

HEALTH ARCHIVES AND RECORDS GROUP

Minutes of the committee meeting of the Health Archives and Records Group, held on 27 August 2008 at the Borthwick Institute, University of York

Present

Colin Gale	Bethlem Royal Hospitals Archives and Museum (Membership Secretary)
Jenny Haynes	Royal College of Obstetricians and Gynaecologists
Eleanor Burgess	Healthcare Commission (Minutes Secretary)
Catherine Redfearn	Barts and the London NHS Trust
Kath Webb	York Hospitals NHS Trust

1. Apologies for absence

1.1 Sarah Coombs Barts and the London NHS Trust, Karen Waite Royal Cornwall Hospitals NHS Trust, Stephen Soanes University of Warwick

2. Minutes of the last meeting

2.1 Kath Webb to be added to the list of committee members elected on 12 May 2008 (item 6.1).

3. Matters arising

3.1 No one has come forward to take on the role of Chairperson so the position will be rotated amongst the committee for the time being.

4. Finances

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

- Money has now been spent on producing pamphlets to accompany Colin's talk at the SoA conference
- It was suggested that some of the remainder of the money be spent on further copies of the pamphlet for distribution at any other events attended by HARG members
- Also suggested that some of the money could be used to fund the publication of the research sub-group's report

5. Website

5.1 SC provided a copy of the Google analytics report for the HARG website

- There were 71 visitors to the website in July and August

5.2 There is still a need for someone to help Sarah with the website, preferably someone who has Frontpage or Dreamweaver.

6. AOB

6.1 There is currently no update on the Business Classification Scheme

6.2 The paper presented by Colin Gale (CG) and Kath Webb (KW) at the last Wellcome Institute winter conference has now been published in the April 2008 edition of Archives

- CG will enquire as to whether a copy of the paper can be placed on the HARG website

6.3 The Scottish NHS Records Management Code of Practice was published on the 4th July and can be accessed at:

www.scotland.gov.uk/publications/2008/07/01082955/0

6.4 An enquiry had been made by Theresa Parks regarding the alphanumeric coding applied to diagnoses by the Board of Control for mental institutions.

- KW had found a full table of these diagnostic codes and their meanings as well as a table for the occupation codes.
- KW will produce a transcript of these tables for inclusion in the reference section of the HARG website.

6.5 Jenny Haynes (JH) has been asked to present at the next Wellcome Institute winter conference

- She will be talking about access to records from an archivists point of view and would welcome any real examples members have of either the ethical or practical problems associated with access to health records.

7. Next meeting

7.1 The next meeting will be held on 2 February 2008 in London [further details to be provided in due course].

- A speaker will be provided by the Healthcare Commission to talk about the Core Standards relating to Records Management.