

Health Libraries Group of CILIP

Minutes of the meeting held at CILIP, Ridgmount Street, London
Farradane room, Wednesday 11 March 2009

Present

Gary Birkenhead

Pauline Blagden (chair)

Richard Bridgen

Heather Chesters

Elise Collins

Helene Gorring

Emily Harker (minutes)

Richard Parker

Graham Walton

Frank Norman

Julie Ryder

Maurice Wakeham (MWa)

Jennifer Wilkinson

Helen Buckley Woods

Chris Thornton

1. Apologies for absence

Received from Lori Havard, Andrea Lane, Vicky Sargeant and Michelle Wakes.

2. Minutes of the last meeting and matters arising

The minutes were accepted as a true and accurate record of the meeting

PB felt that nothing more could be done about the NHS pay structure at this time.

Action: PB to have one last attempt at finding details of the oral history project.

Leslie Morton Memorial Fund

FN had drafted bursary criteria which were approved with some additional comments from the committee. There is still the ongoing issue of the funds remaining in the HLG accounts.

Action: FN to give the trustees a June deadline for removing the money from HLG accounts.

Action; All who have been identified to send their contribution for Annual Report to Julie before Easter.

Action carried over: JR to set up a CILIP HLG email address for incoming communication.

3. Chairs Reports

PB gave an opening mini speech and said that she would like to focus her efforts in 3 areas over the coming months:

1. Maintaining and strengthening the group's relationship with CILIP
2. Look at key topics that are pertinent to the group such as NHS Evidence and ensuring we remain a cross sectoral group.
3. Continue the good work of her predecessors.

4. HILJ

GW is stepping down and will become Editor of the Review of Academic Librarianship. Maria Grant has been appointed as his successor and will take over on 1 April 2009.

GW explained the strong position of the journal and stressed the joint ownership of the journal with Wiley Blackwell. The committee acknowledged the contribution of the publisher to the journal's ongoing success.

GW was thanked for his hard work and contribution to the journal and the group over the years.

5. Newsletter

EC reported that she had no problems with her first issue.

Action: PB to encourage SHA leads to advertise / link to newsletter from their websites.

EH, when editor, had received a request that the group keep the books given out for review and offer them as a lending service. The committee felt that this was inappropriate and that the book was given to the reviewer and that ownership was passed over to them. To do with as they saw fit.

Action EC to respond to request to let him know the outcome of the discussion.

There was a discussion around the use of the monthly email from CILIP. It is a welcome addition and it was agreed that EH as Secretary would act as liaison with membership support to forward email content.

Items must be submitted to MSU before 5pm on the day before:
25/2, 25/3, 29/4, 27/5, 24/6, 29/7, 26/8, 30/9, 28/10, 25/11, 23/12

Action: PB to circulate dates to CPD group.

Action: All to email EH with email content enough in advance to get to MSU for the deadline.

6. CPD

PB gave a verbal report with printed copy to follow with minutes. PB is standing down as Chair of the group and is being replaced by Helen Elwell from the BMA. MW is standing down as secretary when a replacement can be found. Sue Lacey-Bryant is also stepping down from the group. Thanks was expressed from the committee for their hard work and contributions to the group.

Conference Director and programme lead posts are still vacant. It was agreed to advertise one more time before discussion alternative course of action.

Action: HE to review job description and circulate. This to be added to website, March email and sent to mailing lists.

7. Membership and publicity

No subscribing members at this point.

Action: GB to request statistical and demographic information of HLG members from CILIP

Claire Connor is standing down as publicity co-ordinator so a replacement needs to be found. This is looking after the display boards and ensuring that they are sent out and returned to venues who request them.

Action: Publicity co-ordinator post to be advertised after efforts have been made to recruit a Conference Director (priority).

8. HLISD

It is unclear at this moment as to the long term future of HLISD with the transfer of NLH into NHS Evidence though we have been ensured that efforts are in place from NLH to ensure its continuance. Alan Fricker is attending a meeting with Dr Gillian Leng to discuss this and will take with him a response from the RCN.

Action: Policy panel to liaise with Alan to draft a formal letter to Dr Leng.

9. Subject group reports

IFMH – all committee re-elected. Membership has increased. There is a new copy of INFORM available and they will be running a study day on 8 May with HLG Wales on the subject of Change Management and business planning.

LfN – no report received for this and the last two meetings.

Action: PB to email Jane Shelley to ensure all is well and remind her of the sub. groups commitment.

HLG wales – no report received.

10. Website

CILIP are migrating to a new content management system. JR has met with them and we are fine to have information on that is older than two years as long as it is still live.

Action: All to continue to review website and check for content and accuracy.

11. Core collection

Mental health is the prototype collection and is currently being compiled in librarything.com. It is almost ready for consultation and initial estimated completion date is July though the true length of time to complete this is not known at this time. When completed the collection will be hosted on Tomlinsons website and they will continue to update this when new editions become available. Tomlinsons have produced a *Patient and Public Health for GP surgeries* list which was compiled using authoritative representatives such as Sue Lacey Bryant.

Primary care has been assimilated into the nursing and medical collections. The Allied Health collection is on hold for time being.

12. Ideas and advocacy panel

The CILIP SCONUL Health Group (under Bruce Madge) are preparing a formal letter response to Dr Gillian Leng (NHS Evidence) and this will be backed up with 4 briefing

documents covering aspects that they feel are not being addressed in NHS Evidence - content/access/licensing/role of librarians. The HLG have been asked to write the briefing about the role of librarians.

Action: SL to write briefing and circulate to panel / committee / members as appropriate

There was some discussion around what the group can do versus what CILIP can do and what is the best procedure for circulating to the panel / HLG committee / HLG members. It was agreed to seek clarification on the first and that for the latter the time available and the subject matter will dictate the course of action.

Action: MWa to clarify at the next CILIP policy forum meeting the process for sending responses to documents e.g. does everything have to go via CILIP, timescales of submitting to CILIP for them to send a response on, will they change anything and will they tell us what / if they change anything or acknowledge that they have sent it on.

13. International

HG has attended a Phi strategy day and is ensuring that partnership working details are available on the website.

14. Research activities

After discussion it was felt that this was not being addressed at this time. Any research activities in future can be brought up in AOB or as a specific agenda item if warranted. This will be removed as a standing item and Andrew Booth will be thanked for his contribution to the group. There is a mailing list that committee may be interested in signing up to if interested - healer on jiscmail - that may alert the community to research activity.

Action: EH to email AB and thank him for contribution

15. Treasurers report

HLG is now in receipt of the monies from the conference from CILIP. Treasurer noted the health situation of the finances and a number of suggestions were made as to possible spend for members such as more CPD events and possibility of commissioning research into the role of librarians in the health sector. It was felt that the group needed to align their business priorities and produce a new business plan before any monies could be spent.

16. Committee roles / mailing list

EH brought it to the committee's attention that there were people on the mailing list who did not contribute to committee and also members listed on the website that do not attend. This was discussed and it was agreed that only committee members (elected, co-opted, or observers) should have access to the mailing list. CILIP group rules were checked and alignment of committee was made accordingly.

Action: EH to sort out mailing list and inform JR of continuing members to be amended on website.

17. AOB

SL readvertised the CILIP events open to branch and group committee members 25/3 Web development (JR attending), 4/6 new officers day, 17/9 Planning effective events and 18/11 Marketing (VS attending). Note that these events must be booked from the website.

FN had recently had contact with the Medical and Health Library Association of the Phillipines and raised the possibility of setting up some links.

Action: HG to look into this and the possibility of a bursary for a representative from the Philippines to attend a UK event.

PB will be attending the branch and group meeting at CILIP on 23 March. If anyone have any items of concern please do pass them to her in advance of the meeting.

Action: All to contact PB with items

EH noted in the Branch and group newsletter the possibility of someone from the CILIP Office of the President attendign a committee meeting to discuss any concerns we may have. It was decided to wait until after the Branch and Group Meeting and Policy Forum to see if we were still unclear about anything specific.

Action: Carried forward to next meeting.

Now that we have a new Chair in post it was felt appropriate that the Manifesto be revisited and a new Business Plan be drafted. The existing manifesto will be examined through an online meeting and a draft updated version will be produced. This will be followed up with an away day to finalise the Manifesto and agree upon a Business Plan.

Action: EH to circulate meet-o-matic possible dates for preliminary online meeting (March) and away day (May)

Action: PB to organise venue and facilitator for away day – London.