

North West Mental Health Libraries Group

Minutes of meeting held on 17th October 2012, at the
Lantern Centre, Preston

Present: Cath McCafferty (CM; chair), Bernie Hayes (BH), Carmel Smith (CS), Rosalind McNally (RM), John Brooke (JB), John Coulshed (JC; minutes), Liz Stitt (LS), Vicky Bramwell (VB), Mary Weston (The Reader Organisation representative)	
Apologies: Claire Bradshaw, Laura Drummond, David Stewart, Pippa Orr, Lucy Anderson	
2.	<p>Minutes of previous meeting</p> <p>Agreed as a true and accurate record.</p>
3.	<p>Matters arising</p> <p><u>First Step Guide</u> It was agreed that each member could check and review part of the guide with the aim of ascertaining how much work would be involved in a complete revision. It was agreed the document is useful to acute trusts as a brief guide to mental health resources. Action: CM will circulate by e-mail the document and allocate sections to members of the group for review.</p> <p><u>Psychiatric Tests</u> The group felt that this will be driven by services providing funding as the cost would be too high for most library services. No further action.</p> <p><u>LQAF</u> There was a general discussion about this – CM queried if the group would like to discuss the LQAF process in meetings regularly. Group felt that was not needed. However, consensus was that the LQAF takes up to a month to complete which is a large proportion of staff time especially in libraries with few staff. For this reason, the group would prefer a less frequent assessment process – possibly with a two year period between submissions. VB emphasised the need for a system to monitor staffing and budgetary situation annually for individual services if LQAF becomes less frequent. This could be taken from annual statistical returns. Action: CM to respond as necessary on behalf of the group at an appropriate time</p>
4.	<p>NW Reader in Residence projects in mental health trusts</p> <p>Mary Weston from The Reader Organisation (TRO) gave a short talk about this project to the group. Currently, Mersey Care, Greater Manchester West and Five Boroughs have reader in residence projects in their Trusts. The project provides weekly reading groups in a variety of service settings: community & inpatient. There has been an SHA one-off funded NW extension to the work. TRO will set up the schemes for 6 months until the end of March 2013 in those MH Trusts where there is no activity currently: Calderstones, Pennine Care, Cumbria Partnerships & Cheshire & Wirral and MMHSC. The part-time project workers will run four groups in each of these Trusts, where they will read aloud from short stories and poetry. Training will also be available for 12 Trust staff (library staff can attend) with a view to sustaining</p>

	<p>the project after the end of March 2013. Local liaison is important at each service setting, and a member of the clinical staff has to be in attendance to co-facilitate group sessions.</p> <p>Action: Mary will make available copies of their training pack to each Trust library service. CM to forward.</p> <p>Action: CM to share MWs email address</p>
5.	<p>Mental Health Journals current awareness update</p> <p>VB has recently sent her list of general psychiatry journals for use across the NW as Acute Trusts expressed an interest, and received good feedback for it. There are currently 11 topic areas on the MHLG wiki. Gaps are: dementia, risk, suicide, management & psychosocial interventions. Emily Hopkins was to produce a quality governance bulletin, so the group will ask if she is making progress with it. JC volunteered to complete the dementia CAB. The group decided that the PSI CAB could be dropped. VB agreed to circulate her template of the quality and risk CAB to the group.</p> <p>Tips for using paper copies: CABs could be promoted at inductions and other events, and by using tick-lists and as part of readers' registration forms.</p> <p>Actions: JC to create dementia CAB; VB to circulate template of Quality and Risk CAB; RMc to prompt Emily Hopkins to report progress on Quality Governance CAB.</p>
6.	<p>Bids: follow up actions</p> <p>Notepads VB has been managing this bid. The group discussed the wording on the front of the notepad. The notepads will be delivered to the next MHLG meeting for distribution.</p> <p>Patient experience literature CM has been managing this bid. There is £3K in the budget for purchasing books, with approx £300 per service. It was decided that each of the nine Trust libraries would receive a core collection of the same titles, ordered from Coutts or Tomlinsons & delivered direct. Multiple copies of some titles will be ordered to make best use of the funding. To include fiction and biography relating to patient experiences of mental distress and of their use of mental health services. BH has titles already in her service and the aim is to draw together lists from 5B & MCT.</p> <p>Action: CM to circulate list of books to the group by e-mail. BH to add titles to create a master list CM to arrange purchase & delivery of core collections</p>
7.	<p>HCLU Report</p> <p>As David Stewart could not attend the meeting, he forwarded a report and CM read this to the group.</p> <p><u>LQAF</u>: all but one has been received (the one has special local circumstances and will be submitted by the end of the month). The validation process has begun and 21 of the 40 submissions have been completed. Libraries will be informed of the results in early December.</p>

	<p><u>2013 visits</u> – for those who have not yet agreed visit dates for 2013 – Andrea will be contacting the libraries concerned next week to arrange these.</p> <p><u>Libraries Development Fund:</u> there is likely to be a further round towards the end of the calendar year. Bids are likely to be less than £5k.</p> <p>A reminder that submissions for the national innovations awards are due in by 26 October.</p> <p><u>Christmas study day</u> is 13 December – at Barton Grange Hotel.</p> <p><u>National Developments:</u></p> <p>SHALL has remodelled its work plan for this year / next year to focus on developing our relationship with HEE / PHE and NHS CB and the new Health Research Authority (HRA). Each of these has a designated SHALL lead who will be the point of contact: HEE: Kim Wilshaw; PHE: Richard Osborn; NHSCB: Louise Goswami and HRA: David Stewart.</p>
8.	<p>Ideas for Service Impact measures/adding value</p> <p>The group discussed how to provide examples of best evidence and the best way to show these examples.</p> <p>VB gave a brief guide to a spread-sheet that she has created to show how her library supports clinical care, and how data can be filtered and used. The general opinion was that no-one could be sure what Trust managers would be most interested in. CM suggested using simple reporting of number of literature searches and other statistics and advertising them in the library web pages. Using compliments and recommendations from users was also discussed. It was agreed that this discussion should be carried over to the next meeting, and become a fixed item on the agenda. The group also agreed that we need a way to keep a record of these examples of best evidence and the ways they are used in order to use and best share them.</p> <p>Action: to add to agenda for next meeting</p>
9.	<p>News from own Trust</p> <p>The meeting ran out of time for this item.</p>
10.	<p>Meeting Dates 2013</p> <p>JC suggested that the next meeting in January could take place in Prestwich, so the other group members could see the newly refurbished library.</p> <p>Action: CM to circulate possible dates to the group</p>
	<p>Meeting dates 2013</p> <ul style="list-style-type: none"> • 10.00 am 13TH February <p>@ Simister Room, Harrop House, Prestwich, GMW</p> <ul style="list-style-type: none"> • 10.00 am 24th April @ Lantern Centre • 10.00 am 17th July @ Lantern Centre • 10.00 am 16th October @ Lantern Centre