



**Minutes of the Greater Manchester Librarians Meeting
Held on 12th February at 10:00am
Allerton Building, University of Salford**

PRESENT	Elly Aalai, John Brooke, Cheryl Dagnall, Deborah Dunton, Paula Elliot, Valerie Haigh, Mary Hill, Emily Hopkins (Chair), Helen McEvoy, Tracy McKay, Roshanara Nair, Anne Roberts, Donna Schofield, Anne Webb
IN ATTENDANCE	
APOLOGIES	John Addison, Katy Donnelly, Mary Ingram, David Stewart

NO	MINUTES	ACTION
3.	MINUTES OF THE PREVIOUS MEETING The minutes were approved as a correct record.	
4.	<p>MATTERS ARISING AND ACTION LOG</p> <p>Emily Hopkins has contacted the services at Bridgewater and ARC. Bridgewater has agreed to send representation to the meetings.</p> <p>Helen McEvoy still following up with Salford staff re the access to Athens LA for NHS staff. Although there are no answers as yet Helen is still actively pursuing the issue.</p> <p>Cheryl Dagnall has agreed to become Vice-Chair of the group.</p> <p>There is no feedback from John Addison re the training trends survey. Debbie Dunton agreed to ask John to follow up on this.</p> <p>Emily Hopkins has been in contact with Kieran Lamb and Steve Glover re the Electronic Resources Group (ERG). Kieran is the current chair and had explained that the group meet as and when the need arises in response to questions that are raised. Steve had suggested that perhaps the GM Managers group could be a forum to discuss e-resources issues and these could be forwarded onto the ERG if needed. Kieran has also said that he is available to give phone support to people with e-resource issues. A discussion was held by the group and it was felt the region is perhaps a little reliant on one or two people who voluntarily take on the bulk of the work of the ERG. There is therefore a danger that these people could move on and the expertise and knowledge would be lost. Emily agreed to draft an email to send to the chair of Lihnn to raise the concerns of the group. Emily will circulate the draft email to the group before sending.</p> <p>The results of the Core Content National Survey have still not been circulated.</p>	<p>HM</p> <p>CD</p> <p>JA, DD</p> <p>EH</p>
5.	<p>Athens Update</p> <p><u>Anne Roberts</u> – the new Athens service went live on 11th Feb and there have been a number of issues. Anne is sending out instructions and guidance to the region as and when it becomes available. Anne requested that each administrator add their own email domains to their own areas. Roshanara asked if NHS.net email addresses could be used to register for new accounts. Anne confirmed that they could be used, but if the machine being used was not on the N3 network, they would go to Anne for approval. Anne requested that individual organisations do not approve ‘rogue’ accounts, but leave them for her to do centrally as more often than</p>	

	<p>not, additional information is required. Anne described some of the issues that are currently occurring and offered advice and tips on how to resolve them. Paula asked if we should report back to NICE with thoughts and concerns on the new design and Anne said this could be done via the 'contact us' link on the web page. Anne suggested it would have more impact if each Trust reports their concerns individually, rather than it be done collectively as a group. Emily and the group thanked Anne for her hard work and for all the help and advice she gives us.</p>	
6.	<p>LQAF</p> <p>Discussion was held over LQAF and Debbie Dunton passed on John Addison's view that completing it every year is an arduous task. Debbie also added that they feel that the assessment is done with a negative slant which can make the whole process feel quite negative. Mary Hill said that she feels the tool can be of benefit as it provides an outline and guidance on what needs to be done. Debbie added that there is an extent to which having to actually complete the assessment each year takes time away from being able to do what needs to be done. There was also a feeling of discontent that other regions are not completing it to the same standards and have different deadlines.</p> <p>The group overall agreed that getting support from each other would be beneficial and there was a suggestion that at the next GM meeting we could hold a 'clinic' where questions could be posed and best practice could be shared. The group also agreed that looking at the submissions from other services in the North West is really beneficial, however it was also felt that access to the information was needed now as it can take time to alter systems and put the processes in place.</p> <p>It was agreed that the group would bring the criteria that they would like help on to the next meeting.</p> <p>Emily agreed to write to HCLU to ask them to share the regional best practice sooner rather than later.</p>	<p>ALL</p> <p>EH</p>
7.	<p>GMAHSN & MAHSC</p> <p>Emily asked if anyone had contact with, or if any library service was doing anything with any members of these two networks. No one present is currently actively working with either group. Emily asked if we should be trying to identify members in our organisations and highlight our library services to them.</p> <p>The group felt that it needed more information on the networks.</p> <p>Emily will circulate links to both network's websites.</p> <p>Emily will contact both networks to ask if they would like to come and talk to us about their work and/or establish if/how the library services can help them.</p>	<p>EH</p>
8.	<p>Items of news and good practice from each service</p> <p>Emily (Pennine Care) – Now a fully formed service and everyone is in post. There are plans to have a formal launch of the service within the next two weeks once the intranet pages have gone live. Manchester Mental Health are currently recruiting to a post and the closing date is next week.</p> <p>Tracey (Bridgewater) – Gill Swash has been in post for 12 months and has been a big help to the service.</p> <p>Mary Hill (Stockport) – Possibility of creating a Southern Sector Partnership with Wythenshawe, Tameside, Stockport and Macclesfield. There is a memorandum of understanding between these organisations to look at strategic partnership and</p>	

	<p>closer working arrangements. Have done a consortium bid for Wiley Medical and Nursing Collection and this has come back with a good deal and there is a possibility that Mary could look to extend this to GM. The subscription runs from Jan to Dec so if you are interested in participating, let Mary know soon. The Doctors induction programme has been given the Best Practice award for innovation and are putting it in for HLG. The induction is done as a quiz using keypads. The doctors come in groups and have 15 minutes to complete the quiz.</p> <p>Helen (Salford University) – Salford are trying to sort the Athens service so that students are able to get access to the NHS Core Content throughout the entirety of their course. There is feedback from the Midwifery programmes that suggests that large quantities of books are going missing from the Trust sites and have been asked to ask if this is true? The feedback from those present was no.</p> <p>Cheryl (Wigan) – Part way through plans to revamp the Wrightington service point. Decorating has been completed but need funds to buy new furniture and waiting to see if anything in HCLUs LDF.</p> <p>John (GMW) – Have got 2 new PCs for the recovery programme which means are likely to get parents and carers in the library. The new recovery building is being built and the library is going to be at the centre of it. Currently have double the number of courses running and double the number of students, so the library is very busy.</p> <p>Valerie (Salford Royal) – launched the Six Book Challenge last week. Been asked to undertake a benchmarking exercise for patient safety.</p> <p>Donna (Wythenshawe) – Have now got swipe card readers that feed into the Library Management System which means ID badges can be used as library/swipe cards. Will also be able to pay fines. Will start giving 24 hour access to the library at the beginning of March.</p> <p>Anne (Christie) – Have appointed Tim Jacobs as the online librarian. Are expecting other staff changes at Christie.</p> <p>Roshanara (Tameside) – Have been talk of a possible threat to the library space, but for now it has gone quiet. The talk did prompt an initiative to do some extensive weeding and have reduced the book stock by about 5 %.</p> <p>Debra (Pennine Acute) – Recruiting for an e-resources librarian and are appointing at the end of the month. Trust involved in Listening into Action. People have reported that there are difficulties in locating policies, so the library has got involved and now have the responsibility for the policy library. It has been set up so that if there is no guideline for a particular procedure, it links through to UpToDate.</p> <p>Paula (Bolton) – no news</p> <p>Elly (CMMC) – Chris Thornton has retired and a replacement has been appointed. Colette King is retiring at the end of March. The service has subscribed to UpToDate for two years and the statistics are good with an average of 2500 hits per month.</p>	
9.	<p>HCLU</p> <p>No update from HCLU.</p>	

11.	ANY OTHER BUSINESS No other business	
12.	DATE & TIME OF NEXT MEETING 7 th May, 10:00	