



**Minutes of the LIHNN AGM
Held on 17th June 2014 at 12pm
Manchester Conference Centre**

PRESENT	Graham Haldane (chair) Lisa McLaren, Sue Jennings, Jo Whitcombe, Mary Hill.
IN ATTENDANCE	Elly Aalai, Elaine Ashley, Helen Blackburn, Vicky Bramwell, John Brooke, Michael Cook, Lynda Coterill, Martin Dowler, Lis Edwards, Paula Elliott, Linda Ferguson, Steve Glover, Deborah Green, Andrea Guest, Valerie Haigh, Angela Hall, Bernie Hayes, Liz Hedgecock, Emily Hopkins, Maureen Horrigan, Timothy Jacobs, Virginia Jordan, Kieron Lamb, Daniel Livesey, Tracy McKay, Glenda Morris, Tracey Pratchett, Anne Roberts, Donna Schofield, Susan Smith, Sue Steele, David Stewart, Denise Thomas, Gil Young.
APOLOGIES	Eileen Hume (treasurer), Michael Hargreaves, Jane Roberts.

NO	MINUTES	ACTION
1	<p>Welcome & Apologies GH explained the change of time for the AGM and that it had been added to the LIHNN/HCLU briefing, as numbers have been low in the past. He also stated that there could be the possibility of conducting it via email in future. Apologies were noted. GH began by outlining the difference between HCLU and LIHNN and expounded the benefits of the membership of LIHNN and the strength of joint working in the North West. He also thanked the committee members who had stood down last year: Stephen Edwards (previous chair), Eileen Hume (Treasurer), Denise Thomas (CPD Lead) and Adrienne Mayer.</p>	
2	<p>Minutes of the last AGM These were approved by email after the meeting.</p>	
3	<p>Treasurers Annual Report EH was not in attendance, but the accounts were circulated to all and the accounts were approved. The end of year balance sits at £55,244.70, although this include money deposited by HCLU and other bodies. EH is stepping down as Treasurer at the end of June, as she will be retiring, so this may cause a delay in the subs for 2014 being sent out. The committee wished to formally thank Eileen for her hard work.</p>	
4	<p>Chair's report GH noted the retirements and leavers for the year and thanked them for their contribution to the network: Rini Banarjee Christine Sugden Christine Thornton Eileen Hume Christine Proudlove He also highlighted some of our key successes from last year, including: Christmas Study day</p>	

	<p>LIHNN Quality Awards Members Survey Improved communication between the Co-ordinating Committee and LIHNN sub-groups LIHNN Constitution reviewed Helping Hands reviewed.</p> <p>He went on to look at the LIHNN website and wiki and picked out some of the highest performing pages, such as the Union catalogue, events, library directory and Quality Handbook.</p> <p>HCLU is 15. GH read out some of the positive comments from the LIHNN Members' survey and praised HCLU for their contribution to the region, in particular, around training, collaborative purchasing and strategic direction.</p> <p>GH finished by encouraging members to join a group or write for the newsletter and get involved!</p>	
5	<p>Group Updates</p> <p>Cheshire & Mersey Eileen Hume</p> <p>The group are still thinking about their remit and function. Possibly there will be some work around collaboration to purchase resources and sharing of good practice.</p> <p>Clinical Librarians Sue Jennings</p> <p>Mike Reid Clinical Librarian from Blackpool has had a paper accepted by the 7th Shanghai International Library forum SILF2014 and will be published in the conferencing proceedings. Paper is entitled – Evaluating the impact of clinical/management librarian service in a UK teaching hospital. He has also been asked to make a 20 minute presentation at the SILF 2014, The theme of the forum is 'Libraries in the Transition Era: New Space, New Services, New Experience - scheduled on July 11, 2014 at Shanghai Library.</p> <p>Michelle Maden is leaving in July 2014 to do her Phd and this is the project she will be working on.</p> <p>What is it? The CL MOOC is a new Massive Open Online Course is a 'free at the point of delivery' innovative online educational resource for Clinical Librarians (CLs) and Outreach Librarians (OLs) to support ongoing CPD and help improve CL related domain submissions for LQAF. The MOOC aims to provide CLs and OLs with a complete overview of the literature searching process from the point at which the literature search query is received to measuring the impact of the results literature search.</p> <p>Why is it needed? Literature searching is a core component of the CL and OL roles. Many CLs and OLs, particularly those new to post, have no prior training in the</p>	

specialist skills required to deliver this unique role. There is currently no CPD programme or professional recognition specifically aimed at CLs. In addition, many Library and Information postgraduate courses are closing their programmes and others do not offer a health module. The MOOC will also be of interest to anyone wishing to set up an effective literature searching service.

How will we do it?

Content will be developed utilising both 'best evidence' and 'best practice'. While it is important to be evidence-based, it is recognised that sometimes 'what works well' in practice in relation to innovative approaches is often not documented in the literature. In addition, theoretical approaches to literature searching sometimes do not translate well into practice. Therefore, input will be sought from LIHNN CLs and OLs as to potential content relating to professional knowledge, skills and tools required to set-up and deliver an effective literature search service.

The project will be managed on a day-to-day basis by Michelle Maden, Edge Hill University and Gil Young, CPD and Partnerships, Health Care Libraries Unit.

Open invite to students interested in taking up a career in Health Librarianship

The Clinical librarian group is inviting students to attend the meeting to get a first hand experience of what a clinical librarian does and be able to talk to librarians in the network to gain a greater understanding of the role.

**CPD
(provided by Gil Young, HCLU)**

Jane Roberts

CPD programme for 2014-2015: It has been agreed that the following courses and events will form part of the programme for 2014-2015.

- 2 New Starters events
- LIHNN/HCLU Briefing
- 2 Library Managers Meetings
- LIHNN Christmas Study Day
- LIHNN Big Day Out
- Jigsaw course for managers
- 3 Library Assistant Study Days on customer care
- Residential on management skills aimed at new and aspiring managers
- Costing
- Critical appraisal
- A new 12 days of Christmas
- A course on developing your library brand

Supporting New Managers: Work on the proposed programme for supporting new managers is progressing. Gil has had a meeting with a number of existing managers looking at producing a pro-forma for exiting managers to complete before they leave to provide useful information for the incoming manager. She is then going to put together a "menu" of possible support options based upon her interviews over the last 12 months with new managers. This will include offers of coaching and mentoring, assistance in planning away days and specific training

opportunities.

MOOC for Clinical Librarians: Michelle Maden is going to develop a MOOC (Massive Open Online Course) aimed at clinical librarians. Gil is supporting her in this project and HENW (Health Education England) have provided funding through HCLU. It is hoped that this will run early in 2014 over 6 weeks. There will be 6 sessions lasting approximately 90 minutes each although this will be flexible depending on the topic covered. It will focus on developing searching skills and aims to be an in-depth look at the topic, covering all aspects of searching including scoping, undertaking the search, presenting results and evaluating impact. Gil is in discussions with CILIP about validating the course. Michelle and Gil surveyed clinical librarians across England in early April to gauge interest and generate ideas for content. The course learning outcomes will be aligned to the CILIP Professional Knowledge and Skills Base (PKSB) and LQAF.

Cumbria & Lancs

Graham Haldane

The Cumbria and Lancashire group convenes on a quarterly basis to share information, ideas, and good practice. A standing item on its action plan agenda is a discussion around resource acquisition and resource sharing, predominantly via bids and consortium purchases respectively. The committee will review its current action plan in the autumn subsequent to the publication of the national LKS strategy and will continue to offer mutual support and action in supporting the fulfilment of the HCLU and Health Education North West strategies. The group also plans to expand its membership by including key individuals within the North West patch who are not currently active members of the committee.

Greater Manchester

Mary Hill

The GM group continues to provide a forum for networking and information sharing. We are strengthening our links with the academic services in the patch by ensuring representatives from the universities (both academic liaison in health sciences subjects and research information services such as the ARC centre at Manchester) are represented on the group. We recently held a LQAF information sharing session which was useful.

Information Governance

Eileen Hume

Eileen and Tracy attended the recent copyright course run by Naomi Korn and Tracy has said the IG group will start to meet again to look at the changes we need to make following the forthcoming changes to the legislation on Copyright

Inter Library Loans/ Union List

Lisa McLaren

The Group held its annual meeting on Wednesday 9th April. Minutes and List Editor's Report are attached to this email. Anne Webb informed the list editors (Lancashire Teaching Hospitals Trust) just prior to the meeting that she wanted to load the next WinChill update, so the editors commenced reminding libraries that they must submit their holdings information prior to the WinChill load. This resulted in many libraries submitting updated holdings information. We had one member resign from the Group (due to a change in

employment), so would welcome an expression of interest from anyone wishing to join us.

Newsletter

Michael Hargreaves

Steve Glover has taken over production of the LIHNNkUp and Gary Sutton is responsible for content and editing.

Steve encourages LIHNN members to use the newsletter as a way to promote their Trusts.

NWOPAC

Linda Ferguson

NWOPAC Group has had monthly WebEx's with OCLC to ensure the new front-end for the NWOPAC will work the way we intend. The Group has tailored the screens so that we only use the features that are appropriate. We plan to launch the new NWOPAC once the data is refreshed in the summer and once we are sure that OLIB is out of beta testing.

Primary Care

Jo Whitcombe

To better represent the wide remit of the group, we have decided to rename the group –although the new name is yet to be confirmed. Any suggestions welcome!

The group has also moved from the move formal task orientated approach to a forum to share local activity, best practice etc. that may be of relevance/interest

Quality

Jane Roberts

I would say the biggest update has been Laura [Drummond from Pennine Acute] taking over as chair of the group!

That aside - in the past year, the group has:

- Launched the MAP (Making Alignment a Priority) Toolkit nationally. An event was held in Birmingham in March
- The Quality Survey and Quality Toolkit continue to be established tools in the region and beyond, but we are renewing focus on how best to market these and all QG activity
- The new piece of work is focused on developing 'policy templates' that will provide a framework core library documents – the first shall be 'Collection Development Policy'

All content from the MAP toolkit has been transferred from the old wiki to a brand new Wordpress site. The steering group has recruited 10 volunteer content editors to assist with adding content to the toolkit. The new-look toolkit was re-launched at a national event held at the Queen Elizabeth Hospital, Birmingham in March 2014. Around 20 people attended the event from across the country and we received positive feedback on the toolkit and the event itself. The 10 volunteer content editors help keep the toolkit up-to-date by adding new drivers on a regular basis. The launch event provided an opportunity to meet some of the content editors face to face as previously we had only communicated via teleconference. From July teleconference meetings will be held on a monthly basis and new content will be advertised via the LIS-medical mailing list, our twitter account (@Map_toolkit) and the HLG newsletter. Jane Roberts and one of the

	<p>content editors, Leanne Kendrick, will be presenting at this year's HLG conference on their experiences of collaborating on the MAP project. If anyone has any new projects or case studies they would like to write up please contact a member of the steering group (Tracey Pratchett, Tracy Owen or Jane Roberts).</p> <p>Trainers Jane Roberts</p> <p>The group has met 4 times (September '13, December '13, February '14, and June '14) since the last LIHNN/HCLU briefing. A brief summary of the group's activity over the past year is provided below:</p> <p>The group are currently liaising with the NHS Midlands and East regional trainer's forum on a project to investigate how to make inductions more interactive. At the June meeting the group looked through a survey produced by NHS Midlands and East regional trainer's forum and sent back comments for improvements. We will be sending round a link to the survey in September to the LIHNN network.</p> <p>For the past two meetings we have been discussing how we evaluate training. We will be embarking on a project looking at putting together a bank of questions which can be used to evaluate training. We will shortly be sending round a request for library services to share their training evaluation forms with us.</p> <p>In a bid to support those undertaking CILIP qualifications, new professionals and graduate trainees the Clinical librarian and trainer's groups would like to broaden our meetings out to assist them in CPD activity and raise awareness of the sort of activities undertaken by health librarians. We have already had two guests at the meetings a Commonwealth Professional Fellow from Nigeria and a Graduate Trainee from Manchester Metropolitan University.</p> <p>From September part of the meetings will be set aside for a teachmeet session. One group member will have the opportunity to run a short training session which the group can participate in and comment on.</p>	
6	<p>ANY OTHER BUSINESS</p> <p>GH flagged that LIHNN will be organising a Knowledge Management event, to be discussed by the Committee and Gil Young. It won't be available for LQAF 2014.</p>	
7	<p>DATE & TIME OF NEXT MEETING</p> <p>June 2015 – date and venue TBC</p>	