

Yorkshire and the Humber Health Libraries & Knowledge Network (YOHHLNet) Committee

Date: Tuesday 16th August 2016

Notes of the Network Committee Meeting

Present:

Janet Sampson (Chair)	JS
Dominic Gilroy	DG
Rebecca Williams	RW
Maria Simoes	MS
Helen Rotherforth	HR
Linda Kalinda	LK
Paul Twiddy	PT
Helen Barlow	HB

Apologies

Jo Marsden	JM
Joel Kerry	JK
Hazel Brownhill	HB
Sarah Hennessy	SH
Katherine France	KF
Rebecca Stevenson	RS

No.	Agenda Item	Actions
1.	<p>Welcome and Apologies</p> <p>JS welcomed all to the meeting and apologies were made on behalf of those listed.</p> <p>There have been changes to the membership of the network committee. Rebecca Stevenson from Rotherham has now been elected to the committee following the recent vacancy we announced - she sent her apologies for this meeting due to prior commitments. We now do have another vacancy as Gemma Jones from Pinderfields is leaving to attend university full time. Janet has written to Gemma to thank her for all the hard work she has done, in particular her work on the wiki. A thank you card was circulated for everyone to sign.</p> <p>Janet will invite expressions of interest again for anyone else interested in joining the committee.</p>	<p>JS to advertise committee vacancy</p>
2.	<p>Notes of the Previous Meeting</p> <p>The notes were agreed as an accurate record.</p>	
3.	<p>Matters Arising</p> <p>Constitution – this had officially been agreed and adopted by the committee at the previous meeting but had not yet been published on the wiki as the sign off documents were still being completed. It will be made available on the wiki shortly.</p>	<p>JS</p>
4	<p>Finance</p> <p>HR reported that matters with regard the set-up of our account were progressing. She had brought forms to the meeting for the designated signatories to sign and witness. We do require a letter from HCLU on their headed paper to confirm the business address – Dom and Helen to sort.</p>	<p>DG/HR</p>

5	<p>Membership</p> <p>Calls for membership will now be going out fairly soon. We have delayed putting the call out because we have been waiting to get the bank account finalized. That is now on the last leg of being set up so we should then have the Account/BACS details that we can send out should you need them to raise PO Numbers for your membership. As announced earlier this year, the fee will be £50.00 for this first year and will be per organization, not by individuals or sites.</p>	JS/HR
6	<p>Web/Wiki Resources</p> <p>DG reported that the feedback about the format for the biographies was to go with the table format as it provided more information instantly. Committee members who had not yet submitted their bio and photo were encouraged to do so as quickly as possible. JS suggested that Joel would be able to assist with loading the information if required.</p> <p>There was still some tidying up to do and the order of the pages was going to be looked at to make it easier to navigate.</p>	<p>Relevant members</p> <p>T & F Group</p>
7	<p>CPD</p> <p>The following events were agreed – to be funded from the CPD budget:</p> <ul style="list-style-type: none"> - Paraprofessionals Training Day, Leeds, 20th October 2016, Leeds Trinity College - Lisa Jeskins would be leading the day looking at the use of social media for customer engagement. - Knowledge Management Study Day, York, 11th November 2016, Royal Hotel, York - David Gurteen, Knowledge Management Consultant has been booked as the keynote speaker/presenter. The event will be open to everyone across the North. - Patient and Public Information Study Day, Spring 2017, date and venue to be confirmed. We discussed possible speakers/presenters, e.g. Carol Ann Regan, KfH PPI Task and Finish Group, NHS/Public Library partnerships. DG will be putting a call out for speakers shortly. The CPD group will organise the event. <p>HLG Conference – two places have been successfully allocated. DG would put out a further message.</p> <p>HB reported that there had been a good response to the car share request for events. This information will be made available on the password protected area of the wiki.</p> <p>There had been good feedback received about the LQAF and Impact Study Days – the presentations from both of these events have been made available on the wiki and everyone has been informed. It had been suggested at the LQAF study day that it might be useful to have a training event on using Infographics software. HB will put out a question to the region to find out. DG will follow up with Linda Ferguson to see if there is/or a possibility of having a ‘north’ access to some kind of infographics software.</p>	<p>DG</p> <p>DG</p> <p>HB DG</p>
8	<p>Network Funding</p> <p>The network has funding of £15,000 and the group discussed how this could be allocated in the current financial year. The following was agreed:</p>	

	<ul style="list-style-type: none"> Oxford e-Book Collection. The purchase of an additional 2 titles as per recommendations from library managers. The 2 books are “The Oxford Handbook of Health Care Management and Oxford Handbook of Clinical and Healthcare Research. Purchase of new library and information resources books to top-up the regional collections in Rotherham. The group discussed whether it would be possible to have these as e-books or whether this would prove too problematic through licensing issues. HB will contact Blackwells to discuss further. It was also suggested that it might be worth enquiring with Facet Publishing (CILIP) about options available. HB will also ask for suggestions from everyone in the region for titles to add to the collection. Once topped up, promotion of the collection needs to take place as many people not aware of its existence due to the many staffing changes in the region. Additional CPD funds – further to the CPD core budget. Members will be invited to apply for CPD funding for specific courses and events. The stipulations were that the course/event be completed in the financial year and the funding would only cover course fees – not travel etc. There was no upper limit applied and each application would be judged on a case by case basis by the committee. If a large number of applications are received, the group will apply further limits. 	<p>JS to contact OUP</p> <p>HB to contact publishers to discuss e-books and ask for suggestions from the region</p> <p>HB to create a funding application form</p>
9.	<p>Christmas Launch Event</p> <p>The group agreed that a Christmas launch event should be arranged. The event will include guest speakers, showcasing projects and networking. A Task and Finish Group of HB, DG, JS and LK will plan and organise the event.</p>	<p>The Task and Finish Group to organize the launch</p>
10	<p>Logo Competition</p> <p>The group judged the logo competition! There were 21 entries and the quality was of a very high standard! The winning logo was created by Rebecca Stevenson from Rotherham Foundation Trust. The design will be revealed in due course when it has been professionally recreated by a graphic designer. LK offered the services of her son as a graphic designer, free of charge! JS will contact RS to give the good news and to check the pantone colours used so that the design can be passed to the graphic designer.</p>	<p>LK to ask her son to do the artwork</p> <p>JS to forward information to LK</p>
11	<p>Regional Groups/Communities of Practice</p> <p>It was agreed that a task and finish group was required to encourage and support some of the Communities of Practice that wanted to get established following the network event last November. The members are MS, RW and Rebecca Stevenson from Rotherham. They will also make contact with the current regional groups and see how they can support further groups to get off the ground.</p>	<p>MS, RW and RS to discuss in the first instance</p>
12	<p>Any Other Business</p> <p>RW informed the group that there had been a good response to the venue survey with 13 organisations having taken part.</p>	
	<p>Dates of next meeting 12th October 2016, 10am, Willow Terrace Road</p>	

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