

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

**Date: Wednesday 13<sup>th</sup> June 2017**

**Notes of the Network Committee Meeting**

**Present:**

Janet Sampson (Chair)	JS
Helen Rotherforth	HR
Sarah Hennessy	SH
Rebecca Stevenson	RS
Rebecca Williams	RW
Maria Simoes	MS
Paul Twiddy	PT
Joel Kerry	JK
Helen Barlow	HB
Natasha Craigs	NC
Chris Lawton	CL

**Apologies**

Dominic Gilroy	DG
Jo Marsden	JM
Heather Steele	HS
Katherine France	KF
Hazel Brownhill	HB
Rocio Rodriguez-Lopez	RRL

No.	Agenda Item	Actions
1.	<p><b>Welcome and Apologies</b></p> <p>JS welcomed all to the meeting and apologies were made on behalf of those listed. A warm welcome was extended to Natasha and Chris who were attending their first meeting.</p>	
2.	<p><b>Notes of the Previous Meeting</b></p> <p>The minutes were agreed as an accurate record.</p>	
3.	<p><b>Matters Arising</b></p> <p>JS reported that she needed to carry forward the action to draft a welcome e-mail for YOHHLNet members.</p> <p>HB reported that the access issues with the YOHHLNet e-books have been resolved. She will double-check the process and report-back.</p>	<p><b>JS to action the welcome e-mail</b></p> <p><b>HB to clarify e-book access arrangements</b></p>
4	<p><b>Committee Membership Update</b></p> <p>JS reiterated her welcome to the new members. YOHHLNet now has good representation from different staff groups as well as well as organisations across the region.</p>	
5	<p><b>Finance</b></p> <p>HR updated the group on the YOHHLNet finances. The current balance stands at £13,373.30 including the planned expenditure for 2017-18. There are currently 21 member organisations of YOHHLNet. Most NHS organisations across the region have now signed up for YOHHLNet but there are still some outstanding. The group agreed</p>	<p><b>All to contact organisations in their patch to encourage</b></p>

	<p>that it would be beneficial to get wider membership from non-NHS organisations, e.g. universities or charities.</p> <p>HR reported that it has been challenging to get online banking set-up due to the extensive procedure. However, this will hopefully be resolved in the near future. The business address for YOHHLNet will also need to be changed.</p>	<p><b>YOHHLNet membership.</b></p> <p><b>HR and JS to liaise with the bank regarding the business address and online banking.</b></p>
6	<p><b>CPD Update</b></p> <p>HB updated the group on the latest CPD developments. She reported that there has been positive feedback from all courses and all have been well attended.</p> <p>A number of suggestions for future courses were made. One participant at the Marketing Masterclass training suggested that a session on presentation skills would be useful.</p> <p>Discussed the possibility of HDAS/Literature Searching being delivered by our own region staff. There could also be the possibility of the Literature Searching MOOC being made available again (nationally)</p> <p>A number of other suggestions/topics were highlighted in light of the recent national Training Needs Analysis:</p> <ul style="list-style-type: none"> <li>• Paraprofessional Study Day with a possible combination of database searching and cataloguing/classification session</li> <li>• Critical Appraisal Training</li> <li>• Health Economics</li> <li>• Strategic Planning for Managers</li> <li>• Business Planning/Finance</li> <li>• Metrics</li> <li>• Emerging Technologies (although there was some discussion about whether training on new technologies was required or whether staff were just feeling that they were being “left behind” or missing out on new technologies.</li> </ul> <p>The group also discussed a bursary application for funding to cover the fees at the forthcoming Clinical Librarians conference. The bursary was approved.</p>	<p><b>JS to report back from KfH WDG Meeting being held on 21.06.17</b></p>
7	<p><b>YOHHLNet Christmas Event</b></p> <p>JS reported back on developments regarding the Christmas event. The event is being planned for w/c 11<sup>th</sup> December. However it has been decided that due to financial reasons it will not be possible to have the event at a hotel in York – the cost was significantly higher than anticipated. Other options are now being investigated, including Leeds Town Hall as this will be significantly cheaper.</p> <p>Sponsorship for the event will also be sought from publishers and suppliers. Further to the meeting, SH has advised that the Task and Finish group contact <a href="mailto:cat.cooper@cilip.org.uk">cat.cooper@cilip.org.uk</a> for the CILIP Buyers Guide (hard copy only available).</p>	<p><b>Task and Finish Group to Organise the Christmas Do</b></p>

	<p>The group had a discussion about the awards ceremony. As previously discussed, 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.</p> <p>The agreed categories were:</p> <ul style="list-style-type: none"> <li>• Leadership</li> <li>• Unsung Hero</li> <li>• Innovation</li> <li>• Engagement</li> </ul> <p>BW had drafted the nomination forms on Survey Monkey and the group agreed some amendments:</p> <ul style="list-style-type: none"> <li>• All categories will be open to nominations for both individuals and teams</li> <li>• Staff will be asked to write a paragraph of no more than 250 words to say why they are making their nomination</li> <li>• Staff will be asked to write 3 words to describe the person/team they are nominating</li> </ul> <p>The committee will decided the winners of the awards by assessing the nominations - HCLU will assist with the final decision should there not be a clear winner in each category.</p> <p>BW to set her and JS up as collectors on Survey Monkey for the awards survey.</p> <p>The group agreed that the winners of the awards should receive a trophy and some chocolates! The TaF Group are going to explore his, along with possible sponsorship of the awards.</p>	<p><b>BW to amend the Survey Monkey form</b></p> <p><b>BW to investigate whether it is possible to limit access to just her and JS</b></p> <p><b>TaF Group</b></p>
8.	<p><b>Special Interest Groups</b></p> <p>BW informed the group that she had sent out an e-mail regarding development of Special Interest Groups to yhlks. There has been a very limited response and it is hard to see how the SIGs can be developed further.</p> <p>Terms of Reference for the Primary Care SIG and Mental Health SIG have been developed, submitted to YOHHLNet and will be available on the wiki.</p> <p>JS reported that there was interest in attendees of the recent Synthesising and Summarising Evidence course in developing a SIG.</p> <p>HR reported that the Primary Care SIG had applied for funding to partially cover a joint event with the North-West. The funding requested is just £150 as the rest of the costs will be covered by sponsorship from suppliers. The group agreed to provide the funding requested.</p>	<p><b>BW to send a reminder e-mail to YHLKS list</b></p>

9.	<p><b>Wiki</b> JK gave an update with the wiki. All is going well but he reminded the committee to ensure that they have a complete entry in the membership directory. RS volunteered to help JK with updating the wiki.</p> <p>JS reported that Gil Young is leading a working group across all of the northern regions to look at our online presence. JK and RS will be the YOHHLNet reps.</p>	<p><b>JK and RS to attend the working groups</b></p>
10	<p><b>A.O.B.</b> There was no other business to discuss</p>	
11	<p><b>Dates of next meeting</b> <b>Thursday 17<sup>th</sup> August 10am at Willow Terrace Road</b></p>	

**Notes:**