**Minutes of the LIHNN Coordinating Committee**

**Held on 21st September 2016, 10 – 1pm**

**CMFT, Manchester**

|  |  |
| --- | --- |
| 1. **Present** | Jo Whitcombe (JW) (chair)  Susan Smith (SS) (treasurer)  Mary Hill (MH)  Gil Young (GY)  Debra Thornton (DT)  Bernie Hayes (BH) |
| 1. **Apologies** | Lisa McLaren (LMcL)  Mike Hargreaves (MH) |

|  |  |  |
| --- | --- | --- |
| NO | MINUTES | ACTION |
| **3** | **APPROVE MINUTES FROM THE PREVIOUS MEETING**  The minutes were approved as an accurate record of the last meeting. |  |
| **4** | **MATTERS ARISING AND ACTION LOG**  Update on webinar software. Jo has a meeting set up to explore this.  Webex seems to be the most popular. Costs for different levels: meeting for 8 people = £15 month. 25 people = £30 per month 40 people = £49 per month.  The committee agreed to go for the middle option.  Do we need a shared calendar for booking - something on the site for booking. Also need training.  Website changes - Gil doing this.  Benefits of LIHNN membership will be done as a blog on clinical librarians blog. Jo to write, Gil to put on blog. Also put in HCLU bulletin and email to be sent out. Should we do it as an attractive PDF to share with our managers and colleagues in our own organisation, perhaps keep as a word version, can be tailored to your own service for use as you wish. | **SS to buy Web-ex**  **GY to finalise website changes**  **JW to write blog piece for CLs** |
| **5** | **TREASURERS REPORT**  Several organisations still sending money to the old bank account. Amount paid in error has now been resolved.  What will happen when trusts merge - for future discussion. |  |
| **6** | **K4H & HCLU UPDATE**  Doing LQAFs, including Yorks and Humber and North East. Peer review in NW.  CPD programme going well, train the trainer courses starting Friday. KM study day November. Critical appraisal and systematic review courses. |  |
| **7** | **MEMBERSHIP UPDATES**  Gill Swash 27th September ( card only) Gary Sutton | **JW to get cards** |
| **8** | **GROUP UPDATES**  Clinical Librarians are having a sharing searches scoping meeting.  Changes happening in health and social care, how will this affect LIHNN groups. Changes to lihnn groups - watch and wait. Many changes - don't know how this will affect the groups |  |
| **9** | **LIHNN QUALITY AWARDS**  New template with categories. Send out now. Bronze, silver, gold. David directors award.  Closing date Monday 31st October ready for meeting on 9th November - full day meeting.  Jo will contact Andrew Craig about the LIHNNK up awards. Voting at the Christmas study day. North West articles only. Survey monkey vote. | **JW to send out QA email to the LIHNN list** |
| **10** | **CHRISTMAS STUDY DAY**  Gil will approach speakers. Nick Poole. Gareth Allen.  (CILIP due to launch a health campaign)  Quiz, 3 mins madness, awards, updates via quiz. Games and fun. | **GY to approach two speakers** |
| **11** | **DOCUMENT SUPPLY IN THE NORTH (Steve Glover)**  Document supply across the north. What about book lending across the whole of the north. Ok from NHS perspective but universities will probably not agree. Requesting library has responsibility for the book. Reform the ILL group. Review and ratify the protocol. In principle yes - form a cross regional group. Bring back to November meeting; Steve to discuss with Linda Ferguson. In the meantime carry on informally. | **SG to discuss book lending with LF and feed back to committee** |
| **11** | **AOB**  Marketing: table top banners. Need to spend some money. How do we brand it. Use the orange health ed logo and martini quote. Table runner, mini blackboards and coloured pens. Jo will get some quotes. |  |
| **12** | **DATE AND TIME OF NEXT MEETING**  Wednesday 9th November 2016 Venue: Central Manchester University Hospitals Time: 10am |  |