

## Minutes

Committee Meeting | 17 March 2010 | 10.30 – 15.30 | Charter West, CILIP HQ

Present: Pauline Blagden [PB]; Heather Chesters [HC]; Richard Bridgen [RB]; Elise Collins [EC]; Helen Elwell [HE]; Gary Birkenhead [GB]; Shaun Kennedy [SK]; Frank Norman [FN]; Maurice Wakeham [MW]; Julie Ryder [JR]; Jennifer Wilkinson [JW]; Imrana Ghumra [IG]; Andrea Lane [AL]; Chris Thornton [CT]; Maria Grant [MG]; H  l  ne Gorrington [HG].

Chair: Pauline Blagden | Minutes: Richard Bridgen

<b>Item</b>	<b>Action</b>
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**1. Apologies**

Helen Buckley Woods; Jane Shelley; Lori Harvard

**2. Minutes of the last meeting** (9 December 2009)

Approved as a true and accurate record of the meeting.

**3. Matters Arising**

Item 2: Leslie Morton bank account in the process of being set up. Signatories will be Richard Osborn; Shane Godbolt; Frank Norman. Will present details of award developments and bursaries at HLG Conference.

Item 2: [hlq@cilip.org.uk](mailto:hlq@cilip.org.uk) has been set up. Emails will be forwarded to the Secretary. To date none have been received.

<b>ACTION</b>	
Email address to members via CILIP group mailing and HLG Members	<b>RB</b>

Item 4: Mark Durman of the Patient Information Forum will have a session at the HLG Conference, and is still thinking about ways to collaborate with HLG.

Item 7: EC has received email from Emily Harker about potential new column for the newsletter.

Item 10: CT has agreed to become HLG representative on HLISD board.

Item 13: No representative from Tomlinsons' attended a meeting set up to discuss terms of reference/memorandum of understanding for Core Collections Group.

Item 16: HG still chasing bursary payment from EBSCO.

Item 19: JR still awaiting reports from some committee members for inclusion in 2009 annual report. Will rearrange format and discard former business plan headings. To be published five weeks before AGM.

**4. Chair's Report**

PB is watching developments at the Branch and Groups Forum with

interest, and is showing a similar interest in 'The Big Conversation.'

How involved in HLISD should HLG become? HLG will remain a stakeholder, but is wary of taking on recurrent commitments.

CILIP are interested in seeing the results from the recently commissioned research study into our membership.

## 5. HILJ

Copy flow is good, with 16 new manuscripts having been received since January 1.

A virtual issue, planned for the Clinical Librarianship Conference, has been brought forward to coincide with the HLG Conference instead. MG asks for the committee to alert her to research, relevant to the conference themes, and which have been published within the last two years

### **ACTION**

Alert MG to research relevant to HLG Conference themes, and which has been published within the last two years **ALL**

Inclusion of newsletter items/publication in HILJ RSS feeds is proving difficult. At the moment these items will be included in the [news and announcements](#) section of the HILJ website.

Strategy document has been published. A one page summary of articles is planned.

Keywords project ongoing to identify suitable terms for use in indexing articles, as current list inadequate. MG is wrestling with country and regional terms.

Editorial Advisory Board meets in June. At this meeting, MG plans to analyse competitors to, and identify target audience for journal.

## 6. Newsletter

March's issue was published on time. However EC was saddened by the absence of articles and meeting reports, but cheered by recent submissions of the same.

Newsletter is now deposited with the British Library

Taylor and Francis have offered HLG/CoFHE and UL&R Conferences attendees free access to 4-5 articles. As details were sketchy, the committee felt unable to take Taylor and Francis up on their offer.

## 7. CPD Panel

Helen showed us her delightful pink folders for use at CPD events. Gasps of admiration were heard. Helen was also commended on the design, quality and general luxuriousness of the product.

The Knowledge Management workshop on 10 March was well attended with 13/15 places filled. £1,000 of HLG subsidy was used to reduce the cost of the event. Feedback was positive, and requests received for a re-run in another part of the UK. PB suggested the remaining £1,000 of CPD support, already agreed by this Committee, is allocated to subsidising this event.

Health Information Research Study Skills has been moved to the Autumn. Vicky Robertson will be holding a taster session at the HLG Conference

Web 2.0 workshop is planned for 22 April at the BMA. Maximum of 9 attendees. Cost: £115+VAT for HLG members otherwise £135+VAT.

An Open Source Tools workshop has been pencilled in for the Winter.

Case Studies for the Guide to Working in Health Information have been added to the website

CILIP Seal of Recognition is up for renewal shortly.

HLG Conference

89 delegates have signed up to attend to date.

Kevin Jones will apparently have us in stitches at the conference dinner.

Expressions of surprise greeted the announcement that both Gillian Leng and Mark Salmon were to speak at the conference.

Link to HLG bursaries from the conference website – JR to see what she can arrange with the conference website people.

Student bursaries need to be advertised to students. Only open to relevant students studying at a UK university including via distance learning. The Republic of Ireland is not part of the United Kingdom.

#### **ACTIONS**

Arrange a link to HLG Conference bursaries from conference website.	<b>JR</b>
LIS-BAILOR mailing list includes international library schools so must be made clear in email who is eligible for student bursaries	<b>HE</b>
PB to alert MG to the exact wording for student bursary eligibility.	<b>PB</b>
Pip and/or Stuart to be invited to the next committee meeting.	<b>HE</b>
Raise the following issues with conference organisers: Bishop LeFanu; bursaries; HEALER session; virtual issue of HILJ.	<b>PB</b>

The name of the conference has been changed to reflect the grammatical and/or semantic preferences of the conference organisers. The title is now 'Keeping information centre stage amid changing scenery.'

PB will raise a number of outstanding issues with the conference organisers.

#### **DECISION**

One/both of conference organisers to attend committee meetings. May also attend CPD Panel meetings, although not compulsory. CPD Panel Chair to be the conduit for liaison/support/advice to organisers.

FN/PB declared that they were looking forward to the conference.

### **8. Membership and Publicity**

Currently have 1585 members as well as 4 subscribing members. Had 1591 at the end of 2009. Is this a cause for concern? 477 of them have joined HLG-MEMBERS discussion list. However seems to be used more for posting information than for discussing anything. GB advocated the intriguing possibility of the committee initiating more discussions on the

list.

## 9. HLISD

The HLISD Board have had two transitional meetings. SHALL will pick up the cost of web hosting. The hosting provider will be Wirral Health Information Service.

HLISD will be re-launched at the HLG Conference. JR outlined the need to revise and reprint promotional leaflets. After much discussion about the merits of proceeding without knowing the actual costs involved, it was decided to proceed, because it was remembered and subsequently confirmed that the cost was less than £500. Leaflets will be included in delegates' packs and distributed for use at HLG events and other events.

### ACTIONS

Arrange revision and reprinting of leaflets

JR

Can the HLISD website home page be made more attractive?

Meetings henceforth will be virtual.

CHILL will join the HLISD board in place of the RCN.

Usage statistics can now be gathered. There were 7325 visits for the month from 26 January 2010.

Last development updates have been rolled out. Developer has indicated verbally, that he will continue to develop the site to 30 June.

GB requested that the home page be made more arresting and inviting, as it's currently quite functional and uninspiring. JR will investigate whether the home page can be made more inviting.

## 10. Subject Groups

### IFMH

Commissioning Study Day attracted 21 people. Successful event with good feedback.

INFORM 20(2) will be published shortly.

HLG Conference. IFMH have secured Mark Salmon as speaker in the plenary session. He will speak about NHS Evidence, whereas Gillian Leng will speak about NICE.

Paul Howley has become Secretary. INFORM editors will shortly be resigning. One new editor secured. Still require another, plus one joint Study Day Co-ordinator to replace Paul.

### Libraries for Nursing

Study day in Information Literacy scheduled for October 5, in York (near, but not at the railway station).

Christine Urquhart and a PhD student from Aberystwyth will speak about something interesting at the HLG Conference.

The committee has a few vacancies. One new bulletin editor, membership secretary, treasurer and chair required.

### HLG Wales

Train the Trainer study day led by Paula Elson from RCN Wales, is

scheduled for May at the National Botanical Gardens of Wales.

Mary Shoedolu and Anne Dickson have joined the committee, and Angela Perrett has resigned, and Lori plans to step down.

CILIP Cymru is meeting Welsh Assembly Members to discuss the future of libraries in the principality. Lori is attending an information gathering meeting to help CILIP prepare for their meeting at the Assembly.

## 11. Website

Statistics are not working properly.

New content management system is complicated and more difficult to use than the old system. CILIP web people are helpful but regard JR as a pioneer, without the furs and traps.

CILIP is discouraging the archival of documents on CILIP websites. Much discussion ensued about whether this was a command or merely a guideline. GB was forthright on the subject. Possibility of using JISC mailing list folders for archival purposes. RB to investigate.

### ACTIONS

Investigate JISC mail folders for use in archival of committee minutes.	RB
Produce an annual report of decisions made/actions taken	
Dig out and circulate the policy manual	PB

There is a policy manual. PB definitely remembers it. She will dig it out and circulate it to the committee for update.

Archiving and retrieval to be added to a future agenda.

An annual report of decisions made, should be compiled.

## 12. Core Collections

Mental Health core collection published.

Library Thing as a means of recording and editing contributions has worked well. The nursing core collection is on-going, and 951 contributions have been received.

Nursing core collection was presented at the LfN study day in November. Hope to publish medical core collection by June 30.

Core collections website delayed. No date for launch.

Helene fed back on the work of the working group and the committee felt that it might be appropriate for a memorandum of understanding be developed between HLG and Tomlinson's to formalise each party's role and responsibilities. The committee also felt that it was important for HLG to maintain its editorial independence and for the electronic access to be available via the HLG website with access to a read-only version of the core collections on Library Thing.

Can a core collections page be created on HLG's website with access to read only version of the core collections on Library Thing, and a feedback form. Possibly rename the core collections, HLG Core Collections.

Richard Bridgen and Richard Parker have resigned from the group. Any volunteers to replace them would be appreciated. They would need to

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con-ordinate the AHP and Health Managers' core collections.

**ACTION**

JR to set up core collections page on HLG website.

JR

**13. Business Plan**

**Clarify identity and aims of HLG** - Completed, although PB says it will evolve.

**Gain better understanding of the professional needs of HLG members and potential members: commission research to gather this information** - GB outlined the current progress. Four proposals were received and the researchers interviewed on 9 March. The contract was awarded to Chris McDonald, an organisational psychologist. He did not have beard or want to know about our motivation. Payments to be adjusted to 25% / 25% / 25% / 25% as opposed to 25% / 25% / 50%. He will present his final report to the September 2 committee meeting.

Travel expenses will not be paid to research proposal candidates.

GB wanted Chris Macdonald to join HLG Committee List for information and background purposes. Decided that the committee list is for committee members only. Recommended that Chris join HLG-Members and LIS-Medical. Will report to committee via GB.

**Provide services which best meet the professional needs of HLG members** - Event checklist compiled by HE it includes a panel review form, a delegates' feedback form, and organisers' feedback form and a lessons learnt form. Lessons learnt will be fed into the planning and organisation of the next event. Trialled on 10/3 Knowledge Management event and at next two events.

MG to develop stronger, deeper and longer links between HLG and HILJ. These were gloriously left undefined, but MG promised to give them some attention.

**Respond in a timely and authoritative manner to issues of current concern to members, championing the role of health librarians** – A flow chart of the process for responding to topical issues was discussed a lot. Lack of progress being made. PB/MW felt we needed CILIP input into the process as they are the professional body. GB felt we may be waiting for quite some time, and so should design our own. MW mentioned his lack of proactive desire due to his lack of knowledge of the NHS and of the timescale/effort he would need to devote to the issue. GB felt reactive was a fine place to start. The committee concurred. PB wanted to get CILIP input, and so will talk to Guy Daines about what we want to do and how we should go about doing it.

Breakdown of spending by each panel. HC to supply to panel chairs and PB.

**Improve communications with all stakeholders** – GB reiterated the need to use the communications checklist when dealing with the group and outside organisations. Blank looks necessitated GB offering to re-circulate the checklist to the committee and subject groups.

Business plan should link in to CILIP's corporate plan.

**ACTION**

Send breakdown on spending to PB and panel chairs.	<b>HC</b>
Circulate Chris Macdonald's research proposal to committee	<b>GB</b>
<b>DECISIONS</b>	
Do not pay travel expenses to interviewees, unless expressly stated in invitation for interview.	
CILIP-HLG-CMTTEE is for committee members only.	

#### 14. Ideas and Advocacy

MW mentioned the new government initiative to be announced shortly by Margaret Hodge. It seems to have arisen from collaboration between the Society of Chief Librarians (SCI) and the Department of Health (DoH). Why was HLG not consulted on the public health elements of the initiative. What was our response to it going to be? This proved a major obstacle as non-one had read the report, as it had not been published. This reignited the discussion about the flow chart, as outlined in item 13. MW to email the report out to members to comment on/discuss locally.

No terms of reference for Branches and Groups Forum.

MW highlighted CILIP's 'The Big Conversation' which is looking at the information community in its broadest sense. This discusses the role of the professional body and how the body relates to the people who make up the profession. PB enthused, briefly.

MW related a great idea to establish the groups involved in healthcare information and their aims and objectives. This idea was declared great by the committee.

Sarah Lawson and Vicky Bramwell have resigned from the panel. MW asked for volunteers. Not a hand stirred.

<b>ACTIONS</b>	
Establish groups involved in healthcare information and their aims and objectives.	<b>MW</b>
Request more members for the Ideas and Advocacy Panel	
Email Margaret Hodge's report to HLG members and invite comment/discussion	
Design flow chart of process for responding to events	<b>GB</b>
Talk to Guy Daines about approach to take	<b>PB</b>
Read CILIP's Manifesto	<b>ALL</b>

#### 15. International

Interested in working with Medical Librarians' Association in the US. Join as an international member.

Could not attend recent PHI meeting because of heavy snow and ice.

Will forge links to CILIP's international person.

<b>ACTIONS</b>	
Join MLA as an international member	<b>HG</b>

Contact CILIP's international person

**16. Treasurer's Report**

2009 accounts have been completed. Will be audited by treasurers of IFMH and LfN. HC will audit their accounts.

HILJ royalties high because of the current weakness of sterling. Not anticipated to be as large in future. Expecting £21, 603 for 2009.

Balances high, but remember that it includes already funds already allocated.

**17. AOB**

There was no other business.

The meeting concluded at 2.35 p.m.