

HEALTH ARCHIVES & RECORDS GROUP

Minutes of a teleconference of the Committee of the Health Archives & Records Group, held on 24 April 2007

Present

Karen J. Waite, Acting Chair (Royal Cornwall Hospitals Trust)
Colin Gale, Acting Meetings Secretary (Bethlem Royal Hospital Archives and Museum)
Catherine Redfern (Barts and the London NHS Trust)
Jenny Haynes (Royal College of Obstetricians and Gynaecologists)
Kath A. Webb (York Hospitals)
Sarah Coombs (Barts and the London NHS Trust)

1. Apologies for absence

1.1 Apologies were received from Stephen Soanes.

2. Committee matters

2.1 Committee nominations for 2007/2008

KJW, CG, CR, JH, KAW and SC confirmed that they wished to stand for Committee in 2007/2008.

2.2 Election notification

It was agreed that the membership of HARG should be notified of the opportunity to stand for Committee in advance of the AGM on 13 June.

2.3 Timelines

It was agreed that an email circular should be sent to members on 1 May, and that nominations should close on 1 June, so as to give enough time to organise the practicalities of an election (should one be required).

ACTION: CG DRAFT EMAIL CIRCULAR AND CIRCULATE TO COMMITTEE FOR COMMENT

3. June AGM

3.1 It was confirmed that a representative from the Wellcome Library would make a presentation on the Library's resources to the general meeting on 13 June.

3.2 It was agreed that Committee and General meeting agendas should be constructed so as to give attendees at the general meeting maximum opportunity for discussion and decision-making.

ACTION: KJW TO DRAFT AGENDAS AND CIRCULATE TO COMMITTEE FOR COMMENT

4. Sept/Oct venue and dates

4.1 The venue for the meeting was agreed as West Yorkshire Archive Service Headquarters, Registry of Deeds, Newstead Road, Wakefield.

4.2 Alternatives of Friday 14 and Friday 28 September were discussed as possible meeting dates. The need to consult Vicky Rea, Stephen Soanes and venue hosts before finalising the date was noted.

ACTION: KJW TO FINALISE AND CONFIRM DATE FOR MEETING AFTER CONSULTATION

5. Any other business

Committee of the Health Archives Group. Minutes of teleconference held 24 April 2007 (draft).

- 5.1 CR advised that the Office of the UK Information Commissioner had published a technical guidance note about access to information about the deceased (including information contained in medical records).
- 5.2 CR advised that she had received a report of the meeting of the NHS Records Advisory Group from Michael Goodson, HARG's representative.
- 5.3 KAW advised that she was preparing a paper on future options for HARG's research value sub-group. In anticipation of the unavoidable absence of KAW on 13 June, JH agreed to present this paper to the general meeting on this date.
- 5.4 SC advised that she would be updating the HARG website during the week commencing 8 May 2007. She also advised that its web host subscription would shortly become due.
- 5.5 HARG representatives on a "working assumptions group" to be convened by The National Archives for the purpose of developing guidance on access to particular types of records were confirmed as Vicky Rea and Samantha Farhall.

ACTIONS: UPDATES FOR WEBSITE TO SC; SC TO LIAISE WITH CG OVER WEB PAYMENT