

# HEALTH ARCHIVES AND RECORDS GROUP

## Minutes of the committee meeting of the Health Archives and Records Group, held on 12 May 2008 at the Berkshire Record Office, 9 Coley Avenue

### Present

Jenny Haynes	Royal College of Obstetricians and Gynaecologists
Eleanor Burgess	Healthcare Commission (Minutes Secretary)
Sarah Coombs	Barts and the London NHS Trust
Vicky Rea	Royal Free Hampstead NHS Trust

### 1. Apologies for absence

1.1 Apologies were received from

Catherine Redfern (Barts and the London NHS Trust),  
Karen Waite (Royal Cornwall Hospitals NHS Trust),  
Colin Gale (Bethlem Royal Hospital Archives and Museum),  
Stephen Soanes (University of Warwick), and  
Kath Webb (York Hospitals NHS Trust).

### 2. Minutes of the last meeting

2.1 The minutes of the last committee meeting held on 14 January 2008 were confirmed as a true record.

### 3. Matters arising

3.1 There were no matters arising.

### 4. Finances

4.1 Sarah Coombs (SC) announced that she has been appointed Treasurer of the Society of Archivists' Special Repositories Group. It was not felt that there was any conflict of interest in her continuing to manage HARG's finances.

4.2 SC provided a written report on HARG's finances.

- HARG has not yet spent any of its allotted £300 budget for 2008.
- £30 for the website is due to be paid in June.

4.3 SC suggested that some money could be spent on a pamphlet for the SoA conference in York.

- The matter will be raised at the general meeting to find volunteers to create the leaflet.
- Jenny Haynes (JH) also suggested using some money to publish the research sub-groups work.

### 5. Website

5.1 SC provided an update on the website:

- Samantha Farhall, who has been doing the website updates, is going on maternity leave and will no longer be able to carry out the updates. Vicky Rea (VR) has volunteered to take over.
- SC is still looking into the Google analytics. The current counter registers hits but cannot specify which page browsers enter on. There have been 291 hits since November 2007.
- HARG events are now advertised on the calendar maintained on the Society of Archivists' website.
- Details of the website have been sent to The National Archives to update their links.

5.2 SC asked to be notified of any news and events relevant to health records and archives to be considered for inclusion on the HARG website, and of any model policies or similar documents (e.g. acquisition policies) for addition to the document library.

5.3 Committee expressed their thanks to Samantha Farhall for all her hard work and to SC and VR for their continuing work.

## **6. AGM**

6.1 Nominations received between 1 and 30 April 2008 were as follows: Colin Gale (Membership Secretary), Eleanor Burgess (Minutes Secretary), Karen Waite, Jenny Haynes, Catherine Redfern, Sarah Coombs, Vicky Rea and Stephen Soanes. JH announced that, as there were up to twelve places available to committee members, there would be no need for elections at this year AGM.

6.2 Karen Waite (KJW) has announced that she will be not standing for Chair this year.

- No one has volunteered to stand as of yet but role description is on the website and more committee members can be co-opted if any HARG members not already on committee want to take the role on.
- JH has volunteered to stand in as Chair for the York meeting if no one has come forward before then.

## **7. HARG Presentation to Society of Archivists' Conference (York)**

7.1 SC announced that Colin Gale will be speaking at 2.00pm on Wednesday 27 August on 'Who needs HARG?'

- The session is being held alongside the conference's Information Marketplace.
- More details will be available on the website.

7.2 The committee extends its thanks to Colin for volunteering to do the presentation.

## **8. AOB**

8.1 There was no other business.

## **9. Next meeting**

9.1 The next meeting will be held on 27 August at the Borthwick Institute in York. It was noted that a speaker had not yet been arranged.