

HEALTH ARCHIVES AND RECORDS GROUP

Minutes of the general meeting of the Health Archives and Records Group, held on 13 March 2009 at the Healthcare Commission, Finsbury Tower

Present

Colin Gale	Bethlem Royal Hospital Archives and Museum (Chair)
Eleanor Burgess	Healthcare Commission (Minutes Secretary)
Victoria Rea	Royal Free Archives Centre
Sarah Coombs	Barts and the London NHS Trust
Stephen Soanes	University of Warwick
Angharad Meredith	Royal College of Surgeons of England
Hayden Thomas	Southwark PCT
Julia Sheppard	Wellcome Trust
Geoffrey Browell	King's College London
Gordon Jones	Queen Mary's Hospital Roehampton
Emma Wright	Royal College of Obstetricians & Gynaecologist
Annie Lindsay	UCLH NHS Foundation Trust
Kevin Mulley	National Archives
Theresa Parks	Tees Esk & Wear Valleys NHS Foundation Trust
Anthony Haworth	Health Protection Agency
Eva King	National Childbirth Trust
Noeleen Schenk	Healthcare Commission
David Huddleston	Public Record Office Northern Ireland
Nick Baldwin	Great Ormond Street Hospital

Apologies for absence

Jenny Haynes	Wellcome Trust
Kath Webb	York Hospitals NHS Trust
Catherine Redfearn	Barts and the London NHS Trust
Victoria Cranna	London School of Hygiene & Tropical Medicine
Michael Goodson	Wakefield District PCT
Alyce Hunt	Wakefield District PCT
Julie Mitchell	Stoke on Trent PCT
Isabel Chevis	IHRIM
Graham Stanley	National Archives
Kate Ratcliffe	Conwy & Denbighshire NHS Trust
Anne George	Staffordshire Record Office
Andrew Bennet	East Sussex Record Office
Frank Rankin	NHS Education for Scotland
Francis Maunze	Royal College of Psychiatrists
Max Mwakitalu	Lambeth PCT
Louise King	Royal College of Surgeons of England
Kevin Brown	Imperial College Healthcare NHS Trust
Angela Skitt	Birmingham Central Library
Hilary Ritchie	Cambridge University Hospitals NHS Foundation Trust
Fiona Watson	Northern Health Services Archives
Katie Ormerod	St Bartholomew's Hospital Archives & Museum
Rosie Baillie	Lothian Health Services Archive
Mike Barfoot	Lothian Health Services Archive
Richard Birmingham	Leeds PCT

1. Welcome

In the absence of an elected Chair, Colin Gale (CG) welcomed members to the meeting, and apologised to any, present or absent, who had been inconvenienced by the forced last-minute cancellation of the meeting scheduled for 2 February 2009 (due to inclement weather), or by the rescheduling of the meeting to 13 March.

2. Minutes of the last general meeting

The minutes were accepted as a true record of the meeting held on 27 August 2008.

3. Matters arising

3.2 Slides from Ed Hampshire's talk are not yet available on the website.

- Kevin Mulley (KM) undertook to ask him for a copy.

6.1 It was reported that the document on research value of health records has been finalised and circulated to research value sub-group and to committee, and that discussions concerning possible finding avenues to enable its publication as a brochure (perhaps for inclusion in packs to accompany the British Record Association's conference in December 2009) were ongoing.

7.2 The paper on 'Maximising access to historic medical records', an earlier version of which was given at the Wellcome Trust's 2007 Winter Conference, is now available on HARG's website.

7.4 A transcript of Board of Control diagnostic codes has now been completed and will be made available on the HARG website shortly.

4. Presentation

4.1 A presentation by Noeleen Schenk of the Healthcare Commission on the Records Management criteria within the Core Standards Assessment (slides from which will be made available on HARG's website in due course) was well received.

5. Update on matters discussed at the HARG committee meeting

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

- In 2008, as in previous years, the full budget provided by the SRG has been spent. Expenses included meetings, travel, HARG's website hosting and promotional leaflets for the Society of Archivists (SoA) conference and the Wellcome's Winter Conference

5.2 SC provided an update on website activity.

- May-Dec 08 (8 months): had 522 visits (rough average of 2 visits per day), 67% were new visits. Also, of which 26% came from search engines.
- Jan-Feb 09 (2 months): had 150 visits, 72% new visits. 43% came from search engines.

5.3 CG gave notice of the arrangements for the Annual General Meeting (AGM):

- It would take place on the afternoon (start time probably 1.45pm) of Friday 3 July 2009 at the Thackray Museum in Leeds, and would be immediately followed by a general meeting, at which Alexandra Eveleigh of West Yorkshire Archives Service would speak on the topic of digital preservation in local archives.
- Nominations to committee would be opened by email circular on 1 June 2009 and closed on 29 June 2009. Nominations are to be emailed to colin.gale@slam.nhs.uk. In the event of more than twelve nominations being received, an election will be held during the AGM; otherwise all nominees will be declared elected.

6. Records Management Sub-Group

6.1 Catherine Redfern (CR) provided a written update on progress towards a business classification scheme for health authorities.

- Paul Duller is working on documenting the NHS file plan project to date, consolidating findings and writing a plan to seek funding for the next stage to an agreed level 3 plan.
- NHS National Services Scotland is also now seeking to create a business classification scheme for Scotland.
- Kevin Mulley (KM) reported that TNA had received a number of requests from Trusts hoping to see the scheme, and undertook to arrange a meeting with Paul Duller and interested parties (who are to contact Kevin direct to indicate their interest) from within HARG's membership.

6.2 The Department of Health has released a revised part 2 of the Code of Practice on Records Management in hard copy as well as online at http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_4131747

7. Research Value Sub-Group

7.1 Further to details provided concerning possible funding for the document minuted above under matters arising, there was no update from the Research Value sub-group.

8. Open Forum

8.1 Anthony Haworth (AH) reported that the Health & Safety Executive had recently published their business classification scheme on their website at <http://www.hse.gov.uk/foi/busclasschem.pdf>.

8.2 CG reported that the Public Health Observatories are updating their health thesaurus (see <http://www.nphl.nhs.uk> for details), and that he could pass contact names on to any member interested in contributing to the work of revision.

8.3 KM reported that TNA guidance to Trusts and Places of Deposit concerning access to medical records is presently in draft and will be finalised and circulated in due course.

8.4 It was noted that results of the 30 year rule review had been released, and that the recommendation is that it be reduced to 15 years. A staggered approach to implementation was considered likely.

8.5 Geoffrey Browell (GB) reported the formation of a University Archives Group, a comparable forum to HARG for archivists and records managers working in higher education.

8.6 KM reported that the National Archives Network are considering how to take forward the archives 'union catalogue' work of the past decade (A2A, Archives Hub, AIM25 etc) in a way that would exploit the power of existing publicly accessible web search engines.

8.7 KM reported that Greater Manchester Record Office has recently carried out a project in partnership with Bury Archives Service to make Prestwich Hospital records available for school and community outreach. GB reported that a similar project based on psychiatric records held at King's College London was in the planning stages.

9. Next meeting

It was advised that the next meeting would take place, as detailed under 5.3 above, on Friday 3 July 2009 at the Thackray Museum, Leeds. An agenda with further details would be circulated to members in advance of the meeting.

Notice was received of the British Record Association's conference scheduled for Tuesday 8 December in London, which will focus on the records of health and medicine, and for which HARG members may be interested to register.