



**LIBRARY &
INFORMATION
HEALTH NETWORK NORTHWEST**

CONSTITUTION

February 2015

LIBRARY & INFORMATION HEALTH NETWORK NORTHWEST

Report

| | |
|-----------------|-------------------------------|
| Title of Report | LIHNN Constitution |
| Author(s) | LIHNN Co-ordinating Committee |

Revision History

| Version | Date Revision | Brief Summary of Changes |
|---------|---------------|---|
| 1.4 | February 2015 | <p>Main changes:</p> <p>Society Name added p3 covering legal business name and country of formation</p> <p>LIHNN Contacts added p3 covering official business address and contacts</p> <p>Document owner changed to LIHNN Committee Chair</p> <p>Abbreviations added p4</p> <p>Section A 1 vi & Section A 2 i terminology updated in line with Knowledge for Healthcare Framework</p> <p>Section A 2 iii added exclusion clause to cover collections which may breach copyright or licensing arrangements</p> <p>Section B 1 a Replaced Primary Care with Higher Education as key sector</p> <p>Section B 1 c Patch groups are now responsible for their own purpose</p> <p>Section B 1, Section C 3 & Section C Communications Strategy LIHNN Committee Meetings changed to quarterly</p> <p>Section B 2 Addition of link to website forms</p> <p>Section C 2 Removal of stated presentation gifts</p> <p>Section C 3 Removal of need to hold a LIHNN Committee meeting after the LIHNN/HCLU Briefing</p> <p>Section C 5 Removal of duplicate co-opted members statement</p> <p>Section C 6 CPD Co-ordinated will be the chair of the LIHNN CPD Group</p> <p>Section C 7 c vii Addition funding for group projects</p> <p>Section C 7 d i & ii Added stipulation that the CPD Co-ordinator will be the chair of the LIHNN Group and will work in liaison with the HCLU CPD Partnership Manager</p> <p>Section d iv Removal of need to maintain a separate database for funding allocation</p> <p>Section C 7 e i Addition of HCLU representative as Committee Members</p> <p>Section C 8 States designation of approved bank signatories, financial term to run in accordance with NHS year and addition of BACs payments.</p> <p>Section C 9 Removal of specific conferences, number of sponsored places supported, requirement to write article for LIHNNK UP and addition of working in partnership with HCLU to allocate places.</p> <p>Section C Communications Strategy Addition of internal communication by LIHNN Committee wiki</p> <p>Section C Procedures for Appointment to the Committee 1 Merger of points b & c</p> <p>Section C Procedures for Appointment to the Committee 6 Removal of point a, point e the form of communication has been extended and in point f, the Chair no longer holds responsibility to take on how to proceed on withdrawal of a Committee member</p> <p>Section D added with Committee approval of the constitution</p> <p>Appendices title change for a and addition of Appendix F</p> <p>Appendix A Title now state Committee Membership and removal of point 1 & 2</p> <p>Appendix A 4 Inclusion of paternity leave</p> <p>Appendix C Replace Chair's address with Business address and remove signature of Chair</p> <p>Appendix E Secretary's contact updated</p> <p>Appendix F New addition of current committee details</p> |

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Distribution

| Version | Name / Group | Date Issued |
|---------|------------------|---------------|
| 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 North West. This may be abbreviated to LIHNN.

LIHNN was formed in the UK.

LIHNN Contacts

For business purposes LIHNN operates C/O:

NHS NW Health Care Libraries Unit,
Unit E, Kingscroft Court,
Sovereign Business Park
Warrington Road
Wigan WN1 3AP

Website: <http://www.lihnn.nhs.uk/>

Email: lihnn_committee@lihnn.nhs.uk

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

Document Owner Contact Details

| | |
|---------------------|---------------------------------------|
| Chair of LIHNN 2015 | <i>See Appendix F</i> |
|---------------------|---------------------------------------|

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Abbreviations

| | |
|--------|--|
| AGM | Annual General Meeting |
| CPD | Continuing Professional Development |
| HCLU | Health Care Libraries Unit |
| HLG | Health Libraries Group |
| LIHNN | Library & Information Health Networks North West |
| NHS | National Health Service |
| NWOPAC | North West Open Public Access Catalogue |

Section A

CONSTITUTION

1. LIHNN objectives :

- i. To promote the maintenance and improvement of services to users of health libraries throughout the North West.
- 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 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 libraries and knowledge 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 member organisations should share their collections through the LIHNN Union Catalogue scheme. Member organisations without collections or with collections not suitable for inclusion in the Union list should make other resources available e.g. meeting rooms, sharing knowledge or expertise.
- iv. Member organisations that are not part of the NHS are not covered by the NHS Copyright License, and a copyright declaration form is required for any articles requested by or from them.
- v. 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 Co-ordinating Committee.
- vi. 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: access to the inter-lending and document supply services, membership of LIHNN mailing lists, and free of charge access LIHNN/HCLU training courses. Their holdings will be removed from the NWOPAC and Union list of journals, and their contact details 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 (Acute, Mental Health and Higher Education) 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 Co-ordinating 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 Co-ordinating 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 Co-ordinating 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](#)). 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

CO-ORDINATING COMMITTEE

Terms of reference

1. LIHNN Co-ordinating Committee. The affairs of LIHNN shall be managed by the Co-ordinating Committee. This committee will approve the formation and objectives of the LIHNN Task and Special Interest Groups.
2. Role of the Co-ordinating Committee. The role of the Co-ordinating Committee is:
 - To be a contact point for LIHNN members and HCLU (North West Health Care Libraries Unit)
 - 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 in collaboration with HCLU – these may be learning or information sharing events
 - To represent LIHNN at HCLU Stakeholder Board meetings
 - 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)
 - 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. A representative of HCLU will join the Co-ordinating Committee for part of each meeting. 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/HCLU briefings, the AGM and the LIHNNK Up 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. 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 co-ordinated by a member of the Committee and a member of HCLU. (See [Procedures for Election document](#)). LIHNN members who have previously served on the committee are eligible for re-election (see [Appendix A](#)).
6. Officers. A Chairperson, 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. The CPD Co-ordinator will be the chair of the CPD committee.

LIBRARY & INFORMATION HEALTH NETWORK NORTHWEST

7. Roles of Officers.

a. Chair

- i. Represent LIHNN at HCLU Stakeholder Board meetings and at the HCLU Library Managers' meetings
- ii. Compile agenda for LIHNN Co-ordinators Committee meetings
- iii. Run the LIHNN Co-ordinators Committee meetings
- iv. Ensure that relevant documents are posted on the community web site
- v. Compile a report for LIHNN/HCLU Briefings
- vi. To oversee elections

b. Secretary

- i. Write up minutes and agendas
- ii. Disseminate minutes and agendas
- iii. Send out any other mailings
- iv. Book venues and refreshments
- v. Inform members of forthcoming meetings
- vi. Post relevant documents on the community web site

c. Treasurer

- i. Collect membership fees and chase non-payments
- 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 - contact groups, purchase vouchers
- vii. Administer CDP and group project funding

d. CPD Co-ordinator –

- i. Will be the Chair of LIHNN CPD group
- ii. Will work with the HCLU CPD and Partnerships Manager in offering a development programme for LIHNN members

e. Committee members including a HCLU representative

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

8. Finance. The Treasurer will be elected from within the Committee. Cheques or BACs payments should be signed/authorised by an approved signatory from within the Committee. Current approved bank signatories are the treasurer, secretary and a permanent member of the HCLU staff. 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. Membership fees will be determined annually by the Committee. Amalgamated library services pay annual membership for each individual library service. Invoices can be amalgamated at the request of the Library Manager.

9. Sponsorship. The LIHNN Co-ordinating Committee will, when funding is available, offer sponsorship to delegates at appropriate conferences and events. This will usually be done in partnership with HCLU.

Communications Strategy

This Communications Strategy establishes the LIHNN Coordinating Committee's role in communicating with LIHNN, with HCLU 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
- Facilitate the communication link to and from HCLU
- Clarify external and internal lines of communication for the group (see below)
- Identify the principal mechanisms to be used for communication

The LIHNN Co-ordinating 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
- Two people will attend HCLU Stakeholder Board meetings, one of whom, where possible, will be the Chair, or a Committee member and one from either the Committee or LIHNN
- A member of the HCLU team will attend part of the LIHNN Coordinating Committee meetings
- Minutes from the meeting will be posted on the community web site
- The Committee will report back to the members via LIHNN/HCLU briefings, the AGM, and the LIHNNK Up 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 web site
- External communication will be via information posted to the LIHNN community website and via the LIHNN newsletter
- Internal committee documents will be stored on the committee wiki








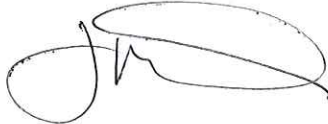
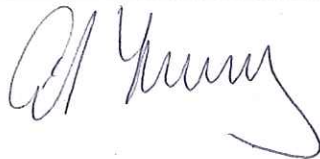
Procedures for Appointment to the Committee

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 to complete nomination form including 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 a member of HCLU to count votes
 - d. Secretary 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

The undersigned agree that

| Role | Name | Signed | Date |
|---------------------|------------------------|--|---|
| Chair | Graham Haldane |  | 18/02/15 |
| Secretary | Lisa McLaren |  | 18.02.2015 |
| Treasurer | Susan Smith |  | 18-2-15 |
| CPD Co-ordinator | <i>Position vacant</i> |  |  |
| Committee Members | Mike Hargreaves |  | 18/2/15 |
| | Mary Hill |  | 18/2/15 |
| | Jo Whitcombe |  | 23.02.15. |
| HCLU representative | Gil Young |  | 18/2/2015 |

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 |
|-----------------|---|
| | |
| | |



**Library and Information Health Northwest Network (LIHNN)
MEMBERSHIP FORM**

Membership Costs £25.00 for 1st Service per annum
£10.00 for subsequent service points within the same service

Please complete the following details in BLOCK CAPITALS

| | | |
|---|--|---|
| Title: | First Name: | Last Name: |
| Tel: | E-mail: | |
| Job Title: | | |
| Employing Organisation: | | |
| Library Name: | | |
| Address: | | |
| Post Code: | Tel: | E-mail: |
| Invoice Address if Different from Library Address: | | |
| Post Code: | | |
| Please give a brief summary of why you would like to join the group: | | |
| Are you willing to share your Journal Holdings and make them available via the union list: Yes <input type="checkbox"/> No <input type="checkbox"/> | | |
| What other resources are you willing to offer the Network: | | |
| Free Room Bookings <input type="checkbox"/> | Room Bookings <input type="checkbox"/> | Book loans <input type="checkbox"/> |
| Training <input type="checkbox"/> | Expertise <input type="checkbox"/> | Advice Service <input type="checkbox"/> |
| Other <input type="checkbox"/> Please give details: | | |

I give permission for my details to be held on the LIHNN Membership Database, for the purposes of managing your membership. The information provided will only be used by LIHNN Co-ordinating Committee for the business of running LIHNN and its services and will not be given to anyone else. The information held will be stored and used in line with the provisions of the Data Protection Act 1998.

I agree to abide by the LIHNN constitution.

Signed _____ Date _____

Completed forms should be returned to Lisa McLaren [Lisa.Mclaren@edgehill.ac.uk]

LIBRARY & INFORMATION HEALTH NETWORK NORTHWEST

Appendix F: CURRENT COMMITTEE MEMBERS

| | |
|---------------------|---|
| Chair | Graham Haldane , East Lancashire Hospitals NHS Trust |
| Secretary | Lisa McLaren , Aintree University Hospital NHS Foundation Trust |
| Treasurer | Susan Smith , Mid Cheshire Hospitals NHS Foundation Trust |
| CPD Co-ordinator | <i>position vacant</i> |
| Committee Members | Mike Hargreaves , University of Central Lancashire |
| | Mary Hill , The Christie NHS Foundation Trust |
| | Jo Whitcombe , Central Manchester University Hospitals NHS Foundation Trust |
| HCLU representative | David Stewart , Linda Ferguson , Gil Young |

Bank Account Signatories

| | |
|-----------------------|----------------|
| Treasurer | Susan Smith |
| Secretary | Lisa McLaren |
| HCLU permanent member | Linda Ferguson |