

## HEALTH ARCHIVES AND RECORDS GROUP

### Minutes of the general 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) – Acting Chair
Vicky Rea	(Royal Free Hampstead NHS Trust)
Amanda Engineer	(The Wellcome Library)
Sarah Coombs	(Barts and the London NHS Trust)
Eleanor Burgess	(Healthcare Commission)
Graham Stanley	(The National Archives)
Nick Baldwin	(Great Ormond Street Hospital)
Vanessa Carr	(The National Archives)
Angharad Meredith	(University College London)
Kevin Mulley	(The National Archives)
Angela Skitt	(Birmingham Archives and Heritage)

#### 1. Apologies for absence

1.1 The following apologies for absence were received

Kevin Brown	(St Mary's Hospital / Alexander Fleming Laboratory)
Gillian Alloway	(Luton and Dunstable NHS Trust)
Hilary Ritchie	(Cambridge University Hospitals NHS Foundation Trust)
Michael Goodson	(Wakefield District PCT)
Francis Maunze	(Royal College of Psychiatrists)
Frank Rankin	(NHS Education for Scotland)
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)
Louise King	(Royal College of Surgeons)
Samantha Farhall	(Barts and the London NHS Trust)
Aileen McClintock	
Kate Richardson	(Barts and the London NHS Trust)
Rosie McLure	(Lothian Health Services Archive)
Colin Gale	(Bethlem Royal Hospital Archives and Museum)
Karen Waite	(Cornwall Royal Hospitals NHS Trust)
Gordon Jones	(Queen Mary's Hospital Roehampton)
Alexandra Eveleigh	(West Yorkshire Archives Service)
Kath Webb	(York Hospitals NHS Trust)
Steven Spencer	(The Royal Star and Garter Homes)
Victoria Cranna	(London School of Hygiene and Tropical Medicine)
Catherine Redfern	(Barts and the London NHS Trust)
Stephen Soanes	(University of Warwick)
Katie Ormerod	(Barts and the London NHS Trust)
Jonathan Evans	(Royal London Hospital Archives and Museum)

## **2. Minutes of last meeting**

The minutes of the last meeting were approved as a correct record, subject to the following amendments:

In item 5, the addition of the word 'records' before 'patients'

The replacement of text under 8.4 with the following:

'8.4 Kevin Mulley (KM) gave an update on the Working Assumptions Group:

- The group's aim will be to provide a framework for consistent responses to access requests, the principal driver being recent changes in information legislation. Consultations under section 66 of the Health and Social Care Act have caused record offices particular confusion.
- The National Archives (TNA) have secured provisional agreement from the ICO to create guidance on access issues, they are now looking for the appropriate person in the NHS centre to work on it.'

## **3. The academic and research agendas – where TNA is and where it is going**

5.1 Vanessa Carr, Head of Academic Liaison, Research & Collections Development at TNA gave a presentation on this topic. [Slides from the presentation will be available on HARG's website at <http://www.healtharchives.org/> in due course]

## **4. Update on matters discussed at committee Meeting**

4.1 Jenny Haynes (JH) gave an update on matters discussed at the HARG committee meeting held earlier that day as follows:

- Minutes of the committee meeting on 14 January 2008 were formally approved.
- A financial report was given. HARG have not spent any of the £300 for 2008 but plan to spend some of it on a pamphlet for the Society of Archivists' conference in York. Volunteers are needed to write this: anyone interested should contact Sarah Coombs (SC) at [Sarah.Coombs@bartsandthelondon.nhs.uk](mailto:Sarah.Coombs@bartsandthelondon.nhs.uk).
- A hit counter has been added to the website which shows there have been 291 hits since November 2007. News and events relevant to health records and archives should be passed to SC at [Sarah.Coombs@bartsandthelondon.nhs.uk](mailto:Sarah.Coombs@bartsandthelondon.nhs.uk).

## **5. Records Management Sub-Group**

5.1 JH read out an update from Karen Waite (KJW)

- Work on the Business Classification Scheme has slowed, but first tier classifications had been completed and work is proceeding on the second tier. The publication of Version 1.0 is now expected in the third quarter of this year.

## **6. Research value sub-group**

6.1 JH read out an update from Kath Webb (KAW)

- KAW is in the process of writing the first draft of this document, which will be circulated to sub-group members in the next few weeks, and will subsequently be circulated to all HARG members for comment.

## **7. Report on study day on research value of health records, Denbigh, 19 March 2008**

7.1 KM provided a report on this study day at Denbighshire Records Office held to coincide with the completion of conservation work carried out on North Wales Hospital records.

- Audience was a mix of ex-hospital staff, archivists and historians.

- The day provided an overview of the records and the project undertaken to preserve them.
- A full report from KM will be made available at [www.healtharchives.org](http://www.healtharchives.org) in due course.

## **8. Open forum**

8.1 JH mentioned that the Royal Colleges are considering a joint project to create a Business Classification Scheme.

8.2 Angharad Meredith requested help from the group with her dissertation on how archives are currently or could potentially be used to help raise awareness of public health issues such as obesity.

- Anyone interested in being interviewed about their institution's involvement in education, or otherwise providing help or information, should contact Angharad at [harry\\_meredith@hotmail.com](mailto:harry_meredith@hotmail.com) or on 07876741269.

8.3 Graham Stanley provided an update on the review of the NHS Code of Practice on Records Management.

- TNA's review of the CoP is still underway. Several types of records have involved more work than anticipated. A publication date for a consultation draft has not yet been set.

## **9. Next meeting**

9.1 The next HARG meeting will be on 27 August 2008 at the Borthwick Institute in York.