

HLISD Service Board

Terms of Reference

Purpose

- (i) Provide strategic direction for the Health Library and Information Services Directory (HLISD) within the strategy agreed by the combined partnership of Health Libraries Group (HLG) and Strategic Health Authority Library Leads (SHALL).
- (ii) Oversee and agree on the development and enhancement of the HLISD service.
- (iii) Act as a full service board with regards to operational decisions and direction.

Main Tasks

The HLISD Service Board is responsible for the following areas:

- (i) Provide a forum for discussions relating to the strategic direction of HLISD.
- (ii) Make decisions with regards to operational matters.
- (iii) Contribute to any project / data assurance of HLISD where required and / or appropriate.
- (iv) Monitor the implementation and ongoing status of the HLISD service.
- (v) Plan and participate (where possible) in promotional activities.
- (vi) Report regularly to HLG / SHALL
- (vii) Secure financial means necessary for the continuation of the HLISD service.
- (viii) Support the HLISD Coordinating Editor to maximise the impact of this post, particularly in sustaining the network of HLISD editors.

Membership

Membership for HLISD Service Board:

Chair
HLG
HLISD Coordinating Editor
SHALL
Editing Group Representatives – *currently two*
Wales
Scotland
NHS Evidence

Meeting

One face to face meeting per annum and one or more scheduled virtual meetings if required.

Chair to be selected from within the HLISD Partners and serve a two-year term. Chair handovers to take place at the face to face board meeting if possible. Where possible the Chair should alternate between the two main partners.

A minimum of three members including the Chair and representation from HLG and SHALL are required for quoracy.

Board members should serve a three year term to allow both consistency and fresh input over time.

Review Date

The ToR should be reviewed annually.

Service Board Roles

Role of the Chair

- (i) Chair virtual and face to face meetings of the HLISD Service Board
- (ii) Assemble the agenda for these meetings
- (iii) Provide brief written meeting notes, summarising key decisions and delegate actions
- (iv) Act as the public face of the HLISD Service Board
- (v) Liaise with HLISD Coordinating Editor

- (vi) Liaise with key stakeholders
- (vii) Deputise the role of system administrator in the absence of a Co-ordinating Editor, or nominate a member of the HLISD Service Board to do so

Role of the Board Members

- (i) Participate fully in all meetings
- (ii) Represent the interests of their constituencies on the Service Board and report back to the stakeholders of their constituencies
- (iii) Seek opportunities for financial support
- (iv) Seek opportunities to promote HLISD

Date of Next Review

The terms of reference will be reviewed in April 2013.

Appendix – HLISD Service Board Membership

Chair – Bertha Low
HLG – Chris Thornton
HLISD Coordinating Editor – Julie Ryder
SHALL – Bertha Low
Editing Group Representatives – Jenny Toller, Andy Parrett
Wales – Angela Perrett
Scotland - vacant
NHS Evidence – TBC

Agreed on 30th May 2012.