

Notes from the Steering Group meeting - 19th March 2004

INSPIRE West Midlands

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

1) Attendees, apologies

Present:

Fiona Parsons (University of Birmingham) Margaret Croucher (MLA Council)
Yvonne Hamblin (LISU Consultant) John Rule (University of Wolverhampton)
Lindsay Tulloch (MLA West Midlands)

Apologies:

Rachel Speake, Caroline Rock, Liz Hart, Dave Parkes, Clare Shemilt, Lesley-Anne Kerr,
Geoff Warren

2) INSPIRE West Midlands Progress

- a) Wolverhampton: JR distributed copies of the 'Inspire Users Guide' created locally for the pilot. There are asylum seekers coming to the library, why may be seen as a potential target audience. Also looking at current learner contacts (Ticket to Find etc); other partners as yet undefined.
Action: YH to contact all pilots to reiterate that the focus must be on displaced learners;
JR to follow up asylum seeker individuals and groups and to establish whether they are "allowable".
- b) Coventry & Stoke-on-Trent: as there was no representative from either pilot there was no available feedback at this meeting.

Concerns from the pilots regarding the "mystery shopper" activity were voiced by YH; these concerns will be expressed by YH to the England steering group – in particular that this activity would appear to benefit 'England' and not necessarily 'West Midlands'.

3) Financial Report

The financial report provided by YH was discussed along with concerns from the DfES (via MC) that outlay appears thus far to have been on administration. There was general agreement that this would be the case to date, since learner activity was yet to take place. MC explained that DfES would like to see evidence of learner activities and therefore associated costs (for example, if there was a group session then perhaps a room fee or refreshment charge might be relevant), even to the point of identifying matched funding (eg librarians' *time* over the period).

Action: YH to update the March progress report and tie-in financials to include matched funding.

4) Procedures Manual

Prior to this meeting YH forwarded the Procedures Manual document and Ppt presentation electronically to all. The manual includes 'Entry & Exit' questionnaires (in all but name) – "Entry interview" and "Exit survey" – YH will reiterate to library staff who will be doing this that this is an *informal* approach to recording this information.

5) INSPIRE Conference 27 April 2004 @ Austin Court, Birmingham

Progress 'slow but sure'; agenda and programme have been drafted and details now need to be considered such as display areas for pilots. Invitations need to be sent out soon, contact names have been received from YH for invitation list and from Mary Heaney and others.

Action: LT to contact potential speakers, publicise event through Lit-net etc, establish display space available/required and what materials will be needed by pilot staff. Draft agenda etc to be available before next meeting(s).

6) Future Meetings

Next meeting of WM Steering Group **Wednesday 7th April, 10:30 to 12:30**, with lunch provided from 12:30 (to include England SG who will be meeting at 13:30 on that date).

7) There being no AOB, the meeting was closed.

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