

**Minutes of the LIHNN Coordinating Committee
Held on 9th November 2016, 10 – 1pm
CMFT, Manchester**

1. Present	Jo Whitcombe (JW) (chair) Susan Smith (SS) (treasurer) Mary Hill (MH) Gil Young (GY) Lisa McLaren (LMcL) Mike Hargreaves (MH) Bernie Hayes (BH)
2. Apologies	Debra Thornton (DT)

NO	MINUTES	ACTION
3	APPROVE MINUTES FROM THE PREVIOUS MEETING The minutes were approved as an accurate record of the last meeting. Thanks to Debra for writing them in the absence of the secretary	
4	MATTERS ARISING AND ACTION LOG SS has set-up Web-ex but not heard back from them Website changes have been completed by GY LIHNN benefits leaflet updates have been completed Decision made to delay 2 year subs until the dust settles around mergers No decision made on library banner, as consensus can't be reached on potential content	SS to chase up Web-ex log-ins
5	TREASURERS REPORT SS sent round the current accounts and outlined some issues with payment from some Trusts. Financial position is healthy.	
6	K4H & HCLU UPDATE Potential cuts expected at HEE in 2017 – unsure what services will be affected LQAF completed and letters due out in 2 weeks – no red services in the NW this year LQAF for 2017 – revised version probably won't be ready, but there is a T&F group looking at standardization and mapping to K4H Dom Gilroy leading the LQAF reference group – no meeting commitments and all welcome to join Talent Management train the trainer took place on 19th October (Lisa	

	McLaren and Debra Thornton trained). Roll-out expected at March Library Managers meeting Synthesising and Summarising training to take place in March 2017	
7	MEMBERSHIP UPDATES Monica Wickham has left Stepping Hill. Voucher and card to follow.	JW to post card to Monica SS to purchase online vouchers and send to MH
8	GROUP UPDATES Most groups have not met recently, but the following minutes are available: Cheshire & Mersey: http://www.lihnn.nhs.uk/index.php/lihnn/lihnn-groups/cheshire-and-merseyside#M2016 Quality group are in the process of disbanding The NW Mental Health Libraries Group provided a specific update: Collaborative Working with NE and YH The group would like to repeat the collaborative working day that was held in May, as members felt that the event was very useful. The group will be contacting NE & YH colleagues to see if another collaborative day can be arranged for 2017. Sharing expertise The group discussed various approaches to “quick searches” that might produce good quality results, in the absence of a discovery tool. As a result of this discussion, it was felt that production of a mental health quick search guide may be a good joint project with other MH colleagues in the North. Representation at the group Given the possible future re-configuration of services, the group discussed concerns about representation at NWMHL meetings and agreed that much of the value of the group is based on sharing skills, knowledge and experience of members working within the fields of mental health and learning disabilities. The group will be reviewing its terms of reference, to ensure that such sharing of skills and expertise is adequately covered and can inform future development of the group.	
9	LIHNN QUALITY AWARDS The group agreed to review the scoring for 2017, although felt the new system was working quite well and made decision making far easier. After discussion a Top 3 was chosen: Central Manchester 1 – Union list expansion Royal Bolton – Human Library	JW to email winners and the minutes of madness to confirm presentations

	Wirral – Dementia Reminisce boxes	
10	<p>CHRISTMAS STUDY DAY Speakers confirmed (Nick Poole and Gareth Allen)</p> <p>Rough schedule 10:00 – 10:10 Welcome and intro 10:10 – 10:55/11 Keynote (Nick Poole) 11:00 – 11:20 Coffee 11:20 – 12:00 Quality Awards presentations and voting 12:00 – 12:30 Minutes of Madness 12:30 – 14:00 Lunch 14:00 – 14:45 Keynote 2 – Gareth Allen 14:45 – 15:00 Coffee 15:00 – 15:30 Quality, Directors Award and close</p> <p>Newsletter group have sent a list of articles to allow voting – these will be put into SurveyMonkey. The committee agreed to exclude any non-NW articles</p> <p>Group updates to be done via a Christmas card and Quiz to run throughout the day</p>	<p>GY to draft programme</p> <p>LMcL to set up SurveyMonkey for newsletter voting</p> <p>JW to invite the chairs for Y&H and NE</p> <p>JW to speak to Stephen Edwards re. quiz</p>
11	<p>AOB Helping Hands website – make a final decision on this resource after speaking to some new starters</p> <p>Marketing – final agreement on ordering some A4 and A5 blackboards and pens to go with them. Two per service (one of each size) to be handed out at the Study Day</p> <p>More marketing ideas to move forward if this is deemed successful</p>	<p>GY to survey new starters re. Helping Hands</p> <p>SS to purchase blackboards and pens</p>
12	<p>DATE AND TIME OF NEXT MEETING</p> <p>2017 meetings below:</p> <p>Wednesday 15th February 2017 Venue: Central Manchester University Hospitals Time: 10am</p> <p>Wednesday 10th May 2017 Venue: Central Manchester University Hospitals Time: 10am</p> <p>Tuesday 13th June LIHNN AGM (& HCLU briefing) Venue to be confirmed</p> <p>Wednesday 13th September Venue: Crewe Time: 10am</p> <p>Wednesday 8th November Venue: Central Manchester University Hospitals</p>	

	Time: 10am	
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Action Log for LIHNN Coordinating Committee held on 09.11.2016.

Item Number *	Action Detail From the Minutes	Lead Responsibility
NEW ACTIONS FROM THE MEETING		
4	Chase Webex logins	SS
7	Leaving card to Monica Wickham	JMW
7	Purchase voucher & send to MH for MW	SS
9	Email LQA presenters & 3MoM presenters	JMW
9	LMcL to set up Survey Monkey for newsletter vote	LMcL
9	Invite Northern chairs to Xmas SD	JMW
9	Speak to Stephen Edwards re quiz	JMW
11	Survey new starters re Helping Hands	GY
11	Purchase mini blackboards & pens	SS

Notes

* Corresponds to the running number on the minutes/notes

