

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

Date: Wednesday 5th April 2017

Notes of the Network Committee Meeting

Present:

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| Janet Sampson (Chair) | JS |
| Helen Rotherforth | HR |
| Sarah Hennessy | SH |
| Katherine France | KF |
| Rebecca Williams | RW |
| Maria Simoes | MS |
| Paul Twiddy | PT |
| Heather Steele | HS |
| Hazel Brownhill | HB |
| Joel Kerry | JK |

Apologies

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| Dominic Gilroy | DG |
| Jo Marsden | JM |
| Helen Barlow | HB |
| Rebecca Stevenson | RS |

| No. | Agenda Item | Actions |
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| 1. | <p>Welcome and Apologies</p> <p>JS welcomed all to the meeting and apologies were made on behalf of those listed. A warm welcome was extended to Heather Steele who was attending her first meeting.</p> | |
| 2. | <p>Notes of the Previous Meeting</p> <p>The minutes were agreed as an accurate record.</p> | |
| 3. | <p>Matters Arising</p> <p>JS reported that she needed to carry forward the action to draft a welcome e-mail for YOHHLNet members.</p> | JS to action the welcome e-mail |
| 4 | <p>Committee Membership Update</p> <p>JS informed the group that she had received 3 expressions of interest from 3 people who would like to join the committee:</p> <ul style="list-style-type: none"> Natasha Craigs from Mid-Yorkshire Hospitals NHS Trust Chris Lawton from North Lincolnshire and Goole Hospitals NHS Trust Rocio RodriguezLopez from the Academic Unit of Health Economics, University of Leeds <p>Following discussion, it was agreed to offer membership of the committee to all 3 – this means that the committee has good representation for the members, sectors and geographic areas.</p> | JS to add the new members to the YOHHLNet mailing list |

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| 5 | <p>Finance</p> <p>HR updated the group on the YOHHLNet finances. The current balance stands at £18,155.20. This includes an extra £5000 from the HCLU underspend and 19 memberships. After discussion, it was decided to ‘ earmark’ this £5000.00 to CPD/Bursary funding.</p> <p>JS raised the need to ensure that we are audited on completion of the first financial year for the network and that this should happen annually . HR had made enquiries with the LIHNN Treasurer – they are also looking into undertaking the process. The group discussed the most appropriate way to do this. The group agreed to get back to HR and JS with possible options.</p> <p>The group also discussed arrangements for a YOHHLNet AGM which would include a presentation of the accounts and annual report. It was agreed to include the AGM as part of the next YOHHLNet Committee meeting. The annual meeting would be held in the morning (annual report and accounts). The Chair of CILIP YH will be invited (if available) to come and speak about what they are doing and how health members can benefit. There will also be an update on the #AMillionDecisions project – either from Nick Poole/Sarah or just Sarah if Nick not available.</p> <p>The YOHHLNet committee will commence after lunch.</p> <p>Catering will be required for up to 30 (to be confirmed nearer the date) – biscuits on arrival plus a buffet lunch at 12 noon</p> | <p>SH to ask a contact for a quote. BW to enquire how HLG manage the process</p> <p>JS to arrange room booking and catering with DG</p> <p>JS to contact chair of CILIP YH</p> <p>SH to contact Nick Poole.</p> |
| 6 | <p>CPD Update</p> <p>KF outlined that three applications had been received for the bursary to attend the CILIP conference in July in Manchester. The group agreed that, as YOHHLNet had received extra funding from HCLU (see above), all 3 places would be funded. The bursaries were awarded to:</p> <ul style="list-style-type: none"> • Helen Curtis • Donna Murtha • Jennifer Roberts <p>The group agreed that the successful applicants would be asked to team-up at the conference and write up their experiences for sharing with the wider network. They would also be asked to use social media whilst at the conference.</p> <p>KF and DG also provided an update on forthcoming CPD events:</p> <p>- Synthesising and Summaries Days Day 1 (Tim Buckley-Owen) Day 2 (Anne Gray) Both held with 14 on each day Two batches of three follow-up sessions will be held between April and June to allow colleagues to share their experiences of creating reviews</p> | <p>KF to inform the successful candidates</p> |

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| | <p>- Marketing Masterclass 12th May 17 of 20 spaces taken demand from NW and NE if places unfilled</p> <p>- Paraprofessional Study Day (#2) 17th May To be held Sheffield Just launched but 2 of 12 places taken</p> <p>Managing Outreach in Health Libraries 21st June To be held in York Joint event with Health Libraries North – 25 places available in total Further details to follow</p> <p>There will also be cascade training for the Mobilising Evidence and Organisational Knowledge workshop arranged in the region</p> <p>Managers meeting on May 18 will be held Hull Royal Infirmary with opportunity to explore City of Culture in the afternoon</p> <p>Awaiting TDNA prior to any further training being arranged.</p> | |
| 7 | <p>YOHHLNet Christmas Event The group agreed to start planning a Christmas 2017 YOHHLNet event. It was agreed to look at venues in York for w/c 11th December and a task and finish group was organised to make arrangements. The task and finish group is comprised of HS, JK, MS and HB. It was suggested the programme would comprise of the following:</p> <ul style="list-style-type: none"> • Keynote speaker • YOHHLNet update • Good Practice Snapshots • Lunch • Quiz • Awards Ceremony <p>The group had a discussion about the awards ceremony. DS will present a Directors Award (made at his discretion) and there will be a range of People’s Awards for YOHHLNet members across the region to nominate/vote for. The agreed categories were:</p> <ul style="list-style-type: none"> • Leadership • Unsung Hero • Innovation • Engagement | <p>Task and Finish Group to Organise the Christmas Do</p> <p>JS to remind DS nearer the time</p> |

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| | <p>The group discussed what to do if there was a tie for any votes received in any categories – JS agreed to contact HCLU to ask if they would assist with the final decision should there not be a clear winner in each category.</p> <p>BW offered to draw up nomination forms and voting forms on Survey Monkey for the committee to approve – they would be restricted access with BW, DG and JS set as Collectors</p> | <p>JS to contact HCLU</p> <p>BW to draft out the forms</p> |
| 8. | <p>COP and Regional Groups Update</p> <p>BW informed the group that a draft e-mail had been written to YHLKS for further feedback on the COPs. A full update will follow at the next meeting when the feedback has been received.</p> | <p>BW to send e-mail to YHLKS list</p> |
| 9. | <p>Wiki</p> <p>DG provided a brief update on the wiki prior to the meeting: “Continuing to add details of any CPD events Once membership more certain decision needs to be taken about whether to password protect any sections of the site and - if so – which”</p> | |
| 10 | <p>A.O.B.</p> <p>The group had a brief discussion about access arrangements to the new librarian e-book collection. The books have been purchased from EBL but access issues need to be resolved. HB and KF will seek to resolve the Athens issues with Sarah Massey.</p> | <p>KF and HB to resolve the Athens issues.</p> |
| 11 | <p>Dates of next meeting</p> <p>Tuesday 13th June approx. start 1.15pm after AGM at Willow Terrace Road</p> | |

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