

Minutes of the INSPIRE West Midlands Steering Group meeting

Held at MLA West Midlands
Grosvenor House, 14 Bennetts Hill, Birmingham
on 9th December 2003

1. Attendees, apologies and introductions

Present:

Fiona Parsons, (University of Birmingham)	Mary Heaney, (University of Wolverhampton)
Geoff Warren, (MLA West Midlands)	Caroline Rock, (University of Coventry)
Rachel Speake, (Coventry Libraries)	Yvonne Hamblin, (LISU Consultant)
Stephanie Kenna, (British Library)	Dave Parkes, (Staffordshire University)
Clare Shemilt, (NHS Libraries)	Lesley-Anne Kerr, (MLA West Midlands)
Lindsay Tulloch, (MLA West Midlands)	

Apologies:

Pam Prior (NHS Libraries), Margaret Green (Stoke-on-Trent Libraries), Nigel Ward (Solihull Libraries), Margaret Croucher (Resource), Bob Parsons (Coventry Libraries), Jane Fletcher (NWMLAC)

Introductions:

Geoff Warren introduced Yvonne Hamblin from Loughborough University LISU as the newly-appointed consultant to the project and Lindsay Tulloch, covering for Elizabeth Roberts whilst she is on maternity leave.

2. Minutes of last meeting

(2a paras 2&3) Documents relating to various projects are circulated by email with these Minutes, as follows: "*Libraries and Learners in London (LLiL)*", nine documents; "*Empowering the Learning Community*" (Inspire Nat rollout 19_7_03.doc); "*Ticket To Find*" project proposal; all courtesy of Mary Heaney; plus original INSPIRE West Midlands bid and supplement (two documents).

(2d Institutional Survey)

Survey of access arrangements in HE institutions in the West Midlands - Lesley-Anne Kerr agreed to follow up remainder of surveys not yet returned.

Action: Lesley-Anne Kerr

(3 para 4) The joint meeting of INSPIRE England and West Midlands partnership projects took place on 8th October 2003. A paper copy of the "WILIP Summary Report and Next Steps" was distributed to all.

3. Project Update

The meeting with proposed Consultants was held at MLA West Midlands on 25th November 2003 and Yvonne Hamblin is now confirmed as project consultant. It was also confirmed that Lindsay Tulloch will spend one day per week on the project. The INSPIRE West Midlands project finishes at the end of April and INSPIRE England ends in July 2004.

4. Update on Financial Arrangements

Geoff Warren presented the financial spreadsheet for general discussion. The figures shown encompass INSPIRE England and INSPIRE WM jointly; Geoff explained the breakdown showing income and expenditure, in particular that the British Library have agreed to add £8K to the total.

Fiona Parsons said that she was glad to confirm that the Project Officer and Consultant are now in place and that the project is at last moving forward.

5. Pilots

Following on from the first Steering Group meeting, pilot areas for INSPIRE WM are confirmed as Coventry, Stoke-on-Trent and Wolverhampton.

Mary Heaney outlined the project "*Ticket to Find: Information Literacy for Wolverhampton Citizens*" (full details in the TtF proposal document sent with these Minutes):

- Developing literacy skills in Wolverhampton citizens; jointly with City Libraries, Wolverhampton College, Wolverhampton Adult Education Service and University of Wolverhampton using five themes (eg Health)
- Two routes will be established – access to an information literacy website, and a credit-based course via Open College Network West Midlands
- Hoping to roll out into UK Online sites to reach "hard to reach" people (disadvantaged / displaced).

All then discussed the view that reaching the displaced will be very difficult to achieve. (All ideas welcome!). Suggestions for project partner venues included Job Centres, Community Information Centres; Coventry's questionnaire also asked the question "*What else do you want?*" and the consensus answer was "More courses" (quantified as non-specific subject-matter but instead more guided or supported classes).

The question was raised as to a definition of *Displaced Learner*. Mary Heaney said that the original DfES paper attempted to define this and she will circulate the url to this information.

Action: Mary Heaney

Means of access were considered –

- Stoke – have discussed "City-wide Pass" scheme to allow holders to move across all relevant areas – University, Libraries, Museums, Galleries etc.
- Coventry – already have passes for more than one day duration.

- Wolverhampton – have day passes for specific resources and are considering city-wide.

Mary Heaney suggested that in order to try to define GLOs, it might help to start by suggesting how many learners to reach (in each pilot), for example 20 Learners, involving 3 partners and 6 staff members, to establish either a saleable product or that it would fit into a usable framework.

Fiona Parsons asked whether the above suggestion of pilot numbers would be viable for all (ie Coventry, Stoke, Wolverhampton – all agreed), this can be refined through the Consultant's framework.

Action: Yvonne Hamblin

Qualitative outcomes were considered, prompted by Mary Heaney – what are you trying to achieve **LOCALLY**? What infrastructure can be gleaned from INSPIRE England? Regional achievement surely therefore is that all processes should be similar, eg someone could go from Stoke to Coventry and follow a similar process.

A further point was raised in that AWM Libraries Challenge is close to this project but from another perspective – that of looking at collections and accessibility to people. It was suggested that Project Chrysalis therefore has some synergy with INSPIRE and we could perhaps offer our projects to Chrysalis to test out what they are doing.

Lesley-Anne Kerr emphasised that there are barriers to learning which are not just physical, for example the cultural and financial ones which are probably more pertinent to displaced learners, therefore this should be carefully considered.

It was agreed that the Consultant would draw up “Entry and Exit” questionnaires (aka pre- and post-) to enable better measurement and evaluation. There is a need to ensure that outcomes of pilots do include reflections from staff and not just learners; for example how well it worked for the staff, any suggestions for improvement etc.

Action: Yvonne Hamblin

Geoff Warren suggested that there should be only one input document, so that pilots can learn from each other as they go. It was agreed that the Consultant would keep the up-to-date rolling document for consistency.

Action: Yvonne Hamblin

There was further discussion around the composition of the pilots and Fiona Parsons summarised thus:

- each pilot project aims to start with 20 learners, 3 partners (Academic Library, Public Library plus one other, ie FE, Health etc library OR other partner such as LSC, Job Centre or whatever), 6 staff
- By the end of **April**, pilots need to indicate that outcomes have “evidenced progress”
- Milestones – Proposal for each of the pilots by January meeting (to be shared with Yvonne Hamblin while drafting).

6. Future Meetings

January meeting jointly with INSPIRE England (to include consultants of LLiL) – date to be advised. LT to liaise with Jan Farmer re dates for this meeting.

Action: Lindsay Tulloch

March date – LT to circulate all to get best date.

Action: Lindsay Tulloch

INSPIRE conference event date – **27 APRIL 2004**, venue booked – Austin Court in Birmingham; to include poster session over lunch, presentations from pilots, keynote speaker (Estelle Morris? Geoff Warren to coordinate). Lindsay Tulloch to organise day. Target audience – Libraries community in WM, agencies / funders / partners who need to be influenced, Libraries people from other regions and other regional agencies involved in the roll-out of INSPIRE. Space to be included for breakout sessions (in case). Long lunch break to accommodate this and poster session (separate room available for exhibition of pilots). Outline brief to be drawn up and circulated to group.

Action: Lindsay Tulloch / Geoff Warren

7. NO AOB.

**Lindsay Tulloch
Learning Development Officer
MLA West Midlands
18 December 2003**