

Cumbria/Lancashire NHS Librarians meeting – 7th July 2014 10:00-12:30 RLI

| | Item | Action |
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| 1 | Welcome & apologies | |
| | <p>Apologies Matt Holland Present Michael Farrall – Chair MF Carmel Smith CS Tracey Roberts Cuffin TRC David Stewart DS Mandy Beaumont MB Graham Haldane GH Anne Roberts AR Sheila March (Phone) SM</p> | |
| 2 | Minutes & matters arising from meeting of 31/01/14 | |
| | <p>2 Document sharing Following the intention to share group documents on the LIHNN wiki, HCLU have advised us that this is likely to change platform, due to technical support no longer being available. The group will therefore continue to upload documents onto to PB Works, while finalised documents, including minutes, will be loaded to the Cumbria/Lancs page on the LIHNN website.</p> <p>Mapping document re current awareness services and latest C&L action plan to be uploaded to PB Works Wiki.</p> <p>Mapping work on wiki – final document on C & L page</p> | SM |
| | <p>2 E-learning training software</p> <p>Cumbria is purchasing Captivate software, which is in use in Northumbria Trust. ELHT is likely to acquire either Camtasia or Captivate. Quite of few products that have been referred to appear to be more ‘video guides’ to a particular resource or induction, rather than a full e-learning programme – for the latter many Trusts have their own preferred platform (e.g. Lectora) as well as the national e-learning system (NLMS).</p> <p>Use of WebEx for training sessions may be worth exploring. This may involve setting up specific accounts with a telecom supplier.</p> <p>E Learning no news.</p> | All – keep informed on any progress, share output where appropriate |
| | <p>5 Guidelines MB had copied clinical guideline policy to SM – others said this would be useful to share with the group.</p> <p>Clinical guidelines policy to be shared</p> | MB |
| | <p>5 E-books MB had circulated statistics, indicating positive use of e-books from Dawson Era.</p> <p>Some other services are still finding low uptake of e-books.</p> <p>E-books statistics to be shared</p> | <p>All – check that received</p> <p>All - Share own e-book stats</p> |

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| | Marsden – still around Clinical Skills net – trials overall to be explored | |
| | <p>6 Terms of reference These have been revisited and uploaded to the LIHNN website, with our purpose defined as mutual support and action to support the regional strategy.</p> <p>Calderstones is to be included in all correspondence (elizabeth.stitt@calderstones.nhs.uk), and Matt Holland (NWS) invited to attend the next face-to-face meeting.</p> | MF |
| 3 | HCLU update (DS) | |
| | <p>National update: Strategy: National LKS strategy progressing well. Sue Lacey-Bryant has been appointed as a project officer, and monthly project meetings are being held. Background work and most consultation are complete still to clarify how to consult with NHS staff. Themes are being identified and the aim is now to publish in October 2014 (originally Sept 14)</p> <p>LKS Leads: DS is now chairing the national group (formerly SHALL) until March 2015, and its Consumer Health Information sub-group. Richard Osborne is now chair of the Content and Collection Group, which will negotiate the re-procurement of National Core Content by March 2015.</p> <p>HLG: Several staff from the NW is attending the conference in Oxford, including members of the HCLU team. Gil is providing support to conference speakers.</p> <p>CILIP: The members' day and AGM will be in Bristol on 20 September.</p> <p>North West update: CCGs: DS has written formally to chief operating officers about their LKS requirements, following a lack of response to an earlier email. Two CCGs have requested a meeting; one has replied that they do not require such services.</p> <p>Public Health: DS has circulated an email about provision of LKS to public health teams for clarification of accuracy.</p> <p>Patient information: DS has written to NHS library managers, public library services and PALS inviting them to join a consumer health discussion group. Good initial response from NHS library managers.</p> <p>Regional coordination: A bid to support NHS libraries in Yorkshire/Humber and North East (which now have no professional library leads) were considered but eventually turned down.</p> | <p>All – confirm accuracy re local service if haven't already replied</p> <p>All – submit by</p> |

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| <p>HCLU update: Statistics: due in by 30 April, and are to be returned to David.</p> <p>LQAF: note that there will be a slight amendment to the knowledge management criteria (5.4a/b). HCLU to issue a revised SAT by the end of May.</p> <p>LDF: Development funds of £100000 have been set aside, with a bid round likely in July.</p> <p>CPD: Gil has circulated a survey on last year's CPD activity. Please encourage your teams to complete.</p> <p>HCLU – Bids deadline 1st August 2014 Partnership preferred Basics permissible</p> <p>Possibly HEE funding at end of the year – suggest put together plans in advance</p> <p>LQAF 1 KM criteria - Support available All visited except Sheila Marsh which is planned</p> <p>Meeting CCGs - Positive Greater Preston and Chorley North Lancs CCGs Public Health lead Cumbria</p> <p>Staff news Daniel Livsey -Manchester Mental Health Eileen Hulme -Retired</p> <p>National - Survey being analysed – JAD dispirited Review/request financial changes Read HEE Strategy</p> <p>National Strategy – end of October – HEE approved and publication expected in November</p> <p>BT – Beyond Transition - Reduce staff/Cost reduction/ Procurement rule problems</p> <p>LETBs slimmed down – 14 – serious implication Centralisation of senior layers Reorganisation Directors of finance/Managing Directors reduced D & Q In place by September</p> <p>Northern partnership possible?</p> <p>Moving away from NICE? Dependant on strategy</p> | <p>30/4/14 All – ensure any work done to date transferred to revised SAT All – prepare bids</p> <p>All – encourage staff to complete</p> |
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| 4 | <p>Athens update</p> <p>AR asked services to notify her of specific problems; she may be able to identify a solution</p> <p>Non NHS users are approved quicker – daily not weekly Problems exist with - erratic N3 New stats module on 15th - going to be complicated</p> <p>Contact the publisher directly for statistics if necessary</p> <p>Strategy – accepted and revisited once the national strategy is published.</p> | All – notify AR of specific issues |
| 5 | <p>C&L strategic action plan</p> <p>A lot of the action plan is now completed, and it will need renewed for 2014/15. This will be done after the publication of the national LKS strategy in the autumn.</p> <p>C & L strategic</p> | SM |
| | <p>B2 Training mapping</p> <p>Map of training across patch to be uploaded to LIHNN page</p> | SM |
| | <p>F1 Passport scheme</p> <p>Inconsistencies in the way data was being collected were identified by TRC, with not everyone counting the same thing. Standardised procedure still to be circulated, then report produced.</p> | TRC |
| 6 | <p>Robin Robin</p> <p>East Lancashire</p> <p>UCLan/NHS Librarians meeting – 7 March 2014</p> <p>Trust issues</p> <ul style="list-style-type: none"> We currently have an interim Chief Executive and several members of the Board are in interim or acting posts. Effort is concentrated at present on addressing Keogh/CQC issues and preparing for a Chief Inspector of Hospitals visit at the end of April. The draft guidance mentions evidence-based practice regularly, but has no mention of library services. [Link to document attached] <p> 20140213 Acute hospital providers app</p> <p>Staffing</p> <p>No recent changes – Lauren is due back from maternity leave in July; Emily Hurt is providing temporary part-time Band 2 cover. The restructuring is beginning to have impact, with Clinical Outreach activity and training increasing and the Evidence Hub now launched. We are just beginning to develop some e-learning resources.</p> <p>Accommodation</p> <p>Blackburn: We have finally managed to retrieve our quiet study room from use for</p> | |

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| | <p>meetings, and have study carrels on order. Burnley: The layout has recently been reorganised to make the book stock more prominent and create a 'leisure zone'. An initial meeting with the architects for the new library and learning centre is due to take place on 17 March. Wi-Fi is now installed in both libraries and we have some tablets and iPads for developing mobile access.</p> <p>Marketing We recently organised two Library Plus Open Days in conjunction with other teams from within the HR/OD Directorate. Over 70 entered the prize draws held at each site, and over 40 new library registrations were generated, with administrative staff being a particularly noticeable group. Through an LDF bid, we have just purchased two large TV screens, which will be used for promoting library resources and services.</p> <p>Other issues Graham has been working with the Enabling Quality Improvement Steering Group, particularly in developing an intranet page with links to relevant documents and toolkits. We have had less progress in trying to secure involvement with review and development of guidelines. Our library and knowledge strategy is due for renewal, and we need to run a user survey as early as possible in 2014/15. We will have to contribute in some way to the Directorate CIP of 4.5% for 2014/15</p> |
| | <p>Morecambe Bay Staffing is the biggest issue at present. Jo and Tracey P's information management contracts have been extended and currently expected to be completed at the end of November Tracey & Joanne are presenting at HLG and TLRC is chairing a session TRC completed corporate management course to help the trust with the agenda Six Book Challenge has been launched The team continue to be heavily involved with uploading of policies Recent LDF bids have been successful, with a refresh of the Barrow library planned</p> |
| | <p>North Cumbria</p> <p>Staffing – Morag returned to Scotland and temporary job share to cover Charlotte Bampton & Clare Daniel</p> <p>E- resources - Trial of Clinical Skills</p> <p>Heritage -Plans to move Heritage on to Internet and upgrade to Heritage Cirqa</p> <p>Medical education want library to manage the loan of 4 laptops to medical students. Some concerns about security and would guest Wi-Fi be more effective to making IT equipment more accessible to medical students?</p> <p>CLIC – Cumbria Learning & Improvement Collaborative – Library on steering group and have started to gain health community wide agreement on issues e.g. shared workforce plan. Also small working group looking into developing 'Knowledge hub' on CLIC website Clinical Guidelines – Library now managing Trust-wide CG process and document management</p> |

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| | <p>Lancashire Care</p> <p>New computer desks and chairs now in place</p> <p>New reception desk and office desks arriving Wednesday so the library is closed</p> <p>I have been asked to take over the line management of Donna Andrews-Garlick the Lantern Centre receptionist, which has involved rewriting Job descriptions and preparing re-grade documentation. I am now being asked to organise the cover of the Lantern Centre as they are not replacing the post that is now vacant so it is on good will, which is taking a lot of time and effort.</p> <p>Three people turned up for interviews for our Information Services Librarian and we offered Cath Harris the post. Cath comes from a research and Law background</p> <ul style="list-style-type: none"> • |
| | <p>Blackpool</p> <p>Band 4-vacancy update: due to CIP pressures to make savings of £25k, it was decided that the current band 4 vacancy would be used to achieve our efficiency saving for the year. To ensure that quality services are maintained despite a shortfall in staffing, we have extended Teresa Evans' hours from 22 to 30 on a fixed term basis (9 months). This will provide us with additional cover while allowing Debra the flexibility to review the staffing structure when she returns to post in Jan 2015.</p> <p>The Library has now signed a Service Level Agreement with Trinity Hospice. This will generate an additional income of 2.5k per annum. The terms of the SLA will be reviewed on a six-monthly basis.</p> |
| | <p>Lancashire Teaching</p> <p>The annual library development visit has taken place with HCLU. The visit went very well with David Stewart and Linda Ferguson meeting with Karen Swindley (Workforce Director) and Louisa Graham (Head of Organisational Development).</p> <p>Attended the Awards ceremony in London with Organisational Development. Successful evening as the Team won two awards</p> <p>First draft of the Service Matters portal has been completed</p> <p>The library was asked to provide a representative as part of the team for the CQC visit to answer questions on policies and guidelines.</p> <p>The library at RPH now has new computers in the main library. These were part of a development bid to HCLU</p> <p>In the process of negotiating new contract with Journal suppliers for 2015. Have managed to negotiate a three year deal with Emerald for the Management First journal collection for three years</p> <p>We have received a replacement photocopier for the PMS roll out but we are still waiting for it to be activated</p> |
| | <p>Calderstones n/a</p> |
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| | <p>Next meeting Date: 17th November 2-4 telephone conference</p> |

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