

Yorkshire and the Humber Health Libraries & Knowledge Network (YHHLKN)

Date: Wednesday 16th March 2016

Notes of the Steering Group Meeting

Present:

Janet Sampson (Chair) JS
 Dominic Gilroy DG
 Hazel Brownhill HB
 Paul Twiddy PT
 Maria Simoes MS
 Rebecca Williams RW
 Katherine France KF
 Joel Kerry JK
 Helen Rotherford HR
 Gemma Jones GJ
 Jo Marsden JM
 Linda Kalinda (by phone) LK

Apologies

Sarah Hennessy SH
 Sue Wilcock SW

No.	Agenda Item	Actions
1.	Welcome and Apologies DG welcomed all to the meeting and apologies were made on behalf of those listed.	
2.	Discussion over required roles for the group On reflection of the notes from the Network Planning Day in November, DG said that he felt that there some clear roles to be filled by the steering group. The group discussed and agreed the roles as follows: Chair: Janet Sampson Deputy Chair: Jo Marsden Treasurer: Helen Rotherforth Secretary: Becky Williams CPD: Helen Barlow / Katherine France It was agreed that if other roles came to light they would be filled as required. The roles took immediate effect and JS commenced her role as chair!	
3.	Progress Proposals from the Network Planning Day JS asked the group to consider the notes from the network planning day and agree some fundamentals for the network. <u>Constitution</u> The group agreed that the network would need to develop a constitution with some aims and objectives for the network. It was agreed that whilst we want the network to have its own distinct identity, it would be beneficial to look at the constitutions of other similar networks. DG said that he would circulate the LIHNN constitution to the group. JS said	DG and JS to send constitutions to the group.

	<p>that she would contact Hugh Hanchard and see if there is a constitution for the north-east that could also be considered. The group agreed to consider the constitutions when they are circulated to get some ideas for the network.</p> <p><u>Work Plans</u> The group agreed that there were a number of work plans that would need to be set-up as the network develops. Task and finish groups will be set-up as required for each work plan.</p> <p><u>Membership</u> The group agreed that membership of the network should be available to all health library staff in the public sector across Yorkshire and the Humber. This would principally be NHS staff, but relevant colleagues in other sectors such as academic libraries would be invited. The group agreed that the private sector would not be allowed to join the network, although there may be occasions when discretion would be applied and an exception made.</p>	<p>All to analyze and the consider the constitutions.</p>
4	<p>Funding issues The group discussed at some length the arrangements for managing the network budget and how membership fees should be applied. The funds raised would be used for meetings, CPD and events.</p> <p><u>Managing the budget</u> DG reported that colleagues in LIHNN had made the offer of allowing the network to use their existing budget arrangements. It was explained that there are some advantages to this, as LIHNN is already a legal identity in its own right. However the group agreed that they would like to explore the possibility of also setting the network up as a legal identity before any decision were made in that regard. It was felt that it would be good to be self-sufficient if possible and the practicalities of this should be considered.</p> <p><u>Membership Fees</u> DG reported that David Stewart had requested funding for the network, but this has not yet been agreed or confirmed. The group agreed that membership fees should be applied to top-up or be self-sufficient for funding if required. It was agreed that:</p> <ul style="list-style-type: none"> • The fee would be organisational rather than individual. The same fee would apply for single and multi-site libraries. • The fee for the first year would be £50 per organisation, but members should be alerted to the fact that the fee may increase after the first year dependant on funding from other sources. • The benefits of joining the network will be need to be clearly identified and promoted to organisations. • In the first instance there will probably only be about 20 organisations (the local NHS Trusts) who are members. As the network grows, this could increase to 30-50 potential organisational members. 	<p>DG to enquire with LIHNN how they achieved their legal identity.</p>
5	<p>Web/Wiki Resources The group agreed that there are concerns with the current wiki in terms of navigation and aesthetic appearance. There was a discussion about the feasibility of setting up a new website – this had been requested at the network planning meeting in November. However it was agreed that this could be difficult to establish in the short-term due to costs and issues with IG. As the network is not a legal identity yet, there are issues with</p>	

	<p>ownership of the site and who would take responsibility for it.</p> <p>DG reported that we could continue to use the current wiki at no cost and Tim Staniland had done some work to try and improve the wiki – this is currently in draft and not on the live version of the wiki. The group agreed that they would like to see the work that Tim has undertaken before a decision about the wiki is taken. DG was asked to form a small working group to take this forward – the group agreed was DG, TS, LK, JK and GJ.</p> <p>DG said that he would make arrangements for JS, RW, KF and HR to be given permissions to add documents to the wiki.</p>	<p>JS to contact Jacqui Smales and Tim requesting some input from Tim moving forward.</p> <p>DG to organise the working group.</p> <p>DG to allow access</p>
6	<p>CPD Proposals 2016-17</p> <p>Prior the meeting DG had distributed a list of suggested CPD topics/events for consideration. These were based on both the LQAF and a Development Needs Analysis that had been undertaken some time ago.</p> <p>After some discussion, the group agreed to support the following events for 2016-17:</p> <ul style="list-style-type: none"> • Northern Knowledge Management day – planned for 11th Nov 2016 in York • LQAF Sharing Best Practice event – early summer, venue TBC. This would focus on the “problem” areas of impact, marketing, delivery standards and tailoring services. • Knowledge for Healthcare event – date and venue TBC. Possibly including presentations from Tracey Pratchett and Victoria Treadway. • Library Assistants event – date and venue TBC. Suggested themes included copyright, customer service, teamwork and time-management <p>It was also agreed to scope interest in a 1 day “Moving into Management” event, which would be supported if there was sufficient interest.</p> <p>Managers meetings and other groups such as Primary Care and Mental Health will continue to meet as normal.</p>	<p>KF to work with members of the group and wider network to progress these events</p> <p>LK to circulate details of the management course to the group.</p>
7	<p>Northern Union List</p> <p>The group had a brief discussion about the arrangements for the new northern union list, which should be available to Yorkshire and the Humber libraries in the near future. Some libraries have already started using the new list to make requests although the Yorkshire and Humber holdings are not currently on the system. Initial feedback was positive.</p>	
8	<p>Communications</p> <p>It was agreed that:</p> <ul style="list-style-type: none"> • All information about the network will be sent out on the all staff list “yhlks...” • JS will send an update to all managers and ask them to ensure that their staff are all signed up the yhlks list 	<p>JS to send e-mails as discussed</p>

	<ul style="list-style-type: none"> • The link to the wiki will be included in the notes http://resources.lihnn.nhs.uk/wiki/Yorkshire_and_Humber_LKS.MainPage.ashx • All content on the wiki will currently remain in the public domain • In due course the network will aim to have a regular newsletter • An article will be written for Linked-Up to inform the wider region about the developing network. 	<p>TBC – to write an article for Linked-Up</p>
<p>Dates of meetings Mid April and Early June TBC - Leeds</p>		<p>JS and DG to book a room and arrange the meeting</p>

Notes: