



**Minutes of the LIHNN Co-ordinating Committee
17 September 2014
Stepping Hill Hospital**

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

NO	MINUTES	ACTION
3	MINUTES OF THE PREVIOUS MEETING The minutes of the previous meeting were accepted as a correct record.	
4	MATTERS ARISING AND ACTION LOG Actions LMcL to put relevant forms on the website GH to chase Gary Sutton on LIHNNKUP awards	LMcL GH
5	TREASURER'S REPORT It was noted in the minutes that Susan Smith had taken over from Eileen Hume as LIHNN treasurer. There have been a number of logistical issues: Paper work spread over three locations Chequebook was missing (but has turned up) Bank account was transferred online a few months ago, but we don't have an online account. It requires three signatories to change the details over to SS and two for general amendments. At present EH will need to vouch for SS There is also no definitive membership list, which has made processing the renewals tricky. SS has contacted 57 member organisations and received 47 responses. Liverpool School of Tropical Medicine will now be a member in their own right. SS highlighted that LIHNN does not have an official address. East Cheshire made a request for LIHNN to sponsor their staff awards, which was turned down. Actions SS to explore the use of wiki space for statements and documents to make future handovers easier. GY to explore using the HCLU registered address for LIHNN purposes SS to ask Linda Ferguson to act as a signatory for the LIHNN account	SS GY SS
6	HCLU UPDATE HEE LKS Strategy is now available in draft form and will be ready by December. The test will be how it transfers into an action plan. The HCLU team are working their way through LQAF submissions and hope to have the results by mid December. CPD – Library Managers meeting next week (25 th Sept). The afternoon session will be given over to peer support.	

	<p>Residential has been sent out and bookings are into double figures. Library Managers can provisionally book a member of staff on. 12 days of Christmas will return for 2014 – GY is in negotiation with Lisa Jeskins.</p> <p>The MOOC is taking shape and is being led by Michelle Maden. It is a practical course aimed at Clinical Librarians. There will be six sessions set up and MM hopes to go live in February 2015.</p> <p>The Folio course had eight applications from the NW and three people were selected.</p> <p>Forthcoming events: Medical Terminology Class (Feb 2015) Library Brand training (Feb 2015)</p>	
7	<p>MEMBER CHANGES</p> <p>University Hospital North Stafford have made tentative enquiries about joining – due to a cross border partnership.</p> <p>Anne Webb is leaving the Christie for Liverpool John Moores.</p> <p>Actions GH to purchase voucher for Anne LMcL to purchase card for Library Managers meeting* *Andrea Guest did this.</p>	<p>GH LMcL</p>
8	<p>KNOWLEDGE MANAGEMENT EVENT</p> <p>This could be done in partnership with Yorkshire and Humber. Format: two key speakers and practical work – a peer assist model to critique a KM technique. Possible speakers: David Guertens, Dr Stephen O'Brien There is also appetite for an ebooks and apps event</p> <p>GH volunteered to lead the KM event and MH volunteered to lead on ebooks. Two working groups will be set up with representation from HCLU (GY) and also Y&H.</p> <p>Actions Two small working groups to be set up Set dates and venues (March/April – KM, Sept/Oct – ebooks)</p>	<p>GH/MH GY</p>
9	<p>CHRISTMAS STUDY DAY</p> <p>This will be on the 11th December at Barton Grange Quality Awards deadline to be Friday 31st October Trophies will need to be ordered a month in advance for the winners. Possibly move from glass to slate</p> <p>Potential Keynotes – Dr Mona Abdul Aziz (her work in Southern Sudan) Manager at Camp Bastian hospital Paul Sinha – comedian and former GP</p>	

	<p>Group reports will be required for Xmas Study day. Quiz will be written by Stephen Edwards and GY</p> <p>Actions GH to circulate Quality Awards email on the LIHNN list GY to send last years timings to GH MH to cost slate trophies. Committee to contact keynotes for costs and availability</p>	<p>GH GY MH</p>
10	<p>SMS TEXT MESSAGING</p> <p>NHS Net text facility is being discontinued – a decision was made to take this to Library Managers for discussion. GH asked for ideas and appetite for collaboration</p>	
11	<p>FEEDBACK FROM GROUPS</p> <p>Cheshire & Mersey - SS is trying to arrange a meeting – moving to a sharing topics event. The next one will be around conducting a service review.</p> <p>Greater Manchester – the last meeting was an LQAF exchange of experience.</p> <p>Cumbria & Lancs – these have moved to two per year, as well as two conference calls. Discussions for e-learning software and supportfor guidelines. Debbie Thornton will be returning to post in Blackpool after a secondment.</p> <p>Quality Group – will be launching a “telling stories” initiative at Library Managers. SS will be presenting on this. The group is developing a collection management template National rollout of MAP toolkit is going well and was promoted at HLG. The Quality survey is currently being marketed.</p> <p>Clinical Librarians/ Trainers - the meeting format has been changed to a Teach Meet and the terms of reference were recently reviewed.</p> <p>CPD Group – next meeting in two weeks Cheryl Dagnall and Bernie Hayes have recently joined the group. Programme in support of new managers is taking shape and was piloted with Daniel at Manchester Mental Health. A pro-forma has been developed to assist the handover for new managers.</p>	
12	<p>ANY OTHER BUSINESS</p> <p>None</p>	
	<p>DATE & TIME OF NEXT MEETING 17th November 2014 10am. Venue TBC 2015 meetings to be circulated</p>	<p>LMcL</p>