

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

Date: Monday 25<sup>th</sup> April 2016

Notes of the Network Committee Meeting


**Present:**

Janet Sampson (Chair)	JS
Dominic Gilroy	DG
Hazel Brownhill	HB
Paul Twiddy	PT
Maria Simoes	MS
Rebecca Williams	RW
Joel Kerry	JK
Helen Rotherford	HR
Gemma Jones	GJ
Linda Kalinda	LK
Sarah Hennessy	SH

**Apologies**

Jo Marsden	JM
Sue Wilcock	SW
Katherine France	KF

No.	Agenda Item	Actions
1.	<b>Welcome and Apologies</b> JS welcomed all to the meeting and apologies were made on behalf of those listed.	
2.	<b>Notes of the Previous Meeting</b> The notes were agreed as an accurate record.	
3.	<b>Matters Arising</b> There were no matters arising that were not already covered on the agenda.	
4	<p><b>Draft Constitution</b> The group thanked JS for her considerable hard work in putting together the draft constitution for discussion. The group confirmed that they were happy with much of the content but several amendments were requested. Key items as follows:</p> <ul style="list-style-type: none"> <li>• The aim of the network was approved</li> <li>• The term “stakeholders” should be used throughout instead of “users”</li> <li>• The word “transformation” should be incorporated in the document as a key term within the NHS</li> <li>• The network should be represented at HCLU stakeholder board</li> <li>• Membership of the network is open to all public sector library services with links with NHS library services</li> <li>• A membership form will be created on Survey Monkey</li> <li>• Refunds will not be given for cancellation within any part of the financial year</li> <li>• The membership year will be financial year April-March</li> <li>• The Network Committee will be referred to as a Committee and not a Steering Group</li> <li>• The quorum is 4 members of the committee including 1 officer</li> </ul>	<p><b>LK to create draft membership form</b></p> <p><b>All members of the Committee to consider and feedback on the membership section and a suitable name/acronym by 16<sup>th</sup> May.</b></p>

	<ul style="list-style-type: none"> <li>• Membership of the committee – agreement still needed.</li> <li>• All 4 officers will be signatories on the committee accounts</li> <li>• The sponsorship section will be removed</li> <li>• The network needs an acronym that can be easily spoken – YHHLKN cannot be easily communicated!</li> <li>• Agreement is still required on the relationship between the network and the various subgroups, e.g. mental health librarians. It was suggested that a toolkit for setting up a Community of Practice would be useful. HB, KF and SH to set-up a task and finish group to look at this.</li> </ul> <p>The group discussed possible venues for meetings. It was agreed that it would be useful to see what meeting rooms are available for use in each organisation.</p> <p>Subsequent to the meeting, DG created a “proposed venue listing” page on the wiki. <a href="http://resources.lihnn.nhs.uk/wiki/Yorkshire_and_Humber_LKS.Venues-in-Yorkshire-Humber.ashx">http://resources.lihnn.nhs.uk/wiki/Yorkshire and Humber LKS.Venues-in-Yorkshire-Humber.ashx</a></p> <p>Access to these venues for meetings could be seen as potential selling point of the network – for discussion in due course.</p>	<p><b>HB, HR and SH to form Task and Finish Group</b></p> <p><b>JS to re-draft the constitution per the comments received by 16<sup>th</sup> May.</b></p> <p><b>RW to send out meeting room survey on survey monkey</b></p>
5	<p><b>Web/Wiki Resources</b></p> <p>DG fed back as per the minutes of the wiki working group meeting. Work is ongoing and the group will meet again in 3-4 weeks. It was agreed that all members of the committee will have their photos on the wiki – possibly all members of the network in due course. DG to lead the way with the photo and then ensure that all members of the committee have access to upload their own photo.</p> <p>Subsequent to the meeting, DG created a proposed YHHLKN directory for committee members to add their details. Guidance is attached.</p> <p><a href="http://resources.lihnn.nhs.uk/wiki/Yorkshire_and_Humber_LKS.YHHLKN-Membership-Directory.ashx?NoRedirect=1&amp;NS=Yorkshire_and_Humber_LKS">http://resources.lihnn.nhs.uk/wiki/Yorkshire and Humber LKS.YHHLKN-Membership-Directory.ashx?NoRedirect=1&amp;NS=Yorkshire and Humber LKS</a></p>	<p><b>DG to give all committee members access to edit the wiki.</b></p> <p><b>All to upload their photo by 1<sup>st</sup> June</b></p> <p> Guidance on adding details to the YHHLKN</p>
6	<p><b>CPD</b></p> <p>HB reported that there had been a good response to the suggested “moving in to management” course. However the trainers were expensive and it is hard to plan whether this is possible until the funding situation is clearer.</p> <p>A library assistants’ study day is still being planned – the training for this could be done in-house.</p> <p>A CPD Community of Practice has been created with 5-6 members. The group is due to meet by teleconference and this will be fed back at the next meeting.</p> <p>DG reported that study days have been set-up for LQAF Sharing Best Practice and Impact – these will take place in June/July as advertised.</p>	

7	<p><b>Communication</b></p> <p>It was agreed that a separate officer role for communication was not required, although this could be reviewed in due course if required. Communication would be a responsibility for all committee members, e.g. through use of the e-mail list. A newsletter and social media presence will be developed in due course but will be a shared responsibility.</p>	
8	<p><b>Finance</b></p> <p>It was agreed that the constitution would need to be agreed before banks could be approached. DG and all committee officers will assist HR as required.</p>	
9.	<p><b>Any Other Business</b></p> <p>JS suggested that a network logo should be developed! It was agreed to launch a competition once an acronym has been agreed.</p>	
	<p><b>Dates of meetings</b></p> <p>15<sup>th</sup> June 2016, 10.00-12.00, Willow Terrace Road, Leeds. Apologies noted from PT</p>	

Notes: