

## HEALTH ARCHIVES GROUP

### Minutes of the third meeting of the Committee of the Health Archives Group, held on 26 May 2006 at St Bartholomew's Hospital, London

#### Present

Rob Baker (Chelsea and Westminster Healthcare NHS Trust)  
Sarah Coombs (Barts and the London NHS Trust)  
Colin Gale (Bethlem Royal Hospital Archives and Museum).  
Victoria Killick (London School of Hygiene and Tropical Medicine)  
Jenny McDermott (Lothian Health Services Archives)  
Vicky Rea (Royal Free Hampstead NHS Trust)  
Catherine Redfern (Barts and the London NHS Trust)  
Kath Webb (York Hospitals)

Stephen Soanes of the Institute of Psychiatry attended as an observer.

#### 1. Apologies for absence

- 1.1 The Chair welcomed Stephen Soanes from the Institute of Psychiatry, who was observing the meeting with a view to standing for the Committee.
- 1.2 Apologies were received from Jenny Haynes (Royal College of Obstetricians and Gynaecologists)

#### 2. Minutes of last meeting

- 2.1 The minutes of the last meeting, held on 07 February 2006, were agreed as a true record.
- 2.2 Matters arising from the previous minutes:
  - 2.2.1 Ref. 2.2.3 - VR reported that she had not yet got details of the BRG "Bin or Box" training session, but would do so

#### **ACTION: VR TO GET DOCUMENTATION FROM BRG'S "BIN OR BOX" TRAINING**

- 2.2.2 Ref. 8.2 - RB reported on the meeting about FOI which was held at TNA on 24 March
  - Other sectors had a more positive view of FOI, arguing that it had raised the profile of archivists and records managers and had created new posts
  - The health sector was less positive. One trust reported that FOI had promoted a culture of destruction of records at the earliest opportunity
  - RB had spoken about the work of HAG and issues in the health archives sector
- 2.2.3 Ref. 6 – HAG archives
  - It was agreed that in the short-term, CR would collate HAG archives and store them at Barts.
  - In the long-term, the Group needed to find somewhere appropriate to deposit its archives.

#### **ACTIONS: ALL TO SEND CR OLD HAG MINUTES ETC AND CR TO COLLATE THEM**

#### 3. Sub-group updates

##### 3.1 Research value of health archives sub-group

VK reported on behalf of JH:

- The sub-group wanted to establish a methodology to map research use among HAG members. The following methodologies were suggested:
  - Survey a particular time period
  - Anecdotal evidence e.g. examples of unexpected use
- It was agreed to start by collecting existing statistics that members already had, though it was recognised that these would be in different formats.
- It was agreed that in the longer-term, the survey of research use would need to cover all repositories holding health archives, not just HAG members

### **ACTION: JH TO COLLECT USER STATISTICS FROM HAG MEMBERS**

#### 3.2 Website sub-group

- SC reported that Clara could host the web-site for an annual fee of £30, which would need to be paid by credit card. SRG would pay the first year's fee.
- Content would be managed by SC (or other HAG members) using FrontPage and Dreamweaver
- A domain name was required to set up the site, so SC would set up the site once members had voted on the new HAG name.
- Initially the site would carry details of what HAG did, contact details, FAQs and some best practice records management documents

### **ACTION: SC TO SET UP HAG WEB-SITE**

#### 3.3 Records Management sub-group

- CR reported that she had asked members to share records management policies and procedures with a view to creating a pool of best practice documents. She had received some, but not as many as she had hoped, so she would appeal again.
- The best practice documents would be made available to members on the website.

## **4. Next meeting with TNA**

- 4.1 RB reported that the next meeting was due to take place at the end of June. As RB was standing down as Chair, CR and possibly CG would attend.

## **5. Members mailing list**

- 5.1 The Committee discussed whether general announcements should be circulated on the members' mailing list. It was agreed that only messages from HAG members or announcements relating specifically to health archives should be circulated.
- 5.2 It was noted that JM currently sent out members' mailings from her work e-mail account. It was suggested that the Group needed a web-based distribution list to enable other Committee members to send out messages in JM's absence. However, it was agreed that JM could simply tell the Committee when she was away from work for any period of time and another Committee member could cover for her.

## **6. Any other business**

### 6.1 New HAG Chair

- The Committee thanked RB for his work as HAG Chair over the last two years.
- RB reported that he had received one expression of interest from a member who might be willing to stand as Chair in the near future, though not immediately.
- It was agreed that, in the absence of a permanent Chair, members of the Committee could chair meetings in rotation and share other responsibilities such as drafting responses.

However, the Group needed a single point of contact for enquiries from the SoA and for the HAG website etc.

- It was agreed that in the short-term, CG would be acting Chair. He would act as a central point of contact for the Group, would share out duties between other Committee members, and would chair meetings.

## 6.2 Membership of the Committee

- It was noted that, though he was standing down as Chair, RB intended to remain on the Committee as a non-portfolio member until he left his current post.
- VK was soon going on maternity leave, but wanted to stay on the Committee as a corresponding member during her leave.

## 6.3 Teleconferencing

- The Committee discussed the possibility of holding Committee meetings by teleconferencing. It was agreed that JM would find out whether the SoA could arrange teleconferencing facilities.

**ACTION: JM TO FIND OUT IF THE SOA COULD ARRANGE TELECONFERENCING FACILITIES**

## 6.4 HAG finance

- It was noted with thanks that SRG had given some funding to HAG, for example travel expenses for the days speakers from the University of Dundee.
- However, HAG could not depend on receiving money from SRG indefinitely. Therefore, the Committee needed to look at opening a bank account for HAG, and to consider revenue raising and sponsorship.

**ACTION: COMMITTEE TO INVESTIGATE OPENING A BANK ACCOUNT FOR HAG**

**ACTION: COMMITTEE TO CONSIDER REVENUE RAISING AND SPONSORSHIP**

## 6.5 Healthcare Commission Consultation

- It was agreed that RB would draft and circulate a response to the Healthcare Commission Consultation.
- It was noted that TNA was also responding, and that it was important to ask the HCC to consider all records, not just health records.

**ACTION: RB TO DRAFT AND CIRCULATE RESPONSE TO HEALTHCARE COMMISSION CONSULTATION**