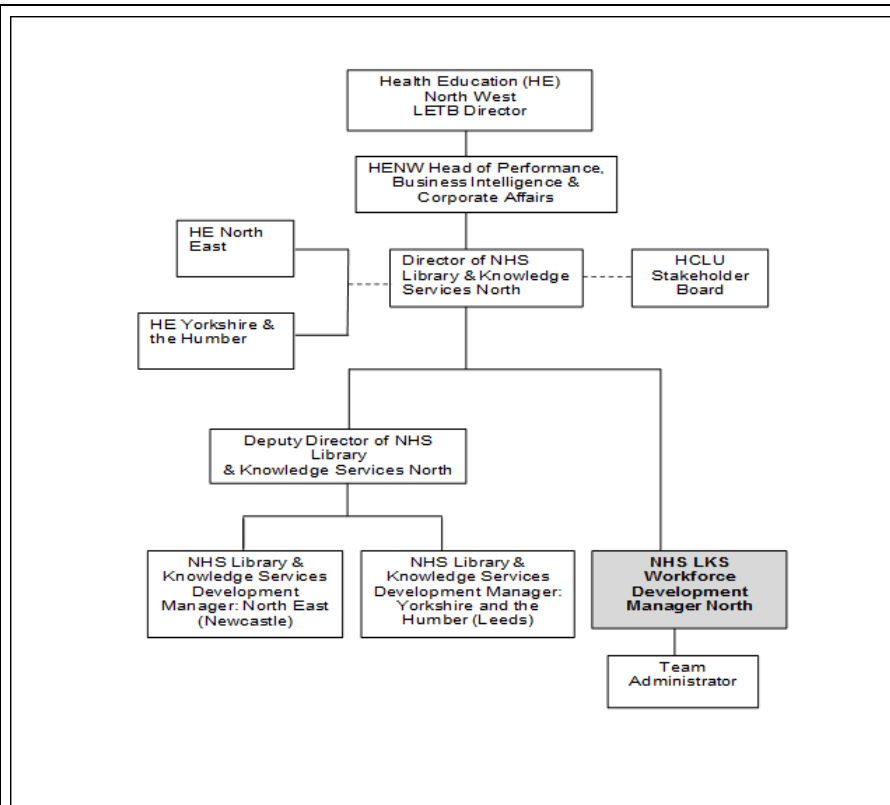


**Minutes of the LIHNN Coordinating Committee
Held on 3rd February 2016, 10:00-13:00
Trust Library, Central Manchester University Hospitals NHS Trust**

1. Present	Graham Haldane (GH) (chair) Sue Smith (SS) (treasurer) Caroline Timothy (CT) Jo Whitcombe (JMW) Mary Hill (MH) Gil Young (GY) Lisa McLaren (LMcL)
2. Apologies	Mike Hargreaves

NO	MINUTES	ACTION
3	<p>COMMITTEE MEMBERSHIP Bernie Hayes and Stacy Astell have expressed continuing interest to join the committee Waiting to hear back from Tracey Roberts Cuffin and Maureen Horrigan</p> <p>GH and LMcL at the end of their term – GH to step down as chair and step down from committee. LMcL to continue for another year, depending on the number of applications received.</p> <p>JW to take up position of chair with immediate effect</p> <p>CT will be taking maternity leave in April 2016 and will be replaced on a temporary basis.</p>	
4	<p>MINUTES OF THE PREVIOUS MEETING Minutes approved</p>	
5	<p>MATTERS ARISING AND ACTION LOG (See action log for more detail) Action points outstanding: Web-Ex discussion – committee considering a pilot of Web-Ex and will email the LIHNN list to ascertain interest by wider membership</p> <p>MOOC update – final report sent to the LIHNN list. By January 2016 – 679 participants registered 294 evaluations completed 259 completed the MOOC (min. 38% comp rate) MOOC team to apply for funding for 12 month evaluation and GH to nominate the MOOC for an Information Literacy award at the LILAC conference.</p> <p>GH raised the idea about more training on synthesis and summary and CT spoke about “NEST” – an adaptable framework being developed by herself, Michael Cook and Kieran Lamb. It has recently been trialled at Primary Care meetings and is hosted on the same WordPress platform</p>	<p>LMcL to email LIHNN list re. WebEx</p> <p>JW to share NEST materials</p>

	<p>as ADMIRE. The committee agreed to take over the costs for hosting the WordPress site in light of the closure of the FADE library, to avoid losing valuable resources.</p> <p>The survey evaluation report has still to be written up – it was agreed the committee should do this as a LIHNNKU article</p>	<p>SS to speak to Kieran about payment for WordPress hosting</p> <p>LMcL to write LIHNNKU article and contact Andrew Craig for submission date</p>
6	<p>Treasurer's report. Three outstanding memberships due SS has now split the report into LIHNN and HCLU transactions for ease of reporting.</p>	
7	<p>Christmas Study Day evaluation The committee agreed to try to rebook Stuart Maconie for 2016, based on feedback from delegates</p> <p>The remaining winners of the Quality Awards to be emailed regarding taking up an offer to speak at HLG with expenses paid, before the early bird deadline</p>	<p>SS to email Cheryl Dagnall about taking a place at HLG</p>
8	<p>Membership Valerie Haigh retiring at the end of March – to be contacted about the maintenance of the LIHNN list</p> <p>Avril Buerke at Mid-Cheshire</p> <p>FADE team to be given vouchers and complimentary membership of LIHNN for 12 months</p> <p>HLG funding – GY will send out an email from HCLU advertising places and will liaise with LMcL when the bids are received.</p>	<p>LMcL to contact VH re. LIHNN list</p> <p>SS to buy vouchers for leavers</p> <p>GY to send full list of FADE team to SS</p>
9	<p>HCLU update.</p> <ul style="list-style-type: none"> The draft structure for the HCLU team is below. 	



- Dominic Gilroy has been appointed as the Development Manager for Yorkshire and the Humber. He started on the 1st January 2016 and is based in Leeds.
- The equivalent North East post is currently vacant. David is hoping to recruit to a three day post in the near future
- As some point the name of the unit will change. A new name is not yet agreed.

Knowledge for Healthcare

The best place to keep up to date with developments is the blog - <http://kfh.libraryservices.nhs.uk/>

Links to Knowledge for Healthcare framework documents have changed. Briefing document

(<https://www.hee.nhs.uk/sites/default/files/documents/Knowledge%20for%20healthcare%20-%20a%20briefing%20on%20the%20development%20framework.pdf>)

and full

framework (<https://www.hee.nhs.uk/sites/default/files/documents/Knowledge%20for%20healthcare%20-%20a%20development%20framework.pdf>)

Knowledge for Healthcare Working Groups -

http://www.libraryservices.nhs.uk/wiki/#Knowledge_for_Healthcare_Working_Groups_10 – some of the areas on the wiki are restricted to members of the working groups/task and finish groups only.

LQAF and Development Visits

- On the whole the results for the NW were good with most services maintaining or increasing their score. The NW had one

	<p>100% service this year which was Lancashire Teaching.</p> <ul style="list-style-type: none"> • Linda Ferguson has met with David, Dominic and Gil to agree the requirements for 2016. Library managers will be informed of these over in the next few weeks. • At some point the LQAF will be updated as this is one of the requirements for Knowledge for Healthcare. This will not affect submissions for 2016. • Visits to services in the North East, and Yorkshire and the Humber are the priority for 2016. Any North West visits which have been confirmed will take place but Andrea will not be scheduling any others at this point. If any service wants HCLU to come and visit for a specific reason they should contact David and he will arrange something. <p>LIHNN Bids</p> <ul style="list-style-type: none"> • The LIHNN CPD group have had a bid accepted from HENW to develop an e-learning module for use across the LIHNN network. The module will focus on exploring the main copy writing principles of AIDA (Attract ATTENTION Build INTEREST Create DESIRE Call to ACTION). It will demonstrate how application of these principles improves the quality and effectiveness of written marketing and publicity material including leaflets, posters, web pages and emails. • THE LIHNN Clinical Librarians have had a bid accepted by HENW to scope the feasibility of creating a central repository for literature searches accessible to all clinical librarians and clinicians. 	
<p>10</p>	<p>Union List</p> <p>The ILDG group looking into the possibility of a North wide list – document supply only at the moment Y&H and NE happy to come on board with NW – this could happen by 1st April 2016.</p> <p>There are a few technical issues and the University providers might have restrictions – but there will be an option to limit by region.</p> <p>Costing work has identified no budgetary issues, although protocol will require an update and new services will need to be registered with LIHNN website to proceed.</p> <p>The committee agreed to proceed with this, based largely on the results of the membership survey and an announcement will be made to the general membership, but any subsequent announcements to be made on the ILL list.</p>	<p>LF to email the LIHNN list with proposals for widening the list</p>
<p>11</p>	<p>Group Reports</p> <p>LMcL suggested linking to group minutes rather than reporting at each meeting, citing the difficulty in obtaining reports. The committee agreed to email chairs before each meeting and ask about any issues that might</p>	

	<p>need raised.</p> <p>There has been a proposal to have a local Knowledge Management group. The committee agreed to put this on hold until after the KM study day in Autumn 2016 and look to revitalize the national group</p> <p>C&M group had previously asked about marketing materials and the committee agreed to look into purchasing table-top blackboard and table runners for any sites that declared an interest.</p> <p>Victoria Treadway offered to put together a new core branding offer for LIHNN.</p>	<p>GH to email Cheryl Dagnall re. KM group</p> <p>SS to investigate marketing materials costs</p>
12	<p>Web and Wiki Stats</p> <p>GY is now able to get stats for the wiki and website from Google Analytics.</p> <p>The committee asked for: most popular pages, least popular pages and also Helping Hands.</p> <p>The committee agreed to proceed with developing the LIHNN website into a portal for the North</p>	<p>GY to bring selected stats to next meeting</p> <p>Further stats suggestions to GY (ALL)</p>
13	<p>AOB</p> <p>As GH was stepping down after this meeting, the committee thanked him for his hard work throughout his term.</p> <p>SS is looking to get the NW Access Agreement up and running again.</p> <p>The committee agreed to make Knowledge for Healthcare a standing item on the agenda.</p> <p>GY provided a date for the LIHNN AGM and also advised of the following training dates:</p> <p>15th April – Writing a Business Case 26th April and 20th May – Inductions with Impact Date TBC – Managing change and resilience Date TBC – residential on coaching Date TBC – presentation course for HLG 20th Sept – Library Managers 13th Dec - Christmas Study Day</p> <p><u>Date of next meeting:</u> Wednesday 11th May 2016, at 10am Meeting Room, Central Manchester</p>	