



LIBRARY & INFORMATION HEALTH NETWORK NORTHWEST

Constitution

July 2021

Report

Title of Report	LIHNN Constitution
Author(s)	LIHNN Coordinating Committee

Revision History

Version	Date Revision	Brief summary of changes
1.5	July 2021	<p>Logo updated added to cover and to relevant forms in the appendix</p> <p>LIHNN contacts p. 3 updated with Treasurer details</p> <p>Website p. 3 link to website updated</p> <p>Healthcare Libraries Unit (HCLU) Throughout - references to HCLU removed as organization no longer exists, where appropriate this has been replaced with Health Education England (HEE)</p> <p>Abbreviation list p. 4 removal of HCLU and NWOPAC. HEE added to list</p> <p>Union catalogue p. 5 section 2iii on LIHNN Union Catalogue Scheme and membership and copyright removed</p> <p>Funding request form p. 6 new form created and link added</p> <p>Terms of Reference p. 7 updated to include bereavement policy and references to HCLU remove</p> <p>CPD Officer p. 7 section 6 removal of CPD officer role and further references to this role removed</p> <p>Deputy Chair role p. 8 section 7b added in details of role</p> <p>Finance signatories p. 8 details updated</p> <p>Funding request form p. 9 new created and link added</p> <p>Communication strategy p. 10 Removal of stakeholder board meeting and inclusion of invitation to attend for HEE Knowledge and Library Services Manager (North West)</p> <p>Internal committee documents p. 10 Internal committee documents to be stored on Google Drive replacing the wiki</p> <p>Committee approval of constitution p. 12 Members list updated and new electronic signatures provided. CPD Officer role removed from approval list</p> <p>Membership form and committee memberships p. 17 Appendices E and F updated with links to website and Bank Account Signatories removed</p> <p>In June 2022 the email address was updated for LIHNN committee – no other changes were made</p>

Distribution

Version	Name/ Group	Date issued
1.5	LIHNN Email List	July 2021
1.4	LIHNN Email List	February 2015
1.3	LIHNN Email List	December 2011
1.2	LIHNN Email List	December 2009
1.1	LIHNN Email List	December 2008

Society Name

The society shall be called Library & Information Health Network Northwest. This may be abbreviated to LIHNN.

LIHNN was formed in the UK.

LIHNN Contacts

For business purposes LIHNN operates C/O:

LIHNN Treasurer,
C/O Mersey Care NHS Foundation Trust,
Evidence and Library Services,
Education Centre,
Hollins Park House,
Hollins Lane,
Winwick,
Warrington,
WA2 8WA.

Website: <https://www.lksnorth.nhs.uk/lihnn/lihnn-groups/lihnn-coordinating-committee/>

Email: lihnncommittee@knowledgeforhealthcare.nhs.uk (from 1st July 2022)

Individual committee members can be contacted at their home institutions: <http://www.hlisd.org>

Document Owner Contact Details

Chair of LIHNN	See Appendix F
----------------	--------------------------------

Contents

Section A	5
CONSTITUTION	5
Section B	6
LIHNN GROUPS	6
Section C	7
COORDINATING COMMITTEE	7
Terms of reference	7
Communications Strategy	9
Procedures for Appointment to the Committee	10
Section D	11
COMMITTEE APPROVAL OF CONSTITUTION	11
Appendices	12
Appendix A: Notes on committee membership	13
Appendix B: Nomination form	14
Appendix C: Letter of success	15
Appendix D: Voting Paper	16
Appendix E: Membership form	17
Appendix F: Current committee members	17

Abbreviations

AGM	Annual General Meeting
CPD	Continuing Professional Development
HLG	Health Libraries Group
HEE	Health Education England
LIHNN	Library & Information Health Network Northwest
NHS	National Health Service

Section A

CONSTITUTION

1. LIHNN objectives:

- i. To promote the maintenance and improvement of services to users of health libraries throughout the Northwest.
- ii. To encourage co-operative practices in the procurement and use of material and human resources in this field.
- iii. To assist in the development of professional links between library and information staff in the health services.
- iv. To act as a consultative body in health library and information matters within the North West and nationally.
- v. To encourage professional co-operation and liaison with other bodies interested in relevant library and information work, both regionally and nationally.
- vi. To encourage and facilitate the continuing education and development of library, information and knowledge staff in the North West.

2. Membership of LIHNN:

- i. Is open to all professionally concerned with health knowledge and library services in the North West.
- ii. An annual subscription, which will be reviewed every 12 months, must be paid by all member organisations.
- iii. All new membership applications should be submitted by completing a membership application form, (see [Appendix E](#)) and will be considered and ruled on by the Coordinating Committee.
- iv. If organisations choose to cancel their membership, they must inform the Committee in writing. No refund or partial refund of subscriptions will be made on memberships cancelled part way through the year. Members leaving LIHNN revoke their right to access the benefits provided by LIHNN, including, but not necessarily limited to: membership of LIHNN mailing lists, meetings for exchange of good practice and free of charge access to LIHNN training courses, access to bursaries. Their contact details will be removed from the LIHNN directory.

Section B

LIHNN GROUPS

1. There are three types of groups:

a. Task Groups

These will be formed to look at specific topics and shall not normally consist of more than eight people all of whom shall be LIHNN members and where possible represent the variety of library sectors and the three regions. Each group will be approved by the Coordinating Committee, have clear written objectives/terms of reference and timescales and report back to the Committee. All LIHNN members can express an interest in joining a task group. Should too many people wish to join a particular group a representative sample will be chosen by the LIHNN Coordinating Committee. Membership of the task group will be for the duration of the task.

b. Special Interest Groups

All LIHNN members are eligible to join Special Interest Groups. Special Interest Groups may have any number of members, for an unlimited period. Each group will be approved by the LIHNN Coordinating Committee and have clear written objectives and terms of reference.

c. Patch Groups

The 3 LIHNN Patch groups (Greater Manchester, Cheshire & Mersey and Cumbria & Lancashire) reflect the historical structure of the NHS regions. The purpose of each group is decided by the members.

The Coordinating Committee and all groups, may co-opt 'expert' membership onto them, as and when required, for a specific purpose. Each group will be required to submit a feedback report quarterly to the Committee.

2. Meetings and Away Days

Groups may apply to LIHNN for reimbursement for refreshments for full day meetings (form can be found on the website <https://www.lksnorth.nhs.uk/media/2586/funding-request-form.pdf>). For meetings which can be conducted within half a day, no refreshment funding will be provided. Wherever possible meetings should be held at a cost free venue, if this is not possible the committee will consider reimbursing the cost.

Section C

COORDINATING COMMITTEE

Terms of reference

1. LIHNN Coordinating Committee. The affairs of LIHNN shall be managed by the Coordinating Committee.
This committee will approve the formation and objectives of the LIHNN Task and Special Interest Groups.
2. Role of the Coordinating Committee. The role of the Coordinating Committee is:
 - To be a contact point for LIHNN members.
 - To consider applications from libraries for membership of LIHNN.
 - To provide the public face of LIHNN.
 - To debate and recommend the strategic direction of LIHNN activities.
 - To arrange and facilitate meetings for LIHNN members - these may be learning or information sharing events.
 - To encourage attendance at conferences and events by providing sponsorship for LIHNN members.
 - To acknowledge notable contributions to the profession within the North West and retirements after long service (any LIHNN member retiring after 10 years' service within North West Health Libraries will be presented with a gift voucher) (Bereavements will be marked with a wreath).
 - To consider applications for financial support from Task and Special Interest Groups.
 - To encourage Task, Special Interest and patch Groups to disseminate their findings to the wider LIHNN membership by electronic or other means.
3. Meetings. Committee meetings will be held quarterly. Summaries of the activities of Task, Special Interest and Patch groups will be required prior to the meetings. Four committee members will be required for the meeting to be quorate. An Annual General Meeting will be held, open to all LIHNN members.
4. Reporting back. The Committee will report back to the members via LIHNN briefings, the AGM and the newsletter. Committee minutes will be posted on the community web site. (See also Communications Strategy below).
5. Membership. The Committee will be elected from within the LIHNN membership. The Committee will consist of eight members. Membership of the Committee is for three years with the possibility of extension by agreement of the committee. Additional LIHNN members may also be co-opted to join the Committee when there is a specific need for them to undertake a time limited task. When required, elections for new members will be coordinated by members of the Committee. (See Appendix B, C and D). LIHNN members who have previously served on the committee are eligible for re-election (see [Appendix A](#)).
6. Officers. A Chairperson, Deputy Chair, Secretary and Treasurer will be elected from within the Committee. The Chair should be a time-served member of the Committee, i.e. have served a year. The time as Chair is the remaining membership time i.e. if they have served a year and are then elected Chair, they will be Chair for two years; if they have served two years, they will be Chair for one year.

7. Roles of Officers.

a. Chair

- i. Compile agenda for LIHNN Coordinators Committee meetings.
- ii. Run the LIHNN Coordinators Committee meetings.
- iii. Ensure that relevant documents are posted on the community web site.
- iv. Compile a report for LIHNN Briefings.
- v. To oversee elections.

b. Deputy Chair

- i. Support the role of the Chair.
- ii. Act as Chair if chair is in absentia.
- iii. Take on role of Chair if required

c. Secretary

- i. Write up minutes and agendas.
- ii. Disseminate minutes and agendas.
- iii. Send out any other mailings
- iv. Support Treasurer when required
- v. Send out online meeting invites, add files, record sessions and manage break out rooms.
- vi. Book venues and refreshments.
- vii. Inform members of forthcoming meetings.
- viii. Post relevant documents on the community web site.

d. Treasurer

- i. Collect membership fees and chase non-payments, including membership checks.
- ii. Process all invoices.
- iii. Pay in monies to the LIHNN account.
- iv. Submit financial statements at each Committee meeting.
- v. Prepare annual accounts for audit prior to AGM.
- vi. Administer gifts - purchase vouchers etc.
- vii. Administer bursary funding and bookings.
- viii. Keep up to date with current supply chain processes and procedures.
- ix. Maintain records of current membership.

e. Committee members including a Health Education England representative

- i. Act as link person to an assigned LIHNN group.
- ii. Feedback to the Committee from their assigned group.

8. Finance. The Treasurer will be elected from within the Committee. Two signatories should be selected from the Coordinating Committee. Signatories should deputise for the Treasurer in absentia of the Treasurer and with the approval of the Coordinating Committee. BACs payments should be authorized by the Coordinating Committee. Cheques require the signature of Treasurer up to £50, over requires all signatories. The Treasurer will submit a financial statement at each Committee meeting and audited annual financial accounts will be available on the community website following ratification at the AGM. The financial year for LIHNN will be April to March. The Treasurer sends out

membership fee invoices on 1st April each year and 1st September for Higher Education Institutions (for the April to March period). Membership fees will be determined annually by the Committee. Payment is for the position of service as of 1st April, any mergers should be notified in the annual check of membership details circulated in March.

9. Sponsorship. The LIHNN Coordinating Committee will, when funding is available, offer sponsorship to delegates at appropriate conferences and events. The funding request form can be found on the website.
<https://www.lksnorth.nhs.uk/media/2586/funding-request-form.pdf>

Communications Strategy

This Communications Strategy establishes the LIHNN Coordinating Committee's role in communicating with LIHNN and with external organisations. The LIHNN Coordinating Committee recognises that effective communication is key to the Committee achieving its objectives. This strategy will:

- Ensure the dissemination of information about the work of the Committee and its Task, Special Interest and Patch groups.
- Facilitate the sharing of best practice.
- Help to raise the profile of LIHNN and improve general understanding of its role.
- Inform and consult with stakeholders about current issues.
- Clarify external and internal lines of communication for the group (see below).
- Identify the principal mechanisms to be used for communication.

The LIHNN Coordinating Committee is committed to establishing effective means of communication, whereby members of LIHNN and Task, Special Interest and Patch groups can share best practice, ask for help, and communicate achievements.

- The Committee will normally meet every quarter.
- The Health Education England Knowledge & Library Services Development Manager (North West) will be invited to attend.
- Minutes from the meeting will be posted on the community website.
- The Committee will report back to the members via LIHNN briefings, the AGM, and the newsletter.
- Each member of the Committee will take responsibility for communication with one or more Task, Special Interest and Patch groups.
- The Committee will ensure that minutes and other relevant documents from Task, Special Interest and Patch groups are posted on the community website.
- External communication will be via information posted to the community website and via the newsletter.
- Internal committee documents will be stored on the committee Google Drive.

Procedures for Appointment to the Committee

1. Nomination Preparations
 - a. Chair of the Committee to advise of members standing down and that new members are required.
 - b. Chair to e-mail LIHNN members to announce there are vacancies on the Committee and to send out nomination documents (see [Appendix B](#)).
2. Process for Nominees
 - a. Nominees may be required to complete nomination form including a 100 word personal statement, which will be sent out with voting papers.
 - b. Form to be returned to Chair.
3. Number of nominations equals number of places
 - a. If the required number of nominations are received, the Chair will accept all nominations.
 - b. Secretary to notify nominees of their success (see [Appendix C](#)).
 - c. Chair to announce to LIHNN new Committee members.
4. Fewer nominations than places
 - a. Chair to extend closing date.
 - b. Secretary to resend nomination documents.
 - c. If there are still fewer nominations than places, LIHNN members who have served on a previous committee are eligible for re-election (see [Appendix A](#)).
5. More nominations than places
 - a. An election will be held - see below.
6. Election process
 - a. Secretary to send election documents by email to LIHNN members (see [Appendix B](#) and [Appendix D](#)).
 - b. LIHNN members to return voting forms to the Chair.
 - c. A committee member and an external person to count votes.
 - d. Secretary to advise nominees of their success (see [Appendix C](#)).
 - e. If nominees wish to withdraw, they should inform the Chair in writing.
 - f. Chair to announce to LIHNN new Committee members.

Section D

COMMITTEE APPROVAL OF CONSTITUTION

This constitution is approved by

Role	Name	Signed	Date
Chair	Kieran Lamb*	K Lamb	14/9/21
Secretary	Katie Nicholas	K Nicholas	14/9/21
Treasurer	Tracy Owen*	T Owen	14/9/21
Committee Members	Susan Smith*	S Smith	14/9/21
	Emma Dent	E Dent	14/9/21
	Paul Tickner	P Tickner	7/10/21
HEE representative	Gil Young	G Young	14/9/21

* Signatories

Appendices

- a. [Notes on Committee membership](#)
- b. [Nomination form](#)
- c. [Letter of success](#)
- d. [Voting paper](#)
- e. [LIHNN membership form](#)
- f. [Current Committee members](#)

Appendix A: Notes on committee membership

1. An Officer who is due to stand down may continue membership if there are not enough nominations to fill vacancies. They may continue in Office if they wish, for another year.
2. A member who temporarily leaves the Committee (e.g. for maternity/paternity or long-term sick leave) - a co-opted member will cover this time; the member will return to complete their term finishing on the date they would have finished without the temporary leave.

Appendix B: Nomination form



LIHNN COMMITTEE NOMINATION FORM

Please complete this form and return to:

No later than:

Name:	
Job title:	
Address:	
Personal statement: Please explain in no more than 100 words your reason(s) for nomination	

Appendix C: Letter of success



LIHNN COMMITTEE LETTER OF SUCCESS

Successful nominee's address

Business's address

Date

Dear

Your nomination to the LIHNN Coordinators Committee has been successful. Congratulations and, on behalf of the Committee, welcome.

The next Committee meeting will be:

I look forward to seeing you there.

Signed:

Appendix D: Voting Paper



VOTING PAPER

Please read the enclosed nomination forms, complete this voting paper and return to:

No later than:

Mark ONE nomination with a cross (X)

Name of nominee	X

Appendix E: Membership form

The current membership request form can be found at:

<https://www.lksnorth.nhs.uk/media/2589/lihnn-membership-form-2021.pdf>

Appendix F: Current Committee Members

The current list of Committee Members can be found at:

<https://www.lksnorth.nhs.uk/lihnn/lihnn-groups/lihnn-coordinating-committee/#members>