




**Minutes of the LIHNN Co-ordinating Committee
Held on 10th March 2014 at 10am
Education Centre, Arrowse Park Hospital**

PRESENT	Stephen Edwards (SE)- <i>Chair</i> ; Jane Roberts (JR)- <i>Minutes points 3-8</i> ; Lisa McLaren (LMc)- <i>Minutes points 8-14</i> ; Eileen Hulme (EH); Denise Thomas (DT)
APOLOGIES	Graham Haldane (GH); Adrienne Mayers (AM), Sue Jennings (SJ)

NO	MINUTES	ACTION
3	MINUTES OF THE PREVIOUS MEETING The minutes of the previous meeting were accepted as a correct record.	
4	MATTERS ARISING AND ACTION LOG <ul style="list-style-type: none"> • Linda Ferguson will bear in mind the changes to the LIHNN/HCLU website suggested by the group for when the website next needs updating. EH suggested that it may be possible to pay for the changes out of the LIHNN budget. Committee members had a short discussion on what links we'd like adding to the front page. Suggestions included: <ul style="list-style-type: none"> ○ Helping Hands ○ Calendar ○ Funding Form ○ Directory <p>Committee members were asked to have a look at the website and suggest links to add to the home page.</p> <ul style="list-style-type: none"> • EH still to chase people who received funding for last year's CILIP Umbrella conference and prompt them for a write-up for LIHNNK-Up. DT to update funding database and send to EH. • EH has written individual cheques for staff who successful applied for funding for this year's HLG conference. We are just waiting for one person to respond and send the relevant invoice to EH. • EH still chasing some services for their subs. • SE to chase e-resources group • Updating the Helping Hands wiki is an on-going project. SE to re-allocate some sections to reflect changes to the group's membership. • Annual awards for LIHNNK-Up contributions-details are still being put together by HCLU. Details of the awards will be announced at the LIHNN/HCLU briefing. • Mike Hargreaves has now stood down as editor of LIHNNK-up • SE reported that the primary care group are still meeting up. But are now called the Commissioning and Community group. • Mary Hill has been in touch with the new manager at Macclesfield 	<p>ALL</p> <p>DT/EH</p> <p>EH</p> <p>SE</p> <p>SE</p>

	to provide support.	
5	<p>Treasurer's Report The treasurer's report was circulated and discussed. The account is currently healthy. A couple of issues arose during the discussion:</p> <ul style="list-style-type: none"> • EH to remove list of services who haven't paid their subs from the report before publishing. • EH currently monitoring payments of subs on monthly statements. • DT bought up Dream conference award at the Clinical Librarian meeting as the monies are still held in the LIHNN account. The group are currently deciding what to do with the award. • DT to check where the next EBLIB conference will be held. • EH will provide LMc with a detailed breakdown of the accounts for the minutes. 	<p>EH</p> <p>EH</p> <p>DT</p> <p>EH</p>
6	<p>HCLU Update</p> <p>LIHNNK-Up Gary Sutton is the new chair of the editorial board. The group put in a request to the committee to increase the membership of the task and finish group from 8 to 9. The committee had no objections to this request.</p> <p>National Statistical Returns 2013/14- are now due in at the end of April.</p> <p>Library Development fund- There is around £100,000 in this year's library development fund.</p>	
7	<p>Membership Information A discussion was had around what sort of information we are providing/sending out to new members of the network. Key points are summarised below:</p> <ul style="list-style-type: none"> • The helping Hands Wiki provides day to day support for new staff • We perhaps need to develop something for managers who are new to the healthcare sector. • Feed into the course Gil Young is planning for new managers and the new starter's day. LMc to liaise with Gil around this. 	LMc
8	<p>LKS Survey Response A short discussion was held around the recent LKS survey. A good response rate was obtained from staff in the North West and it will be interesting to see the results when they are published.</p>	
9	<p>Liaison with LIHNN groups SE has created a document that matches each committee member with an allocated group. There were some question marks around the Knowledge Management group, as we are unsure who the chair is.</p> <p> Committee and group contacts.doc</p>	
10	<p>New Members and Committee Positions The following members have resigned following the completion of their</p>	

	<p>term: Stephen Edwards (current Chair) Denise Thomas (CPD link) Adrienne Mayers</p> <p>We also have three new members: Michael Hargreaves Mary Hill Jo Whitcombe</p> <p>Eileen Hume has agreed to continue as Treasurer and Lisa McLaren will remain the Secretary and also pick up the CPD strand. Stephen will write to Graham Haldane to offer him the position of Chair.</p> <p>Each post holder agreed to write the procedures for each post for new members coming in.</p> <p>SE reminded the committee that the HCLU stakeholders Board was on the 19th March and this would be his last meeting as Chair.</p> <p>The committee thanked the departing members for their hard work and in particular Stephen for his outstanding contribution in the last year as Committee Chair.</p>	DT/LMc/EH/SE
11	<p>Strategy Help Group LMc outlined the idea for a potential sub-group around Library Strategy. The membership would be quite fluid, as members would only need help for a short time. The committee agreed this could be taken forward and EH offered to help out. There was a suggestion that it could form part of the Library Managers Day.</p>	LMc
12	<p>Feedback from Groups</p> <p>Cheshire & Mersey No recent meetings</p> <p>Clinical Librarians The February meeting featured a talk from Dr Lynne Goodacre from R&D North West.</p> <p>CPD CPD programme for 2014-2015: It was agreed that the following courses and events would form part of the programme for 2014-2015.</p> <ul style="list-style-type: none"> • 2 New Starters events • LIHNN/HCLU Briefing • 2 Library Managers Meetings • LIHNN Christmas Study Day • LIHNN Big Day Out • Jigsaw course for managers • 3 Library Assistant Study Days on customer care • Residential on management skills aimed at new and aspiring managers • Costing 	SE to create a template for updates for the group chairs

- Critical appraisal
- A new 12 days of Christmas
- A course on developing your library brand

Supporting New Managers: Gil Young reported that work on the proposed programme for supporting new managers was progressing. She is currently in the process of setting up a meeting with a number of existing managers to look at producing a pro-forma for exiting managers to complete before they leave to provide useful information for the incoming manager. She is then going to put together a “menu” of possible support options based upon her interviews over the last 12 months with new managers. This will include offers of coaching and mentoring, assistance in planning away days and specific training opportunities.

MOOC for Clinical Librarians: Michelle Maden reported that she is going to develop a MOOC (Massive Open Online Course) aimed at clinical librarians. Gil is supporting her in this project and HENW (Health Education England) have provided funding through HCLU. It is hoped that this will run early in 2014 over 6 weeks. There will be 6 sessions lasting approximately 90 minutes each although this will be flexible depending on the topic covered. It will focus on developing searching skills and aims to be an in-depth look at the topic, covering all aspects of searching including scoping, undertaking the search, presenting results and evaluating impact. Gil is in discussions with CILIP about validating the course. Michelle and Gil are intending to send a survey out to all clinical librarians in early April to gauge interest and generate ideas for content. The course learning outcomes will be aligned to the [CILIP Professional Knowledge and Skills Base](#) (PKSB) and [LQAF](#).

Cumbria & Lancs

There was discussion around training, the passport scheme and ebooks.

eResources

No update

Greater Manchester

No update

ILLs

No update

Information Governance

Nothing to report – no current projects

Mental Health

No update


NWOPAC

No update

Primary Care

No update

Quality

	<ul style="list-style-type: none"> • The National MAP toolkit launch is on the 6th March. • The quality survey is currently in its monitoring phase. <p>Trainers We are going to be updating the evaluation/impact questionnaire document the group we prepared a few years ago in the next few months.</p> <p>Website Statistics provided by Linda Ferguson</p>  <p>LIHNN Website report for LIHNN Cor</p>	
	ANY OTHER BUSINESS	
	<p>DATE & TIME OF NEXT MEETING 17th June 2014 1:30pm. Venue TBC 17th September 2014 10am. Venue TBC 17th November 2014 10am. Venue TBC</p>	