

Minutes

Committee Meeting | 2 September 2010 | 10.30 – 15.30 | Charter East, CILIP HQ

Present: Pauline Blagden [PB]; Richard Bridgen [RB]; Helen Elwell [HE]; Gary Birkenhead [GB]; Maurice Wakeham [MW]; Julie Ryder [JR]; Imrana Ghumra [IG]; Chris Thornton [CT]; Maria Grant [MG]; H  l  ne Gorryng [HG]; Jennifer Wilkinson [JW]; Chris MacDonald [CM]; Sarah Thompson [ST]

Chair: Pauline Blagden | Minutes: Richard Bridgen

| Item | | Action |
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| 1. Apologies | Frank Norman; Jane Shelley [Sarah Thomson attending for LfN]; Elise Collins; Maria Grant; Lori Harvard; Shaun Kennedy; Andrea Lane; Heather Chesters. | |
| 2. Minutes of the last meeting (23 June 2010) | Some amendments were requested to the minutes. | |
| 3. Matters Arising | <p>MA Item 12: The Library Thing widget is now working properly.</p> <p>MA Item 14: CILIP is working more closely with SIGs on policy and in responding to events. However a formal policy is still a work in progress.</p> <p>Agenda Item 4: No volunteers have been found for the Expert Reading Group.</p> <p>Agenda item 6: Develop HLG position on key issues; in process.</p> <p>Agenda item 8: Session chairs for the HLG Conference were found. Syed Adil will contribute a report on the conference to the CILIP Gazette.</p> <p>Agenda item 11: Email potential members. Will depend on the outcome of CM's research report. There has not been a B&G Forum meeting since the last committee meeting, at which to request a mandatory email address on membership renewal forms. PB has not contacted Patrick McNulty and John Vincent about partnership working because this is not one of HLG's objectives for 2010. May be included in 2011's objectives, at which point it will be appropriate to make contact.</p> <p>Agenda item 13: JR has sent MW details of the UHMLG contacts/libraries on HLISD and the group editors.</p> <p>Agenda item 14: Library Thing widget is now working properly. JR is working on reducing the number of clicks to the HLG Conference website from HLG's website. RB will publicise Health Information Guide to HLG members in September.</p> | |

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| | <p>Agenda item 16: PB did email a link to Margaret Hodge's report and MW did circulate the aims and purposes of health information groups to the committee.</p> <p>Agenda item 17: HG spoke to Doug Knock at the HLG Conference and will meet on 2 September, advertised the PharmaBiomed conference to HLG members, and joined the MLA as an international member.</p> | |
| | <p>ACTIONS</p> <p>Email HLG members with request for volunteers.</p> <p>Email HLG members about Health Information Guide in September.</p> | <p>PB</p> <p>RB</p> |
| 4. | <p>Chair's Report</p> <p>PB declared the HLG Conference vibrant, and a resounding success. Feedback has been very positive, and there has been an excellent article about it in the Gazette. Presentations are being uploaded to the website.</p> <p>Special Libraries Sector Panel – a new CILIP initiative set up in response to cutbacks in library services. The panel will look at cut proposals and comment upon them in terms of the public good.</p> <p>The Reading Group is part of this panel and reads up about the cut proposal and take a view on them. The US SLA's website promotes libraries and demonstrates their value for money. CILIP aspires to the same and it is good for HLG to be involved.</p> <p>White Paper – there was a meeting about the government's 'Liberating the NHS' white paper on 1 September. MW/GB/PB attended along with Alan Fricker and Guy Daines. CILIP will craft a response to highlight the paper to members and a more general one for the wider public and government. It will tie its response in to the forthcoming Information Strategy which will engender more detailed comments.</p> <p>Death of Bob McKee. Bob's death came as a great shock and the committee was greatly saddened by the news. The committee will publish a statement of condolence.</p> <p>GB suggested we invite the new chief executive, Annie Mauger to the December committee meeting.</p> | |
| | <p>ACTIONS</p> <p>Draft a statement of condolence on the death of Bob McKee</p> <p>Invite Annie Mauger to December's committee meeting</p> | <p>PB/RB</p> <p>RB</p> |
| 5. | <p>Business Plan</p> <p>PB declared that we were doing OK, and is considering new seminars and support for members after we have had a chance to digest Chris MacDonald's research report.</p> <p>She complemented MG on the strengthening links between HLG and HILJ.</p> <p>Departmental budgets will be tried out in 2011.</p> <p>The rolling programme to review services is working well.</p> <p>We need to capitalise on Chris MacDonald's work, and digest it before setting new objectives. 2011 objectives will be set in December's</p> | |

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| | committee meeting. Partnership working will be incorporated into the new objectives. | |
| | <p>ACTIONS</p> <p>Add partnership working to 2011 objectives</p> <p>Add objective setting and partnership working to December's meeting</p> | <p>PB</p> <p>RB</p> |
| 6. | HILJ | |
| | <p>The Health Information and Libraries Journal (HILJ) and Wiley-Blackwell had a strong presence at the HLG conference this year including a Wiley-Blackwell sponsored pre-conference drinks reception, a 'Writing for Publication' workshop and the publication of an online only virtual issue of HILJ to link to the conference theme.</p> <p>REQUEST: MG has purchased and is happy to pay for the postcards used in the follow-up of workshop participants. Would the HLG committee be willing to cover the postage costs? RESPONSE: Yes.</p> <p>MG has begun tweeting about HILJ and HLG related activities. This has included promotion of the HILJ 'Writing for Publication' workshop, the availability of the workshop slides (http://bit.ly/aAPMwi), the HLG conference related virtual issue (http://bit.ly/b84dU2) and promoting the publication of the HLG newsletter. Details can be found on MGs twitter page at http://twitter.com/MariaJGrant</p> <p>The electronic version of HILJ is now published via the new Wiley Online Library platform at http://bit.ly/9RMH6S There will be an opportunity to include details - on the HILJ web page of the online library - regarding HLG as the professional group for which HILJ is the official publication. More details and a request for information will follow shortly.</p> <p>In commencing the update of the HILJ author guidelines it became apparent that there are inconsistencies in the audience HLG states it seeks to address. Examples include:</p> <p>HLG home page: HLG is a UK based network of individuals working in or professionally interested in <i>health and social care</i> information.</p> <p>HLG in conference handbook: the Health Libraries Group is a forum for CILIP members working with <i>health and community care</i> information.</p> <p>REQUEST: To ensure HILJ accurately reflects the aims of the HLG, which representation is correct? Health? Health and social care? Health and community care? RESPONSE: PB to check and relay to MG HLG's correct aim.</p> <p>Given our aim should we invite a representative from SCIE to join the committee. ST to send the name of her contact to HG and HG do contact ST's and her own contact about this.</p> | |
| 7. | CPD Panel | |
| | <p>The CPD panel is not meeting until October, so HE does not have accurate figures for the numbers attending the HLG Conference. However Pip Divall and Stuart Glover reported that 322 people registered for it, and all the stands were taken.</p> | |

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| | <p>An examination of the evaluation forms revealed a few themes:</p> <ul style="list-style-type: none"> • Fewer parallel sessions • Distances between venues was too spread out • The Studio was cold and dark. Comments were also made about other rooms. • Suppliers not happy about being located in the upper circle. Not much traffic made it there. • There were a lot of suggestions for future topics. HE will follow-up those delegates who left email addresses with their suggestions to see if they are interested in joining the CPD panel. <p>Research Skills Study Day run by HEALER and LIRG, and to cover both quantitative and qualitative research, following a similar session at the HLG Conference. 3 ½ days or a full day course, one for quantitative and another for qualitative. Half days may prove to be less popular. However HE will talk to the speakers for their view.</p> <p>Also planning White Paper/Recession events so that HLG is seen to be aware of the current economic situation.</p> <ul style="list-style-type: none"> • Demonstrating impact, value and RoI • Personal effectiveness (selling skills etc). Nicola Franklin from Sue Hill Recruitment suggested as a speaker. <p>Possible another event on Open Sources – what’s available for free. Syed Adil may present. HE to gauge interest in such a study day.</p> <p>Sharon Stevens has stepped down as Umbrella Rep. A replacement is needed. HE will have more information about Umbrella for December’s meeting.</p> <p>HE has corrected some of the broken links she found in the Health Information Guide.</p> <p>What’s happening about RIWA. Chase FN.</p> <p>LIRG members – may be in library schools. Offer bursaries to HLG sessions at Umbrella, on same basis as current bursaries to HLG Conference? Trial 2 bursaries for Umbrella 2011 but a report must be written about the HLG session(s) attended. If this additional work is too burdensome for the CPD panel, alert committee to the fact.</p> | |
| | <p>ACTIONS</p> <p>Follow-up those delegates who suggested topics to see if they are interested in joining the CPD panel.</p> <p>Talk to Research Skills speakers to determine format for course.</p> <p>Email to gauge interest in a study day about open sources.</p> <p>Advertise for a HLG representative to Umbrella.</p> <p>Arrange bursaries to HLG sessions at Umbrella 2011 and advertise to LIRG members</p> <p>Chase FN about RIWA and process for award</p> | <p>HE/ CPD Panel</p> <p>RB</p> |

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| | <p>DECISIONS</p> <p>Demonstrating Impact – free to members who will just pay their travel expenses.</p> <p>Personal effectiveness – free to members. Five travel bursaries will be awarded per course up to a maximum of £75. There will be two study days offered, one in the South and one in the Midlands or North.</p> <p>Bursaries will be applied for and judged in the usual way.</p> <p>HLG will cover the cost of running these courses.</p> <p>We will trial bursaries to HLG sessions at Umbrella 2011</p> | |
| <p>8.</p> | <p>Membership and Publicity</p> <p>Report on research into HLG members’ professional development needs – Chris MacDonald</p> <p>Chris MacDonald reported the findings and conclusions from the research he conducted into the professional development needs of HLG members. The presentation was subdivided into competitor analysis, survey results and focus group findings. More details on the presentation can be found in the hand-out and slides, available separately.</p> <p>Next steps: agreed that we needed time to digest the contents of the report, and to discuss it more fully at December’s meeting. However an away day, sub-committee or full committee meeting will look at the report and draw some recommendations to inform 2011 objective setting.</p> <p>Thank you to Chris and Gary for all their hard work.</p> | |
| <p>9.</p> | <p>Subject Groups</p> <p>IFMH</p> <p>Excellent conference. INFORM 20(1) has just been published. Found new volunteers to take over as INFORM editors and study day co-ordinators.</p> <p>RB mentioned that IFMH had suffered a precipitous decline in its membership, and he feels this may be down to the fact that INFORM is now published electronically. Whereas IFMH had 80-100 members when INFORM was printed, it’s now down to 35. This is alarming, and whilst efforts are on-going to increase membership, there may come a time when we will have to question the continued viability of the group. PB stated that she felt HLG could do more to support its subject groups and to include them within the objectives for 2011.</p> <p>LfN</p> <p>Thanks for the excellent stand position at the HLG Conference. It generated quite a bit of interest in LfN’s next study day.</p> <p>The next study day will be on health information literacy in October. Speakers include Suzie Andretta, Sheila Webber and Kate Clark. 10 people have registered to date.</p> <p>LfN is in a healthy financial position.</p> <p>A membership questionnaire has been designed to elicit who members are and what they want and value from LfN.</p> | |

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| | <p>A bulletin will be published in October. Is a UHLMG/LfN joint study day a possibility? MW will talk to UHLMG, but LfN is keen.</p> <p>HLG Wales</p> <p>No report from Lori. PB has heard that Lori may be moving jobs and out of the health sector. As a result she may be stepping down from the HLG Wales committee.</p> | |
| | <p>ACTIONS</p> <p>MW will talk to UHLMG about a possible joint study day with LfN.</p> | |
| 10. | <p>Website</p> <p>Presentations from the conference are being uploaded to the website (58 presentations and 9 posters so far)</p> <p>Newsletter has been downloaded 246 times</p> <p>HLG's home page is the 8th top landing page for the CILIP website.</p> <p>JR will move the RIWA pages from IFMH to HLG shortly.</p> <p>Still needs to look at the whole website and delete clutter and unnecessary files.</p> <p>Julie is always pleased to receive feedback about the website [Hint!]</p> | |
| 11. | <p>HLISD</p> <p>As a direct result of the mailing list emails, 135 entries had been updated between 4th and 24th August. Five new entries have been added.</p> <p>We now have a Group Editor for CHILL, plus we have two new small Editing Groups in Scotland – Fife and the University of West of Scotland. 5 new Local Editors have been added for Ireland; 3 have been added for CHILL; 7 for Scotland and 4 for UHMLG..</p> <p>Recent focus</p> <p>Helpdesk - referring enquiries to Group Editors, resetting passwords, reminding editors of log in details, setting up new editors and editing groups, new entries, deletions etc.</p> <p>Completing project to add latitude and longitude where necessary for facilitate postcode search</p> <p>Still to do</p> <p>Continue chasing updates – ongoing</p> <p>Continue trying to find Group Editors to cover the gaps</p> <p>Final search for Local Editors for entries which don't fit into an Editing Group, prior to deleting the entry – CILIP HLG monthly mailing</p> <p>Add more Collaborative Network blurbs</p> <p>Update Notes and FAQ documents for editors</p> <p>Continue developing notes for Co-ordinating Editor</p> <p>Follow up some ideas for new entries in the nursing and mental health fields</p> <p>JR has reported that she is only paid by SHALL for a specific number of hours' work per annum. Although these hours are annualised, she has used a considerable number in the recent marketing drive to update</p> | |

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| | <p>entries. As a consequence she feels she may not have enough hours remaining to maintain HLISD in the manner she feels it ought to be maintained.</p> <p>After discussion, it was decided to pay for the additional work entailed by the marketing push, but that in future this must be agreed by the committee prior to the work being undertaken.</p> | |
| | <p>Decision</p> <p>HLG agrees to pay for additional work, only if agreed by the committee prior to the work being undertaken.</p> | |
| 12. Core Collections | <p>Nursing and Midwifery collection launched at HLG Conference. It proved popular at the LfN and HLG stands.</p> <p>Tomlinson's website is being improved to enable people to interact with the core collections on Library Thing.</p> <p>The Core Collections panel has dwindled to HG and Richard Jones. More members are needed to work on the medical core collection. HLG members to be alerted to this unique CPD opportunity, especially those with an interest in web 2.0 technologies.</p> <p>Thanks to Helen Buckley Wood and Lori Harvard for their invaluable contribution to the Nursing Core Collection. Appropriation greeted this announcement from the rest of the committee.</p> <p>NHS Evidence Task & Finish Group is looking to incorporate the core collections into its e-book collection</p> | |
| 13. International | <p>HG met Doug Knock (ILIG) at the HLG Conference and is meeting him in September. Has to arrange a meeting with Shane Godbolt (PHI), but will email the PHI newsletter to HLG members.</p> <p>HG has joined HLG to the MLA as an international member.</p> | |
| | <p>ACTIONS</p> <p>HG to circulate PHI newsletter to members.</p> | |
| 14. Ideas and Advocacy | <p>MW has investigated the aims and objectives of other health information groups. Has quite a few groups on his list, all with similar aims and providing much the same service. MW concerned about the duplication of effort. Email chairs of groups to discuss collaboration.</p> <p>Should we be discussing 'Defining our Professional future'. No, we've too many other commitments.</p> | |
| | <p>ACTIONS</p> <p>Contact chairs of other groups to discuss how better to collaborate.</p> | MW |
| 15. Treasurer's Report | <p>Heather Chesters was not able to attend and no written report was available. The treasurer's report to be circulated with the minutes</p> | |

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| 16. | AOB Queen's Birthday Honours PB has received an email from Linda Ferguson asking whether HLG would be prepared to nominate a noted person from the health information section for an honour. The process is quite complicated and will take some time to complete. We would also need to find a way of consulting members about the best person to nominate, and set up a robust selection process. As the recipient of the honour will not know who has nominated them, there were questions raised about how it would raise HLG's profile. Given HLG's considerable other commitments, and the fact that we already give out our own awards, we shall decline to act on this occasion. December's meeting will cover 2011 objectives, including partnership working and implementing the recommendations from the research report. Lunch will be hot in the dining room, rather than a restaurant. | |
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