

## LIHNN Committee actions and key work (March 2020-March 2021)



Due to the coronavirus pandemic and changes to the committee the usual minute-taking process was disrupted, but key actions were recorded at each meeting and activity continued. The key actions and events organised by the committee over this period are detailed below.

Details of the current LIHNN committee members can be found at:

<https://www.lksnorth.nhs.uk/lihnn/lihnn-groups/lihnn-coordinating-committee/>

Kieran Lamb (KL); Katie Nicholas (KN); Tracy Owen (TO); Emma Dent (ED); Susan Smith (SS); Paul Tickner (PT); Gil Young (GY); Carly Rowley (CR); Naomi Hall (NH)

**1<sup>st</sup> April 2020:** Virtual LIHNN Committee meeting

*Main agenda item was to discuss how we could support LIHNN members during the lockdown/ pandemic period and to discuss adding another signatory to the LIHNN accounts. The previous secretary (Kathryn Graham) had stepped down shortly before the pandemic started so Katie Nicholas took over these responsibilities in a reduced way as detailed above.*

**12<sup>th</sup> May 2020:** Committee organised and held a LIHNN Virtual Network Meeting for network members

**20<sup>th</sup> May 2020:** Virtual LIHNN Committee meeting

**3<sup>rd</sup> June 2020:** Organised and held an informal LIHNN Virtual drop-in session for network members

**24<sup>th</sup> June 2020:** Virtual informal LIHNN committee check-in meeting

**25<sup>th</sup> June 2020:** Committee organised and held a LIHNN Virtual Network Meeting for network members.

During the first lockdown period we also ran network Randomised Coffee Trials organised by CR

**29<sup>th</sup> July 2020:** Virtual LIHNN Committee meeting

*Agenda items included: welcoming new starters in the virtual world; planning for the annual Christmas study day*

- GY to check about Director's Awards with David (Christmas Study Day date 8<sup>th</sup> December)
- Text for LIHNN on North website
- KL to ring new starters and KN to send info. About coffee trials/ upcoming events
- KN to send Kieran info. Re virtual drop in session
- KL to email network chairs about shared usage scheme
- GY to add TO to committee list

**26<sup>th</sup> August 2020:** LIHNN Virtual Committee meeting

*Agenda items included: annual AGM and North West network meeting agenda*

Actions from this meeting:

- KL to email network chairs about shared usage scheme
- KL to email the LIHNN list and managers' list about agenda for AGM and link to booking system
- KN to ask for group updates in a blog post
- KN to ask David or Dom if they are free to host a Q&A at the network day
- KN to email Jayne to set up event booking form

**30<sup>th</sup> September 2020:** LIHNN AGM/ Virtual Network meeting held for network members

**30<sup>th</sup> September 2020:** Virtual LIHN Committee meeting

*Agenda items included: Christmas study day prep; LIHNN membership and vice-chair; Blurb on North website; Interprofessional event*

Actions from this meeting:

- KL to send a message to the list asking for new members
- SS to send TO details for trophies and TO to email trophy company
- GY to add ED to list
- GY to ask David Stewart about a session for LIHNN
- KN to email Jayne about Christmas study day booking and David Stewart session booking
- KL to email Matt Haig re: study day
- KN to send out awards info. to LIHNN list

**28<sup>th</sup> October 2020:** Virtual LIHNN committee meeting

*Agenda items included: Scoring for Christmas study day; LIHNN membership and vice-chair; Blurb on North website; Interprofessional event*

Actions from this meeting:

- All – submit their scores for the Christmas study day
- KL to add ED to website committee list
- KL to look at blurb on LKS North website
- All- think of potential speakers for an interprofessional meeting in the new year
- KN to send another coffee trials email emphasising people can participate more than once
- KN to email GY and JL re: Webex account and possible cancellation

**11<sup>th</sup> November 2020:** Held and organised a Directors update event for LIHNN members led by David Stewart

**25<sup>th</sup> November 2020:** Virtual LIHNN Committee meeting

*Agenda items included: Finalise Christmas study day (scoring and email top three); Event for David's retirement*

Actions from this meeting:

- KL to look at blurb on LKS North website
- All- think of potential speakers for an interprofessional meeting in the new year
- KN to email Stephen about briefly removing DS from LIHNN list
- KN to email Nick Poole and ask if he'll attend and speak
- GY to email Lind Ferguson and ask if she'll speak
- TO to sort trophy for David

-KN to set up Padlet wall so people can leave comments, messages and pictures for David  
-CR to make certificates for study day winners

**8<sup>th</sup> December 2020:** Committee organised and held LIHNN Christmas Study Day for LIHNN members

**21<sup>st</sup> January 2021:** Virtual LIHNN Committee meeting

*Agenda items included: Finalise event for David's retirement; Interprofessional event*

Actions from this meeting:

- KL to speak the networks
- KN to invite Linda to next committee meeting
- GY to share committee email list
- KL to approach Steve Glover/ Geoff Walton/ Tracey Pratchett/ Michael Cook/ Alison Brettle/ Stuart Elgin/ Nick Poole about spots on library life (10 for NP and LF)
- KN to make some slides for this is your library life
- ED and KN to find old photos and photos in general to include

**16<sup>th</sup> February 2021:** Virtual LIHNN Committee meeting

*Agenda items included: Finalised event for David's retirement; Interprofessional event*

**4<sup>th</sup> March 2021:** LIHNN retirement event for David Stewart MBE

**24<sup>th</sup> March 2021:** Virtual LIHNN Committee meeting

*Agenda items included :what do we need from a web presence?; Interprofessional event*

Notes on what is required from a web presence:

- Corporate governance issue, documents need to be publicly available, but independent, so we can have a bank account and to store terms of reference/ minutes etc.
- Information about the network/ benefits of membership/ committee members
- Forms and processes for funding applications (professional development/ funding a meeting/ conferences - funding processes to be reviewed)
- Access to a booking system for any future face to face events
- Queries raised: how much would ongoing/ recurring costs for the website be? (It is unlikely the LIHNN committee could support the costs of the website) Are the NW group sections still needed? Are the two other North networks linked in on this (KL to action these points)

Actions from this meeting:

- KN to collate actions and key updates from last twelve months and share with committee
- KN to email Kathryn Graham for any minutes she may have from her time as secretary to the website can be updated
- KL to contact other North network chairs, Andrew from Northern Lights and NW groups about the website
- TO to edit committee list on website (Carly and Naomi have now stepped down from committee but plan to remain as members)
- KL to email a call-out for members again, including new starters message

*Compiled by Katie Nicholas (LIHNN Secretary) May 2021*