

LIHNN Coordinating Committee - Meeting Notes from Wednesday 15 February

Present: Jo Whitcombe (JW, Chair); Kathryn Graham (KG); Susan Smith (SS); Gil Young (GY)

Apologies: Mike Hargreaves; Bernie Hayes; Mary Hill; Lisa McLaren; Debra Thornton

Matters Arising

Paul Tickner, Chair of the LIHNN Clinical Librarians Group, asked for around £300 to fund critical appraisal training sessions delivered by John Addison at the next 4 Clinical Librarians meetings. This request was approved.

JW has met with her opposites from the North East and Yorkshire & Humber networks. They have submitted a proposal to deliver a workshop on networks working in partnership at the next CILIP conference. As JW will have emigrated by this point another member of the committee will need to take her place if the proposal is accepted.

ACTION: SS to liaise with Paul Tickner to arrange payment to John Addison.

ACTION: JW to keep the committee informed of the progress of the proposal to CILIP. If it is accepted the committee will need to nominate a replacement for JW

Actions from the Meeting of 9 November 2016

Completed Actions

- SS to chase up Web-ex log-ins
- JW to post card to Monica
- SS to purchase online vouchers and send to MH
- Christmas Study Day
 - JW to email winners and the minutes of madness to confirm presentations
 - GY to draft programme
 - LMCL to set up SurveyMonkey for newsletter voting
 - JW to invite the chairs for Y&H and NE
 - JW to speak to Stephen Edwards re. quiz
- GY to survey new starters re. Helping Hands
- SS to purchase blackboards and pens

ACTION: KG to put a review of the survey results re Helping Hands on the agenda for the next meeting

LIHNN Coordinating Committee: Members and Roles

This was JW's last meeting as she is emigrating to Australia. This means that the role of Chair is now vacant. It is proposed that the committee should have a Chair and a Vice Chair. The Chair would occupy the position for a year. The Vice Chair would occupy that position for a year and then take over as the Chair for a year at which point a new Vice Chair would need to be appointed. The main responsibilities of the Chair/Vice Chair, in addition to chairing the committee meetings, would be representing the committee at events, namely the Christmas Study Day and the LIHNN/HCLU briefing, and liaising with colleagues in the other northern networks.

Stephen Woods, from University Hospital of South Manchester NHT, has agreed to take responsibility for the LIHNN mailing list.

Lisa McLaren has resigned as secretary and from the committee. KG, from Manchester University Hospitals NHS FT, has agreed to join the committee as secretary.

The committee then reviewed the current membership. The current membership has representatives from all the patch groups, acute, community and mental health trusts, managers, library assistants, universities, the CPD group, HCLU and LHINNK-UP. It was agreed the main gaps were a lack of representation for public health and from the clinical librarians/trainers in terms of members of those groups and individuals working at that level. In addition SS said that she would like help in managing some of the resources purchased by LIHNN such as WebEx and it was felt to be useful to have another representative from the LIHNNK-Up editorial group on the committee who would be able to attend when Mike Hargreaves was unable to do so. It was proposed to proceed as follows:

- Approach Kieran Lamb to ask him to join the committee and to work with SS to manage the various systems such as the WebEx and the blogs.
- Approach Michael Cook to ask him to represent Public Health on the Committee
- Approach John Gale to ask him to speak to the LHINNK-Up committee about nominating a second representative to the coordinating committee.
- Approach Paul Tickner to ask him to speak to the Clinical Librarians and Trainers Group members about nominating a representative to the coordinating committee.

As JW will have left by the time the next meeting takes place (Wednesday 10 May 2017 (10-12.30) - Central Manchester University Hospitals NHS FT) it was agreed that all the following actions needed to be carried out before this date.

ACTION: If any current coordinating committee members would be willing to serve as Chair/Vice Chair then please notify JW. If no one comes forward then JW will email the LIHNN list asking if anyone would be interested. If more than 2 people come forward there would need to be an election as outlined in the LIHNN constitution - http://www.lihnn.nhs.uk/images/Documents/LIHNN/Coordinating_Committee/LIHNN_Constitution_Feb_2015.pdf

ACTION: GY to update the LIHNN list section on the website with Stephen's details when JW leaves.

ACTION: GY to add KG to the Committee emailing list and to update the committee list on the LIHNN website

ACTION: SS to speak to John Gale about a second member of the newsletter committee joining the coordinating committee.

ACTION: GY to speak to Kieran Lamb about joining the committee and working with SS to manage some of the resources purchased by LIHNN such as WebEx

ACTION: GY to speak to Michael Cook about joining the committee to represent Public Health

ACTION: GY to speak to Paul Tickner to ask him to speak to the Clinical Librarians and Trainers Group members about nominating a representative to the coordinating committee.

ACTION: JW to email the LIHNN list to ask if anyone else would be interested in joining the committee if the above does not generate sufficient membership.

Next Meetings and Event Dates

- LIHNN Coordinating Committee Meeting - Wednesday 10 May 2017 (10-12.30) - Central Manchester University Hospitals NHS FT
- LIHNN/HCLU Briefing and LIHNN AGM - Tuesday 13 June 2017 (10-12.30) - TBC
- LIHNN Coordinating Committee Meeting - Tuesday 13 June 2017 (13.30-15.30) - TBC
- LIHNN Coordinating Committee Meeting - Wednesday 13 September 2017 (10-12.30) - Joint Education & Training (JET) Library. Mid Cheshire Hospitals NHS FT
- LIHNN Coordinating Committee Meeting - Wednesday 8 November 2017 (10-12.30) - TBC
- LIHNN Christmas Study Day - Tuesday 5 December 2017 (10.00-15.30) - TBC