



**SHiNe Committee Meeting
Wednesday 28 January 2009
10.00am Glasgow Royal Infirmary**

Attendees: Joanna Ptolomey (Chair), Alison Bogle, Liz Garrity, Paul Manson, Ruth Robinson (Minutes), Margaret Theaker, Suzanne Wilson

1. Apologies

George Dougary, Amanda Minns

2. Minutes of Last Meeting

Approved.

3. Information Commissioner

JP advised that SHiNe's registration with the Information Commissioner's Office has been renewed for 2009. RR confirmed that this cost £35. This independent authority promotes access to official information and protects personal information, therefore this gives us a degree of protection over the information we hold.

4. Shelcat

JP referred to email correspondence with Andrew Jackson (NES). She advised that NES are suggesting an informal partnership. It is important to acknowledge that NES are nationally funded while SHiNe is not. If we enter into an agreement we need to be certain that the task won't be onerous.

JP suggested that we need to be careful about what we do as a voluntary organisation. Andrew Jackson referred to the information being in the public domain. It was acknowledged that the information is freely available to our members. LG noted that some SHiNe members are not Shelcat participants

JP suggested that we support Shelcat in that we will encourage our members to keep their information up-to-date, but not formalise the procedure. SW advised that it is NES's and the individual member libraries responsibility to ensure their data is correct.

JP agreed to draft a reply to email Andrew Jackson emphasising that SHiNe is a voluntary organisation and people's time is precious. PM suggested letting Andrew Jackson know that there is not a formal procedure for updating the database. It is based on the members' willingness to participate.

ACTION: JP to draft a reply to Andrew Jackson explaining SHiNe's position.

5. SHiNe and FE Sector

JP tabled a paper detailing her visit to Elmwood College, Cupar in December. She advised that Neil Paterson sees a role for SHiNe within the FE sector, and it is likely that Elmwood will join SHiNe. JP also met teaching staff who were keen on building their own research profiles. It was felt that the £50 membership was very reasonable.

Elmwood College provide health and social care day release courses for many people who work in the community. Elmwood thought that other FE colleges may also benefit from being part of SHINE.

6. CILIPs

JP and Cathy Kearney (Assistant Director of CILIPs) met to discuss SHINE and CILIPs and how they can work together. CILIPs is keen to run more courses in Scotland and deliver more events. They would like to see more local courses run by local people.

JP advised that she had posted a message to LIS-SHINE asking for feedback. The responses suggested that most people are looking for general courses, for example MARC format, management and critical appraisal. SW advised that NHS Quality Improvement Scotland considered running critical appraisal courses. MT suggested that a course on database searching e.g. RCTs creating effective filters would be useful. JP will feedback to Cathy Kearney the responses to her LIS-SHINE email. She felt that CILIPs and SHINE should work together.

SW advised that CILIP in London run (or ran) evening briefings. She was not aware of anything similar in Scotland. JP replied that this is something that Cathy Kearney mentioned.

7. Short Updates

7.1 Treasurer's Report

PM spoke on behalf of GD. He tabled the accounts from 1 April 2008 – 21 January 2009. He reported that there is just under £7,000 in the bank account, and just over £27,000 in the union list account. It was noted that the AGM is still to be paid for.

There was a discussion as to whether or not it was reasonable to expect members to pay more for courses. The general consensus was yes. There was also talk about how much money is required to remain in the union list account. The answer to this is unknown. Recently an unsuccessful attempt was made to answer this.

It was noted that charging for the AGM might not be appropriate, although the AGM is part of the study day. It was agreed that the AGM should be free but a cost could be imposed for attending the study day, perhaps a nominal fee such as £10. At the CPD group meeting it was suggested that courses should not be income generating, however covering costs is acceptable. RR suggested that any profit could help fund future courses.

7.2 Membership and Marketing

LG tabled an update paper for this group. She advised that she had contacted Jacki Stewart as agreed at the last meeting. JP added that if Argyll and Bute Hospital won't support their library, financially or professionally, SHINE is not in a position to support them.

JP reported that she had emailed Jacki saying that we feel we must make a stand against this kind of thing, but are sympathetic towards the position she is in. It was noted that as of 31 March 2009 Lochgilphead will cease to have use of the services offered by SHINE unless membership payment is received. It was felt that offering free services could open the floodgates for others.

LG advised that SW and Richard Daly (Health Management Library, Edinburgh) have expressed an interest in the Membership and Marketing role.

7.3 Union List

LG tabled an update paper for the Union List working group. She advised that the group is reviewing the guides that currently exist. She also reported that she had not had a response from the group about who owns the database. LG questioned if she should ask Gordon

Dunshire about the ownership as it is possible he may know the answer. JP will ask at a SLIC meeting about database ownership. It was noted that on occasion Gordon Dunshire does work on behalf of SLIC.

AB advised that SHINe cannot afford to integrate the database into the website this year. AB referred to Paul Pedley's article in the Library & Information Gazette regarding database ownership. She advised that Gordon Dunshire is happy to revamp the front-end of the existing database to fit in with the new website.

ACTION: JP to investigate database ownership with SLIC.

7.4 CPD

It was noted that there was not a representative of the CPD group present as AM had sent her apologies.

JP reported on a couple of items regarding the AGM planning that Sandra Wilson had told her. The theme is to be Health Websites, and the day is more or less finalised in terms of guest speakers. It will be held on 26 March 2009. The AGM will take place first with short reports from the working groups. There is a meeting on 9 March 2009 to finalise preparations for the AGM.

At the AGM MT, SW and PM will be put forward for election to the committee. JP reported that she had mentioned to AM that it would be beneficial if someone from the CPD group could step up to the committee. Sandra Wilson has agreed to consider joining the committee.

JP advised that Sandra Wilson will attend the committee meeting on 9 March 2009. AB suggested taking lots of photographs at the AGM for inclusion on the website. She asked if some committee members could bring cameras.

ACTION: Committee members to take cameras to AGM.

7.5 eSHINe

AB circulated an update prior to the meeting. It was noted that four companies were suggested by members, which was subsequently reduced to three. AB had received responses from TicToc Design and Graphics Company. Inigo Web Design have withdrawn from the process leaving only two quotations.

JP expressed concern over the approximate £1,000 per year maintenance fee requested by TicToc. It was agreed that it would be necessary to negotiate on annual fees. The management fee of £420 was also queried as it was uncertain what this included. Clarification was also sought on any additional costs and the content of the SLA.

JP asked AB what was required from the committee in order to move forward. AB asked if she should approach TicToc to negotiate at fee, or if it was necessary to acquire a third quotation. JP felt that in terms of the project documentation it was probably unnecessary to have a third quotation. JP suggested that Graphics Company might charge per job, which could prove to be expensive.

LG asked if the contract will allow us to make changes ourselves. RR questioned whether or not they would continue to support us if we altered the source code. LG advised that Gordon Dunshire is happy to do basic 'look and feel' changes.

JP asked if it was fair to say that TicToc was the preferred option, provided that the annual fee can be sorted out. LG asked if it would be worth asking TicToc if they could envisage the type of management that would be required. AB agreed to contact TicToc regarding ongoing costs. AB advised that TicToc have said that they can do the work in 6 weeks.

ACTION: AB to contact TicToc regarding maintenance costs.

8. Elections Process

RR explained the timescale for nominations, and JP agreed to send out a general call for nominations. It was noted that a number of people are stepping down from the committee due to other commitments. JP acknowledged that people are very busy, especially with work generated through NES. JP said that it would be useful to have representatives from a variety of sectors.

RR confirmed that the call for nominations would be sent out during the week beginning 9 February 2009.

ACTION: JP to send out a call for nominations.

9. Travel Expenses

JP advised that the question of travel expenses had arisen following a request GD received about reclaiming expenditure for mileage to and from the AGM. This has arisen before in relation to the 2008 Peebles event, at which time it was dealt with in an ad hoc fashion.

JP suggested that SHINe should set a rate for mileage. PM said that he thought GD felt 25p – 40p per mile was reasonable. It was agreed that it was advisable to include a tick box on the form asking claimants to confirm that they are covered by their personal car insurance for occasional business travel.

The group agreed that 25p per mile was a fair sum. Members of groups and the committee will be entitled to claim for SHINe business for example the AGM, however this will not apply to general delegates.

10. ACOB

AB suggested that a call for Hazel Williamson bursary applications should be put out in the near future. She advised that there is information about this on the website.

PM suggested including a list of what previous winners have used the money for to encourage uptake. SW asked if committee members were eligible to apply. JP responded that she did not see any reason why they could not.

ACTION: RR to check to see what emails went out in previous years about the bursary and to draft something to send to JP for comment.

11. Date & Venue for next meeting

Monday 9 March 2009, GRI Out of Hours Room, 10.00 am – 2 pm.

Thank you to GRI for their hospitality.