**Primary Care, Public Health and Commissioning Librarians Group**

**Tuesday, 31 January 2017**

**Leeds Community Healthcare NHS Trust, Stockdale House, Victoria Road, Leeds, LS6 1PF**

**Meeting Notes:**

**Present: Helen Swales (Chair), Jill Rutt, Ann Tanker, Rebecca Stevenson, Maria Simoes, Jacqui Smales (Note Taker)**

**Apologies: Janet Sampson, Andrew Carrick, Rebecca Williams, Tim Staniland, Rebecca Vaananen**

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| **Item Number** |  | **Action** |
| **1.** | **Notes from the previous meeting and matters arising**  All items are covered by the Agenda for today’s meeting |  |
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| **2.** | **Terms of Reference**  Discussion was had about the Terms of Reference and current work pressures in relation to physical meetings, teleconferences and possible joint meetings with the NW and NE.  It was agreed that this meeting should continue as a Community of Practice and that the Terms of Reference should reflect the sharing of knowledge, expertise and skills across the North region. The Terms of Reference to be agreed and ratified prior to the next meeting.  Meetings will take place as follows:   * 1 Face to Face meeting of the Y&H group * 1 Joint meeting of the Northern Group * 2 Telephone conference calls   Meeting as per the timetable below –   * Telephone conference call in Mid to late April 2017 with the Y&H group * Joint Meeting with colleagues in NW and NE in September / October 2017 * Telephone conference call in December 2017 | **HS to create**  **All members to agree**  **HS to discuss with DG and YOHHLNet Committee** |
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| **3.** | **STP (Sustainability and Transformation Plans) Update**  Discussion around the STPs within the various areas was had and whether the group had any contacts with members of the STP. | **All members to read STP aims and objectives and work streams**  **HS – to ask for Sharing of Information at Regional Meetings.** |
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| **4.** | **#AMillionDecisions campaign**  Members from the Public Health sector felt excluded from this campaign.  The group agreed that a request should be made that in future the purpose of such campaign should be communicated earlier and with more clarity. Such things as being emailed that the campaign is coming and stating that we’d like your help to do this or that. That graphics be provided and explanations as to how to use the campaign phrases. It was felt that this campaign could have been more targeted. | **HS to discuss with HCLU** |
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| **5.** | **Joint Marketing**  The group felt that possible a list of standard ‘tweets’ could be shared such as ‘my journals’. It was noted that Hugh Hanchard had provided a list of those services with Twitter accounts. | **HS to provide a list of standard tweets** |
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| **6.** | **Information for Patients and the Public**  The group discussed how information for was shared |  |
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| **7.** | **Service Updates**  Each service represented gave a service update.  It was suggested that the group provide service updates and added what was new, what had worked and what had not worked. | **All group – HS to discuss with HCLU** |
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| **8.** | **Date of Next Meeting**  To be confirmed | **HS** |