

Minutes of the LHSA Advisory Committee Meeting held Wednesday 2 March 2005 at 2.00pm in the Wolfson Technology Resource Centre Meeting Room, EUML

In attendance

Dr Charles Swainson, Medical Director, Lothian NHS Board (Chair)
Mr Douglas King, Legal and Property Services Manager, LNHSB
Professor Roger Davidson, Economic and Social History, UE
Dr Steve Sturdy, Lecturer, 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, LHSA Archivist, EUL
Ms Jenny McDermott, LHSA Deputy Archivist, EUL (Acting Secretary)

1. Apologies for Absence

Apologies were received from Professor Andrew Calder and Mr John Matheson. Mr Douglas King attended on behalf of the latter. Jenny McDermott attended in lieu of Alison Gardiner, Committee Secretary.

2. Membership of Committee

Professor Calder is not able to attend after many years service. Therefore a new College of Medicine and Veterinary Medicine (CMVM) representative is required. Dr Alison McCallum, LNHSB's in-coming Director of Public Health, expressed her willingness to join the Committee. Mr Angus Tulloch, Deputy Director of Finance, will replace Mr Matheson on the Committee.

Action: CS to identify a new CMVM representative and invite Mr Tulloch and Dr McCallum to join the Committee.

A paper on the membership and role of the Committee by Mr Mackenzie was tabled. After discussion about the former aspect, it was agreed to approach the Chair of the Scottish Association of Family History Societies, Dr Bruce Irvine, with respect to possible representation of this sector of users on the Committee.

Action: AG to write to Dr Bruce Irvine for advice.

How the expertise of the Committee might be strengthened in relation to its future professional advisory and advocacy roles, was also discussed. It was agreed that the Chairman would continue to provide his twice-yearly reports to the Board and also to make the Board's FOI Group and Information Services Manager aware of a possible future role for LHSA in the area of offering expertise and advice about the management of LNHSB's Board-level current records.

2. **Membership of Committee** cont.

Action: CS to alert the LNHSB FOI Group and the LNHSB Information Services Manager to a possible future role for LHSA regarding Board-level current records.

3. **Minutes of Previous Meeting**

There were no amendments.

4. **Matters Arising**

i) Service Level Agreement

The draft presented and discussed at the last meeting still required a small amendment regarding the nature and role of the Committee. Dr Swainson agreed to draft and re-circulate it. Once agreed, it will be sent to the CMVM Registrar for approval prior to being signed-off by UE and LNHSB.

Action: CS to complete current SLA draft and circulate it via email to Mrs Cannell, Dr Scally and Dr Barfoot, after which it will be forwarded to the CMVM Registrar for approval and subsequent signing-off by the University and the Board.

ii) Forward Budget 2005-2008

Dr Swainson reported that a three-year rolling budget approach had been welcomed in respect of future planning. However, the £240,400 previously awarded for 2005-06, being the third year the current cycle, had already been committed from Endowments and could not be amended. In future, the aim was gradually to move to a mix of Endowment and Exchequer funding commencing 2006-07 as part of the next cycle.

After discussion, it was agreed that Dr Barfoot could approach the LNHS Endowments Office Accountant for quarterly instalments of the 2005-06 budget, the first of which is due on 1 April (£60,100). It was accepted that this was essential in order to plan LHSA expenditure for the coming year and thereafter.

Action: MB to secure quarterly payments from the Endowments Accountant.

It was noted at the previous meeting that it was agreed that the indirect costs negotiations were to be taken forward via the CMVM Registrar.

4. **Matters Arising** cont.

ii) Forward Budget 2005-2008 cont.

Action: CS and SC to progress indirect costs negotiation via the CMVM Registrar.

Mrs Cannell noted that the introduction of Full Economic Costing during the period of the 2005-08 forward budget would have a bearing on the indirect costs element. Therefore the Committee will have to revisit LHSA funding in the future.

iii) Committee Servicing After 1 January 2005

The shorter style of minute-taking used for the last meeting was welcomed. After discussion the following was agreed: meetings are by-and-large open, with the possibility of indicating closed sections if necessary; names of Committee members are to be used in minutes, as at present, but any personal information about LHSA staff should not be published; only key points should be minuted; the basis of decisions reached should be recorded rather than just action points; minutes and tabled papers will be put on the LHSA web site within one month of being accepted at the subsequent meeting.

iv) EUL Access Arrangements for LHSA Users

Mrs Cannell stated that she hoped the new EUL charging policy will go to the Library Committee in April 2005.

Action: SC to report on implications of any decision for LHSA.

5. **Archivist's Report**

After discussion it was decided that, in future, the Archivist's Report should be a regular agenda item again, and circulated prior to meetings. Dr Swainson would then append it to his six-monthly reports to the Board. Dr Barfoot offered to produce a 5-year report of LHSA activities over the January 2000-December 2004 period.

Action: MB to produce a written Archivist's Report for discussion at subsequent meetings and a 2000-04 report for the next meeting.

For this meeting, Dr Barfoot circulated a written summary of developments since the December meeting, which he offered to speak to. Dr Swainson asked him to select two items. Firstly, Dr Barfoot discussed statistical recording of LHSA activity, principally enquiries, productions and web use. He referred to changes in the method of recording data adopted since FOI was implemented on 1 January 2005 and noted their likely negative impact on former figures. Secondly, he outlined conservation developments, especially regarding the

5. **Archivist's Report** cont.

curatorial care of objects held by LHSA and informed the Committee that the Wellcome Trust funded Research Resources in Medical History grant application had been successful (c£80K).

In the ensuing discussion Dr Swainson stated that, as well as the Archivist's Reports and his own, the Board would also require a LHSA work plan for a year or longer. It should be high level and relate to broad strands of activity, rather than to tasks performed by each LHSA staff member individually. It should include objectives and achievements, together with an appraisal of any difficulties encountered, and also signal the need for additional resources when required.

Dr Barfoot suggested that, in consultation with Dr Scally, he produce a three-year work plan in parallel with the 2005-08 forward budget cycle. Dr Swainson suggested that a presentation to the Board by the Archivist about what LHSA had achieved might also be useful. Dr Scally also noted that LHSA had contributed to a similar annual planning exercise in the Collections Division of Library Museums and Galleries, which, in turn, fed into the University's wider planning via Information Services.

Action: MB to prepare a three-year plan in consultation with Dr Scally and present a draft of it at the next meeting.

Action: CS to explore the possibility of a presentation to the Board about LHSA by the Archivist.

6. **AOCB**

i) Main Library Building

Mrs Cannell reported on the current situation regarding asbestos and space utilisation work being undertaken by Movecorp in the Main Library building. Both would have decanting and other implications for LHSA, but not in 2005 and probably not in 2006.

ii) Restructuring of Special Collections

Dr Scally reported on the recent restructuring within the Collections Division. LHSA has moved administratively, rather than physically, out of the Special Collections Department. In response to a question from Dr Sturdy, Dr Scally stated that he did not think the change had any implications for the Management Arrangements document still under discussion via the Committee.

Date of next meeting: 4 October 2005