

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

Date: Tuesday 9th January 2018

Notes of the Network Committee Meeting

Present:

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| Janet Sampson (Chair) | JS |
| Sarah Hennessy | SH |
| Rebecca Williams | RW |
| Chris Lawton | CL |
| Joel Kerry | JK |
| Rocio Rodriguez-Lopez | RRL |
| Maria Simoes | MS |
| Dominic Gilroy (delayed) | DG |
| Helen Rotherforth | HR |
| Heather Steele | HS |
| Paul Twiddy | PT |

Apologies

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| Helen Barlow | HB |
| Jo Marsden | JM |
| Hazel Brownhill | HB |
| Katherine France | KF |
| Natasha Craigs | NC |

| No. | Agenda Item | Actions |
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| 1. | Welcome, Introductions and Apologies JS welcomed all to the meeting and apologies were made on behalf of those listed. | |
| 2. | Notes of the Previous Meeting The minutes were agreed as an accurate record with a minor amendment to the wiki section. | RW to update the previous minutes |
| 3. | Matters Arising There were no matters arising that were not covered on the agenda. | |
| 4 | Finance HR updated the group on the YOHHLNet financial position and membership. There are currently 27 members and 2 memberships pending. Approximately £12,000 is in the YOHHLNet account but we are awaiting £5000. It is expected that there will shortly be a balance of £17,000. The group discussed membership fees for 2018-19. It was agreed that requests for payments would be made in April and the fee for 2018-19 would be £50 for each organisation. | JS to update the list with membership fees for 2018-19 |
| 5 | CPD Update HB updated the group on progress with CPD events: <ul style="list-style-type: none"> Bookings have gone well for the Paraprofessional study days. Leeds is fully booked and 5 are booked onto Sheffield day. Critical appraisal skills training will be offered on 23rd April with Paul | |

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| | <p>Stevenson as the trainer. It will be a confidence-booster session for those that have done critical appraisal training before. It will be held at Willow Terrace Road – numbers to be confirmed in due course. Dom will announce booking details in due course.</p> <ul style="list-style-type: none"> • Metrics Study Day – now fully booked. <p>The group discussed bursaries for forthcoming conferences. HLG bursaries will also be provided by HCLU. The group agreed that 2 bursaries for HLG would be made available from YOHHLNet. This would include the conference fees and also travel and accommodation costs of up to £200. Priority would be given to services who have not received a previous bursary. The group also agreed that YOHHLNet would offer the following bursaries</p> <p>CILIP Conference - 1 place at £400 approx. and £200 travel/accommodation EAHIL – 1 place conference fees and £200 travel/accommodation LILAC – 1 place at £400 approx. and £200 travel/accommodation</p> <p>HB also feedback some thoughts from the CPD group with regard to the presentation skills course. The CPD group had expressed some disappointment that the general presentation skills course had been side-lined in favour of a conference presentation course. The group agreed to rethink this decision and pursue the general course with Ned Potter). JK will contact Ned with a view to arranging a date in April/May. Venue will be Leeds - Willow Terrace Road.</p> <p>HB and JS updated the group with feedback from the knowledge management café and CPD discussion. Three main points were highlighted:</p> <ul style="list-style-type: none"> • It is not always clear whether para-professionals can attend events – please remind all to be clear in advertising • Succession planning needs to be looked at. One suggestion was a mentoring scheme to be set-up across YOHHLNet .JS had discussed this with DG in an e-mail and both thought it would be something good for the network to make more formal. JS to follow up on . • Another query is how to maintain momentum for those content in their current roles. HB agreed to take this back to the CPD group to consider whether an appropriate event could be organised. <p>In addition, HCLU had recently met with library staff from the University of Bradford. They suggested that an academic liaison day would be useful and would also make YOHHLNet more relevant for library staff from higher education. DG had approached JS by e-mail who agreed it would be a good idea. DG/DS to consider in the first instance.</p> <p>Finally, the group discussed the Christmas study day. Dom has done a feedback form - this will be e-mailed out asap. Also, consideration needs to be given on how to increase bookings for next year. A date was set-date for next Christmas Study Day – Weds 12th December 2018. This will be held in Sheffield or Leeds venue TBC. Volunteers will be requested after Easter to plan the event.</p> | <p>JS/HB to advertise bursaries asap</p> <p>JK to contact Ned Potter</p> <p>JS to follow up on HB to take suggestions to CPD group</p> <p>DG/DS to follow up on</p> <p>JS to circulate-feedback form</p> |
| 6 | <p>YOHHLNet Annual Meeting</p> <ul style="list-style-type: none"> • The Annual Meeting will take place on the 17th July and the YOHHLNet | |

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| | <p>meeting also moved to that date and will follow the annual meeting. The group had a discussion about potential speakers and how to encourage some non-NHS libraries to attend . It was agreed that representatives from non-NHS libraries could be approached as speakers, e.g. Wakefield Public Libraries, Medical Protection Society, NHS Digital.</p> <ul style="list-style-type: none"> • | JS to contact potential speakers |
| 7 | <p>Innovation Awards The group discussed the Sally Hernando awards. It was agreed that members who nominated for the YOHHLNet innovations award should be approached to see if their nominees could be contacted to put the innovations on the wiki. It was also suggested that an additional CPD event could be an “innovations” day</p> | JS to contact innovations nominators |
| 8. | <p>Wiki JK reported back on progress with the wiki. The CPD courses and information are now on wiki, including the Christmas study day. Links to the bursary form and information will be put on the wiki. All were encouraged by the usage stats, which are reasonably high.</p> | JK to update the wiki |
| 9. | <p>A.O.B.</p> <ul style="list-style-type: none"> • HR said that it would be good to have someone from Public Libraries on the committee. • JS reminded everyone that membership of the committee needs to be discussed later in the year. The Constitution states that committee members should only be in post for 3 years. • RRL said that she will ask JW about speaking at the annual meeting. She also had a CPD suggestion - supporting research proposals | RRL to speak to JW about the Annual Meeting |
| 10. | <p>Dates of next meeting 19th March 2018 10am at Willow Terrace Road</p> | |