

**Minute of the LHSA Advisory Committee Meeting held 9.00am, Thursday
7th June 2007 in IS Meeting Room (First Floor), EUML**

In attendance

Dr Charles Swainson, Medical Director, LNHSB (Chair)
Professor Roger Davidson, Economic and Social History, UE
Professor Andrew Calder, Head of Reproductive and Developmental Sciences, UE
Mr George Mackenzie, Keeper of the Records of Scotland, NAS
Dr Mike Barfoot, LHS Archivist, EUL
Mrs Sheila Cannell, Director of Library Services, EUL
Miss Rosie McLure, LHS Assistant Archivist, EUL (Secretary)

1. Apologies for absence

Apologies were received from Dr McCallum, Mr Martin, Dr Sturdy and Dr Scally.

2. Minutes of the previous meeting of 11 December 2006

Following three minor alterations the minutes were accepted as a true record.

Action: AG to put minutes and papers on the LHSA website.

3. Matters Arising:

i) Budget Arrangements 2007-2008

Dr Swainson confirmed that the budget had been agreed for the current financial year. Dr Barfoot stated that the details of the budget were covered in the Archivist's report.

Action: CS and **SC** to confer on the budget for the following years.

ii) Main Library Redevelopment Project

Mrs Canell reported that the work on the library building had started. The level of disruption and noise penetration was currently being assessed but disruption was likely to be most prevalent over the Summer.

LHSA's material and staff decant was complete. The 5th and 6th floors were now empty and this was where the work was being done. A communication strategy involving the MLRP website was in place, and a major communication effort would begin in September. She added that LHSA would be one of the first sections to move back into their new quarters on the 5th and 6th floors. The public service and staff area would be on the 6th floor.

LHSA staff would return to the 6th floor in Mar-Apr 2008, but collections might not return at this time. External Consultants were working on future decants, but there would be a problem when the lower floors were reached as there would be no decant

ii) Main Library Redevelopment Project

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space left. This might mean that LHSA material would have to be moved to another temporary location before its return to the 5th floor.

Dr Barfoot stated that the LHSA material held in the basement stores is significant and archivally rich. He would like to avoid this having to be moved again. There would be implications for the locations database which took a long time to create. It could be updated, but it was not a straightforward task. Mrs Cannell replied that this won't be happening until 2011 so there was no immediate need to worry.

Dr Barfoot stated that it would be important to know about any subsequent moves well in advance to allow for forward planning. Mrs Cannell agreed.

iii) Reward Modernisation

Mrs Cannell stated that this process is almost complete. Dr Barfoot stated that this issue was covered in the Archivist's Report.

4. Memorandum of Understanding between LNHSB & UE

Mrs Cannell reported that the University lawyers had some comments about the document, mainly relating to legal points of liability and expectations on either side. She did not think it appropriate to go into these at this meeting.

Dr Swainson and Mrs Cannell agreed that the University and NHS lawyers would get together to move forward with the document. Dr Swainson said he had requested that the document should be ready before the end of the Summer.

Professor Davidson and Mrs Cannell had a discussion as to whether the Memorandum was officially a legal document. Mrs Cannell's understanding was that, as it was written down on paper, it was a legally binding document. Professor Davidson pointed out a typographical error (line 4, para 1.1). Dr Barfoot stated that the document would be thoroughly checked for errors of this sort before completion. Mr Mackenzie stated that the document provided good clarity on the committee set-up and disputes procedure. Dr Swainson stated that one of the main aims of the document was to separate the responsibilities that the archive service provided and the business arrangements with the University Library.

Dr Barfoot stated that he liked the document – it was a clear and reasonable statement of the relationship between the Health Board and the University. He endorsed the idea of a split between the Advisory Committee and the Management Group and supported the idea of having a Management Group meeting more frequently that addressed the budgetary, etc. side of the business. Dr Swainson stated that the document would be sent to LHSA when finalised.

Action: CS to send MoU to MB as soon as finalised.

5. LHSA Insurance

Dr Barfoot summarised the key points of the brief prepared by LHSA Paper Conservator Ruth Honeybone. Insurance provision was raised in the Archivist's Report at the last Advisory Committee meeting on 11.12.06 and was dealt with in relation to the decant. LHSA insurance for the move was included in the insurance provision for the whole decant. However LHSA insurance beyond the move needs to be considered.

After the shelf collapse, a claim was not made. The cost of the actual damage was estimated to be approx £1500 + VAT. However there were other aspects of cost which were not counted: staff time (3 staff working for 3 weeks and the employment of an archive assistant to reorder the case notes which could not be sorted at the time of the clean-up due to the decant schedule).

Future insurance would relate to risk assessments being undertaken for the storage areas (LRA and basement stores). LHSA had completed a risk assessment of the collections, a health and safety assessment in relation to staff would follow. Dr Barfoot pointed out that neither store met the archival standard of BS 5454 (2000) and said he wished to bring the question of insuring the LHSA collection separately post move in front of the Committee again.

As previously reported, LHSA records had been given a value of approximately £37 million (on the basis of what it would cost to conserve the entire collection). Ms Honeybone recommended a £1 million first loss insurance premium at a cost of £6,510 inclusive of insurance tax. Dr Barfoot endorsed this recommendation, and stated that the NHS should consider insuring the records whilst they are housed in University property.

Mr Mackenzie stated that the government does not insure the NAS collections so they are not covered apart from when they are being transported. He agreed that the principle of insuring the LHSA archive was a sound one, and stated that the Board should recognise that this is a valid cost.

Mrs Cannell stated that there was nothing in the Memorandum of Understanding relating to insurance provision and, in her view, it was entirely a Board decision. She agreed that the University did insure some items through EON independently of the move. Mrs Cannell said that the removers, Crown, did the insurance for the move. She stated that in the case of the shelving collapse, no claim was made because of the excess.

Dr Barfoot stated that the rarest items in the University Library Special Collections were insured and the purpose of LHSA taking out an insurance policy would be to be similarly prepared for some sort of disaster (fire/flood etc). Even the £1 million mentioned would only allow for some conservation of the collection in the light of such a disaster.

Action: MB to find out amount of excess and **CS** to report back to the finance directorate to see whether they would contemplate taking out insurance.

5. LHSA Insurance cont.

Mrs Cannell suggested that the NHS could agree to fund costs in the light of a disaster rather than insure LHSA. This would be a form of self-insurance. If this could be agreed it should be added to the Memorandum of Understanding.

Dr Barfoot said at present a lot of unique LHSA items were not being stored in the Strongroom and these items were at risk. LHSA was working to address this problem through a digital surrogacy programme, but this was a slow and expensive process.

Mrs Cannell stated that when the Archive is returned to the 5th floor it will be kept in almost BS5454 conditions. Dr Barfoot requested that LHSA material stored in L14 and L15 should be returned to the 5th floor as soon as possible. Mrs Cannell replied that it was inevitable that LHSA documents would be at a greater risk between now and 2011. Dr Swainson suggested that this risk might be a reason to encourage the Board to go down the insurance route.

Professor Davidson asked what the shortfall of the BS5454 conditions are at the annex? Dr Barfoot reported that the shelving is better but higher and that there is no fire suppression system.

Mr Mackenzie raised the issue of deposited private records and what the insurance provision would be for these. He also asked where liability would lie if errors or omissions were made by University (LHSA) staff. He also asked if the University would be liable as it houses the records and employs the staff.

Dr Barfoot stated that the Board owns all records gifted to the Archive, but not those collections which are deposited. LHSA have worked in the last two years to reduce the number of deposited collections by contacting the owners and revising the terms of deposit to make the collections gifts.

6. Archivist's Report

No questions were raised after Dr Barfoot presented his report. He circulated the final report of the RRMH3 project. He commended it and the article written by Toby Gough, Project Conservator, stating that this had been instrumental in LHSA receiving a fourth project grant from the Wellcome Trust. LHSA has received more RRMH funding than any other British organisation. The good results of these projects would assist future applications for academic grants as well as conservation grants per se.

Dr Barfoot also reported on the budget figures and requested that he be able to consider the 2006-2007 budget alongside the 2007-2008 budget as a 2 year budget to allow the balancing of staff and conservation spending. This was agreed.

Dr Barfoot reported that two new members of staff had started work; Laura Brouard (Assistant Archivist) and Stephen Willis (Archive Assistant). He also asked for it to be recorded that he was disappointed by the unsuccessful result of the Assistant

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Archivist's red-circling appeal. Alison Gardiner was attempting to challenge the outcome of her appeal and was considering her position. Professor Davidson re-

6. Archivist's Report cont.

affirmed that he felt the situation was extremely unsatisfactory.

Dr Barfoot reported that LHSA enquiry figures had held up despite the MLRP. The website continues to be a massive asset, and that staff workplans are currently focussing on reviewing and updating the website. There is incredible potential for online services and LHSA must move forward in this area in terms of spending and input. Dr Swainson said he liked the RRMH report. Dr Barfoot said he would pass that on.

Mr Mackenzie enquired about the digitization of X-rays. Dr Barfoot stated that the digital surrogate programme was ongoing and that with assistance from the Wellcome Trust the X-Rays along with other digital initiatives could become a huge learning resource.

7. AOCB

Action: AG to circulate dates for next meeting.