

# Commissioning Handbook

## Webex meeting

27 January 2011, 10.00am – 11.00am

### **Present:**

Helen Bingham (Chair)  
Liz Farrell (North West)  
Anne Gray (South Central)  
Alison Millis (South East Coast)  
Sharon Riddle (editor)  
Jill Rutt (Yorks & Humber)  
Paula Younger (South West)

Apologies were received from: Wendy Marsh (East of England), Sue Austin (North East), Dan Williams (Board member), Phil O'Reilly (West Midlands), Richard Wilson (East Midlands), Heather Lodge (London) and Alison Price (Board member)

### **1. Notes from the meeting of 24 August 2010**

All actions have been completed, and there has been a lot of progress since the last meeting, including:

- All Champions have been given editor access
- A walk-through of editing the Handbook took place
- The Handbook has been tidied up since the changes in commissioning policy
- Site activity and promotional activity has been reviewed

### **2. New management arrangements**

Helen confirmed that we have secured funding from SHALL for 12 months, with a 6 month review. This covers specialist librarian input from Anne and editorial support from Sharon. It's appreciated that others support the development of the Handbook in their own time. The challenge is to develop the Handbook further to make it a valuable tool.

#### **Action:**

- **SD** to ensure that information in the Handbook reflects the new arrangements, and includes correct information on Champions.

### **3. Analysis of recent activity**

The main message of the activity analysis report is that there has been a dip in activity. A contributing factor will have been the bad weather and Christmas season, however this is a cause for concern.

#### **Action:**

- **HB** to contact Ray Phillips for an update on the Commissioning Specialist Collection
- **HB** to contact Julian Patterson, NHS Networks about linking NHS Networks to the Handbook

#### 4. **Content development**

Sharon provided an overview of recent content changes, and specifically mentioned the following:

- It is now possible to change the title of FrontPage
- To support the collection of search strategies, two options for a template were demonstrated. It was agreed that the simpler template should be looked at, and librarians should be encouraged to add searches themselves to the Handbook, or download a Word copy of the template to send to Sharon for uploading.
- Anne talked about page 7.0 which she has just updated with details of regional commissioning resources. This needs further development.

##### **Action:**

- **SD** to change the title of the Front page
- **SD** to work on preparing the template and instructions on the collection of search strategies
- **All Champions** to promoting this to colleagues, and asking them to start recording their searches for upload, emphasising that we're not looking for perfect searches.
- **Everyone** to send Anne relevant information for page 7.0
- **SD** to add a link for feedback, which would appear on every page.

#### 6. **Promoting and raising the profile of the Handbook**

Some promotional work is already planned:

- Sharon is liaising with Linda Ferguson to add a page to the SHALL website about the Handbook.
- Helen is exploring the possibility of including information in the HLG Newsletter

Other ideas were discussed:

- An article in Update – maybe focusing on how librarians are at the forefront of change or the use of wikis in information provision?
- Ask an Expert Service – all were encouraged to get involved.
- Is it possible to send email updates to alert users about new resources that have been added?

##### **Action:**

- **SD** to circulate the list of promotional activities – this may inspire members of the group.
- **SD** to explore the possibility of sending email updates/

#### 7. **Next meeting**

The next webex meeting will be in about 6 months time.