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| **PRESENT****Guest** | Paula Elliott (PE), Steve Glover (SG), Emily Hopkins (EH), Anne Roberts (AR), Mary Hill (MLH), Gil Young (GY), Katy Donnelly (KD), Gill Earl (GE), Anne Webb (AW), Sandra Harrison (SH), Laura Drummond (LD), Matt Holland (MH by conference link), Kieran Lamb (KL), Katy Nicholas (KN)Philip Cooke (PC), Manchester Public Libraries |
| **APOLOGIES** | Cheryl Dagnall (CD), Dan Livesey (DL), Julie (Spencer) Oldham , National lead Health in Public Libraries  |

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| **NO** | **MINUTES** | **ACTION** |
| 1. | **Welcome** |  |
| 2. | **Apologies** Received from: see above  |  |
| 3. | **Approve notes from previous meeting**The minutes from the previous meeting were approved. |  |
| 4.4a)4b)4c) | **Matters arising and review of action log**GM pages on the LIHNN web site to be updatedPE to contact DS about the likely way forward regarding STPsSlides for DawsonEra presentation required = unable to send by e-mail | **CD****PE****Ask MLH if required** |
| 5. | **Public libraries and the health offer:** Manchester University Hospitals (MFT) and Manchester Public Libraries have started to work together to provide information to patients and public about Health and Well Being services provided by the Public Libraries. This is a priority universal offer for all libraries and GM Public Libraries work together to help achieve this. Their 3 main areas are Books on Prescription (a new list of titles will be available in June 2018); Engaging Libraries project at Bolton and Oldham; Reading Friends an Oldham initiative for reading with those suffering from dementia. **Sporting memories** is a charity working particularly with older men with dementia**Specific offer 1 for Manchester:**  leaflets for Books To Go which delivers books to housebound people. Leaflets provided to SG and to be sent to MLH. Others interested gave PC their emails. (p.cooke@manchester.gov.uk ) Provide him with electronic copy of any branding you might need to add.Check if own library service in GM provide the same service. He hoped we would be able to have displayed in outpatient areas and with the discharge teams. Also anyone in the community would be great.**Specific offer 2 for Manchester**Anyone can join the public library in Manchester. There is an online form which requires an email address and ordinary address. A card will be sent in the post and a number given via the email.**Specific offer 3 from Manchester**Electronic resources on apple and android devices. This includes ebooks, emagazines, etakling books and daily papers. | Anyone interested |
| 6. | **Athens update – Anne Roberts*** There is a known issue with Open Athens administration and Chrome from some computers. If you have problems accessing the Open Athens administration site please send me the time that you tried to access it along with the admin username and I will forward this to Eduserv.
* There is also a known issue with the number of total user accounts on the administration site home page not matching the actual number of user accounts.
* From 1st April OpenAthens administration regional support for the whole of the North geography will be provided by Manchester University NHS Foundation Trust. I will be the regional administrator but the MFT team will provide a helpdesk function on athens@mft.nhs.uk
* You can still email me at anne.roberts@mft.nhs.uk
* The Link resolver regional administration for the North will be provided by Lancashire Teaching Hospitals and Andrew Craig will be the lead person responsible.
* In the new arrangement there will be little money for travel so I will send out written reports to regional patch groups and send out email updates when necessary to local administrators and library managers.
* Local administrators will be expected to do more of the day to day approvals and maintenance of accounts and I will send out instructions when any changes to administration processes and account administration are needed.
* I will still attend National Regional Open Athens Administrators (NALROM) meetings, two face to face meetings and at least two telephone conferences a year.
* The regional Open Athens Administrator group will be renamed from NARAG to NALROM with regional Open Athens and Link Resolver administrators being part of the group.
* NALROM will be chaired by Health Education England. (currently NARAG members take it in turns to chair meetings)
* There is an issue with the new OUP platform not letting users search for their organisation when trying to login, it stops at the NHS England level. Eduserv have raised this with OUP but it has been suggested that administrators contact OUP directly if there are problems in their organisation.
* There appears to be a problem with renewing accounts where dates on the account and dates sent to the user by email don’t match up. Any examples with screen shots will be useful. Please forward these to me and I will send them on.
* link for the Higher Education WIKI that gives the list and contact details of the universities who are part of the Higher education NHS Open Athens scheme [http://nhs-hei-athens.wikispaces.com/Participating+institutions](http://nhs-hei-athens.wikispaces.com/Participating%2Binstitutions)
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| 7. | **Future direction for GM Managers – planning for next meeting**28th June: Statistics with Bolton person (Dawn ?). PE to organise16th October (TBC): new LQAF. Dom Gilroy (DG) to be asked to attend to provide information. GY to arrange with DG | PEGY |
| 8. | **Exchange of information – news and good practice sharing (incl items received by e-mail);** **HCLU Update from Gil**You can view the evaluation framework at <http://kfh.libraryservices.nhs.uk/ef-intro/> As Gil said please do not confuse this with LQAF. It is different* All services have now been informed if their recent bids were successful and arrangements put in place to pay the money
* The HCLU budget for 2018-19 has not been confirmed. The best we can hope for is flat cash and it will be a Northern budget for the first time
* The LQAF requirements for 2018 have been confirmed - <http://kfh.libraryservices.nhs.uk/lqaf-2018/>
* LKS mangers will be asked to take part in the verification process for LQAF 2018
* We anticipate being able to pilot the new Library Quality Process during 2018.  Any service which, in agreement with the local HEE Library and Knowledge Service Lead, pilots the new process will be exempt from completing the LQAF submission in 2018 and will retain their 2017 LQAF rating during 2018. More details relating to this will follow in due course.
* Gil, Dom and Joanne have met to plan the CPD programme for 2018-19. This will be a Northern programme. Details will be released shortly
* Gil is leading on a project to create a  website and blog for the Northern networks
* Gil and Paul Ticker have met with Julie Oldham to discuss possible links between LIHNN and NW Public LKS. Julie is attending the next meeting of the LIHNN committee to discuss this further
* Members of the LHINNK Up committee are meeting with Gil in the near future to discuss the future of the newsletter in terms of embedding it as a Northern publication

**Cheryl Dagnall, Wrightington, Wigan and Leigh*** WWL Department of Medical Education has undergone a re-structure and this has meant the post of Trust Library Services Manager has been made redundant.
* A new post of ‘Head of Medical Education and Trust Library Services’ has been created which overseas both the Library and the Medical Education Department.  Cheryl Dagnall was appointed to this role last week and it was effective immediately.
* There has been some back-fill of the Library Manger’s post, but only at a Band 5.

**Sandra Harrison, Tameside*** hosting our Cirqa Heritage LMS from IS Oxford .

**Paula Elliott, Bolton NHS FT*** Trust-wide wifi for staff and patients is now available, offering an alternative to the Library’s broadband network
* The Trust is organising a Summer Celebration for NHS 70 and The Library will be a venue for visitors to ‘take time out’ and calm down/be creative with various drawing/colouring activities
* Due to successful bids, we are having a new reception area installed and are hoping to replace our wooden book shelves

**Emily Hopkins, HEE NW*** Knowledge Management is now a national team following HEE’s restructure. We’re working with teams across the whole organisation including:
	+ Transformation Network. These are the people leading on workforce planning & development in an STP area
	+ Technology review team. This is a big review of technology in healthcare and workforce implications, as mentioned in HEE’s recently released draft strategy. Sue Lacey Bryant is leading this team (alongside her Knowledge for Healthcare work) so has asked us to support this with current awareness and facilitating SharePoint sites to help the various panel members and reviewers work collaboratively
	+ Information Leads: this a group of various informatics professionals (including IT, information systems people, data analysts, websites etc) working towards a unified Information Strategy. Our Chief Information Officer is keen for KM to be a part of this.
* To promote KM across the whole organisation, we’ve done the KM advent – as well as sending externally, this was also promoted internally (just adapted to a non-specialist audience) and was popular, with lots of likes & shares on Yammer. Please see attached evaluation produced by Katie! Along with a Randomised Coffee Trial, this has helped raise awareness of KM.
* Related to the above, it’s probably no longer appropriate for EH to be a full member of this group. However as the team is still based in GM this is our ‘home’ patch group, so intention is to stay on the mailing list as a corresponding member, and come to meetings as & when possible, depending on what’s on the agenda. As long as everyone in the group is in agreement!
* Don’t panic, you can still meet at PP3 – Gil, Katie and Emily can all book rooms, and Gil will probably be attending on a regular basis

**Steve Glover, MFT*** **Laura Russell is the new Assistant Librarian at Wythenshawe Hospital**
* **The library will hold a printed copy of the Human Genome in 130 volumes covering each of the Chromosomes. It will be only the third printed copy in the UK, the other two are at the Wellcome Trust & University Hospitals of Leicester.**
* **The postgraduate building at Central Manchester University Hospitals will now be known as The Oxford Road site.**
* **Two successful bids to refurbish the journal areas at both Wythenshawe & Oxford Road sites removing journal shelving areas and replacing them with learning spaces**

**Anne Webb, Bridgewater** * New LKS Manager, Anne Webb, started at the beginning of November 2017.
* The library service is heavily involved in providing evidence/literature searches and reference checking services for clinical documents and policies, plus we also attend the policy/document advisory group meetings.  We have seen a large demand recently, which has created pressure on our services, however, as a positive,  our participation was seen to be important by the Head of Risk.
* There have been several staff changes at senior level in the trust, our directorate Director of People and Organisational Development has left (which affects our reporting line) – we are unsure of how/when she will be replaced.

**Daniel Livesey, Greater Manchester MH NHS FT*** Chief Executive, Bev Humphrey will be retiring from Greater Manchester Mental Health in Spring 2018.
* We have been awarded funding from HEE to recruit a Graduate Trainee on a one year project with Cheshire Wirral Partnership (CWP). Dan and Vicki Bramwell will be recruiting in Spring 2018 and the candidate will gain experience working in a NHS library service but also in a mental health setting. The post will be based full time at GMMH but will work on a series of projects for both Trusts.
* The Trust will be hosting a Living Library on Friday 16th Feb. We received £400 of funding from HEE. We have 25 students attending, all are on placement within the Trust. We have 11 Living Library books who have volunteered to attend including a perinatal mental health nurse, dieticians, psychiatrist and research pharmacists. Posters by Lorna

C:\Users\mary.hill.CHRISTIE.051\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Word\Living Library- I Can Read Your Mind.jpg* The LKS will be moving to a multisite Heritage Cirqa system on Wednesday 7th February which will connect the LMS between Fallowfield and Prestwich.

**Matt Holland, NWAS**NWAS LKS with colleagues in Health Education England (HEE) and National Education Network for **Ambulance** Services (NENAS) to develop a national library provision for Ambulance Services.**Gill Earl - Northern Care Alliance (NCA) –***(Formerly Bury & Rochdale, Oldham, North Manchester and Salford Care Organisations)*Following on from the Corporate Shared services review the senior structures for Learning and Organisational Development were announced in December 2017 and are now in place.Gill Earl is the Lead for Knowledge Management across the Northern Care Alliance and the remit is to lead on Library and Knowledge Services and Technology Enhanced Learning across Group.Two team structures s have now been finalised and the Library and Knowledge Services and the Technology Enhanced Learning team will both provide services across group.As part of the merger of Salford and Pennine the Library and Knowledge Services will focus on the following areas:-* E-Resources and Systems
* Mobilising Knowledge – Search, Outreach and Training hub
* Knowledge management and partnerships
* Centralised single systems, standards, policies, procedures

As part of the restructure Paul Tickner has been appointed as full time Assistant Librarian based at Salford Royal.An advert has gone out internally only to recruit a Band 6 Information Specialist (1 year fixed term) with a focus on knowledge management, partnership and operational management. This post will be based at Salford Royal.The Library and Knowledge Services is moving over to adopt Soutron as the Library Management System across the NCA. The first stage of this project is due to be complete by May 2018.**Mary Hill, Christie*** Tim Jacobs will be visiting MD Anderson Library in Houston, USA (a top cancer centre) to look at best practice
* Money to develop a silent area in the library
* Started a weekly Medical Oncology Update with a clinical researcher adding content as well as the library. Work in progress.

**Katy Donnelly, Manchester Met*** Love to read scheme:We have now have a  popular reading collection in which is part of a collaboration with Manchester Public Libraries As part of our ‘Love to read’ project, which aims to encourage staff and students to enjoy reading for pleasure, and not just for academic purposes, we now have a collection of light reading available. Provided by Manchester Public Libraries, it comprises around 150 books, mainly popular fiction, plus some non-fiction material such as cookbooks and biographies. Manchester Met staff and students can borrow up to two books from the collection at any one time, in addition to their normal borrowing allocation.
* As part of the love to read scheme James Avison, a Senior Library Assistant completed the 52 book Reading Challenge.   His blog which talks about this challenge and provides a list of all titles read, together with a review can be read here:  [https://medium.com/@mmulibrary/i-read-books-2017-ffc456e41d01](https://medium.com/%40mmulibrary/i-read-books-2017-ffc456e41d01).  Makes very interesting reading!
* Book chat:We have set up a new “book chat” group which is open to all students.  Students can come to the library chat zone care to chat about your favourite fiction, non-fiction or poetry over free coffee and biscuits – no need to read anything in advance.
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| 9. | **AOB and meeting dates for 2018**June – Statistics – how are we implementing the national themes, sharing what we doOct – LQAF/evaluation frameworkILL – SG asked if anyone had any questions about the national scheme. Nobody needed further information |  |
| 10. | **Date of next meeting**28th June: 14:00 – 16:0016th Oct: 14:00 – 16:00  |  |