Hospitals NHS Trust)
Angela Skitt	(Birmingham City Archives)	Nicholas Baldwin	(Great Ormond St Hospital NHS Trust)
Kevin Brown	(St Mary's Hospital / Alexander Fleming Museum)	Hilary Ritchie	(Cambridge Univ Hospitals NHS Trust)
Anne George	(Sheffield Archives)	Natalie Walters	(Wellcome Library)
Gordon Jones	(Queen Mary's Hospital Roehampton)	Graham Stanley	(The National Archives)
Linda Lamb	(Queen Mary's Hospital Roehampton)	Geoffrey Browell	(King's College London)
Laura Taylor	(London Metropolitan Archives)	Andrew Bennett	(East Sussex Record Office)
Geoff Adams	(Wirral Hospital NHS Trust)	Craig Fees	(Planned Environment Therapy Trust)
Gillian Alloway	(Luton and Dunstable NHS Trust)	Jenny McDermott	(National Archives of Scotland)
Elizabeth Boardman	(Oxfordshire Health Archives)	Anne Barrett	(Imperial College London)
Lucy Burrow	(Cardiff University)	Rena Mongey	(Our Lady's Children's Hosp, Crumlin)
Miriam Critchlow	(Isle of Man Public Record Office)	Bruce Jackson	(Lancashire Record Office)
Stuart Green	(Bradford Hospitals NHS Trust)	Fiona Watson	(Northern Health Services Archive)
Amanda Engineer	(Wellcome Library)	Lorraine Nicholson	(Institute of Health Record and Information Management)
Kate Ratcliffe	(Conwy and Denbighshire NHS Trust)	Helen Wakely	(Wellcome Library)

2. Minutes of last meeting

2.1 The minutes of the last meeting held on 13 June 2007 were accepted as a true record, subject to replacement of "Ann George" in list of apologies received with "Anne George".

3. Matters arising from minutes

7.1 Kevin Mulley (KM) reported that the working assumptions group had not yet been convened by The National Archives (TNA). Colin Gale reminded the meeting that HARG's representatives on this group would be Vicky Rea (VR) and Samantha Farhall (SF)

8.1 KM reported that a redraft of the Code of Practice on Records Management, issued under Section 46 of the Freedom of Information Act, was now available on TNA's website for

consultation. Catherine Redfern (CR) summarised changes made, as outlined in a presentation made by TNA's Susan Healy, as follows:

- The revised guidance aims to focus on records management (RM) outcomes rather than define RM processes
- It can be used to assess existing organisational RM policies
- Electronic records are now treated throughout the code, rather than as a separate class
- It contains better cross-referencing to other legislation, such as the Data Protection Act, and more guidance on destruction processes.

It was hoped that the revised Code would be formally issued by the Lord Chancellor at the close of the consultation period next year. It was noted that Department of Health input on the changes was being led by Paul Eveson.

4. E-Learning project to support citizenship education

4.1 Caroline Smith, Bethlem Royal Hospital Archives and Museum's Education and Outreach Officer, gave a presentation on this topic, and subsequently answered questions.

5. Update on matters discussed at HARG committee meeting

5.1 CG gave an update on matters discussed at the HARG meeting as follows:

- The Society of Archivists' Specialist Repositories Group will decide what financial allocation to make to HARG in 2008 at a meeting in November.
- The HARG website (www.healtharchives.org) has recently been updated
- Members with items of news or events (that relate specifically to health records or archives) suitable for promotion on the website may give details to Sarah Coombs at <Sarah.Coombs@bartsandthelondon.nhs.uk>
- Members who would like to be co-opted onto the HARG committee may contact Colin Gale at <Colin.Gale@slam.nhs.uk>

6. Research sub-group

6.1 Jenny Haynes (JH) gave an update on the work of the research value sub-group, which met on 18 September 2007 to discuss the production of guidance on appraisal of health records which would

- Fulfil the promise made in Part 2, Annex D of the *NHS Code of Practice on Records Management* (2005), viz. that "The Health Archives Group will advise on the current and potential research uses of NHS archives, including patient records";
- give an overview of the importance of health archives for research;
- include generic advice on appraisal;
- include examples of various types of research use made of health archives.

ACTION: MEMBERS TO FORWARD EXAMPLES OF RESEARCH USE TO KAW AT
<kw10@york.ac.uk>

7. Records Management sub-group

7.1 Michael Goodson (MG), who with CR is HARG's representative on Connecting for Health's Records Advisory Group, advised that the last meeting of this group had taken place in March 2007. He referred the meeting to the minutes of that meeting, available online at <<http://www.connectingforhealth.nhs.uk/systemsandservices/infogov/policy/advisory/meetings>>, and to the summary available in the 'News and events' section of the HARG website.

7.2 CR reported that the NHS Code of Practice on Records Management was due for revision following the completion of the Information Governance Toolkit. News of revision start date is awaited.

7.3 CR reported that version 1 of a Business Classification Scheme (BCS) for NHS corporate (non-clinical) records, currently under development as a joint initiative of the Health Archives & Records Group and the Records Management Society, was due for completion by the end of December 2007. Ten top-level functions have been identified for inclusion in the scheme, and work on the identification of second-level functions is proceeding. A press release had been issued, and would be mounted on HARG's website in due course. When completed, the BCS itself would be published on the Department of Health's website.

7.4 CR alerted the meeting to a draft BSI standard on security requirements for electronic health records, which she had seen and on which she had made comments.

ACTION: MEMBERS WISHING TO READ / PROVIDE FEEDBACK ON THE DRAFT TO CONTACT CR AT <Catherine.Redfern@bartsandthelondon.nhs.uk>

8. Networking group for NHS information governance leads and records managers

8.1 CR advised that a launch event for a NHS information governance leads and records managers' networking group, called "IG4U", was planned for Friday 2 November 2007 in Sheffield. The group, which plans to meet quarterly thereafter, was being facilitated by Dilys Jones Associates Ltd, a private consultancy firm, but attendance at meetings would be free. Further details were available from Louise Wilder at <louise@dilysjones.co.uk>.

ACTION: CG TO CIRCULATE HARG MEMBERS WITH THESE DETAILS

9. Open Forum

9.1 CR advised that current NHS publication scheme agreements expire in May 2008, and that new model schemes must be adopted by December 2008. A working group representing NHS bodies, led by Peter Wilson of Sheffield Teaching Hospitals NHS Trust and Sue Markey from the Office of the Information Commissioner, will be revising the NHS model scheme - for details see <http://www.ico.gov.uk/about_us/news_and_views/current_topics/FOI_publication_scheme_initiative.aspx>. CG underlined the importance of ensuring that an optional archives class was retained in the scheme, so that places of deposit maintained by NHS organisations could continue to claim exemption under Section 21, when appropriate, in response to requests made under the Freedom of Information Act for archival material.

ACTION: KM TO CONTACT SUE MARKEY CONCERNING ARCHIVES CLASS HARG MEMBERS WITH THESE DETAILS

9.2 CG reported that on 21 August 2007 he had circulated a query from Hilary Ritchie (HR), Archivist at Addenbrooke's Hospital, concerning the retention of recovery room registers.

ACTION: MEMBERS WISHING TO RESPOND TO CONTACT HR AT <Hilary.Ritchie@addenbrookes.nhs.uk>

9.2 In connection with a query on the maintenance of independent sector hospital records, KM asked whether HARG had any members from the private health sector.

ACTION: MEMBERS TO CONTACT KM AT <Kevin.Mulley@nationalarchives.gov.uk> **WITH INFORMATION**

10. Date of next meeting

CG advised that the date of HARG's next meeting had not yet been finalised [later set for Monday 14 January 2008 at the Royal College of Physicians, London]