

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

**Date: Tuesday 22<sup>nd</sup> May 2018**

**Notes of the Network Committee Meeting**

**Present:**

Janet Sampson (Chair)	JS
Sarah Hennessy	SH
Rebecca Williams	RW
Paul Twiddy	PT
Hazel Brownhill	HB
Rocio Rodriguez-Lopez	RRL
Joel Kerry	JK
Helen Rotherforth	HR

**Apologies**

Dominic Gilroy	DG
Natasha Craig	NC
Katherine France	KF
Maria Simoes	MS
Heather Steele	HS
Chris Lawton	CL
Helen Barlow	HB

No.	Agenda Item	Actions
1.	<b>Welcome, Introductions 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 minutes were agreed as an accurate record with no amendments required.	
3.	<b>Matters Arising</b> There were no matters arising that were not covered on the agenda.	
4.	<b>Committee Posts</b> <ul style="list-style-type: none"> <li>• The group discussed how the committee would continue in the future as many committee members due to finish in March 2019.</li> <li>• JS declared that she intends to step down as chair with effect from next year and asked all committee members to consider whether they would like to stay on after 2019 – this also applies to all officer roles. If committee members would like to roll over membership as an interim period this could be done for a period of 1,2 or 3 years to stagger the membership.</li> <li>• Janet will send out a call for new potential members of the committee. Are people willing to role over membership? Janet to send out a call-out. Janet to stand down need new chair. Call from existing membership.</li> <li>• The group agreed that the Vice-Chair role is not required.</li> </ul>	<b>JS to contact committee members to consider rolling over membership.</b>  <b>JS to call-out for new members of the committee</b>  <b>All to consider officer roles as they are vacated.</b>

5	<p><b>Finance</b> HR gave the group an update:</p> <ul style="list-style-type: none"> <li>• Current balance is £15498 though there are various payments for recent bursaries that have been awarded in process.</li> <li>• We have had it confirmed that the network will receive £5k funding from HCLU for 2018/19. The transfer of this money is in hand at the moment.</li> <li>• Total balance following receipt of above funding and payment of invoices for bursaries will be £19562.</li> <li>• Membership renewals have been coming in though invoice payments still to be processed/received</li> </ul>	
6	<p><b>CPD Update</b> JS reported back on the updates she had received:</p> <ul style="list-style-type: none"> <li>• Marketing &amp; Promotion event led by Ned Potter. Went down very well but there were several no-shows without any apologies given. This will be followed up to see what the reason may have been, particularly as we still had a waiting list. We were aware that there had been a mix up with the booking system. We will then follow up on the need for a further session to be arranged</li> <li>• Critical appraisal course delivered by Paul Stevenson had been fully booked and was very good. Some really good feedback on social media.</li> <li>• Literature Search Training courses delivered by Sarah in Sheffield and Paul in Leeds had also gone down well. Paul did report that there had been some slight difficulty (with layout of the facilities) at the venue at Leeds. Something to be aware of in the future.</li> <li>• During the above discussions, it was raised that we were not fully aware if reminders were sent out to attendees a week or two to any course that they were booked on and did we receive an advanced list of attendees.</li> </ul> <p>We received confirmation out of this meeting (before the start) that a further GDPR session has been booked for July in Leeds but date not yet known.</p>	<p><b>JS to follow up with DG</b></p> <p><b>JS to follow up with DG</b></p>
7	<p><b>YOHHLNet Annual Meeting</b> As previously agreed, the event will take place on the 17<sup>th</sup> July and speakers have been approached. There will also be a CPD round up and finances will be reported. The speakers are:</p> <ul style="list-style-type: none"> <li>• Wakefield public libraries</li> <li>• Leeds Public Health</li> <li>• Academic Unit for Health Economics at Leeds Uni</li> <li>• NHS Digital</li> </ul> <p>It will take place in the Boardroom at Willow Terrace Road booked. Catering has been arranged and bookings will be opened after spring bank holiday. Lunch will be provided. The capacity for the event is 30. The YOHHLNet meeting will follow the AGM.</p>	<p><b>All to encourage attendance</b></p> <p><b>DG to open bookings for the event</b></p>
8	<p><b>Christmas Study Day</b> JS reported back on progress to date with the Christmas study day. It will take place on the 12<sup>th</sup> December. Venue booked – same as last year in Leeds. HCLU are funding the venue costs for all 3 networks and JS will check if this also includes lunch costs.</p>	<p><b>JS to organize a Christmas Study conference call</b></p>

	<p>The only costs for YOHHLNet are potential speakers and the awards. It has agreed that the awards would be discussed in more detail at the next meeting. Conference calls- looking for volunteers.</p> <p>The group discussed potential speakers/events for the Christmas study day:</p> <ul style="list-style-type: none"> <li>• British Library speaker</li> <li>• Dave from Doncaster - Tai Chi session</li> <li>• Knowledge café</li> <li>• Bursary recipients</li> <li>• Rob Webster</li> <li>• Patient perspective</li> <li>• Patient info – Reading Agency, Society of Chief Librarians</li> <li>• Jo Alcock</li> <li>• David Stewart</li> <li>• Andy – public libraries</li> <li>• Julie Griffiths</li> <li>• Motivational speaker</li> <li>• 3 minute talent session</li> <li>• Quiz</li> <li>• Cartoonist used at BDCFT CLEAR 2018 conference</li> </ul>	<p><b>and seek volunteers to plan the event.</b></p> <p><b>All to look at the awards criteria.</b></p>
9.	<p><b>Wiki</b></p> <p>JK updated the group on the wiki.</p> <ul style="list-style-type: none"> <li>• Members area is completed but the social media and venues area need updating.</li> <li>• Teleconference is taking place to look at new northern website. <a href="http://www.lksnorth.nhs.uk">www.lksnorth.nhs.uk</a></li> <li>• Research north-west page is the inspiration for the new website. Gil is in discussions with web-designer.</li> </ul>	
10.	<p><b>A.O.B.</b></p> <ul style="list-style-type: none"> <li>• Retirement card was signed for Michael Morley and he received a £50 gift voucher to reflect his significant contribution to the region.</li> <li>• HLG list has been well received and a buddy-up scheme has been advertised by JS. Health Libraries North have also been included.</li> </ul>	
11.	<p><b>Dates of next meeting</b> <b>Tuesday 17<sup>th</sup> July 2018 10am Willow Terrace Road</b></p>	