# **Cheshire & Mersey Meeting [Teams]**

# **7th July 2022**

## In Attendance:

[Bennett , Kathryn](https://www.hlisd.org/contacts/2303); [Breckon, Graham](https://www.hlisd.org/contacts/1691); [Ford, Suzanne](https://www.hlisd.org/contacts/787); [Gillies, Samantha](https://libguides.liverpool.ac.uk/prf.php?account_id=157667); [Ireland, Janet](https://www.thebraincharity.org.uk/service/library/); Molloy, Stephen; Nazir, Razia; [O'Mahony, Margaret](https://www.hlisd.org/contacts/2335); [Pearce, Jaqueline](https://www.hlisd.org/contacts/2070); [Ryan, James](https://www.hlisd.org/contacts/2185); [Smith, Susan](https://www.hlisd.org/contacts/482); [Stubbington, Yvonne](https://www.hlisd.org/libraries/3679); [Thornley, Alison](https://www.hlisd.org/contacts/414); [Victoria, Ferri](https://www.hlisd.org/contacts/2167); Wright, Gemma.

## Actions

**All:** use [cm@knowledgeforhealthcare.nhs.uk](mailto:cm@knowledgeforhealthcare.nhs.uk) list to share any potential new members to the group.

**SS:** contact Gil Young regarding update of public library contacts. Buckinghamshire, Edge Hill & Chester Universities to be invited.

**All:** use list to provide update on any Integrated Care System project work to build local involvement.

**SS:** to draft timetable for future virtual meetings and an in-person unconference.

**All:** provide comment on amendment to the Terms of Reference below

**JP & MO:** Agreed to support running of the group.

Future meetings

|  |  |
| --- | --- |
| 11th August | Supporting Students |
| 8th September | Embedding Your Service and Outreach |
| 13th October | Library Management Systems |
| 10th Nov | Equality Diversity & Inclusion |
| 8th December | Health literacy |
| 12th January | Digital Inclusion - Upskilling Staff & Learners |
| 9th February | Unconference |
| 9th March | Strategies and Action Plans |
| 13th April | Marketing Tips and Techniques |
| 11th May | Health & Wellbeing |
| 8th June | Career Development |
| 13th July | Sustainable Libraries |

Additional note

Terms of Reference: <https://www.lksnorth.nhs.uk/lihnn/lihnn-groups/cheshire-and-merseyside/#membership>

Proposed amendments

Cheshire and Merseyside

Cheshire and Merseyside Librarians is one of three patch groups (along with Cumbria and Lancashire and Greater Manchester) in LIHNN.

Terms of Reference

Purpose: To provide a community of practice to work in partnership, share good practice and provide leadership and continuous improvement in library services with an interest in health and social care across the Cheshire and Merseyside Integrated Care System.

Role of the group:

Provide a forum for communication and the sharing of information relevant to knowledge and library service delivery in Cheshire and Merseyside

Maintain an overview of national and other policies and frameworks

Identify and share good practice

Identify opportunities for best practice and sharing of resources

Identify funding opportunities for resources

Co-ordinate developments across Cheshire and Merseyside

To work in partnership to raise the profile of health and social care knowledge & library services in Cheshire and Merseyside

Membership: Membership will be open to all senior NHS Knowledge & Library staff or their representatives from all services in Cheshire and Merseyside. It will include representatives from academic libraries and other institutions in the Cheshire & Mersey Integrated Care System with an interest in health and social care.

Meetings: Meetings will take place monthly. They are are quorate when 30% of member institutions are present.

Officers of the Group: Officers of the Group will be elected or re-elected as required. Responsibilities for the positions of Chair and Co-chair/s to the Group will be agreed annually at the final meeting of the year.

Administrative arrangements: The Chair of the Group will be responsible for

Preparing and distributing the agenda prior to the meetings

Keeping a record of matters arising and issues to be carried forward

Acting on behalf of the group (or nominating a deputy) in circumstances where group representation is required

The Co-chairs of the Group will be responsible for:

Attending to take minutes of the meeting

Ensuring the minutes are published on the LIHNN website

Ensuring the date of the next meeting is published on the LIHNN website

Staff Attending are responsible for:

Notifying the Chair of agenda items no less than 7 working days prior to the meetings

Attending meetings or sending a representative if they cannot attend

Acting as ‘champions’ to disseminate information and good practice as appropriate.