




**Minutes of the LIHNN Coordinating Committee
Held on 19th November 2013 at 10am
Meeting Room 9, Mayo Building, Salford Royal Hospital**



PRESENT	Stephen Edwards (chair), Jane Roberts (minutes), Eileen Hulme, Graham Haldane, Denise Thomas
IN ATTENDANCE	
APOLOGIES	Lisa McLaren, Adrienne Mayers, Sue Jennings

NO	MINUTES	ACTION
3	MINUTES OF THE PREVIOUS MEETING The minutes of the previous meeting were approved. However the date at the top of the minutes needs amending.	LMcL
4	MATTERS ARISING AND ACTION LOG 1) Alison Brettle has confirmed that she will be speaking at the Christmas Study day. 2) Suggested changes to the LIHNN website will cost around £350. SE to liaise with Linda Ferguson on how best to proceed.	SE
5	Treasurer's Report The treasurer's report was circulated and discussed. The account is currently healthy. A couple of issues arose during the discussion: It was noted that some LIHNN members who received funding to attend the Umbrella conference this year have yet to provide a write-up for LIHNNK-UP. EH to provide the committee with names of those who received funding so we can chase this up. HLG's conference will be taking place next year on the 24 th /25 th July in Oxford. DT to speak to GY regarding funding for this event with the possibility of LIHNN funding places to the conference and HCLU funding transport and accommodation. There are still a few services who haven't paid their subs for 2013. EH to check Macclesfield are up to date with their subs and let SE know. SE will then get in touch with the new manager at Macclesfield to welcome them to the network (including details on fees, ILLs, helping hands wiki etc)	EH DT EH/SE
6	HCLU Update-November 2013 <ul style="list-style-type: none"> • LQAF validations and consistency checking completed. We are on target to get letters out to CEs and LMs in early December. • Budget planning for 2014-15 about to start • National e-content: all resources extended to 31 March 2015 – except the AMA titles • HEE LKSL has started work on developing a new NHS LKS strategy – we have had three meetings so far. Further details to follow – but there will be extensive consultation with LKS staff. • Christmas study day – hope planning is going well? We will need one award for the Director's prize this year. 	
7	Group chair's meeting preparation A discussion was held in preparation for the meeting with the group chairs in the afternoon around the results of the network survey. The following points were raised during the discussion:	

	<ul style="list-style-type: none"> • Patch groups don't have to provide terms of reference to the committee. • There has been no activity from the e-resources group for a while perhaps chase inactive groups to check whether they have anything to report back on. • Does the way groups report/feedback to the rest of the network need to be reviewed? • Consider whether to post dates and times of committee meetings to the LIHNN list so interested parties can attend. This will give members of the network an opportunity to raise any issues with the committee and to see what the committee does. Issues over confidentiality were raised as not all matters discussed in the meeting can be made public. Inviting LIHNN members to meetings or providing a forum e.g. a newsletter which can be utilised to raise any questions will help to initiate a two way conversation between the network and the co-ordinating committee. • We could provide an executive summary of our meetings and post these out via e-mail or the LIHNN website. • What kind of support can we offer to groups and what do they want from us? 	
8	<p>Quality Awards At the time the meeting took place we were still waiting for one committee member's vote. SE to chase this and will release the final scores to the group once all committee members have voted. So far the following services have received the highest votes:</p> <ol style="list-style-type: none"> 1) Blackpool -7 points 2) Pennine Acute (Critical Appraisal)-6 points 3) Stockport (Medical Student Induction)-6 points 4) Isle of Man (Induction)-6 points <p>SE to check wording on awards</p>	<p>SE</p> <p>SE</p>
9	<p>Helping Hands-Allocation of Sections The committee members will be updating the Helping Hands wiki in the coming months. It was decided in the meeting that this would be an ongoing project with no fixed deadline.</p> <p>SE to check that all committee members have editing rights with either Tracy Owen or Linda Ferguson.</p> <p>SE to remove list of committee members from the front page of the wiki leaving just 1 named contact.</p> <p>Please see the attached document for allocation of sections to update.</p>  <p>Helping Hands.docx</p>	<p>SE</p> <p>SE</p> <p>ALL</p>
10	<p>LIHNN newsletter-HCLU offer All committee members agreed to Linda Ferguson's proposal for a LIHNN newsletter. SE to report back to Linda.</p>	SE
11	<p>LIHNNKUp Awards It was suggested that we should publish the shortlist for the quality awards</p>	SE

	in LIHNNK-UP before the Christmas study day. SE to e-mail Mike Hargreaves with the shortlisted entries.	
12	<p>Feedback from LIHNN groups</p> <p>Cheshire & Mersey Adrienne Mayer During the last meeting there was some discussion as to whether the group should continue. The group decided that it was worth continuing to meet as it provided a forum for networking, sharing best practice and CPD. The meetings also provide an opportunity to disseminate information from other meetings such as library managers.</p> <p>CPD Jane Roberts</p> <p><i>DEVELOPMENT PROGRAMME FOR 2013-2014</i> The following events have been planned: 14 March 2014 - LIHNN Big Day Out - Manchester 04 March 2014 - Library Managers - Haydock 15 January 2014 - Statistics for Critical Appraisal – Aintree December – 12 things for Christmas - Virtual 10 December 2013 - LIHNN Christmas Study Day – Wrightington (moved from 12 December) 20 November 2013 - Intermediate Critical Appraisal – Aintree 31 October 2013 - Change at Work - Taking Care of Yourself (added since last meeting) 09 October 2013 - Beginners Critical Appraisal - Aintree 04 October 2013 – Preparing for Chartership and Certification Event – Wigan (added since last meeting)</p> <p>The LIHNN Co-ordinating Committee were supportive of the “12 things for Christmas” proposal but were unable to agree if they should fund it in the timescale requested of them. The funding will be provided by HCLU and the course will run in the first 3 weeks of December. If it is successful GY proposes investigating if a similar format could be used to run a searching course across the network. Yorkshire and Humber will be participating in the “12 things for Christmas”. GY has spoken to the representative for the region and the trainer to agree the funding split.</p> <p><i>DEVELOPMENT PROGRAMMES FOR 2014-2015</i> The HEE LKSL SDG (Health Education England Library Knowledge Service Leads Staff Development Group formally SHaLL SDG) has agreed to run the Development Needs Analysis every 2 years. The survey is next due to run in January 2015 and will be revised. The survey will be made available to individual regions every year if they wish to run it. It was agreed that the North West would next participate in the survey in January 2015. This group will use the results from the January 2013 survey to plan the CPD programme for 2014-2015.</p> <p><i>HEE LKSL SDG UPDATE (formally SHaLL SDG)</i> The HEE LKSL Co-ordinating group has approved the application guidelines and form for the sponsorship project. The purpose of the funding is to enable an individual or group to present a paper or a poster at a conference external to the world of LKS. Guidelines for applicants and an application form are now on the LKSL website.</p>	

	<p>Support for Conference Attendance: GY reported that she is proposing to commission a “Beyond Presentations Skills” which will take place before the next HLG Conference. She intends to let LIHNN members know about this in the next couple of weeks to encourage them to submit proposals to speak at the conference. The purpose of the course will be for successful applicants to practice and refine their presentations in preparation for the event.</p> <p>ACTION: To revise the LIHNN and HCLU application forms for sponsorship conference to encourage applicants to present at the forthcoming HLG conference – Denise Thomas and Gil Young</p> <p>Communication between the CPD Group and LIHNN Co-ordinating Committee: There have been some concerns expressed that the communication links between these groups are not working as well as they should be. The CPD group do share a lot of information with the committee but it is not as targeted as it could be.</p> <p>ACTIONS: To provide the LIHNN Co-ordinating Committee with a summary of the main points from each meeting and to clearly highlight any actions they are required to undertake – Gil Young. To decide on a named contact to act as the link between this group and the LIHNN Co-ordinating Committee. This person needs to sit on both groups – Eileen Hume, Jane Roberts and Denise Thomas</p> <p>Supporting New Managers: GY is in the early stage of planning a long term project which aims to give new LIHNN managers additional support. In the first instance she is interviewing all new managers 3 months after they have started their role to discuss what extra help and support they would have found useful in this time period.</p> <p>Cumbria & Lancs Stephen Edwards No major review of the group is planned. They are currently updating their directory and discussing whether the group needs a strategy for the patch.</p> <p>Information Governance Eileen Hume An e-mail conversation has taken place on Open Access publishing and the role of libraries in supporting this initiative. The group is continuing their discussion on this topic and will report back to the committee on any actions/projects which come out of the discussions.</p> <p>Inter Library Loans/ Union List Stephen Edwards Lancashire Teaching Hospitals Trust is currently upgrading the whole Trust network. There have been some problems with uploading journal holdings during this process. Please bear with them while they work on a solution.</p> <p>Mental Health Kath McCafferty</p> <ul style="list-style-type: none"> • From 2014 Carmel Smith, Lancashire Care, will be the Chair of the group. • Keeping up-to-date database – Bernie Hayes has worked with the group on the development of a spread sheet listing bulletins 	<p>DT</p> <p>SE</p>
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	<p>produced by external bodies of interest in our field</p> <ul style="list-style-type: none"> • The group has planned a different focus for some of our meetings for 2014 – action learning; business meeting; shared meeting etc. • We aimed to have a joint meeting with Primary Care Librarians group but they had to cancel – we hope to do that in 2014 • First Step Guide 2nd edition, 2013 – this is a MH topic guide updated this year and held on Publications section of LIHNN website intended for library staff who do not work in mental health. • Core Collection in MH book list is being updated in 2014 – members of the MH group have contributed content <p>Newsletter Eileen Hume A call for articles should be going out shortly for the next issue of LIHNNK-UP. Mike Hargreaves has requested a slot at the Christmas study day to make an announcement.</p> <p>NWOPAC Tracy Owen The group has continued to have regular WebEx meetings with OCLC and the annual upload is now complete. Work is ongoing with the new look NWOPAC website and we are meeting on 21st November to work on this.</p> <p>Primary Care Denise Thomas The group will be meeting shortly to discuss the future role of the group.</p> <p>Website Tracy Owen Please see attached documents for usage statistics for the LIHNN website and wiki 1st June-30th November.</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  LIHNN Website 20130601-20131130.20130601-20131130. </div> <div style="text-align: center;">  LIHNN Wiki 20130601-20131130. </div> </div>	
13	<p>ANY OTHER BUSINESS None</p>	
14	<p>DATE & TIME OF NEXT MEETING March 2014-Exact date, time and location to be arranged by SE and LMcL</p>	SE & LMcL