**Minutes of the Cheshire and Merseyside Librarians Group**

**Held on 9th November 2023 at 10am**

**MS Teams**

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| **PRESENT** | Susan Smith - Mid Cheshire  Gil Young – NHS England  Graham Breckon - Countess of Chester  Victoria Ferri - Liverpool University Hospitals  Adam Ballinger - Countess of Chester  Tracy Owen - Mersey Care  Amanda Balaam – Mersey care  Natalie Hall – Alder Hey |
| **APOLOGIES** | Mary Barden - Stockport;  Carolyn Benny – Liverpool John Moores;  Trudi Jones - Halton;  Naomi Majek – Stockport;  Alison Thornley – East Cheshire,  Anne Williams – University of Chester;  Gemma Wright - Liverpool John Moores. |

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| **NO** | **MINUTES** | **ACTION** |
| 1 | **MINUTES OF THE PREVIOUS MEETING**  The last meetings notes are on the website |  |
| 2 | **MATTERS ARISING AND ACTION LOG**  VB to draft a survey to support planning on in-person meeting – SS to chase  SS will circulate summary of the NHS Cheshire & Merseyside Digital Literacy | SS/VB  SS |
| 3 | **Keeping up to date, supporting staff returning to work**  SS – important to give good local induction to improve retention. Gives a gift and card to new starters an takes to lunch on first day as part of orientation tour. Gives shadowing experiences to neighbouring departments and tailored interested.  TO – Changing roles can be a culture shock. Talked about updating interview skills, new starter weekly plan, welcome booklet.  GY – Pace is important – make sure you don’t take things overly easy. Check in with individuals with knowledge and work levels. Sometimes need to treat returners like new starter.  SS – need to touch base with people who are off. Maintains a team page chat with things that have happened and a SharePoint page with links to key forms, systems and documents.  GB – give a local induction when people return.  VF – good to have a staff manual and procedures, kept a list of “things I need to tell them”, to give to the person when they return.  GY - Just in case you haven't seen this: <https://library.hee.nhs.uk/learning-academy/learning-zone/recruitment-and-retention>  This might be of use: <https://www.cipd.org/uk/knowledge/guides/manager-guide-managing-return-to-work-after-long-term-absence/>  CIPD factsheet on induction has some useful stuff: [Induction | Factsheets | CIPD](https://www.cipd.org/uk/knowledge/factsheets/induction-factsheet/#:~:text=Alongside%20an%20induction%2C%20a%20%27buddy,development%20opportunities%20available%20to%20them.)  AB – SOP’s help new starters, onboarding – not to make things too boring, people ready to take on new things, slowly or quicker  TO – who is a new starter, someone new to the network, new to NHS, new to libraries, new to role.  SS – LIHNN new starters event in planning. Buddy scheme is open to all. Introduces network and dealing with imposter syndrome and culture shock. How do we best tap into the lived experience and expertise people bring into the network? |  |

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|  | **ANY OTHER BUSINESS**  SS– New local libraries network has been created. Group agreed we would welcome other UK librarians to shadow the C&M Patch. The offer will be open to other library staff to shadow meetings outside of the North West. Details to be posted as and when on the C&M Group.  New topics were discussed – SS to add to the calendar.  GB – asked how we can share best practice in teams. The group agreed that people attending, should bring along a piece of knowledge to share on the topic e.g. Instagram, Twitter, blog, research article etc | SS  ALL |
|  | **DATE & TIME OF NEXT MEETING**  14th December 2023 |  |