

HEALTH ARCHIVES AND RECORDS GROUP

Minutes of the fifth meeting of the Committee of the Health Archives and Records Group, held on 31 January 2007 at ARMMS, University of Dundee

Present

Colin Gale (Bethlem Royal Hospital Archives and Museum).- Chair
Jenny Haynes (Royal College of Obstetricians and Gynaecologists)
Jenny McDermott (Lothian Health Services Archive) - Minutes
Kath A. Webb (York Hospitals)

1. Apologies for absence

1.1 Apologies were received from Sarah Coombs (Barts and the London NHS Trust), Vicky Rea (Royal Free Hampstead NHS Trust), Catherine Redfern (Barts and the London NHS Trust), Stephen Soanes (University of Warwick), and Karen J. Waite (Royal Cornwall Hospitals NHS Trust).

2. Minutes of last meeting and matters arising

2.1 The minutes of the last committee meeting held on 26 September 2006 were confirmed as a true record.

2.2 Matters arising from the last meeting:

2.2.1 Ref. 2.3.1 – HARG archives

- Catherine Redfern (CR) sent report that she had received some minutes from members and had promise of more from other members.

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

2.2.2 Ref. 5.1 – RM sub-group

- CR has not been able to put the RM document on the website yet. She hoped to do this in February, and would notify the committee when this is done.

2.2.3 Ref. 6.1 – Meetings with TNA

- CR has not yet responded to “TNA Vision” due to lack of time.

2.2.4 Ref. 7.2 – ASA article

- Colin Gale (CG) has written an article on the health archives sector in the UK for the Bulletin of the Australian Society of Archivists (ASA). This would not be published online by the ASA, and it was agreed that it would be helpful to put it on the HARG website.

ACTIONS: CG TO FORWARD COPY OF ARTICLE TO SC TO MOUNT ON HARG WEBSITE

3. Minutes of last teleconference

3.1 The minutes of the last teleconference held on 21 November 2006 were accepted as a true record.

4. Committee matters

4.1 Jenny McDermott (J McD) advised that following her appointment to the National Archives of Scotland, she would be leaving her post at Lothian Health Services Archive imminently, and consequently wished to step down from the HARG committee. The committee voiced its appreciation of her work as membership secretary in general, and of the renewed interest in the work of HARG she had fostered among Scottish members in particular.

- 4.2 Office bearers: The committee considered the situation of having two acting chairs, but no membership secretary, in the wake of J McD's departure. CG suggested as a solution that he would step down as acting co-chair and take on the duties of membership secretary duties, while being willing to stand in as chair in the absence of Karen Waite (KJW). This arrangement was approved by the committee.
- 4.3 In order to maximise opportunities to discuss matters of common concern at HARG's general meetings, it was agreed that in future no more than one formal presentation should be invited per meeting.

5. Finances

- 5.1 CG reported that HARG has an £250 allocation from the Society of Archivists' Specialist Repositories Group for 2007, none of which has yet been spent.
- 5.2 CG reported that the cost of teleconferences in 2006 had been met within HARG's 2006 allocation.

6. Research value sub-group update

- 6.1 Jenny Haynes (JH) reported that there was no update for this meeting, and asked for assistance in providing forward vision for this sub-group.
- 6.2 Kath Webb (KAW) agreed to help determine whether a coherent plan of action could be developed for the sub-group.
- 6.3 CG said that all sub-groups within HARG were project-driven rather than standing, and that no sub-group should exist without (or past the life of) a corresponding project. It was agreed that there was potential in a research value project of some kind, but that further definition of needs was required. Liaison with staff at the Wellcome Library, and with the membership of HARG generally (perhaps using HARG website for publicity) was suggested.

ACTIONS: JH TO PARTNER KAW REGARDING THE WORK OF THIS SUB-GROUP

7. Records Management sub-group update

- 7.1 This item was held over to the general meeting.

8. Meetings with TNA

- 8.1 There had not been a TNA meeting since September. CR was organising a meeting for March.

9. Any other business

- 9.1 CG reported on a European Association for the History of Medicine and Health (EAHMH) conference on "Environment, Health and History" in September. EAHMH have asked HARG whether they wished to have display space for a poster promoting the work of HARG to conference-goers. The committee decided to decline the offer, but make the membership aware of the opportunity that this might represent for individual repositories.

ACTIONS: JH TO GET BACK TO CONFERENCE ORGANISERS WITH HARG'S RESPONSE

- 9.2 CG passed round the new HARG letterhead, available for anyone on the committee to use for HARG communications. The committee approved it for use, subject to amendment in view of any comments received after the meeting.

ACTIONS: ALL TO SEND COMMENTS ON THE LETTERHEAD TO CG

10. Date and time of the next meeting

- 10.1 The next meeting is on 13 June 2007 at the Wellcome Library, 183 Euston Road, London.