

HEALTH ARCHIVES & RECORDS GROUP

Minutes of a teleconference of the Committee of the Health Archives & Records Group, held on 21 November 2006

Present

Colin Gale (Bethlem Royal Hospital Archives and Museum)
Rob Baker (Chelsea and Westminster Healthcare NHS Trust)
Jenny Haynes (Royal College of Obstetricians and Gynaecologists)
Kath A. Webb (York Hospitals)
Vicky Rea (Royal Free Hampstead NHS Trust)
Sarah Coombs (Barts and the London NHS Trust)
Karen J. Waite (Royal Cornwall Hospitals Trust)

1. Apologies for absence

1.1 Apologies were received from Jenny McDermott (Lothian Health Services Archives), Catherine Redfern (Barts and the London NHS Trust) and Steven Soanes (University of Warwick)

2. Approval of minutes of HAG committee meeting of 26 May 2006

2.1 The minutes (as previously circulated by email) were agreed as a true record of that meeting with one amendment: the substitution of the word "by" for "my" on the fifth line from the top of page 2.

3. Update of HARG contact details on websites

3.1 KJW advised that she had found out-of-date HARG contact details on the websites of NHS FoI and the Society of Archivists' website.

ACTION: JH TO AMEND DETAILS ON SoA SITE; KJW TO CONTACT NHS FoI WEBSITE RE: UPDATE

4. Items for handover – Rob Baker

4.1 RB advised that following his appointment as Archivist and Records Manager at the Royal Society for the Arts, he would be leaving his post at Chelsea and Westminster imminently, and consequently wished to step down from the HARG committee. The committee voiced its appreciation of his hard work both as a committee member and as Chair from 2004 to 2006, and wished him all the best for the future.

4.2 RB advised that, contrary to earlier expectations, he had been unable to prepare comments on IST/35 Mirror Panel's contribution to the draft ISO standard on the security, safety and quality of electronic clinical data. However, he and KAW had completed a light revision of the "Hospital Patient Case Records" document. One outstanding matter was the transfer of HAG/HARG documents held by him to CR for safe-keeping. SC reported that, although she was the only remaining committee member with responsibility for HARG's website, a team of volunteers to help keep it up to date was now in place.

ACTION: RB TO PASS HAG/HARG DOCUMENTS TO CR

5. Confirmation of date/venue for 2007 AGM

5.1 The date of HARG's next AGM was confirmed as 13 June 2007, and the venue as the Wellcome Trust's Darwin Room, 215 Euston Road, London. The programme for the day was yet to be arranged.

ACTIONS: SC TO ENSURE THAT NOTICE RE: AGM IS POSTED ON EVENTS PAGE OF HARG WEBSITE; JMcd TO FORWARD NAMES OF ATTENDEES TO JULIA SHEPPARD JUST PRIOR TO MEETING

6. Creation of HARG letterhead

6.1 The necessity of a HARG letterhead for use in correspondence was noted. It was agreed to use the logo developed by KJW which is now featured on HARG's website.

ACTION: KJW TO DRAFT TEMPLATE FOR CIRCULATION TO AND APPROVAL BY COMMITTEE

7. Any other business

7.1 KAW reported that she and RB had completed a light revision of the "Hospital Patient Case Records" document, originally written in 1996 and last revised in 2002.

ACTION: KAW TO FORWARD REVISED DOCUMENT TO SC IN PREPARATION FOR IT TO BE UPLOADED ONTO HARG'S WEBSITE

7.2 KJW reported that the first meeting of the joint HARG / Records Management Society (RMS) team producing a national Business Classification Scheme (BCS) and File Plan for records management for the NHS had been scheduled for 13 December 2006 in London. Paul Duller, Chair of RMS, will mention the collaboration with HARG in an article he has been invited to write for the journal 'Health Business' (<<http://www.healthbusinessuk.com>>).

ACTION: KJW TO ENSURE THAT A PROGRESS REPORT IS MADE TO THE HARG MEETING OF 31 JANUARY, POSSIBLY VIA ALISTAIR TOUGH