

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

Date: Monday 19th March 2018

Notes of the Network Committee Meeting

Present:

Janet Sampson (Chair)	JS
Sarah Hennessy	SH
Rebecca Williams	RW
Chris Lawton	CL
Joel Kerry	JK
Rocio Rodriguez-Lopez	RRL
Dominic Gilroy	DG
Helen Barlow	HB
Helen Rotherforth	HR
Natasha Craigs	NC

Apologies

Jo Marsden	JM
Hazel Brownhill	HB
Katherine France	KF
Maria Simoes	MS
Heather Steele	HS
Paul Twiddy	PT

No.	Agenda Item	Actions
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 CPD section.	BW to update the notes
3.	Matters Arising There were no matters arising that were not covered on the agenda.	
4	Finance HR gave the group an update: <ul style="list-style-type: none"> • There were no new memberships to report but it is now time to call for 2018-19 memberships • There is currently a balance of £15498.60 and all is as expected. This includes an end of year contribution from HCLU £4860 • Membership fees for 2018-19 had been agreed as £50. HR queried whether this applies to those organisations that had just joined. It was agreed that external organisations (non NHS) that only joined in the last 6 months would receive 2018-19 for free as a good will gesture. All other organisations will need to pay again from April. For future new members will pay pro rata for the first year if they join in the last 6 months. 	HR to action and send out renewal notices

5	<p>CPD Update</p> <p>HB and DG updated the group on planned events:</p> <ul style="list-style-type: none"> • HB has re-advertised the bursaries for EAHIL and CILIP • The HLG and LILAC bursaries have been successfully awarded • An academic liaison day will be planned– DG and Joanne will arrange an event in due course • The group discussed CPD for staff who are “content in role.” HB said she would take to the next CPD group to discuss what event could be offered <p>HB informed the group about some planned changes to the CPD group. The CPD group will change from being a Special Interest Group to an e-mail advisory panel with a reduced remit. It will operate as a working group when needed and continue to have one face to face meeting each year. There is currently lots of duplication of personnel with YOHHLNet committee, as well as the Northern CPD group, so it was agreed that this would be a sensible move.</p> <p>DG updated the group on progress with the Northern CPD group and circulated a list of what has been planned so far, e.g. critical appraisal, and Ned Potter – presentation skills. The Ned Potter event has already booked up and oversubscribed – it is hoped that a second session can be arranged in due course. DG described the many events to be offered. All events to be paid by the central pot rather than YOHHLNet funds. The CPD group and YOHHLNet will feed into the Northern group. Bookings will be made via the Northern bookings system and aligned to CILIP PKSB. Certificates will be available if required.</p>	<p>DG to circulate list of Northern CPD events</p> <p>JS to send through GDPR info – CILIP guide.</p> <p>CPD groups to continue to organize events</p>
6	<p>YOHHLNet Annual Meeting</p> <p>As previously agreed, the event will take place on the 17th July and potential speakers have been approached. There will also be a CPD round up and finances will be reported. The speakers approached are:</p> <ul style="list-style-type: none"> • Wakefield public libraries • Leeds Public Health • Academic Unit for Health Economics at Leeds Uni • Medical Protection Society <p>It will take place in the Boardroom at Willow Terrace Road booked. Catering to be arranged.</p>	<p>All to encourage attendance</p> <p>JS to chase up response from MPS</p> <p>DG to book catering which will be re-charged to YOHHLNet</p>
7	<p>Christmas Study Day</p> <p>JS updated the group on progress to date. HCLU have agreed to fund the venue, and speakers etc. will be funded through YOHHLNet.</p> <p>A Planning group is needed to organise the day. JS will suggest dates and offer participation to all committee members. Venue to be sorted asap. Leeds or Sheffield. Sharron will be asked for help with quotes based on 30-50 places. Various suggestions were put forward for speakers, e.g. patient perspective, NHS at 70, debate, library school speaker.</p>	<p>JS to ask for volunteers for the planning group and will circulate dates for proposed first meeting</p>
8.	<p>Wiki</p> <ul style="list-style-type: none"> • All going well with the wiki • It was suggested that the YOHHLNet committee should have a page on the wiki for templates and documents. The group agreed that this would be a 	<p>JK and DG to create a private page on the wiki.</p>

	good idea.	
9.	A.O.B. <ul style="list-style-type: none"> • Cards were circulated for signing including thanks to Sarah Massey on behalf of the region in regard to Athens. • Social media directory – JS to send again to highlight that it is for all network members. • RRL suggested marketing and communication skills for CPD courses • Timescale for change in committee role – to discuss at the next meeting. • Slot for managers meeting –JS to provide an update 	
10.	Dates of next meeting 22nd May 2018, 10am at Willow Terrace Road	