




**Minutes of the LIHNN Committee
Held on 8th August 2011 at 10am
Regatta Place, Liverpool**

PRESENT	Tracy Owen (Chair), Eileen Hume, Adrienne Mayers, Stephen Edwards, Emily Hopkins (Notes), Olivia Schaff
IN ATTENDANCE	
APOLOGIES	David Stewart, Denise Thomas, Debra Thornton

NO	MINUTES	ACTION
3	MINUTES OF THE PREVIOUS MEETING The minutes were approved as a correct record	
4	MATTERS ARISING AND ACTION LOG Eileen has sent out the LIHNN membership forms to all services; many have been completed and returned, but still some outstanding. Eileen and Tracy will chase those services. Eileen will begin to send out invoices to those services we have the correct details for. CPD Funding – form was sent out by Gil & applications invited from LIHNN members. Only 1 application received, from Emily Hopkins – who was funded by HCLU. Therefore, no LIHNN-sponsored delegates at Umbrella this year.	Eileen Tracy
5	CPD Funding and applications Total of £550 spent so far this year; 3 places to the Clinical Librarians study day – 2 one-day delegates (from Royal Bolton) and 1 full delegate (Pennine Acute) The committee was in agreement to do a joint form with HCLU for the next HLG conference (2012) and Umbrella (2013), as these events we both fund. We will need to co-ordinate with Gil and check wording (and, if necessary, criteria) nearer the time	Emily
6	Treasurer's Report Finances are looking healthy. Subscription invoices to be sent out soon which will generate income.  Treasurer_report_09 0811.doc	
7	Feedback from LIHNN CPD – Working on programme for 2011/12. Residential is in October this year – changed from March as attendance was falling slightly due to the time of year. Newsletter - Going well. Clinical Librarians – Meeting coming up on Friday 2 nd September. IMPACT study is going well, over 200 responses so far. Initial data was presented at EBLIP Conference in July. E Resources - ? ILDS – No report Mental Health Libraries – Meeting to look at LQAF coming up soon Primary Care – Looking at “mapping” the PCT clusters, have produced an	

	<p>initial overview of where PCT services are now sitting</p> <p>Quality Brief & Exchange – Possibly going to change its name to the Quality Group, as now incorporates the MAP group so remit has changed. Looking at moving Wiki from PBWorks to LIHNN Wiki. Tracy Owen is working with Tracey Pratchett on this.</p> <p>Survey guidance document is currently being written. Survey will be launched ('soft launch') at library managers meeting and a more detailed launch will be held at Christmas study day.</p> <p>Trainers' Group – Next meeting 2nd September (after Clinical librarians). Attendance has been low & looking to revamp the group. Gil Young has now taken over as chair.</p> <p>Cumbria & Lancashire – Details of showcase event circulated – no response as yet. Passport Scheme will be updated for September. No C&L Study Day to be held this year due to financial constraints on staff training / travel.</p> <p>Greater Manchester – Steve Glover is now Chair. Have moved to 2 meetings per year (previously 3 business meetings + 1 study day)</p> <p>Cheshire & Merseyside – Are now to have an annual "themed" meeting. Speakers could include software reps, senior NHS staff to talk about their area of expertise.</p>	
8	<p>LIHNN Constitution</p> <p>Debra will look at it shortly to assess changes to be made. Tracy will then circulate by email for comments & for us to incorporate other changes (e.g. the leaving protocol which has been written). Will also be on the agenda of the next meeting.</p> <p>NWOPAC will have its own group. Issues to look at include – possibility/ rationale for making it live, adding links to order direct (as with the Union List). 4 people have responded to Tracy's email asking for members. Membership of the group so far consists of: Simon Fraser, Angela Page, Suzanne Ford, Lynn Allan, Tracy Owen and Jean Williams. Will probably also need a representative from HCLU.</p>	Debra/Tracy/ All
9	<p>Christmas Study Day – Awards</p> <p>LIHNN is "taking over" the Christmas Study Day, to have a greater input than previous years. The following awards will be made:</p> <p>Quality Awards. The Quality Brief & Exchange Group have designed the awards. Patch chairs have been asked to distribute nomination forms throughout their patch. Nominations can be made for an individual Library service or LIHNN group. LIHNN Committee will shortlist the nominees to a maximum of 2 from each patch and 1 special interest group (i.e. a maximum of 7 finalists). These will then be presented at the Study Day and attendees will vote for the winners.</p> <p>"Congratulations" to people having received FCLIP, MCLIP, ACLIP or Revalidation from CILIP.</p> <p>Thanks to LIHNN members who have delivered training.</p> <p>"David's Award" – Special award from Director of Health Libraries to someone who has made an outstanding impact on the profession</p> <p>Quality Brief and Exchange are also organising a showcase at the study day. Tracy will send round a reminder email asking for any more nominations</p>	Tracy
10	<p>Members Review</p> <p>All ok; no one due to finish their term until February 2012</p>	
11	<p>HCLU Update – sent by email</p>	

	<p>National - really no news at all. David doesn't really expect to hear anything in terms of the new educational structures until September / October.</p> <p>HCLU:</p> <ul style="list-style-type: none"> - bid decisions will be made later this week. - 2 LQAF returns in - all are due in 31 August - we also hope to have some innovation submissions. David and Linda have programmed time to start looking at the returns. - Newsletter team are planning a survey of likes / dislikes / more /less. Editorial Group will share survey plan with Committee before it goes out. - otherwise fairly quiet as people are taking annual leave. 	
12	<p>ANY OTHER BUSINESS</p> <p>None</p>	
13	<p>DATE & TIME OF NEXT MEETING</p> <p>7th September, 10am. Manchester Health Information and Resources Library, 1st Floor, Fallowfield Library, Platt Lane, Manchester M14 7FB Emily to send directions/map</p>	Emily