

## **HEALTH ARCHIVES AND RECORDS GROUP**

### **Minutes of the committee meeting of the Health Archives and Records Group, held on 13 March 2009 at the Healthcare Commission, Finsbury Tower**

#### **Present**

Colin Gale	Bethlem Royal Hospital Archives and Museum (Acting Chair)
Eleanor Burgess	Healthcare Commission (Minutes Secretary)
Victoria Rea	Royal Free Archives Centre
Sarah Coombs	Barts and the London NHS Trust
Stephen Soanes	University of Warwick

#### **Apologies for absence**

Jenny Haynes	Wellcome Trust
Kath Webb	York Hospitals NHS Trust
Catherine Redfern	Barts and the London NHS Trust

#### **1. Welcome**

In the absence of an elected Chair, Colin Gale (CG) welcomed committee members to the meeting, and apologised to any, whether present or absent, who had been inconvenienced by the forced last-minute cancellation of the meeting scheduled for 2 February 2009 (due to inclement weather), or by the rescheduling of the meeting to 13 March.

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

The minutes were accepted as a true record of the meeting of 27 August 2008.

#### **3. Matters arising**

3.1 Colin Gale (CG) agreed to chair the general meeting that would follow.

6.2 Paper given by CG and Kath Webb (KW) at the Wellcome Trust's Winter Conference has now been added to the HARG website.

6.4 Board of Control diagnostic codes transcript has been produced and circulated amongst the committee by KW.

- If anyone notices any errors or typographical errors please let KW know.
- The transcript will be posted on the HARG website and is welcomed as a very useful resource.

#### **4. Finances**

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

- In 2008, as in previous years, the full budget provided by the SRG has been spent. Expenses included meetings, travel, HARG's website hosting and

promotional leaflets for the Society of Archivists (SoA) conference and the Wellcome's Winter Conference

4.2 Concerning financial provision for future years, it was noted that

- in future funding will need to be justified and shown to be meeting SoA aims and objectives
- Speakers' fees and travel will not be funded

4.3 SC asked those making claims to ensure they include their email address at the top of the claim form to enable SoA to acknowledge receipt.

## **5. Website**

5.1 SC provided an update on website activity.

- May-Dec 08 (8 months): had 522 visits (rough average of 2 visits per day), 67% were new visits. Also, of which 26% came from search engines.
- Jan-Feb 09 (2 months): had 150 visits, 72% new visits. 43% came from search engines.

5.2 SC reported that she required the assistance from someone with access to Dreamweaver or Frontpage in the maintenance of the website.

5.3 SC also asked for more examples policies (in particular archive policies) to be forwarded to here for inclusion on the website.

## **6. Any other business: it was noted that**

6.1 The Department of Health had issued a revised part 2 of the Code of Practice on Records Management (further details in general meeting to follow).

6.2 Results of the 30 year rule review had been released, and that the recommendation is that it be reduced to 15 years. A staggered approach to implementation was considered likely.

6.3 CG is developing a list of freelance archival and conservation consultants to give to enquirers approaching HARG for such advice. Anyone wishing to be included on this list should pass their details to CG.

6.4 There is the possibility that the Wellcome Trust might provide funding for the publication of the research value booklet, in time for the booklet to be included in conference packs for the British Record Association's conference in December 2009.

## **7. Date and arrangements for 2009 Annual General Meeting (AGM)**

7.1 Friday 3 July 2009 was set as the date of the AGM, and the Thackray Museum in Leeds as the venue. CG reported that he was in discussions with a potential sponsor about covering the costs of the meeting. In the absence of sponsorship, meeting costs would be covered by HARG's 2009 budget.

7.2 It was agreed to open nominations for election to committee by email circular on 1 June 2009 and close them on 29 June 2009. Nominations are to be emailed to [colin.gale@slam.nhs.uk](mailto:colin.gale@slam.nhs.uk). In the event of more than twelve nominations being received, an election will be held; otherwise all nominees will be declared elected at the AGM. The committee appointed Richard Birmingham of Leeds PCT to act as returning officer in the event of an election.

7.3 Meeting times had yet to be set, but the following schedule was thought likely: 11.45am - 12.30pm for committee meeting, 1.45pm - 2.00pm for AGM and 2.00pm - 4.00pm for general meeting. CG reported that Alexandra Eveleigh had agreed to speak at the general meeting on the topic of digital preservation in local archives.