

HEALTH ARCHIVES AND RECORDS GROUP

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

Present

Richard Meunier	(London School of Hygiene and Tropical Medicine)
Vicky Rea	(Royal Free Hampstead NHS Trust)
Colin Gale	(Bethlem Royal Hospital Archives and Museum)
Victoria Cranner	(London School of Hygiene and Tropical Medicine)
Gordon Jones	(Queen Mary's Hospital Roehampton)
Annie Lindsay	(UCL Hospitals NHS Trust)
Amanda Engineer	(The Wellcome Library)
Karen Waite	(Royal Cornwall Hospitals NHS Trust)
Sarah Coombs	(Barts and the London NHS Trust)
Jenny Haynes	(Royal College of Obstetricians and Gynaecologists)
Andrea Tanner	(Great Ormond Street Hospital)
Eleanor Burgess	(Healthcare Commission)
Steven Spencer	(The Royal Star and Garter Homes)
Graham Stanley	(The National Archives)
Kath Webb	(York Hospitals NHS Trust)
Nick Baldwin	(Great Ormond Street Hospital)
Stephen Soanes	(University of Warwick)

1. Apologies for absence

1.1 The following apologies for absence were received

Kevin Mulley	(The National Archives)
Kevin Browne	(St Mary's Hospital/Alexander Fleming Laboratory)
Gillian Alloway	(Luton and Dunstable NHS Trust)
Catherine Redfern	(Barts and the London NHS Trust)
Rosie McLure	
Hilary Ritchie	(Cambridge University Hospitals NHS Foundation Trust)
Michael Goodson	(Wakefield District PCT)
Miriam Critchlow	(Isle of Man Public Records Office)
Francis Maunze	(Royal College of Psychiatrists)
Elizabeth Boardman	(Oxfordshire Health Archives)
Stuart Green	(Bradford Hospitals NHS Trust)
Anne Barrett	(Imperial College London)
Natalie Walters	(The Wellcome Library)
Julia Sheppard	(The Wellcome Library)
Alexandra Eveleigh	(West Yorkshire Archives Service)
Susan McGann	(Royal College of Nursing Archives)
Frank Rankin	(NHS Education for Scotland)
Katie Ormerod	(Barts and the London NHS Trust)
James Brownjohn	(Leeds Teaching Hospitals NHS Trust)
Balbir Bhogal	(Leeds Teaching Hospitals NHS Trust)
Laura Taylor	(London Metropolitan Archives)
Linda Lamb	(Queen Mary's Hospital Roehampton)
Lucy Barrow	(Cardiff University)
Vanessa Carr	(The National Archives)
Fiona Watson	(Northern Health Services Archive, Aberdeen)
Louise Eastham	(Tees, Esk and Wear Valleys NHS Trust)
Theresa Parks	(Tees, Esk and Wear Valleys NHS Trust)
Jenny McDermott	(National Archives Scotland)
Geoff Adams	(Wirral University Teaching Hospital NHS Foundation Trust)
Kate Ratcliffe	(Conwy and Denbighshire NHS Trust)
Louise King	(Royal College of Surgeons)

2. Minutes of last meeting

2.1 The minutes of the last meeting held on 28 September 2007 were accepted as a true record, subject to the amendment of item 3 (8.1) to reflect the fact that the redrafted Code of Practice on Records Management issued under section 46 of the Freedom of Information Act is currently only available to members of the working group concerned, not publicly available on the website of The National Archives (TNA).

3. Matters arising from minutes

7.4 Sarah Coombs (SC) reported that on 26 November 2007 Catherine Redfern (CR) had sent comments on the draft BSI Standard for security of electronic health records to the working party responsible for currently drafting it.

8.1 SC also reported that the first meeting of the IG4U networking group for Information Governance Leads and Records Managers was held on 2 November 2007, and that minutes of the meeting and details of forthcoming events can be found online at www.dilysjones.co.uk/IG4U/index.html.

4. Committee Meeting

4.1 Karen Waite (KJW) gave an update on matters discussed at the HARG Committee meeting as follows:

- Minutes from meeting on 28 September 2007 and teleconference on 6 November 2007 were formally approved.
- A financial report was given. HARG had been allocated £300 from the Specialist Repositories Group (SRG) of the Society of Archivists (SoA) for expenditure on meetings, travel and website in 2008.
- AGM plans were discussed. KJW asked members to consider whether they would like to nominate themselves for committee. Members with any questions about committee work were encouraged to contact any current committee members or KJW at <Karen.Waite@rcht.cornwall.nhs.uk>.
- A hit counter has been added to the website which shows there have been 80 hits since November 2007. Don't forget to pass relevant news and events for inclusion on the website to SC at <Sarah.Coombs@bartsandthelondon.nhs.uk>.

5. Small and Special – creating a database of Victorian and Edwardian records

5.1 Andrea Tanner, Assistant Archivist at Great Ormond Street Hospital, gave a presentation on this topic and subsequently answered questions. [Slides from her presentation will be mounted on HARG's website at www.healtharchives.org in due course.]

6. Research value sub-group

6.1 Kath Webb (KAW) gave an update following the Research value sub-group's meeting in September 2007.

- The meeting agreed on the need for a document outlining the research value of health records and gives generic advice on appraisal, to act as a reference for academics and for those tasked with identifying and maintaining medical records for research.

KAW asked members to contact her at <kw10@york.ac.uk> if they could provide any help or give examples of research uses for medical records.

8. Records management sub-group including a report on the development of the NHS Business Classification Scheme

8.1 KJW gave an update on the joint HARG / Records Management Society (RMS) project to produce a business classification scheme for corporate health records. Work on this had been slower than expected. The December target for the release of version 1 was missed. Nine top-level functions (not ten as previously reported) have been identified, and work is still proceeding on the identification of second-level functions. The next project meeting is scheduled for 18 January 2008, at which a new publication date for version 1 will be fixed, and review procedure established prior to publication of version 2 (which will identify third-level functions).

8.2 Graham Stanley (GS) gave an update on the Connecting for Health Advisory Group. The group has been tasked with the revision of the NHS Code of Practice on Records Management, and will use requests for clarification of the Code that have been received as the basis for revision. Their target date for completion is April 2008. The group will contact specific stakeholders, but anyone who wishes to have an input should contact the working group via CR at <Catherine.Redfern@bartsandthelondon.nhs.uk>.

8.4 KJW reported that TNA had not yet convened the working assumptions group.

9. Open forum

9.1 KJW asked HARG members with any policies (in particular appraisal policies) suitable for use as models to consider sharing them via the document library on HARG's website. Submissions should be sent to SC at <sarah.coombs@bartsandthelondon.nhs.uk>. There are currently just records management example policies and guidelines, and we would like to expand these to include archive policies and guidelines, on topics like acquisition, appraisal, access, loans, copying etc. SC will use the same copyright / re-use statement that is currently attached to the Records Management document library.

9.2 SC reported that the SRG had asked HARG to consider taking on responsibility for producing the Spring 2009 edition of its newsletter. This would require a volunteer co-ordinator / editor. Interested parties were asked to contact her.

9.3 SC also reported that the SRG had asked HARG to consider making a presentation during their Wednesday afternoon slot at the Society of Archivists' conference in York. Once again, interested parties were asked to contact her.

10. Next meeting

10.1 The next HARG meeting will be on 12 May at Berkshire Record Office in Reading. [details to be circulated to members nearer the date.]