

HEALTH ARCHIVES AND RECORDS GROUP

Minutes of the seventh meeting of the Committee of the Health Archives and Records Group, held on 28 September 2007 at West Yorkshire Archives Services HQ, Wakefield

Present

Colin Gale	Bethlem Royal Hospital Archives and Museum (Acting Chair)
Eleanor Burgess	Healthcare Commission (Minutes Secretary)
Catherine Redfern	Barts and the London NHS Trust
Vicky Rea	Royal Free Hampstead NHS Trust
Jenny Haynes	Royal College of Obstetricians and Gynaecologists

1. Apologies for absence

1.1 Karen J. Waite (Royal Cornwall Hospitals NHS Trust), Sarah Coombs (Barts and the London NHS Trust), Kath Webb (York Hospitals)

2. Minutes of last meeting

2.1 The minutes of the last committee meeting held on 13 June 2007 were confirmed as a true record.

3. Matters arising from minutes

2.2.1 Colin (CG) passed a file of minutes and papers from the late 1980s / early 1990s to Catherine Redfern (CR) for retention in accordance with decision of committee of 26 May 2006.

2.2.2 As promised at the last committee meeting, CG had circulated revised HARG letterhead on 3 July 2007.

4.4 CG reported that payment for website hosting was made on 28 June 2007.

6.1 CR confirmed that no meetings with TNA have taken place since last report.

4. Committee matters

4.1 CG advised that there were presently four committee posts vacant, which could be filled by the co-option of willing members.

5. Finances

5.1 CG read the financial report provided by Sarah Coombs (SC), and the following was noted:

- The Special Repositories Group's allocation of £250 for 2007 has almost all been spent;
- The allocation is not sufficient to meet the travel expenses of all committee members;
- The amount allotted to HARG for 2008 will be confirmed at a November SRG meeting.

6. Website

6.1 CG read SC's report on the development of HARG's website (www.healtharchives.org), which drew attention to the following:

- The website continues to be updated monthly and includes meeting minutes and presentations, agendas, sub group activities and the Chair's 2006/2007 report.
- The 'Useful links' and 'Resources' pages have now been separated out, and The National Archives (TNA) have been asked to include a link to the site from their website
- CR has forwarded SC details of how to obtain website visit statistics for free.
- SC has asked members to forward to her details of events or news items that relate specifically to health records or archives which they think should be promoted on the website.

7. Conference

7.1 As reported to committee by email circular on 12 July 2007, CG advised that he, Kath Webb (KAW) and Jenny Haynes (JH) had been invited to represent HARG on a Wellcome Trust steering group concerned to develop guidelines on the management and sharing of historical data to support research in the medical humanities. The first step in this initiative was a conference to bring together an invited audience of archivists, medical historians and other researchers to be held in Edinburgh on 12-14 December 2007. On behalf of HARG, and with the assistance of JH, CG and KAW were preparing a presentation to this conference on how archivists may maximise access to health records within the constraints of the law.

8. Meetings in 2008

8.1 CG advised that HARG's next meeting would be in London, at a venue, and on a date in January or February 2008, to be settled in the near future [later set for Monday 14 January 2008 at the Royal College of Physicians, London]

8.2 The possibility of meeting in Reading in May 2008, and York in August 2008, was mooted. Details would be confirmed in due course.

ACTION: CG TO NEGOTIATE VENUES / DATES WITH POTENTIAL HOSTS AND BRING TO COMMITTEE FOR CONFIRMATION