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| **PRESENT** | Cheryl Dagnall, Paula Elliott, Steve Glover, Emily Hopkins, Katie Nicholas, Anne Roberts, Gill Earl, Stephen Edwards, Kieran Lamb, Sandra Harrison, Steven Woods, Dan Livesey, Mary Hill  In attendance: two reps from Dawsons |
| **APOLOGIES** | David Stewart (update received by e-mail and appears at end of minutes); David Low; Matt Holland; Katy Donnelly |

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| **NO** | **MINUTES** | **ACTION** |
| 1. | **Welcome** |  |
| 2. | **Apologies**  Received from: see above |  |
| 3. | **Approve notes from previous meeting**  The minutes from the previous meeting were approved. |  |
| 4.  4a)  4b)  4c) | **Matters arising and review of action log**  GM pages on the LIHNN web site  Information about the 2017/18 statistical collection will be issued soon - SG to liaise with LF re PANDDA stats  STPS - CD to contact Michael Cook (for STP contacts) and TP = agenda item 6 | **CD to update content**  **Done**  **Done** |
| 5. | **Dawson cancer e-books – Mary Hill and Dawson reps**  The Dawson Era (for viewing ebooks) and Dawson Enter (for acquisitions) platforms were presented to the group and the reps took questions. Southern sector library services are already using this system for ebooks and titles will be pooled ie made available across GM in addition to the cancer titles. Main administrators will be Mary Hill (for cancer books) and Steven Woods (for other books). Log in details for dawsonenter.com to follow and acquisitions process to be confirmed. Cancer titles need to be chosen. Mary Hill to liaise with the rep and keep the group informed. CD suggested spending up to £5,00 to start; this would leave the remaining £2,500 for suggestions, new editions etc. A drop down list of organisations was requested for users so that it would be clear where suggestions were coming from.  MH suggested beginning of August for go live, to coincide with new doctors starting at Trusts. | ADD SLIDES  The group agreed to this  The group agreed |
| 6. | **STPs – Cheryl Dagnall**  Carried forward from last meeting. CD suggested referring back to David Stewart for guidance on what was happening in other regions in case lessons had been learned. The group are unsure how to approach this and are keen any ‘offer’ should be met with a positive response. Michael Cook has raised this with DS. CD suggested asking DS for a list of contacts so that he can make contact with them on the group’s behalf, or we can contact them locally; also need to know what MC is working on.  Info received after the meeting from PE (Bolton): Mark Wilkinson, the Trust’s Director of Strategic and Organisational Development, is  leaving to take up a new and important role driving clinical services transformation across Greater Manchester as part of the Health and Social Care Partnership. Mark’s new role will see him, amongst other projects, leading on the transformation of GM radiology and pathology services including a new PACS and image storage system.  Info sent to the group after the meeting from EH (HEE): *How stroke services could benefit from evidence-based STPs* <https://www.hsj.co.uk/7019151.article> (also attached as a document supply request under the NHS copyright licence…) Is this the ‘hook’ for library & knowledge services?  <https://www.kingsfund.org.uk/topics/integrated-care/sustainability-transformation-plans-explained> explains the key components of the STPs. | CD to contact DS/MC |
| 7. | **GM GPs and primary care – Steve Glover**  The group held a general discussion about access for these staff. Some services have external membership and would charge fees for eg searches. |  |
| 8. | **Athens update – Anne Roberts (by e-mail)**   * Increase in numbers of applications for accounts from Non NHS staff particularly from people wanting to access ELearning for Health.   Some of these applications are from people not eligible for Open Athens accounts so they are being referred back to ELeaning for health. * A large number of staff in the North West have been TUPED into new organisations including Virgin Care and Lancashire Care.  When this happens most staff are still eligible for NHS Open Athens accounts but within different Open Athens organisations.  The Open Athens accounts should not be deleted, expired or made ineligible.  The account holders should be contacted to find out who their new employer is and give them a short eligibility expiry date of a few weeks to allow accounts to be moved.  If necessary the accounts can be moved to our “other eligible staff….” Account whilst waiting for a reply. * When students self-register they are now automatically being given 2 year accounts rather than 6 months which is what happened previously.  I think where we see these registrations we should reduce the eligibility to 6 months where possible to prevent students staying with organisations long after their placements. * There was good attendance for the Eduserv Webinars and links to the recordings have now been sent out to all attendees. * The annual Regional statistical report is almost ready. |  |
| 9. | **Exchange of information – news and good practice sharing (all received by e-mail)**  **Cheryl Dagnall, Wrightington, Wigan and Leigh**  **Paula Elliott, Bolton NHS FT**   * Staffing – Sandra Johnson is now the Clinical Librarian and Kelly Doolan has joined as a part-time Library Assistant * BHIP – a new Bolton Health Information Partnership is being launched. Initial members are the Trust, Bolton public library, Bolton Uni and MacMillan Information. A memorandum of understanding is being written, to be signed by senior managers as a commitment to partnership working.   **Emily Hopkins, HEE NW**   * Completed a piece of work with the HEE Lead for Veterans & Reservists (Gaye Jackson) to present information from the network including some “evidence summaries” (really more a short document with a few key facts & figures rather than a full evidence base) and other resources from the network. All available open access so feel free to use (your armed forces champion/rep should already know about it as they will be part of this network so will have received the information)   <https://www.hee.nhs.uk/hee-your-area/north-west/our-work/attracting-developing-our-workforce/armed-forces-champions-resource-pack>   * Working with IT to prepare people for the move to SharePoint for our network drives! So far we’ve been concentrating on filing structures and archiving old files, but also running some “Learn & Learns” to get people used to the system and features.   **Steve Glover, CMFT**   * Jo Whitcombe finished on 31 May 2017 * Steve Glover will be managing the UHSM Library 0.5 WTE on secondment WEF 1 July 2017 * Interviews are being held on 10 June 2017 to appoint to the Clinical Librarian post * We introduced the MyCirqa app on 1 April 2017.  So far it seems to be popular. * We are continuing to align the library service offer with UHSM Library in advance of the proposed merger * Pizza Fridays has been moved to Pizza Mondays due to a generous offer from Dominos & O2   **Stephen Edwards, Bridgewater**   * Staffing – as many of you will know Lisa is leaving Bridgewater. The library manager’s post has been advertised as a 22.5hrs Band 7 post (closing date 4th July, interviews 28th July). A Band 3 library assistant post (20 hours) has been approved in principle. * Knowledge Share – we’ve just acquired this resource developed by Brighton & Sussex University Hospitals to help us deliver targeted current awareness, and allow users to request evidence searches and book training sessions. * Liverpool Community Health – at the last meeting Bridgewater was due to take over running Liverpool Community Health. Since then NHSI has reviewed that decision and this won’t now be going ahead.   **Daniel Livesey, Greater Manchester MH NHS FT**   * From 1st July, The Curve Library at Prestwich and the Knowledge Service in Fallowfield will officially merge to become one service at Greater Manchester Mental Health. This is the result of a restructuring exercise following the merge of Manchester Mental Health and Social Care Trust (MMHSCT) and Greater Manchester West (GMW). * The Trust is interested holding a Human Library event at The Curve in Prestwich. The event will focus on stigma and individual experiences of psychosis, schizophrenia and personality disorders. Library staff will be meeting with practice education over the next few months to develop the event further. * The Knowledge Service in Fallowfield is still experiencing problems with general e-mail accounts. If GM Libraries are experiencing any problems with inter library loan recalls or requests for loans, please phone or contact staff directly.   **Matt Holland, NWAS**   * NWAS LKS is developing a Current Awareness Services titled "Telephone Support in Prehospital Care" for the NHS 111, the Urgent Care Desk and Emergency Operations Centres staff and will share nationally once it's past the pilot phase. * NWAS LKS has written and published a new guide Guide to information resources for Emergency Preparedness Resilience and Response available on the NWAS LKS website. * The NWAS LKS contribution to Health Information Week 2017 is also available on the NWAS LKS website - Fifty Websites for Lifestyle Change   **Gill Earl, Pennine Cute and Salford Royal Foundation Trust**  **Organisational Change**  The Pennine Acute Hospitals NHS Trust (PAHT) and Salford Royal NHS Foundation Trust (SRFT) have joined together to create a new Group of hospitals to deliver a variety of local healthcare services.  **Committee in Common (CiC) - Group Structure (April 2017)**  The Trust Boards of both organisations have agreed to delegate their functions to a Committee in Common. The CiC for the two Trusts took effect from 1 April 2017 and will effectively oversee and support the four Care Organisations - Oldham; North Manchester; Bury/Rochdale and Salford). The CiC will comprise of a Chairman and six Non-Executive Directors along with a number of Executive Directors.  The Group Executive Team will be:  Sir David Dalton - Chief Executive Officer  Elaine Inglesby-Burke - Chief Nursing Officer  Dr Chris Brookes - Chief Medical Officer  Jude Adams - Chief Delivery Officer  Raj Jain - Chief Strategy and OD Officer  Ian Moston - Chief Financial Officer  Each Care Organisation will have a leadership quartet consisting of a Managing Director, Medical Director, Director of Nursing and Finance Director.  **Corporate Shared Services Review**  As part of move towards a Group Model SRFT and PAHT will develop shared corporate services. This work forms corporate services contribution to drive greater efficiency at a lower cost by modernising, integrating and consolidating corporate services across multiple organisations .  Those currently going through the corporate shared services review are:   * Finance * Human Resources * Learning and Development * Procurement * IM&T   Currently PAHT is in scope as part of Learning and Development. However SRFT Library Services is currently out of scope as it sits within Medical Education.  Since mid-November 2016 Gill Earl has been leading the Library and Knowledge Services at SRFT and PAHT. It is anticipated that a shared Library Service working across Group will be developed.  **Manchester Single Hospital Service**  ‘Manchester University NHS Foundation Trust’ (MFT) will launch from 1st October 2017 when Central Manchester University Hospitals NHS Foundation Trust (CMFT) and University Hospital of South Manchester NHS Foundation Trust (UHSM) cease to exist as independent Foundation Trusts, subject to clearance for the merger.  As part of the SHS programme NMGH continues to plan to integrate NMGH with the new organisation around 12-18 months after the merger of CMFT and UHSM. This will have implications for the current Library services provided on the NMGH site.  **Roshanara Nair, Tameside**  HCLU funding for the Library Manager's post which is shared by myself as a part-timer & Peta Jones as the part-time Outreach Librarian is now looking vulnerable for next year, as both HCLU & HENW have budgetary constraints.  It is therefore a domino effect.  Tameside trust will be exploring other options, esp. since we are now an integrated NHS trust.   No doubt there will be changes, but we keep our fingers crossed.  **Mary Hill, Christie**   * Bid for patients books which have now been placed in our Cancer Information Centre, with the chaplaincy and at Christie@Oldham.  As well as being used in the Trust, 18 titles have been loaned since May * Tim attended EAHIL where he presented on ‘The continued journey in developing relationships with R&D’.  It was well received.   **Katy Donnelly, Manchester Met**  **Inter-library loans (ILLs)**:  • Requests are now free.  • Online request form: Staff/students simply log in using their MMU ID and PIN to make a request and can follow the progress of your order on their “My Library Account”  • ILLs allocation: There are also changes to the number of requests that can be made per academic year (The number of requests per user type has been allocated after considering the usage data from this academic year and the previous one).  •             Undergraduates: 10 items per year  •             PG Taught: 15 items per year  •             PG Research and Staff: 30 items per year. There will be flexibility regarding allocations for PG Research and Staff e.g. if the number of ILLs needed, goes over the allocation (due to a project).  These changes will be reviewed in summer 2018.  **Books Buy You scheme:**  The library is trialling a new scheme which allows students to order up to three print books for the Library that we don’t already have in stock, (and that they need for their studies).  The scheme is being advertised through the News section of the Library website, and links through to the libguide where there is a link to the order form for students to fill out. |  |
| 10. | **Any other business**  None received |  |
| 10. | **Future meetings and themes**  Emily to check dates and rooms; STPs to be main agenda item for the next meeting |  |

**HCLU update:**

**HEE Functional Review**

HCLU is affected by the HEE Functional Review which is driven by cost savings of 18% in management costs and 30% in education programmes. HCLU’s future will be considered as part of phase two and the timescales are not clear at the moment. David has submitted a summary of the Unit’s current roles and staffing structures as background to this process. The other three regional library units all appear on the new structures and are therefore secure.

Clearly Unit staff are concerned about the impact of the review.

Also note that the HEE NW knowledge management team are not on the structure and a case has been submitted to retain the function.

**Budgets**

The Unit’s budget is not likely to be confirmed until July.  Cost savings may be required in-year but there are no details as yet. All the e-resources contracts have been renewed as part of “business as usual”.

**LQAF**

There is a slimmed down version for this year. It is not clear whether a revised quality framework will be in place for 2018.

**STATISTICS**

Linda has sent out a number of emails re the 2 parts of the statistics needed.  There is a change in the stats around time spent on clinical and outreach librarianship work.

**Knowledge for Healthcare**

Some highlights from the seven work streams:

* **Quality and Impact**

An evaluation framework for KfH has been completed based on the “six differences” that a successful implementation would make. This work is led by Claire Edwards.

* **Workforce Development**

Talent management training has been rolled out. A webinar is being devised for those who missed it.  Summarising and synthesising training is being rolled out in NW, NE and Yorkshire and Humber regions.

New workshops being offered on mobilising evidence and organisational knowledge and a train the trainer WebEX will be held for information for public, patient and carers and this will then be rolled out across the North.

* **Funding**

Colin McInnes the Director of Finance in HEE South is leading the work around funding models for NHS libraries and funding for e-resources.  This work is ongoing.

* **Resource Discovery**

This is now led by Helen Bingham. Re-procurement of Link Resolver has just been completed and details will be announced shortly. Contracts for the National Framework Agreement the OpenAthens access management systems are both up for renewal / re-procurement in 2019. We are in the 3rd year of the National Core Content agreement which is due for renewal at the end of March 2018; it is likely that this will be extended by twelve months.