

HEALTH ARCHIVES AND RECORDS GROUP

Minutes of the general meeting of the Health Archives and Records Group, held on 27 August 2008 at the Borthwick Institute, University of York

Present

Jenny Haynes	(Royal College of Obstetricians and Gynaecologists)
Eleanor Burgess	(Healthcare Commission)
Ed Hampshire	(The National Archives)
Kevin Mulley	(The National Archives)
Catherine Redfern	(Barts and the London NHS Trust)
Theresa Parks	(Tees, Esk & Wear Valleys NHS Foundation Trust)
Natalie Walters	(Wellcome Library)
Kath Webb	(York Hospitals NHS Trust)
Richard Birmingham	(Leeds PCT)
Brian Roberts	(IOM Public Record Office)

1. Apologies for absence

1.1 The following apologies for absence were received

Kevin Browne	(St Mary's Hospital/Alexander Fleming Laboratory)
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)
Jenny McDermott	(National Archives Scotland)
Louise King	(Royal College of Surgeons)
Colin Gale	(Bethlem Royal Hospital Archives and Museum)
Karen Waite	(Cornwall Royal Hospitals NHS Trust)
Alexandra Eveleigh	(West Yorkshire Archives Service)
Kath Webb	(York Hospitals NHS Trust)
Victoria Cranna	(London School of Hygiene and Tropical Medicine)
Catherine Redfern	(Barts and the London NHS Trust)
Sarah Coombs	(Barts and the London NHS Trust)
Vanessa Carr	(The National Archives)
Angela Skitt	(Birmingham Archives & Heritage)
Nick Baldwin	(Great Ormond Street Hospital)
Geoffrey Browell	(King's College London)
Miriam Critchlow	(IOM Public Record Office)
Patricia Whatley	(University of Dundee)
Helen Wakely	(Wellcome Library)
Anne George	(Staffordshire Record Office)
Vicky Rea	(Royal Free Archive Centre)
Andrew Bennett	(East Sussex Record Office)
Graham Stanley	(The National Archives)
Kate Ratcliffe	(North Wales NHS Trust (Central Area))
Elizabeth Boardman	(Oxfordshire Health Archives)
Craig Fees	(Planned Environment Therapy Trust)
Anne Barrett	(Imperial College London)

2. Minutes of last meeting

2.1 The minutes were accepted as a true record of the meeting

Further to item 8.4 of the minutes, Kevin Mulley (KM) reported that there was still no date set for the meeting of the working assumptions group as they were waiting for the ICO.

3. Presentation by Ed Hampshire of the National Archives

3.1 Dr Edward Hampshire gave a well-received presentation to the meeting.

3.2 Slides from this presentation will be made available on the HARG website in due course.

4. Committee Meeting

4.1 Jenny Haynes (JH) gave an update on matters discussed at the HARG Committee meeting as follows:

- Minutes from meeting on 12 May 2008 formally approved with amendment to detail concerning committee members elected.
- Financial report was given, HARG have spent some of their £300 budget on the pamphlets for the SoA presentation and are looking at producing more for future events.
- Google analytics used to look at usage of the website, shows 61% of visitors were new. Emphasises that the website is a valuable resource. We still require someone to help with updating the website, preferably someone with Front Page or Dreamweaver. If you're able to help or want information please contact Sarah at Sarah.Coombs@bartsandthelondon.nhs.uk

5. Records Management Sub-Group

5.1 There was no update on the Business Classification Scheme

5.2 Catherine Redfern (CR) has read the updated Section 46 Code of Practice for Records Management and prepared comments on behalf of HARG for the consultation which closes on 1st September

6. Research value sub-group

6.1 Kath Webb (KW) has now produced the a draft report on the value of health archives for researchers which has been circulated to the sub-group for comment although if anyone would like to see it then they are welcome to.

- Currently doesn't include resource links and KW would welcome any suggestions from members
- The report will be disseminated although the format has not been decided on yet

7. Open Forum

7.1 The meeting was notified of a public consultation on armed forces personnel records. For more information please refer to the website:

http://www.mod.uk/NR/rdonlyres/C58C6252-8109-4D55-A8B1-1AAFA6F4BAC2/0/transfer_records_tna.pdf

7.2 The paper given by Colin Gale (CG) and KW at the 2007 Wellcome Institute winter conference, on the topic of the legal and practical issues associated with deceased patients records, has been published in the April 2008 edition of Archives.

- CG will find out if a copy can go up on the HARG website.

7.3 The Scottish NHS Code of Practice was published on 4 July 2008. It can be accessed at:

www.scotland.gov.uk/publications/2008/07/01082955/0

7.4 An enquiry had been made by Theresa Parks regarding the alphanumeric coding applied to diagnoses by the Board of Control for mental institutions.

- KW had found a full table of these diagnostic codes and their meanings as well as a table for the occupation codes.
- KW will produce a transcript of these tables for inclusion in the reference section of the HARG website

7.5 CR mentioned that Barts and the London had recently advertised for a 12 month graduate trainee post and had received a large number of high-quality applications.

8. Next meeting

8.1 The next HARG meeting will be on 2 February 2008 in London [further details to be provided in due course].