

**Cheshire & Mersey Health Libraries Group**

**Minutes of meeting held on 3rd July 2012**

**Boardroom 2, Regatta Place**

1.	<b>Present:</b> Gill Swash ; Tracey Owen; Kieran Lamb (chair); Adrienne Mayers; Linda Taylor; Linda Ferguson; Susan Smith; Cath McCafferty (minutes); Vicky Bramwell; Anne Roberts; Carolyn Benny; Helen Blackburn; Angela Hall; Lis Edwards.	
2.	<b>Apologies:</b> Michael Mason; Rachel Bury; Stephen Molloy; Gary Sutton; Bernie Hayes; Mo Horrigan; Angela Donnelly.	
3.	<b>Minutes from previous meeting</b>  Approved	
4.	<b>Matters Arising</b>  E Learning Update – on the agenda for the next Library Managers meeting	<b>LF/DS</b>
5.	<b>Notification of AOB</b>  None	
6.	<b>Mr Graham Lamont, Deputy Postgraduate Medical Dean</b>  Unfortunately Mr Lamont was unable to attend	
7.	<b>Athens Update – Anne Roberts</b> <ul style="list-style-type: none"> <li>• Proquest link – still to be removed Anne reported.</li> </ul> Questions to AR followed: <ul style="list-style-type: none"> <li>• Linksresolver – to be replaced by another OCLC product, at testing phase. Not compatible with IE8. The data was not of a high quality &amp; that caused some breaks in access. All outstanding problems should be resolved in advance of new product. Data is not due to be transferred until September so there are further delays.</li> </ul> <b>Action:</b> All services should ensure their holdings are as up to date as possible in advance of the migration	<b>ALL</b>
8.	<b>Joe McArdle, Assistant Director, Commissioning &amp; Education</b> Gave an overview of : <ul style="list-style-type: none"> <li>• HSCA (2012)</li> <li>• LETBs &amp; HEE development &amp; plans</li> <li>• LETBs representation and makeup and core functions and responsibilities</li> <li>• LETBs operating principles and governance structure</li> </ul> <b>Action:</b> The slides will be circulated for information	KL
9.	<b>HCLU Update – Linda Ferguson</b> <ul style="list-style-type: none"> <li>• <u>LDF bids</u></li> </ul> We have received 26 bids totalling £80,749. Any more bids please send them in asap. David and I will be reviewing them. <ul style="list-style-type: none"> <li>• <u>HCLU Marketing and E-mail Newsletter</u></li> </ul> This is an experiment for HCLU where we are trying to reduce the number of non-urgent but important or of interest emails that we send out. The e-mail newsletter	

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<p>appears to be well received.</p> <p>We will be looking at making it more professional looking in the future. At the moment we are working on making sure the content is right.</p> <p>HCLU has a draft marketing and communications plan. We will be asking for comments from our Stakeholder Board before we publish them.</p> <ul style="list-style-type: none"><li>• <u>HCLU refreshed Strategy</u> This has been produced and is with the Stakeholder Board for comments before it is issued.</li><li>• <u>SIFT letters &amp; tPCT letters</u> We are looking at this at the moment and need to make some adjustments to who the SIFT goes to due to the NHS changes.</li></ul> <p>tPCT SIFT will be the same amount as last year. We will be sending the letters out soon to request that you invoice us.</p> <ul style="list-style-type: none"><li>• <u>Website redesign</u> We have a small Task and Finish Group looking at a revamp of the LIHNN website as it is now 7 years old. We had 39 respondents to the website survey. WE can only assume that everyone else has no strong views either way!</li></ul> <p>Gil and I met Corin Hennessy from WHIS to talk through what sort of things we would like and to see what is possible. We may change to Joomla open source content management system as this would allow us to include lots more applications. ScrewTurn wiki is no longer supported so we will need a new wiki.</p> <ul style="list-style-type: none"><li>• <u>2011-12 Annual Statistical returns</u> David has received less than 20 so far. Due 27 July.</li><li>• <u>LQAF</u> If you want to check who has access to your LQAF wiki page or add/remove anyone then please contact Gil.</li><li>• <u>HDAS / NHS evidence</u> Please copy David in to any comments you send to NHS Evidence about problems you are having.</li><li>• <u>Costing</u> Licence stalemate so can't use the tools in HE. Please send to Linda any case studies on using the costing framework for including on the costing wiki. I will only include what sector you are from - no names!</li></ul>	
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	<p>New wiki now open and all trained people should have received their user name and password.</p> <p>We hope to run a costing update session for all later in the year - possibly November/December.</p> <p>We now have an additional member of the NHS Costing Steering Group - Dave Little who is a library manager from Shrewsbury.</p>	
10	<p><b>Round Table</b></p> <ul style="list-style-type: none"> <li>• Kieran Lamb – Fade Library CSS - plans are being put in place for Fade to join this unit</li> <li>• Vicki Bramwell – Cheshire &amp; Wirral Partnership Birkenhead base moving to new premises in 5 weeks. Rolling book stock in place</li> <li>• Gill Swash – Western Cheshire CSS – embryonic structures &amp; posts are lacking clarity for some, including placing of library services.</li> <li>• Adrienne Mayers – Liverpool Medical Institute Slowly re-classifying all stock. 2 volunteers supporting</li> <li>• Angela Hall – Royal Liverpool &amp; Broadgreen LDF bid in to replace base units that out of date</li> <li>• Helen Blackburn – Alder Hey Development for new build ongoing. New LA working 8.30 – 2.00</li> <li>• Cath McCafferty – Mersey Care NHS Trust Developing SLAs internally with services. In process of applying for FT status again</li> <li>• Carolyn Benny – JMU Ebsco Discovery Tool purchased – to be in place by Autumn. Preparing for 1<sup>st</sup> intake of higher fee paying students.</li> <li>• Linda Taylor – Wirral University Teaching Hospitals John Aitken Library is to become the John Aitken Resource Centre. Jan Rowe – ex Outreach Librarian – has now left the Trust</li> <li>• Susan Smith - JET Library Film Club started to lots of interest. Locally there are GP consortia grouping themselves to be placed in competition with the Trust. SS reported that Angela Donnelly, East Cheshire, is on long term leave &amp; the service is being managed by Angela Bradbury (HR?). Their move is still planned for the end August.</li> </ul>	
11	<p><b>AOB</b></p> <p>VB suggested that any library staff whose home Trust is taking part in the apprenticeship scheme could consider an apprentice. This could present a possible staffing development opportunity that might support library service admin functions.</p>	
	<p><b>Next meeting held at Regatta Place</b> 10 am on 2<sup>nd</sup> October 2012 <b>Chair:</b> Gary Sutton <b>Minutes:</b> Suzanne Ford</p>	