

Minutes of the LHSA Advisory Committee Meeting held Monday 20 February 2006 at 9.15am in the ISG Meeting Room, EUML

In attendance

Dr Charles Swainson, Medical Director, LNHSB (Chair)
Professor Roger Davidson, Economic and Social History, UE
Dr Steve Sturdy, Science Studies Unit, UE
Mr George Mackenzie, Keeper of the Records of Scotland, NAS
Mrs Sheila Cannell, Director of Library Services, EUL
Dr John Scally, Director of University Collections, EUL
Dr Mike Barfoot, LHS Archivist, EUL
Ms Alison Gardiner, LHS Assistant Archivist, EUL (Secretary)

1. Apologies for absence

Apologies were received from Dr Alison McCallum, Director of Public Health for Lothian, who had agreed to join the Committee.

2. Minutes of the previous meeting of 2 March 2005

4.(ii) to be amended to reflect the actual 2005-06 budget arrangements. The minutes were accepted and it was agreed they will be made available on the LHSA website.

Action: MB to amend section 4(ii).

Action: AG LHSA website arrangements.

3. Membership of Committee

Dr Swainson reported that Mr Angus Tulloch and Mr Douglas King (who has been representing the latter on the Committee) are both retiring. Therefore a new LNHSB Finance representative is required. No suggestion had been received for a Family History representative. It was decided to return to the question of representation when the function of the committee in relation to proposed new arrangements (see below) had been determined.

Action: CS to identify a new Lothian NHS Board Finance representative. (**Action from meeting of 02.03.05:** CS to identify a new CMVM representative.)

4. Matters Arising

i) Service Level Agreement

Discussion between UE and LNHSB still ongoing.

Action: Keep on Agenda.

4. **Matters Arising** cont.

ii) Forward Budget

Dr Swainson reported that arrangements for the 2006-07 budget, commencing 1st April 2006, were currently under discussion in LNHSB.

Dr Barfoot agreed with the Chairman's suggestion that the sum originally accepted when the matter was discussed at the meeting of 20 December 2004 should be rolled over from 2005-06 to 2006-07. He hoped, however, that a three-year cycle would be re-established in due course. Dr Swainson reported that the 2006-07 budget was being agreed at the moment.

iii) Management Arrangements

Action: CS to bring to Committee once agreed.

(iv) Main Library Redevelopment Project

Mrs Cannell gave a summary of the extent and aim which would lead to the whole of the Main Library being redeveloped in phases over a period of up to ten years. The URL for the Project Vision is <http://www.is.ed.ac.uk/pub/jsp/polopoly.jsp?d=263&a=742> and comments would be welcome.

The 5th and 6th floors would be the first to be cleared prior to refurbishment commencing in September 2006. Some of the functions of the 5th and 6th floors would remain in the building including delivery of service in the form of a joint Special Collections and LHSA Reading Room. Materials would move to a "Research Annexe" at South Gyle, which would be adapted to allow for mobile shelving, suitable environmental controls, etc. Stock moves would have to begin in early June to allow the 5th and 6th floors to be completely cleared by the start of the first semester of 2006-07, on 18th September 2006. A website would give details of what's happening on a day by day basis and which material has been moved off-site. There may be disruption over the summer, but the Library aims to maintain a service over the move period. A paper has been put to Library Committee about the service, including a consultation area which will be offered from the Research Annexe. Mrs Cannell said it would be sent to the LHSA Advisory Committee and she welcomed comments.

Action: SC to send Library Committee paper to AG for forwarding.

Professor Davidson asked whether special access to the LHSA stack, currently allowed for a few long-term researchers, would be available. Mrs Cannell said that for Health and Safety reasons she could not guarantee this. After a discussion

4. **Matters Arising** cont.

(iv) Main Library Redevelopment Project cont.

Dr Scally said that there were three on-site stores in the building where intensively used research materials could be kept. He said that it would be crucial for Professor Davidson and his researchers to let LHSA staff know over the next few months what they hoped to work on in the future. If it were possible to site the material they wished to work with in the Main Library it may be easier to arrange a supervised browsing facility.

Action: RD to advise LHSA on access needs.

Dr Barfoot said he was concerned about the level of security at the Research Annexe given the confidential nature of the LHSA records and the fact that it would possibly be the only nineteenth century archive material to go off-site. Dr Scally said that a LHSA quadrant with enhanced security and LHSA access only was being discussed. He also said there was flexibility to find some more space in the Strong Room and in the other three stores to keep material in the Main Library.

Action: MB and JS to keep up discussions re security issues.

Dr Barfoot pointed out that it was likely that there would be a considerable rise in staff time spent working on reader support and enquiries, which would impact on other archival work. Dr Swainson agreed that this would have to be taken into consideration over this period. Dr Scally commended LHSA staff for all the work they had put in towards the move. Dr Sturdy asked whether the move would be permanent. Mrs Cannell replied there would probably be a permanent Research Annexe but what collections were stored there would be decided over the next six years. She confirmed that it would have the usual facilities for researchers – parking, work space, etc. and that the first point of contact for researchers would still be staff. Mrs Cannell welcomed Dr Sturdy's suggestion that users' experiences should be monitored during the decant period. Dr Barfoot re-assured Dr Swainson that the decant should not affect LHSA's FOI obligations significantly as most FOI enquiries were exempt under either Section 25 or Section 38. He added that listing material to reduce the amount of Section 1 enquiries was a priority and the appointment of a temporary Archivist to concentrate on FOI matters had been addressing this issue in 2005-06 and would continue to do so in 2006-07.

5. **Reward Modernisation**

Mrs Cannell explained that the University was going through a pay restructuring. Along with all others, LHSA staff had to produce Job Descriptions which would then be matched to new banded pay scales. Dr Barfoot said JDs had been produced, checked and agreed and would soon be signed off by staff and their line managers.

6. **Archivist's Report**

Dr Barfoot said his report should be read in conjunction with the enquiry statistics. Conservation continued to be an external grant winner, with more grants coming in, and in-house preservation work, such as the digitisation of X-rays, also taking place. The budget was on target; website usage was up and although there was an apparent reduction in enquiries due to the change in gathering figures, the underlying trend was also up. Material had been lent to Scottish National Portrait Gallery's "The Healing Touch" exhibition. The LHSA reference library was in the process of being weeded prior to the planned move. Dr Swainson said Dr Barfoot should speak to the Board about the Annual Report.

Action: CS to arrange for MB to attend Board meeting.

Dr Barfoot referred to his offer at the previous meeting to write a 5-Year Report. On reflection he had decided that the various updated Fact Sheets he tabled were a more efficient and readable format and he suggested they be accepted in lieu of it. He also gave the Committee a copy of the new LHSA leaflet. Professor Swainson commended the method and agreed with Dr Sturdy's suggestion of mounting the Fact Sheets on the Web.

Action: AG to put Fact Sheets on LHSA website.

Mrs Cannell enquired about space requirements for the object collection. Dr Barfoot said that, over the last two years, most material had been properly boxed. With the exception of a few large items, it didn't take up an excessive amount of shelving space. An "objects database" containing around 1000 images had now been created. The last historical and financial valuations of items still had to be made. However, a preliminary paper on the future of the LHSA-held objects collection had been favourably received by the Arts Committee in January.

Action: MB to finish valuations.

7. **AOCB**

Mrs Cannell reported that Library Committee had agreed to drop the existing charges for research use. Consultation from August would be free but information would continue to be gathered on users.

The next meeting will take place on Tuesday 26th September 2006 at 3.00pm. It will be held in the Meeting Room of the Wolfson Technology Resource Centre (Main Library).