

# Commissioning Handbook for Librarians

## Webex meeting

11 July 2012, 2.00pm – 3.00pm

### **Present:**

Lis Edwards (North West)  
Sue Austin (North East)  
Helen Bingham (Chair)  
Anne Gray (South Central)  
Wendy Marsh (East of England)  
Alison Millis (South East Coast)  
Sharon Riddle (editor)  
Jill Rutt (Yorks & Humber)  
Ben Skinner (Ask the Expert)  
Paula Younger (South West)

Apologies were received from: Alison Price (Board member), Alison Sherratt (East Midlands) and Phil O'Reilly (West Midlands)

### **1. Notes from the meeting of 6 February 2012**

The notes were agreed as accurate, and most actions have been completed:

- Anne has sent information to NHS Networks
- Sharon has not yet sent everyone a summary of publicity activities, or information about adding search strategies. She will add this information to the Handbook instead to that everyone can update it.
- Anne has discussed the Primary Care Google group with Sue Lacey-Bryant, and Sue is happy to create a Commissioning discussion group
- Sharon has reported back to SHALL
- Sharon and Anne have worked on improving the newsletter

#### **Action:**

- **SR** to add the summary of publicity activities to the Handbook

### **2. SHALL update**

SHALL are happy to continue funding the Commissioning Handbook for a further six months, until the end of November 2012.

### **3. Feedback from the Commissioning Show**

This was a successful event with good materials – eg case studies. It was especially helpful in raising awareness of the value of librarians. Public health is currently being promoted as the providers of evidence to commissioners.

Comments by visitors to the show revealed that the title of the handbook may be putting people off from using it, and removing “for librarians” may increase use.

It was reported that a domain name has just been registered which may be used for a new website focussed on commissioning. The role of librarians, and an acknowledgment of our relationship with public health needs to be highlighted in this website.

**Action:**

- **HB** to find out whether there are pdf versions of the case studies.

**4. Ask the Expert - update**

Ben described the pilot project – using the PCC website to provide a mechanism for commissioners to pose questions which would be answered by teams of librarians across the UK. Initially 30 teams were interested, and an enquiry form was launched on the website. The form was used three times. Six months later, the PCC/Commissioning Zone website was re-launched, but the enquiry form wasn't included.

Ben is still in contact with PCC and the network of librarians. There will be a meeting next week to discuss a new model and publicity.

**5. Analysis of recent activity and the survey**

A short survey was completed in May 2012, and completed by a small sample of librarians (27 in total). The main messages of the survey and activity analysis were that:

- Use of the handbook and newsletter are steady, and there was support for both to be continued.
- Not everyone is aware of the handbook or the newsletter.
- Plans to reorganise content to make the handbook easier to use should be taken forward.

**Action:**

- **AG and SR** to continue working on content – eg hot topics.

**6. How to take the Handbook forward**

Audience – following the comments from the Commissioning Show, the audience of the Handbook was discussed. It was agreed that it is of value to commissioners as well as librarians.

Looking forward to the possibility of a new national commissioning website, it was agreed not to tie in too closely with this or other websites.

The increased use of current awareness features and RSS feeds was suggested.

**Action:**

- **SR** to change the title to something similar to “A handbook for commissioners and those who support them”- removing “for librarians”.
- **AG** to meet with Louise Goswami and Tom Roper at HLG to discuss the new website.
- **AG** to start working on hot topics and will request contributions.

**7. Commissioning mailing list**

It was proposed to explore with Sue Lacey-Bryant whether the primary care google group could be morphed into a commissioning librarians group. Issues relating to who would be responsible for maintaining the list, the name of the group and where it would be hosted will have to be worked out.

**Action:**

- **AG** to discuss with Sue Lacey-Bryant
- **HB** to take forward with Sue, Louise Goswami and SHALL

**8. EU Cookie law**

All UK websites have to obtain user consent for the use of cookies on the site. The wiki only uses cookies for Google Analytics, so it was agreed that implied consent would be adequate.

**Action:**

- **SR** to add a page to the site explaining the use of cookies and how they can be disabled.