

HEALTH ARCHIVES AND RECORDS GROUP

Minutes of the committee meeting of the Health Archives and Records Group, held on 3 July 2009 at the Thackray Museum, Leeds

Present

Colin Gale (Bethlem Royal Hospital Archives and Museum)
Jenny Haynes (The Wellcome Trust)
Vicky Rea (Royal Free Hampstead NHS Trust)
Kath Webb (York Hospitals NHS Trust)

In the absence of an elected Chair, Colin Gale (CG) offered to chair the meeting.

1. Apologies for absence

1.1 The following apologies for absence were received

Eleanor Burgess (Care Quality Commission)
Sarah Coombs (Barts and the London NHS Trust)
Catherine Redfern (Barts and the London NHS Trust)

2. Minutes of last meeting

2.1 The minutes of the committee meeting held on 13 March 2009 were accepted as a true record of the meeting.

3. Matters arising

3.1 Matters arising from previous minutes

Item 6.4 The Board of Control diagnostic codes transcript was now on the HARG website

- it was agreed that Kath Webb's (KW) commentary was a model of brevity and pertinence

Item 7.2 9 nominations had been received for the 2009/10 committee

- these included 2 new nominees, Geoffrey Browell and Andrea Tanner
- it was noted that Karen Waite and Catherine Redfern were standing down, and thanks were recorded for their hard work and contribution to the committee

3.2 Other matters arising

It was noted that numbers attending meetings had dropped off recently. Possible reasons were discussed, including the location of meetings, difficulty of getting time off work to attend, and the relevance of meetings to a diverse membership. It was agreed to keep this matter under review.

4. Finances

4.1 CG reported that the offer of sponsorship for the AGM had been withdrawn, but that room hire for the day's meetings could be met out of the Society of Archivists' Specialist Repositories Group (SRG) annual financial allocation to HARG.

4.2 CG tabled copies of a letter dated 30 April he had sent in response to a request from the SRG Chair, Adrian Glew, for information about HARG's activities and use of its financial allocation.

5. Website

- 5.1 CG reported that Sarah Coombs (SC) was unable to continue as web editor, as she did not have regular access to a broadband PC. Thanks were extended to SC for her hard work on the website.
- 5.2 It was agreed to seek a new web officer from among HARG's membership, who would need access to broadband and web-editing software.
- 5.3 It was noted that the cost of Dreamweaver was prohibitive, so VR offered to investigate freeware alternatives.

ACTION: VR TO INVESTIGATE FREE WEB-EDITING SOFTWARE

6. Any other business

- 6.1 CG reported that he was planning to step down from the committee at the end of 2009/10.

7. Future meetings

- 7.1 It was noted that there would be no further meetings in 2009. However, members were encouraged to consider attending the British Records Association's one day conference at the Wellcome on 8 December.
- 7.2 The next HARG meeting will be on 1 February 2010 in the Council Room at Kings College, The Strand, London.