

**Minutes of the LIHNN committee and LIHNN group chairs meeting
Held on 19th November 2013 at 1pm
Meeting Room 9, Mayo Building, Salford Royal**

Present:

LIHNN Committee: Stephen Edwards, Chair [Primary Care Librarians]; Graham Haldane [Cumbria and Lancashire patch group]; Eileen Hulme [CPD committee]; Denise Thomas [clinical librarians]; Jane Roberts [Trainer's Group]

LIHNN group chairs/representatives: Tracy Owen [CPD Committee, Information Governance, NWOPAC]; Rosalind McNally [Mental Health libraries] (**present for part of meeting only**); Susan Smith [Cheshire & Mersey Patch Group]; Valerie Haigh [Greater Manchester patch group, Quality Group]

Main Points of discussion

Discussion took place between the LIHNN committee and group chairs around the results of the network survey. The main points of the discussion are highlighted below.

Role of HCLU in LIHNN- Within the network there seems to be some confusion distinguishing between the roles of HCLU and LIHNN. We debated where HCLU sits within the LIHNN network and what the unit's role entails. HCLU is seen as the figure-head or strategic 'executive' arm of the LIHNN network. The committee and group representatives believe HCLU are playing an important role in advocacy and providing a voice for the network at both a regional and national level. The committee feel this strategic role is best left with HCLU as members have neither the time nor expertise to dedicate to this role. During the meeting the constitution of LIHNN was also discussed and it was agreed this clarified the role of the LIHNN network and how this differs to what HCLU do.

Communication between LIHNN groups and the co-ordinating committee- Another issue identified from the network survey results was the lack of communication between the LIHNN co-ordinating committee and the LIHNN groups. A discussion was had as to how we could improve communications, in particular how the co-ordinating committee could better communicate its activities to the rest of the network. Ideas included:

- Inviting LIHNN members to committee meetings (potential concern over issues of confidentiality as not all committee business can be made public).
- Column in LIHNNK-Up with the latest news from the committee.
- Slot at the LIHNN/HCLU briefing to address issues raised by members of the network.
- Utilising the LIHNN website more effectively so alerts are sent out when new items are added to the pages. The Committee has been offered a newsletter

facility linked to the website but would this simply add to mass of information in circulation? Might it be better to keep with current arrangement with such items covered by the HCLU Bulletin?

- Could LIHNN groups include a regular agenda item giving group members an opportunity to feed questions back to the LIHNN co-ordinating committee?

In summary, we were looking at ways to manage meaningful two-way communication between the co-ordinating committee and the rest of the LIHNN network.

Composition of the co-ordinating committee- would the committee be more effective if membership were limited to library managers? Whilst acknowledging the difficulties in freeing up staff time, the committee stressed that they felt membership should be open to all. Anyone at a LIHNN member organisation can apply to join the committee when a vacancy arises. Where possible, membership should reflect the different sectors and the patch groups. The committee currently has representatives from all three patches (Greater Manchester, Cumbria and Lancashire and Cheshire and Mersey) but does not have a member from the mental health sector.

Purpose of the groups- A few groups are looking at their terms of reference and others are not active at the moment. Ultimately it's up to the group to decide whether they should continue to meet or not.

Actions

- Each group chair to add a slot onto their agendas to give group members time to feedback questions or comments to the LIHNN co-ordinating committee. The tie could also be used to feedback group activity to the LIHNN committee. SE or LMCL to co-ordinate?
- SE to confirm which committee member is the link person between the groups.
- SE to clarify content of possible newsletter generated from LIHNN/HCLU website content.