

HEALTH ARCHIVES AND RECORDS GROUP

Minutes of the sixth meeting of the Committee of the Health Archives and Records Group, held on 13 June 2007 at the Wellcome Institute, 183 Euston Road

Present

Colin Gale (Bethlem Royal Hospital Archives and Museum) – Secretary (Membership)
Eleanor Burgess (Healthcare Commission) – Minutes
Sarah Coombs (Barts and the London NHS Trust)
Jenny Haynes (Royal College of Obstetricians and Gynaecologists)
Catherine Redfern (Barts and the London NHS Trust)

1. Apologies for absence

1.1 Karen J. Waite (Royal Cornwall Hospitals NHS Trust), Kath Webb (York Hospitals), Vicky Rea (Royal Free Hampstead NHS Trust)

2. Minutes of last meeting and matters arising

2.1 The minutes of the last committee meeting held on 31 January 2007 were confirmed as a true record.

2.2 Matters arising from the last meeting:

2.2.1 Ref. 2.3.1 – HARG archives

- Catherine Redfern (CR) reported that she had 3 boxes of HAG archives from c. 1990 – 2005. These would be stored but not listed and more would be taken on as passed on by the Chair/Minutes Secretary.
- Colin Gale (CG) noted that the minutes for the last year and future meetings would be stored on the website. Also mentioned that he had some files from the early 1990's which he would pass on.

ACTIONS: CG TO PASS FILE ON TO CR TO BE KEPT WITH ARCHIVES

2.2.2 Ref. 9.2 – HARG Letter Head

- CG has the letter head and will circulate these to the committee once it is updated with the change in committee members after election.

3. Minutes of last teleconference

3.1 The minutes of the last teleconference held on 24 April 2006 were accepted as a true record.

4. Finances

4.1 CG asked the committee whether it was felt that teleconferences were useful.

- The committee voiced the opinion that the teleconferences were useful for setting meeting dates and co-opting onto committee.
- CR questioned how the cost of the teleconferences were calculated
- CG stated that the cost of teleconferencing was approximately £1/min, and was paid for under the conference budget.
- It was noted that economies could be made if the conferences were more concise, and if all participants rang in promptly.
- CG suggested that some of the matters discussed could be done via email and that some teleconferencing costs might be absorbed by committee members' institutions rather than by HARG.

- CR agreed and suggested that teleconferences should be used for when issues arise that need discussing
- Committee agreed that teleconferencing should be more concise and only used to discuss meeting dates, co-opting and any issues that can't be discussed via email.

4.2 Sarah Coombs (SC) presented her financial report to the committee.

- SC confirmed that lunch cannot be claimed from the SoA budget, only tea and biscuits included in the venue invoice.
- Financial year is the calendar year to match the SoA

4.3 Full Financial Report available on the HARG website

4.4 Website payment will be due on the 28th June. CG confirmed that the payment would be automatically debited from the card that was used originally and an email sent to confirm that payment had been received.

ACTIONS: CG TO SPEAK TO THE CATERERS FOR WAKEFIELD ABOUT INVOICING

5. Website

5.1 Jenny Haynes (JH) asked if there was a link to the HARG website from the SoA website.

- SC confirmed that there was a link under Special Repository Group and then sub-groups
- CR asked if TNA website had a link to the website
- SC stated that at the moment there is no link from TNA website to the HARG website.
- JH noted that it was a great website and that we needed more people to see it.

5.2 Karen Waite (KJW) had previously mentioned the number of hits to the website

- SC investigated whether it was possible to count the number of hits to the website. She had been told that it was possible but on further investigation discovered that the current package did not have that option. The next package up costs over £100 compared to the £30 currently being paid. SC and CR will continue to try and find a free way to count hits.

5.3 SC has added a 'What's New' section to the webpage, which could be moved to achieve more prominent if needed. CR's Records Management documents have also now gone up on the website.

6. Next meeting with TNA

6.1 CG questioned whether the meetings with TNA would now be taken over by the Working Assumptions Group

- CR proposed that the meetings with TNA (over and above those of the Working Assumptions Group) be held only when necessary, rather than on a regular basis.
- It was agreed that the meetings with TNA would be held only when needed rather than at regular intervals

ACTIONS: CR TO BRIEF KEVIN MULLEY

7. Arrangements for election at AGM

7.1 Nominations were opened on 1 May 2007 through a circular sent to all members by CG. Closing date was agreed at 1 June 2007. Only 8 Nominations were received for the 12 positions on committee. Therefore it was agreed that there was no need to hold an election at the AGM.

7.2 Nominations were received from:

- Karen Waite (Royal Cornwall Hospitals Trust) - Chair
- Colin Gale (South London and Maudsley NHS Trust) - Secretary (Membership)

- Eleanor Burgess (Healthcare Commission) - Secretary (Minutes)
- Sarah Coombs (Barts and the London NHS Trust)
- Jenny Haynes (Royal College of Obstetricians and Gynaecologists)
- Vicky Rhea (Royal Free Hampstead NHS Trust)
- Kath Webb (York Hospitals)

7.3 CR noted that the committee should make it clear to the group that members of the general group are more than welcome to help out, particularly on the sub-groups

8. Any other business

8.1 No other business as most will be covered in the general meeting

9. Date and time of the next meeting

9.1 The next meeting is on 28 September 2007 at the West Yorkshire Archive Service HQ, Registry of Deeds, Newstead Road, Wakefield

9.2 CG mentioned cost of getting to Wakefield. He noted that the HARG budget was paying for KJW's travel to the AGM, but that her employers would pay for the Wakefield trip. CG's employers had agreed to pay the cost for him to travel to Wakefield and suggested that the remaining HARG budget could be used for the minutes secretary's travel.

9.3 Committee agreed that the minutes secretary's travel costs to Wakefield should be met within the HARG budget.

9.4 CG asked the committee's opinions on holding every other meeting outside of the London area. CG had noted that there were a lot of new faces at the Dundee meeting but that most of the regular London contingent had failed to make it to the meeting.

- CR suggested that the HARG meetings be held in London but tied in with other meetings that HARG members were likely to attend e.g, the Business Classification group meetings.
- CG mentioned that tying the meetings in with the Society of Archivists' conference had previously been suggested but not carried out.
- CG suggested that committee members should keep an eye out for other meetings being held in January/February 2008 when HARG were likely to hold the next meeting.
- Attendance for this general meeting was estimated at 20, almost all of which were based in London.