**Minutes of the Cheshire and Merseyside Librarians Group**

**Held on 8th February at 10am**

**MS Teams**

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| **PRESENT** | Amanda Balaam (AB) – Mersey CareMary Barden (MB) – Stockport & TamesideVictoria Ferri (VF) – Liverpool University HospitalsEmily Hill (EH) – Mid CheshireTracy Owen (TO) – Mersey CareSusan Smith (SS) – Mid CheshireGil Young (GY) – NHS England |
| **APOLOGIES** | Adam Ballinger - Countess of Chester; Fariba Bannerman – Edge Hill; Carolyn Benny – Liverpool John Moores; Graham Breckon - Countess of Chester; Suzanne Ford – St Helens & Knowsley; Natalie Hall – Alderhey; Maureen Horrigan - Liverpool Heart and Chest; Margaret O’Mahony – Mersey & West Lancs; Razia Nazir – Bridgewater Community; Yvonne Stubbington – Mid Mersey; Alison Thornley – East Cheshire NHS Trust; Anne Williams – University of Chester; Gemma Wright – Liverpool John Moore’s. |

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| **NO** | **MINUTES** | **ACTION** |
| 1 | **MINUTES OF THE PREVIOUS MEETING**Need to review and update notes on website. | SS/TO |
| 2 | **MATTERS ARISING AND ACTION LOG**N/B |  |
| 3 | **Policies and procedures**GB – Only have documentation for marketing and collection development (plans rather than policies). Don’t have any procedures, just a series of flowcharts. Doesn’t contribute to the Document Library in the Trust.SS – Needs to review all documentation, some procedures have been updated, but not many libraries on staff teams site. Theoretically our policies need to get approval from the Learning & OD Committee to ratify and provide challenge and stakeholder engagement (to raise profile). We use the NoW Koha documents for the Library Management System documents.We provide a service for ED&I searches for Trust policies and have a trial going on around reformatting of documents to make more algorithmic focussed with latest data and patient stories to humanise the document. SS will sometimes review and comment on policies e.g. supported internship and AI. SS recently wrote the Measles and Tracheostomy SOPs and sent to teams to amend and put through committee. We would like to add to BMJ Best Practice as a local guideline and started to trial.TO/AB merging and rewriting policies.**Share policies when complete.**MB has one site has folders of procedures (produced by VF) but not at other site. Is considering rewriting policies for Trust approval.VF is currently rewriting procedures from scratch in current role.  | TO/AB |

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|  | **ANY OTHER BUSINESS**How are Trusts using social media:SS – Twitter aimed at senior management and community staff, secure trust Facebook for general announcements (under personal account). Personally sit on LinkedIn with Trust members but haven’t developed Library comms through it. Instagram is not currently being used.TO – Library Facebook pages, Twitter and Instagram being used to post the same messages to different platforms to promote the library. MB – New Twitter account has been made and is in development.VF – Social media policies were discussed. Research article of the week was a good practice technique mentioned at the resource discovery meeting. **SS to liaise with GY around research group outcomes regarding twitter and QR codes.**  | SS/GY |
|  | **DATE & TIME OF NEXT MEETING**14th March 10am Knowledge mobilisation [Join Meeting](https://teams.microsoft.com/l/meetup-join/19%3Ameeting_MTgzZGY1ZGUtZDQ2ZC00MjE1LWJjZTUtNzBhMzdjYTFmMDBi%40thread.v2/0?context=%7b%22Tid%22%3a%22ed272d03-fe74-4d07-952a-f3a15ed3aa40%22%2c%22Oid%22%3a%22ae42261f-ac6b-456d-b109-1ecf9604596b%22%7d) |  |
| NHS only | **QUALITY OUTCOME IMPACT FRAMEWORK**SS – New national forum will be created by the local network leads on NHS Futures with regular meetups to discuss experience and share practice. Please consider safe space for discussion, this is not NHS England led.**SS – To circulate details when finalised.**  | SS |