



**Minutes of the LIHNN Co-ordinating Committee
Held on 18th February 2015 at 10am
Central Manchester University Hospital, Library Meeting Room**

PRESENT	Graham Haldane (GH)- Chair , Lisa McLaren (LMcL), Mary Hill (MHi), Susan Smith (SS) (Treasurer), Mike Hargreaves (MHa) Gil Young (HCLU Representative)
APOLOGIES	Jo Whitcombe (JW)

NO	MINUTES	ACTION
3	<p>MINUTES OF THE PREVIOUS MEETING</p> <p>Due to a mix-up at the last meeting, no formal minutes were recorded, however there was a discussion on the selection for the Quality Awards.</p>	
4	<p>MATTERS ARISING AND ACTION LOG</p> <p>None</p>	
5	<p>TREASURER'S MATTERS</p> <p>SS updated the latest position with the bank and we assigned a number of action points to get the account signed off. SS can issue cheques but cannot set up any BACs payments till this has been completed.</p> <p>SS has a list of members which is not yet finalised. The payments have been coming in steadily – however some have no details. The committee also agreed to send out new membership forms to all members with the next invoice to keep the records up to date.</p> <p>Leavers - John Addison (March) Mandy Beaumont (April) Debbie Dunton (April) Wendy Fianda (March)</p> <p>*Carol Keeling didn't meet the 10 year rule*</p> <p>HCLU have agreed to allow LIHNN to use their address as their formal business address with immediate effect. The new address is:</p> <p>Library and Information Health Network North West c/o NW Health Care Libraries Unit Bridgewater Community Healthcare NHS Trust Unit E Kingscroft Court Sovereign Business Park Warrington Road Wigan WN1 3AP</p> <p>Actions LMcL to present verified ID at the bank The Constitution to be updated and signed</p>	<p>LMcL ALL</p>

	<p>MHa to draft a letter to be sent to the LIHNN verified address. SS to send LIHNN address to MHa SS to send membership forms with subscription invoices LMcL to collect and store membership forms MHi to chase Inigo Jones invoice GH to buy vouchers and cards for leavers (specified above)</p>	<p>MHa SS SS LMcL MHi GH</p>
6	<p>HCLU UPDATE</p> <p>Libraries were successful in gaining £414k from the Forerunner Fund and the HCLU Development Fund will be £100K this year.</p> <p>HCLU have £20k funding to put towards the Oxford Handbooks and Ovid deals.</p> <p>LQAF and Statistics reporting will be the same as 2014 The CPD Programme will be forthcoming</p> <p>David's new line manager (maternity cover) is Neil McLaughlin.</p> <p>There has an appointment at Lancashire Teaching Hospitals and Stockport have a vacancy.</p> <p>Louise Goswami is the Manager of Knowledge for Healthcare. Sue Lacey-Bryant is the head of Workforce Implementation.</p> <p>Action GY to flag up the Framework</p>	<p>GY</p>
7	<p>COMMITTEE MEMBERSHIP</p> <p>The committee currently has two vacancies as Sue Jennings has also stepped down. The committee debated asking the Head of the CPD Group to join the committee as a link</p> <p>Action GH to email the LIHNN network with the vacancies and instructions on applying GY to speak to Chair of the CPD Group re. joining the Co-ordinating Committee</p>	<p>GH GY</p>
8	<p>REVISION OF THE CONSTITUTION</p> <p>There was a general discussion and MHi wrote up the changes. The revised document will be rechecked for accuracy and posted on the LIHNN website and internal wiki. As part of a drive for transparency, it was agreed to add the chairs of the LIHNN groups to the Committee mailing list to keep them in the loop with developments.</p> <p>Action All members to check the revised Constitution and send any further revision to SS GY to add the group chairs to the mailing list</p>	<p>SS GY</p>

9	<p>CHRISTMAS STUDY DAY – REVIEW OF FEEDBACK</p> <p>The committee reviewed the feedback and agreed to try to take on board any positive suggestions. It was agreed to plan the 2015 event at the May meeting this year to give a longer lead-in time. There was a suggested date of 8th December.</p> <p>There was also discussion on next year’s event (David Stewart’s final SD) and it was agreed to book a big speaker.</p> <p>Action MHi to forward Paul Sinha’s agent details to GY LMcL to forward Stuart Marconi’s details to GY</p>	<p>MHi LMcL</p>
10	<p>QUALITY AWARDS – LESSONS LEARNT/PLAN FOR 2015</p> <p>For 2015, the categories will be removed and there will be a redesign of the form and the development of a marking checklist to aid with shortlisting. The trophies will be ordered earlier this year to avoid delays.</p> <p>Action SS to send the most recent version of the LIHNN logo to MHi to re-draw</p>	<p>SS</p>
11	<p>AOB</p> <p>The committee agreed to fund three places for Umbrella. Steve Glover has had interest in a practical dashboard session to follow on from his Study Day presentation. Cheshire and Mersey’s next meeting will be on Statistics Chair of the ILDS group (Jeanine Fielding) is retiring, with no chair elect MOOC – HDAS updates in July have put the date back to September.</p> <p>Action GY to speak to Steve Glover about dashboards LMcL to contact Jeanine Fielding re. ILDS group chair</p>	<p>GY LMcL</p>
	<p>DATE & TIME OF 2015 MEETINGS</p> <p>Wednesday 20th May 10-1pm Tuesday 16th June (LIHNN AGM) Time TBC Wednesday 16th September 10-1pm Wednesday 4th November 10-1pm</p> <p>The venue for all meetings will Central Manchester</p>	