

**Minutes of the LIHNN Coordinating Committee
Held on 11th May 2016, 10:00-12:30
Trust Library, Central Manchester University Hospitals NHS Trust**

1. Present	Jo Whitcombe (JW) (chair) Susan Smith (SS) (treasurer) Mary Hill (MH) Gil Young (GY) Lisa McLaren (LMcL) Mike Hargreaves (MH) Bernie Hayes (BH)
2. Apologies	None

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 JW contacted interested committee members and secured one new member. LMcL still to contact the LIHNN list re. WebEx interest LMcL to submit LIHNN survey article to next edition of LIHNNKUp (July 2016) Marketing costs were discussed (£9.99 for chalk boards, £8.95 for pens) and banners were deemed to date too quickly. Rebranding group is formed and will meet shortly. JW to contact Andrew Craig re. options for an online version of LIHNNKUp and report back GH previously volunteer to write up the Quality Awards	LMcL to contact LIHNN list LMcL to submit article to LIHNNKUp JW to contact Andrew Craig JW to check with GH about Quality Awards write up
5	MEMBER CHANGES Bernie Hayes joined the committee and was present at the meeting Caroline Timothy is now on maternity leave and unlikely to return to the committee	JW to send card to Caroline
6	HCLU UPDATE The NHS Library and Knowledge Services Development Manager – North East post was filled last week (5 May). This person will be the equivalent of Dominic Gilroy in Yorkshire and the Humber and will report directly to Linda Ferguson. As soon as all the details are confirmed HCLU will circulate a name and start date.	

The HCLU office has now moved. The new address is (all other contact details remain the same):
NHS Health Care Libraries Unit - North
C/O Library, Bridgewater Community Healthcare NHS Foundation Trust
Chandler House, Poolstock Lane
Wigan
WN3 5HL

The budget from HENW for 2016-7 has yet to be confirmed.

Knowledge for Healthcare

Work continues on the implementation of Knowledge for Healthcare. The best way to keep up to date with this is by following the blog - <http://kfh.libraryservices.nhs.uk/>

New Manager Appointments

- Kieron Lamb has been appointed as manager for Stockport
- Lisa McLaren is going to Bridgewater
- David Low is the manager for Pennine Care
- Gill Earl is the manager for Pennine Acute

CPD Programme

Bookings open for:

- Library Assistants Study Days in Liverpool, Manchester and Lancaster on Change and Resilience (Lisa Jeskins/Claire Bradshaw). 28 places out of 36 have been booked. If there any spare places they will be offered to NE and YH.
- LIHNN/HCLU briefing - 28 places booked so far.
- LIHNN residential - Coaching Skills for Managers (Claire Bradshaw) - 11 places out of 16 booked. If there any spare places they will be offered to NE and YH.

The first part of the "How to deliver a memorable induction" course took part in Manchester in April. Victoria Treadway has written a blog posting about it - <https://lihnnclinicallibs.wordpress.com/2016/05/09/my-recipe-for-a-perfect-library-induction-by-victoria-treadway/> There are now 2 second days planned when people will deliver revised inductions based upon what they learnt on the first day. These will take place on the 20 and 31 May in Manchester. There was one person from YH on the course and it is being delivered by Deborah Dalley.

The Crafting a Compelling Business Case (Amanda Stearn) took place in April. Feedback for this was very positive - http://www.lihnn.nhs.uk/images/Documents/HCLU/CPD_Events/CCBC_A16.pdf

A new starters event took place which was well attended.

E-Learning Module on Copy Writing: This is now complete. It will go live in the next couple of weeks. It will be open to anyone who has access to the LIHNN website.

7	<p>TREASURERS UPDATE</p> <p>Subs are coming in and financial position is healthy. There are some problems with University invoices and payments. SS asked for a document on the benefits to LIHNN membership for those groups</p> <p>SS highlighted an issue with the Quality Awards cash prize and the difficulties of managing it and the committee agreed to discontinue the cash incentive for winners.</p> <p>The committee officially thanked SS for her hard work over the last year in this demanding role.</p>	<p>LMcL/JW to add LIHNN guide to next agenda</p>
8	<p>KNOWLEDGE FOR HEALTHCARE</p> <p>Impact toolkit is delayed (waiting for approval by National Leads)</p>	
9	<p>BROADENING OF ACCESS AGREEMENT</p> <p>NHS side has been rolled out, with limited access to the Health Board library in Bangor.</p> <p>Issues for Universities, who are in favour, but lack scope to do so at present.</p> <p>Waiting to publish to terms of agreement and publicise</p>	
10	<p>QUALITY AWARDS</p> <p>GY pointed out that the LIHNN website has no information about the Quality Awards</p> <p>Committee to start using the LIHNN Twitter account to publicise events like this (and identify who set it up)</p> <p>Committee to check on the timings of the Sally Hernando Award and amend dates accordingly</p>	<p>JW to ascertain account holder of LIHNN Twitter</p> <p>LMcL to feed back SH dates</p>
11	<p>HELPING HANDS/LIHNN WEBSITE</p> <p>These require an update – but will check with the Quality and Rebranding groups first.</p> <p>Group chairs will also be consulted on the content of the pages</p>	<p>SS to contact the Quality Group re. LIHNN website and HH</p> <p>GY to contact new starters re. website and HH</p> <p>JW to speak to Rebranding group (VT) about website refresh</p> <p>GY to speak to Matt Darlington re. scrolling on the page</p>

<p>12</p>	<p>FEEDBACK FROM LIHNN GROUPS</p> <p>CPD Group In addition to the information supplied in the HCLU briefing above the following events are planned:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Trainers study day - 4 day course to take place in Autumn 2016 <input type="checkbox"/> Course for HLG presenters - will be open to everyone in the North. <input type="checkbox"/> A social media course which Paula Elliott has requested <input type="checkbox"/> Critical appraisal and systematic review courses with Michelle Madden <input type="checkbox"/> Knowledge management day - working with Dom on this <p>Bernie and /Cheryl have resigned from this group. Caroline Timothy is currently on maternity leave so new members will be needed.</p> <p>The minutes of the last meeting are available at http://www.lihnn.nhs.uk/index.php/lihnn/lihnn-groups/cpd-committee#NM</p> <p>Clinical Librarians Group and Trainers Group The last meetings took place in March. Minutes are available for the Trainers Group at http://www.lihnn.nhs.uk/index.php/lihnn/lihnn-groups/trainers#M16 and the Clinical Librarians Group at http://www.lihnn.nhs.uk/index.php/lihnn/lihnn-groups/clinical-librarians#M16</p> <p>Michelle Maden has started work on the LIHNN Sharing literature searches across Trusts – a feasibility project. This project is being funded by money from HENW obtained as a result of a bid from the Clinical Librarians group. The potential to share literatures reviews has been discussed at a number of Clinical Librarian meetings over the last 5 years but has never progressed beyond a discussion of the challenges to achieving this. The purpose of this piece of work is to work with the clinical librarians to move beyond discussing the challenges to an exploration the potential for the development of an innovative approach to this issue. This will include scoping potential approaches to this issue outside of the North West and also exploring potential models of practice in different sectors. If such a scheme worked in the NW it has the potential to expand it across the North and ultimately England.</p> <p>Mental Health Group Joint meeting with “the North” in Leeds with the focus on Public and Patient Information and collaboration with public libraries. There were two presentations and a business meeting</p>	
<p>13</p>	<p>CHRISTMAS STUDY DAY The committee agreed to approach Stuart Maconie about the 2016 Christmas Study Day</p> <p>Date and venue are in place – Tuesday 13th December at Barton Grange</p>	<p>GY to approach Stuart’s PA about the date</p> <p>JW to raise LIHNNKUp award with Andrew Craig</p>

	The committee agreed to look at trying to organise the LIHNNKUp award in amore structured way (i.e. a committee shortlist to be promoted in advance of the Study Day)	
12	AOB Jenny Brine thanked the committee for her retirement gift and expressed her gratitude for the network's support over the years.	
13	<u>Date of next meeting:</u> Tuesday 21 st June 2016, after LIHNN AGM and HCLU briefing The Park Royal, Stretton Road, Stretton, Cheshire - http://www.qhotels.co.uk/our-locations/the-park-royal/	