



**Minutes of the LIHNN Coordinating Committee
Held on 20th June 2013 at 2.30pm
Committee Room 6, Education Centre, Whiston Hospital**

PRESENT	Stephen Edwards (chair), Lisa McLaren (minutes), Graham Haldane, Denise Thomas, Adrienne Mayers
IN ATTENDANCE	
APOLOGIES	Sue Jennings, Eileen Hume, Jane Roberts

NO	MINUTES	ACTION
3	MINUTES OF THE PREVIOUS MEETING The minutes were approved	
4	MATTERS ARISING AND ACTION LOG 1. Simon Edwards and Alison Brettle have been confirmed for the Christmas study day and the date has been changed to the 10 th December. A call for Innovation/ Best Practice will be sent out in early October. 2. Helping Hands will be reviewed and reallocated 3. The constitution will be updated with the procedural points detailed in the last meeting minutes 4. Stephen Edwards (SE) will clarify HCLU stakeholder board representation with David Stewart 5. Denise Thomas (DT) will continue in the CPD coordinator post at present and will look into the status of EBLIP8.	SE to reallocate HH AM/ LMCL to look at non-NHS resources LMCL to update constitution SE to contact DS re. board
5	HCLU update LQAF: validations underway complete 7 November Library Development Fund: about to look at bids 12/13 statistics – full return for NW CPD programme for 2013 31 October: Change at work 20 November: Mentor training 10 December: Christmas study day Work with Public libraries: Liverpool, Sefton and Wirral HENW: internal review / new structures Director of Education & Quality (DEQ): Professor Ged Byrne HEE strategy for library and knowledge services: first meeting last week (DS on working group) Health Education England Library & Knowledge Services Leads (LKSL) Concentrates on: Extension of national e-content contracts: likely to be to 31 March 2015 Strengthening links with PHE and NHS England 2013-14 Innovations submissions – they will be asked for soon. There is a new form and guidance available. At the same time you can submit “initiatives to be shared” on the innovations wiki. They won’t be judged, but it can be useful publicity.	

6	<p>Network Survey SE wonders if the committee needs to take on a more strategic role, or whether this should be left to HCLU? The groups are quite independent from the committee – there needs to be more robust communication. A meeting with the group chairs should help. The network survey has allowed us to build for next year. LIHNN website – this needs to be reviewed – initial grey box needs updated and we need to clarify which links we would like in the first box (i.e. Union catalogue, directory) SE suggested a new strapline for LIHNN “bringing together healthcare and knowledge services in the NW”</p>	<p>LMcL to invite group chairs to next meeting</p> <p>LMcL to ask GY/LF about changes to website</p>
7	<p>Training Fund & CPD SE explained the context behind the HCLU proposal over funding the 12 Days of Christmas training. GY has offered to run the annual Big Day Out as a joint venture. The committee would like to liaise more closely with GY to ascertain costs and responsibilities. This raised the issue of other groups bidding for funding and how we allocate this.</p>	<p>DT to attend CPD group</p> <p>LMcL to invite GY to next meeting</p> <p>EH to check current funds</p>
8	<p>Leavers Fund After discussion, the committee decision was not to add to the current LIHNN subscription. The committee would be pleased to accept the £250 of HCLU funding for the fund and have decided to increase the value of the voucher to £30 and remove the flowers, mainly due to rising shipping costs and the increased administration around this. The constitution will be amended accordingly and GY will be informed of the decision</p>	<p>LMcL to amend constitution SE to advise GY of decision</p>
9	<p>Feedback from LIHNN Groups *Not all groups were able to provide an update*</p> <p>LIHNN Committee 17th September</p> <p><u>Group Updates</u></p> <p>Cheshire & Mersey Adrienne Mayer Nothing to report (next meeting on 3rd October)</p> <p>CPD Jane Roberts Since June 2013 a number of courses have been run including:</p> <ul style="list-style-type: none"> • A 3-day course, in partnership with Yorkshire and Humber, on how to align library strategy to Trust strategy. • Three library assistant study days, focusing on 	

searching for health information and social media, took place in June and July.

- A visit to the new learning commons at the University of Manchester

Feedback has been very positive for all events and can be viewed, along with resources from each of the events, on the CPD Groups page on the LIHNN website.

Up-coming courses include:

- 5th October-A building your portfolio course for chartership and certification candidates at HCLU offices.
- 9th October- Critical Appraisal 1: Getting started. A beginners guide to critical appraisal
- 31st October-Change at Work - Taking Care of Yourself. A course on coping with change and stress through nutritional advice and relaxation in Manchester.

eResources

Kieran Lamb

Nothing to report at present

Greater Manchester

Emily Hopkins

We have a new vice-chair, Cheryl Dagnall, who will take over from Emily Hopkins as chair in 2014. The group is also looking at its role and purpose etc and whether this needs to be reviewed. There will be a discussion at Library Managers next week.

Information Governance

Eileen Hume

No current projects

NWOPAC

Tracy Owen

The group has had regular WebEx meetings and the annual upload is nearly complete with only one library needing to reformat and upload their data. We have been working on a design for the new look NWOPAC site which should be ready for release before the end of the year.

Trainers

Jane Roberts

During the September meeting we invited staff from Pennine Acute to talk about producing training videos using Green Screen technology. We discussed the possibility of collaborating as a group to produce training videos to share across the

network. This idea will be discussed further at the next meeting in December.

Website

Tracy Owen

The new LIHNN/HCLU website is now up and running and usage is encouraging. There are 172 registered members.

Since 1 May 2013	Total for website & wiki	Website	Wiki
Visits	8,777		
% New Visits	27.66%		
Unique Visitors	2,536		
Page views	39,481	32,430	7,049
Unique Page Views	21,955	16,787	5,166
Pages / Visit	4.50		
Average Visit Duration	00:04:49	00:00:50	00:01:35
Bounce Rate	29.01%	37.95%	37.18%
Most visited page	Union catalogue search 10,008 page views	Union catalogue 11,297 page views	LQAF 1,780 page views

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AOB

The Treasurer's Report was circulated and discussed

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Date and time of next meeting

Tuesday 19th November was identified as a suitable date.