

Minutes of Steering Group meeting - 7th April 2004 INSPIRE England

Held at MLA West Midlands
Grosvenor House, 14 Bennetts Hill, Birmingham

1) Attendees, apologies

Present:

Mary Heaney (University of Wolverhampton)	Margaret Croucher (MLA Council)
Stephanie Kenna (British Library)	Sue Valentine (Libraries North West)
Fiona O'Brien (London Libraries Development)	Elizabeth Heaps (University of York)
Lesley-Anne Kerr (MLA West Midlands)	Jane Fletcher (MLA North West)
Sue O'Hara (Learning & Skills Council)	Andrew Green (Coventry City Libraries)
Eric Davies (LISU, for Consultant)	Lindsay Tulloch (MLA West Midlands)

Apologies:

Yvonne Hamblin, Liz Hart, Stuart James, Geoff Warren

2) Previous Minutes (joint meeting 11.02.04)

As given; noted that Sue Valentine's details shown incorrectly on previous minutes. Reference made to Empowering project in Yorkshire, document provided by Elizabeth Heaps is sent with these minutes.

3) Progress of WM Projects

Run through of progress of WM projects; evaluation question raised regarding asking Library staff whether they perceived barriers. It was generally felt that a logo or other branding would be useful, particularly with regard to sustainability.

MH asked FO'B about outcomes from LLiL; inclusion in induction and visits to other sites found to be very helpful, LLiL are continuing with briefings to encourage sustainability. Visits might also encourage networking and better awareness and knowledge of other institutions' "unique elements" (ie resources and offerings). With regard to a logo or similar, it is clear that this will be needed for the website.

4) Progress of NW Projects

NW report emailed today by JF (not printed for inclusion at meeting, sent with these minutes). Project AdLib in Cumbria, working with focus groups to shape joint access agreements (Foyer, SureStart and teenagers). Data captured on what they wanted and what their experience was/is. Two people have shown interest in going on to FE/HE. AdLib website in development, as is leaflet, learners are involved in this development. Exit strategy is being worked on. Liverpool Libraries Together – focus groups formed with OU students, university/college students, asylum seekers, no-one apparently aware of LLT. JF currently involved in writing plan for roll-out of Inspire.

5) Progress Report – England

Meeting to be held in May (in Warrington) to look at how to pull together these projects and roll out, and to take forward in other regions. Attendees at this meeting: MH, AG, SV, JF + Helen Greenwood LISU Consultant to be invited.

Action: MH

LISU report noted and discussed; funding to be forthcoming in Framework for the Future – £40K for 2004-5 and 2006-7 not yet confirmed.

6) Financial Statement

MH confirmed VAT clarification with ED, following a discussion with Toby Bainton, SCONUL. Changes/alterations to layout of financial report provided by YH proposed and discussed, to include 'Budget', 'In Kind Contribution'; MH would also like to see forecast information.

Action: YH

7) Training Materials / “Mystery Shopper” exercise

“Mystery Shopper” was used to test out another programme last year – AG elaborated on this. Discussion followed through to:

8) Evaluation of Pilot Projects / Contact with Staff

There was a great deal of discussion around the table with regard to this, how any process might work and how it might pan out. Eventually it was decided that England would work with WM pilots to do this in May.

Action: Pilot projects to identify two “mystery shoppers” for “testing an unfamiliar environment”.

9) Learning from LLiL

Regarding notes from Meetings with Consultants. There have been a couple of amendments to this document, re-sent with these minutes.

10) Discussion Paper

- SRX card explained by EH; allows holder to register with another institution.
- MH described the “I Belong” card which would allow holders to visit other institutions and perhaps borrow books.
- UK LibrariesPlus card – relevant for borrowing and not access.

Decision to take this to June meeting. Two to three pilot people to work with YH to define and take forward. LLiL also to be involved; EH to contribute SRX to the discussion.

Action: Jane Fletcher for NW, Bob Parsons (Coventry City) + Elizabeth Heaps and Fiona O'Brien – this group to test and monitor card system (for two months?)

11) Feedback from RLAG (and matched funding)

MH provided RLAG feedback. RLAG chaired by Clare Connor (Chief Executive of MLA North West). Proposal to fund a Project Officer for Inspire for two years. CC has received three positive responses and no negatives to this proposal. It has to be taken back to RLAG Executive; proposed amount was £65K. To be offered as a national role, delivering F4F and Routes to Knowledge programmes. Discussion regarding the amount of £65K – considered that this might last for 18 months, or possibly not.

Action: All – any ideas for matched funding gratefully received. £100K needed.

FO'B emphasised that money needs to be set aside for marketing; not having this for LLiL has noticeably reduced its impact.

12) AOB

Forthcoming Conference details were discussed – deadline for presentations to be sent to LT is 21st April.

13) Next Meeting date – Thursday 3rd June, 1:30pm @ MLA West Midlands office (NB lunch will not be included at this meeting, coffee & tea etc will be provided).

ACTION: All to confirm attendance (or not) to LT as soon as possible please.

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April 2004
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Documents sent with these minutes:

Re 2) Elizabeth Heaps' document –
ELC Project "WELCOME: Improving Community Access to Library Resources in Kirklees"

Re 9) Learning from LLiL – "Inspire BL meeting with LLiL notes from LSE.doc"