Cheshire and Mersey Health Libraries Group

Minutes of meeting held on 11th Jan 2016

Aintree Library and Information Resource Centre

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|  |  | Actions |
| 1 | **Present:** Emma Child, Lorna, Clarke, Lynda Cotterill, Suzanne Ford, Glenda Morris, Margaret O’Mahony, Susan Smith, Victoria Treadway. |  |
| 2 | **Apologies:** Vicky Bramwell, Linda Ferguson, Zoe Gibbs-Monaghan, Angela Hall, Bernie Hayes, Janet Ireland, Virginia Jordan, Jacqui Maung, Adrienne Meyers, Stephen Molloy, Anne Roberts, Beryl Stanley, Gary Sutton, Gill Swash. |  |
| 3 | **Annual Report Discussion**  The purpose of the annual report was discussed, with value existing not only for LQAF, but for reporting to steering groups and other committees (mainly Medical Education) and informing stakeholders, as well as useful for at hand facts and to feed into other reports. A couple of the library services also produce quarterly updates aside from the annual report.  The audience of the report varied between distributions to just line managers, specific committees, visiting groups e.g. Royal College visits, library users. It was agreed that it should be put on a library website or Trust intranet as a document that succinctly explains the purpose of the library. It is also useful for potential candidates for library posts in preparation for job applications.  Most annual reports are produced in April time for the NHS, but academic institutes may be better to produce September time.  Content of the annual report was discussed, with preference to structure around organisational objectives rather than the LQAF requirements. Use of colour and diagrams enhanced the report, but it was felt that a line of explanation is required for any image or graphic added. The annual report is largely informed through surveys conducted throughout the year, it is useful to do a follow up by phone or in person for impact quotes. Thank you quotes should not be included, any quotes should clearly demonstrate the impact of the service. It is helpful to have a section clearly titled the impact of library services.  Recommendations were made that SS should take the idea of creating a template for annual reports to the Quality group. There was interest in investigating alternate formats for them e.g. Infograph, video, PowerPoint etc. It was felt that this would be a useful tool for new managers alongside the London Links guidance <http://www.londonlinks.nhs.uk/resources/key-documents/guidance_for_producing_library_strategy.pdf>  There was general frustration at the scattering of the supporting literature and it was felt that it should be consolidated into one good resource. | SS |
| 4 | **Athens:** Nothing to report. |  |
| 5 | **Marketing:** SS updated on the feedback from the LIHNN Committee regarding the possibility of funding marketing material. The Committee are investigating customisable table top blackboards on easels and perhaps other options.  The group discussed the issues around a regional core branding offer. VT has offered to help support the LIHNN Committee in developing this. It was suggested that table top banners would be preferable to full size and table covers for outreach events might be useful. SS will take to the Committee and SF agreed to send details of the table clothes. | VT  SS  SF |
| 6 | **DoNM:**  19th April 10am Show & Tell: Embedding your service  Location: The Brain Charity (previously known as Neurosupport)  <http://www.thebraincharity.org.uk/>  Chair: TBC  21st  July 10am Show & Tell: Knowledge management  Location: Mid Cheshire Hospitals NHS FT <http://www.mcht.nhs.uk/research/jetlibrary/>  Chair: TBC  11th Oct 10am Show & Tell: Library promotion that works  Location: Wirral University Teaching Hospital NHS FT  <http://www.wuth.nhs.uk/patients-and-visitors/hospitals/arrowe-park-hospital/getting-here/>  Chair: Victoria Treadway |  |

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| **Trust** | **Annual Report** | **LQAF Compliance** | **LQAF Comment** |
| Liverpool Women’s |  |  |  |
| Mid Cheshire  *(Presentation slide for annual event for all managers to get updates across the Trust & quarterly report)* | <http://www.mcht.nhs.uk/research/jetlibrary/about/> | Partial | Another quick win would be making sure you include the % scores for your standards in your annual review |
| Royal Liverpool & Broadgreen | <http://www.royalliverpoolacademy.nhs.uk/media/1795/rlbuht-annual-report-2014-2015.pdf> |  |  |
| St Helens & Knowsley |  | Full | - |
| University Hospital Aintree |  | Partial |  |
| Warrington & Halton |  |  |  |
| Wirral |  |  |  |