



Annual Report 2017

Welcome to the HLG Annual Report 2017

It has been a busy year for the HLG continuing to provide a range of activities and services for its members. A big thank you to all HLG Committee Members working on a range of work streams as volunteers. Thank you as well to those HLG Members who work in the shadows supporting committee work – Newsletter column editors; CPD panel; hosts and study coordinators for the International bursary; HILJ editorial and marketing teams; HLISD Board; Bursary and Award judges to name but a few.

In 2017, we started work on the new HLG logo to comply with CILIP's rebranding and a lot of time was spent on migrating our website as CILIP moved to a new membership platform. Our CPD panel too successfully completed the NHS Careers website for job roles in LKS.

We collaborated with NHS bodies and other special interest groups to deliver/host number of events such as: health event organised by HLH/CILIP East/PMLG in Peterborough (March); represented HLG at All Party Parliamentary Health Group & PiF (April); re-launch #amilliondecisions campaign at the NHS Confederation with HEE (June); hosted Health session at CILIP Conference (July); Health literacy events with Public and Mobile Libraries Group (August); and liaised with EAHIL local organising committee regarding our conference themes for 2018.

We welcomed Joel Kerry who joined the Editorial team as our Newsletter Editor in the New Year.

In June we hosted our annual general meeting at CILIP HQ with Suzanne Wheatley delivering a session on how to have high impact conversations with your stakeholders.

We are supporting a research project, commissioned by CILIP, to scope a sector wide evidence base portal for Library and Information Knowledge Management and a report will be published soon in 2018.

HLG's aim is to increase member benefits and we have done this by providing study days for free, re-investing into the professional development of Health Librarians. The MAP Toolkit and measuring impact workshop (June and PiF workshop on health information (October) have been well received. We are always happy to hear comments and suggestions on how we can make things even better, so please do get in touch and let us know.

Imrana Ghumra and Sarah Hennessy (HLG Co-Chairs)

A look back at 2017

Highlights from the past 12 months

Awards and Bursaries

June: 2 Conference places were awarded to HLG members to attend the EAHIL Conference in Dublin.

July: Over 55 HLG members entered their names into a lucky draw for the HLG member place for the CILIP Conference in Manchester.

August: The Leslie Morton bursary of £1000 was awarded to an HLG member to attend the IFLA WLIC conference in Wroclaw.

September: 2 Conference places were awarded to HLG members to attend the International Clinical Librarians Conference (ICLC) in Leicester.

HLG Newsletter

The Group's Newsletter continues to be published in electronic format, with the most recent made available through the [new CILIP website](#). Emails to HLG Members, HLG Wales and LIS-Medical lists notify readers of the new issue.

Over the four issues of 2017, we received 19 original articles plus 4 spotlight/information pieces, 12 book reviews and 6 meeting reports for publishing in the Newsletter. All items are written by HLG members and Newsletter readers and they constitute a significant proportion of the content of issues alongside our regular columns. Looking to 2018, we hope to

update the format of the newsletter to enable content to be more easily accessible (it is currently in PDF format), as the last issue ran to over 50 pages.

Website statistics for the period from the 1st June 2017 to 28th February 2018, show the current Newsletter constitutes approximately 11% of the overall traffic to the group's website. The newsletter as a whole constituted about 12.3% of the overall traffic to the group's website.

HLISD www.hlisd.org

There were 680 entries in the directory of health library and information

services by December 2017 and there were 1,060 contacts listed. The statistics for 2017 show that there have been 60,943 visits from 39,634 users with a bounce rate of 61.19%. The pages per visit were 3.69. This compares with the statistics for 2016 which showed that there were 59,914 visits from 39,428 people with a bounce rate of 63.69%. The pages per visit were 3.27.

2017 saw the contract awarded to Artefacto for the redevelopment of the site and future hosting after a short tender exercise. The new site will provide a new user interface and a rebuilt directory structure that can be used as a directory by existing library management and discovery systems. This will reduce duplication and save staff time that can be re-utilised in other areas. The redevelopment is part funded by HEE and HLG. There were 2 face to face Board meetings in September and December 2017, the latter to assess tender bids for the redevelopment work and 2 telephone

conferences in January and December. Imrana Ghumra (Co-Chair HLG and Helen Bingham (HEE) were co-opted onto the Board for the term of the Redevelopment project.

Membership & Promotion

We finished the year with 1261 members - a slight increase from the previous year (1227). This increase showed we are offering the right membership benefits and communicating those benefits to our members and potential members. We still have a few Group Only members but it was never intended that the figure would be high as we encourage people to join CILIP directly.

HLG continued to grow to meet the varying needs of its members and to be viewed an essential part of professional life for those working in health information. HLG has worked to increase engagement with members and potential members both formally and informally. At a time when members are faced with increased time pressure, HLG demonstrated clear value for money by offering: awards and bursaries, HLISD, publications, website, CPD, member offers and interacting through social media. HLG-Members email discussion list continued to be used to keep our members informed of HLG activities and developments and we intend to make more use of it for gathering views in relation to our influencing work.

The work on the new HLG website started towards the end of 2017 with a soft launch in December/January

2018. The group has its presence on both #ukmedlib and #uklibchat monthly Twitter chats. Joining in with these chats raises the profile of HLG and also increases our number of followers. Attendance also helps to feed into the work of the HLG CPD panel. Towards the end of the year, we worked with CILIP to discuss and plan the migration of the website from Drupal to Your Membership (YM). The YM platform boasts many new features and functionality including a group feed, links to Twitter and a more interactive website. The photos from the HLG 2016 conference were also added across the pages of the current website. The photos were added as banners and also as smaller images to make the website more visual based and less text focused.

New Medical Core Collection

The Health Libraries Group (HLG) has started consultation with Tomlinson's and British Medical Association to revise the Medical Core Collection. The Core Collection will be put out for consultation with representatives from the wider library and information community working in the field of medicine later in the year. The new Medical Core Collection will be launched at the 2019 AGM.

HLG CPD Panel

2017 was a busy year for the CPD panel. We held a number of events and have received excellent feedback from them all.

Our first event was around the MAP Toolkit, ably lead by Victoria Treadway and Tracey Pratchett. We assisted our

PMLG colleagues at a Health Information day in August to which we had over 40 people attend from different sectors. A wide variety of speakers lead this well received and active day. In October, we worked with PiF to run another workshop on Health Information. This was fully booked, and again we had a mixture of speakers from across sectors.

2018 looks to be another active year for the CPD panel, with plans in place for more events. HLG CPD panel pages were developed to provide links to current study days, our previous study days, Twitter chats and more. The pages are live at: http://www.cilip.org.uk/members/group_content_view.asp?group=200697&id=720094

CPD Panel members are: Lynsey Hawker, Lesley Allen, Potenza Atiogbe, Victoria Robertson, Phillip Barlow, Emily Hurt, Emma Ramstead, Madeleine Still, Marishona Ortega and Kerry Booth.

HLG Nursing

Three issues of HLG Nursing Bulletin were released in 2017; one was a Royal College of Nursing themed special, with articles relating to Patron Driven Acquisition, the RCN library's regional contact building, subject guides, and using Wikipedia. The second featured pieces about the use of Canva in presentations and marketing materials, demonstrating impact, as well as the first in a series about the HEE/CILIP Leadership Development programme. The third issue saw pieces about the library assisting in the production of a patient information video, using the Human Book Club concept for healthcare

learners, and a report from the 2017 CILIP Conference, as well as the second in the HEE/CILIP Leadership Programme series. We have also had updates in regards to the 2018 EAHIL and HLG Conferences.

- [Spring 2017 contents and editorial](#)
- [Summer 2017 contents and editorial](#)
- [Autumn/Winter 2017 contents and editorial](#)
- Work has begun on migrating the content from the old CILIP website to the new version.
- The online archive of NIS/LfN Bulletins has continued to be constructed. This will be migrated from the old CILIP website during the course of 2018.
- The HLG Twitter feed ([@libs4nurs](#)) sent out 79 tweets during 2017, and gained a total of 87 new followers

International

HLG was delighted to welcome Olalekan Moses Olayemi, Librarian at the Nigerian Institute of Medical Research in July. Olalekan was awarded the bursary to attend the 2016 HLG Conference in Scarborough but unfortunately had difficulties securing a visa at that time. His visit was therefore re-arranged, and Olalekan carried out a week long placement at the London School of Hygiene & Tropical Medicine (LSHTM) Library followed by visits to the Francis Crick Institute, Public Health England at Colindale and a Research for Life meeting in Oxford.

"The programme exceeded my expectations... everyone was superb, welcoming and encouraging"



Olalekan and Nick Poole at CILIP

Olalekan fed back that one of the things he found most helpful about the programme, and will be taking back to share with his colleagues in the Nigerian Library Association, is seeing what librarians can do in terms of examples of being truly embedded within their organisations, using and being valued for their specialist knowledge.

HLG would like to express its sincere thanks to all who participated in Olalekan's programme, including Shane Godbolt who co-ordinated Olalekan's programme, David Archer and all the staff at LSHTM for hosting Olalekan, to Frank Norman and the team at the Francis Crick, and Ann Brice, and the PHE staff at Colindale. A full report of his visit is available to read on our website. Plans for the coming year include developing a Memorandum of Understanding with the Australian Health Libraries' Association in view of setting up a leadership initiative, the aim of which would be to help health librarians in

both countries gain international experience, broadening their knowledge and networks. We anticipate running a reciprocal bursary programme for an HLG member to attend the Australian Health libraries' conference and participate in a study trip and vice versa to this end.

Policy update

The agreed objective for the Health Library's policy work in 2017 was: *To promote the value and role of health librarians to policymakers and external organisations.*

Much of this work is conducted as part of the joint policy work of the Health and Social Care Strategy Group <http://www.sconul.ac.uk/page/health-and-social-care-strategy-group> convened by CILIP, SCONUL and Research Libraries UK. Through this group, we respond jointly to public policy consultations and contribute to the thinking of key policy makers invited to join discussions with the group. During 2017, we started to develop a model of proactive "think pieces" on key issues, such as the implications of combined health and social care, in addition to policy responses.

The Health Libraries Group contributed to the work of CILIP's policy team, notably by convening workshops and activities on the ethical principles for information professionals as part of the CILIP ethics review.

If you would like to know more about our policy work or to become involved, please contact Ruth Carlyle on Ruth.Carlyle@hee.nhs.uk

HLG Conference 2018 Update

Since the conference in Scarborough in 2016, HLG has been busy planning for the next one. Following a survey of delegates to Scarborough, who overwhelmingly chose the Midlands as their preferred location for the next conference, and June/July as the preferred date, HLG selected Keele University as the venue. Early Summer suits colleagues from higher education better than September.

Feedback from delegates about the 2016 conference was analysed for themes. While a lot of it was positive, there were a few issues raised. We held an after-action review to look through these comments and made sure those suggestions were part of the planning for 2018.

For example, we tried to ensure that each parallel session followed a similar theme, that rooms were closer together to enable people to move from one session to another, and to continue with the exhibition hall to enable people to visit over lunch to talk to different suppliers and exhibitors. Poor Wi-Fi was also cited as a problem area, especially for avid social media users.

The 2018 conference will take place at Keele University, June 14th and 15th. The university campus provides an excellent space for the needs of our conference. It has a large theatre for keynotes and presentations, and plenty of breakout rooms for more of the same, and workshops.

Novus Marketing & Event Management are organising the conference again this year. Delegate registration is now open and a call for abstracts for sessions went out in December.

Details of the conference can be found on the HLG website: <https://www.cilip.org.uk/events/EventDetails.aspx?id=1002573&group=200697>.

Keynote speakers include Nick Poole, CILIP CEO, Dr Mark Murphy on Encouraging clinicians to source evidence-based material and share decisions with patients.



Are you getting the most from your HLG membership?

Top 10 ways to make the most of your HLG membership

- ✓ Join the HLG-members email discussion list (www.jiscmail.ac.uk)
- ✓ Submit an article for our newsletter
- ✓ Have free online access to our journal (HILJ), and reduced rate for a [print subscription](#) and consider submitting a paper.
- ✓ Sign up to one of our free training events
- ✓ Attend a committee meeting as an observer, and if you like what you see join the HLG committee
- ✓ Follow us on Twitter @ciliphlg
- ✓ Apply for one of our bursaries to attend an event in the UK or overseas
- ✓ Tell us what more we can do to support you in your role
- ✓ Find out more about any of the above by visiting this website on a regular basis

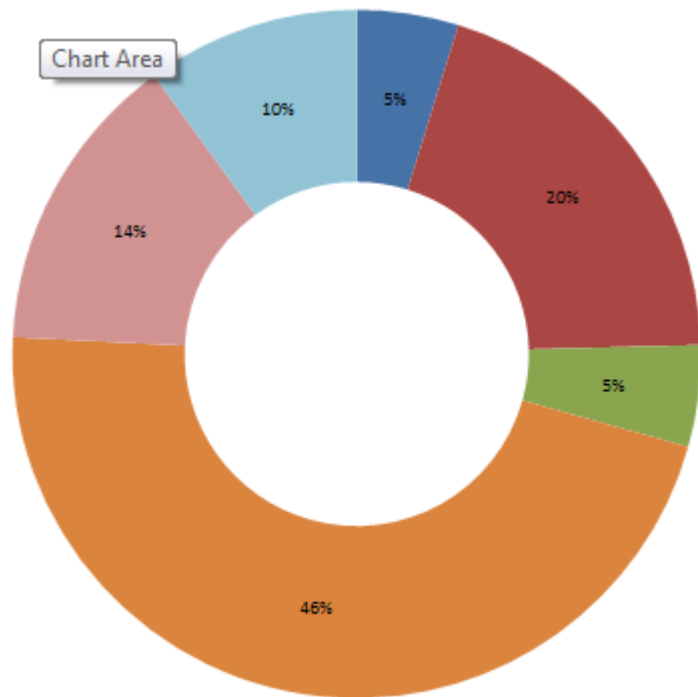
Membership enables HLG to support and deliver resources which are freely accessible to all our health library colleagues. These products include the popular and well used Health Library and Information Services Directory (HLISD) www.hlisd.org and the Core Content series which provides a useful set of acquisition tools for health librarians.

Find out more at www.cilip.org.uk/hlg

Finances

Financial activity for Jan –Dec 2017

HLG Income 2017



Income for the year was approximately £ 36,500.

Income streams were :

46% (£14,600) from HILJ – Journal royalties.

20% (£6,200) from HLG2018 conference sponsorship and activity.

14% (£4,500) from VAT refund.

10% (£3,150) Funding for HLISD administration

5% (£1,500) CILIP Capitation

5% (£1,500) Other miscellaneous income.

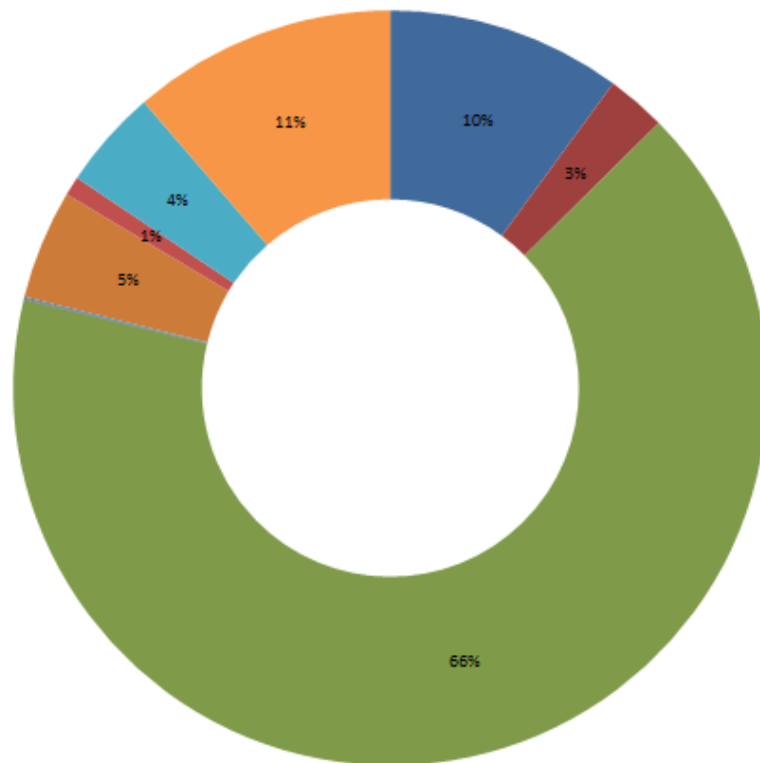
This has exceeded the £ 22,000 income which we expected , as detailed in the 2017 business plan :

- £3,000 from LKSL for HLISD maintenance
- £17,500 from HILJ journal royalties
- £1,500 CILIP Capitation

Most of the additional funds have come from a VAT refund , and some early sponsorship income from the HLG2018 conference.

Note that the income derived from HILJ royalties was less than expected, this was simply due to VAT not being paid to us on the transaction (£14,600+£ 2,920 VAT = Total amount due of £17,520). Income for 2018 from HILJ will be £18,258 + 20% VAT = £21,910.

HLG Expenditure 2017



Expenditure for the year was approximately £ 51,600.

Expenditure categories were:

66% (£34,121.74) HLG Bursary and training events and expenses relating to HLG2018. conference (such as venue hire, event insurance , etc).

11% (£5,842.92) HLISD administration.

10% (£5,190) Committee and Meeting Expenses (mostly HLG committee travel expenses).

5% (£2,413.63) Expenses related to editing and administration of HILJ.

4% (£2,205.15) VAT payments.

3% (£425.10) Payments received in error.

1% (£65.00) Postage and Printing costs.

This is less than the expenditure allocated in the 2017 business plan. Most of the under-spend was due to less expenditure around the HLG2018 conference set-up costs (venue hire etc.), and the anticipated redevelopment of HLISD being delayed to 2018.

- ***Expenditure estimated in 2017 business plan – broken down into major costs.***
 - Meetings and associated expenses : **£6,500**
 - Grants, Awards and bursaries : **£ 15,000**
 - Production and management of Publications :Journal, Newsletter, etc.: **£3,000**
 - Maintenance and Redevelopment of HLIS Database: **£12,500**
 - HLG2018 Conference set-up costs : **£45,000**
 - CPD activities, courses etc. for membership **£5000**
 - International Work : **£2500**
 - Membership engagement (publicity materials, survey, etc) **£2000**

 - **Total Expected Expenditure in 2016 : £91,500**

We start 2018 with £70,000 which puts us in a sound financial situation. HLG usually make a loss on non HLG conference years such as 2017, and make a small profit during conference years such as 2018 as some of the expenditure is recouped in sponsorship and delegate fees. However we continue to spend more each year than is generated from income so this surplus needs to be carefully managed to ensure that we can continue with the current portfolio of work.

We made the decision to formally submit our business plan in a 2 year cycle to CILIP to aid planning as we are not reliant on capitation to run HLG business.

Study Day on 'Demonstrating Impact in 5 Easy Steps' by Victoria Treadway and Tracey Pratchett, CILIP HQ, 27th June 2017.



Study Day on “Delivering a Patient Information Service” in collaboration with Patient Information Forum (PiF) on 17th October 2017

