

**SHINE Committee Meeting
Tuesday 13th November 2007
Boardroom, Hairmyres Hospital, East Kilbride**

Present: Amanda Minns, Alison Bogle, Joanna Ptolomey, Liz Garrity, Tracey McKee (**minutes**), Anne Donnelly, Andy Jackson (**Chair**), George Dougary, Elaine Fulton (SLIC/CILIPS)

1. Welcome and Apologies

AJ welcomed both Elaine Fulton (Director of SLIC) and Anne Donnelly (new SHINE Committee Member) to the meeting

Apologies: Lynn Easton, Michelle Kirkwood and Valerie McClure

2. Minutes of Last Meeting: Approved

3. Elaine Fulton, Director of SLIC (Scottish Library and Information Council)

EF gave the committee an overview of the work of SLIC and CILIP in Scotland (CILIPS). EF is the Director of both of these organisations as there is a joint staffing agreement in place.

SLIC is the strategic and advisory body to the Scottish Government, it is a cross sectoral body whose membership is made up of libraries (not individual library staff), SLIC works at the organisational level. SLIC is funded by the Scottish Government, the Scottish Government consult SLIC on library and information matters.

CILIP in Scotland (CILIPS) is the membership organisation for individuals involved in library and information work, CILIPS works at the individual level.

SLIC is involved in developing policy while CILIPS works to ensure individuals have the skills to implement policy. There is communication between the two bodies; CILIPS can feedback to SLIC on policy.

The reason SLIC has approached SHINE is that they were concerned about the lack of involvement in SLIC from the health sector. This lack of involvement is due to historical reasons stemming from when NES (NHS Education for Scotland) stopped paying the corporate membership for health boards; this has affected the involvement of health libraries. Now SLIC are looking to SHINE to represent health libraries as SLIC are keen to engage with all sectors.

SLIC want to make sure the interests of libraries are served at national level, as the new Scottish Government are pushing forward with Public Service reforms. The health service is a particular focus for this, so SLIC want to make sure library services can continue uninterrupted. The Scottish Government also have an increased focus on the concepts of co-ordination and collaborative, so it's even more important now that SLIC engage and represent all sectors. While SLIC are interested in the idea of sharing services and see the merit in some of the national library initiatives they are also keen on local autonomy, and supporting local library service decisions. The national government are also starting to realise the benefits of this approach.

SLIC are also interested in the idea of 'Community Planning' and how they can enable collaborative library networks to work more closely together.

Some of the key strategic activities for SLIC over the coming year are

- Involvement in Quality/Evaluative Frameworks and supporting organisations in implementing these.
- Developing quality outcome measures for the library sector in Scotland (trying the align with Scottish Government priorities)
- Linking in with sectoral priorities
- Developing the Scottish Common Information Environment
- Encourage innovation and service development

- Workforce development (not in the individual sense), linking with Lifelong Learning UK, encouraging employers to recognise the value of a skilled workforce. Advocating for investment in the workforce at a local level.
- Looking at how the idea of a National Entitlement Card scheme could work if extending to libraries and electronic resources (this could mean users accessing e-resources in whichever library is convenient for them e.g. NHS worker in an academic library)

SLIC also wish to develop a 'Health Member Offer'- looking at how SLIC support/work with SHINE and how health libraries can feedback to SLIC via SHINE. SLIC are already working with the SHINE database and this work could be extended to other forms of support such as executive briefings to SHINE members at AGM/Study days. This 'Health Member Offer' offer would take the form of a subscription, with possibly all SHINE members automatically becoming SLIC members for an additional fee. SLIC are willing to give a discount on the membership fee to SHINE and suggest a £1000 per annum fee for the whole of the SHINE membership.

AJ agreed that it was important to cement the SHINE/SLIC relationship and that this would give us a link to the Scottish Government.

ACTION: AJ to recruit members to a small group to work on developing the 'Health Member Offer' with SLIC

4. Matters Arising

- Letter to CILIPS- This has now been resolved; CILIPS did not receive this letter. EF advised that CPD was a reserved matter for CILIP in London, and suggested phoning the CILIPS office if we need support in the future.
- GD advised that all the membership cheques had been banked, plus a list of who paid has been collated, this list has been forwarded to the M&M group.

ACTION: GD to contact Michael Wells about Glasgow University payment which is still unresolved.

- JP, LG and Paul Herbert now make up the M&M group; they have had their first meeting.
- **ACTION: All to check SHINE workplan and sent updated information to LE**
- **ACTION: LE to contact AB to get SHINE committee welcome pack onto the website**
- JP noted that the new SHINE journal asks for feedback from SHINE membership on mentoring. AM noted that the new NHS Frontline Leadership and Management course requires participants to have a mentor throughout the course. Mentors and mentees are both sent information packs to support them through the relationship. 'Non-fault break' concept is very important in the relationship, as either party can walk away from the agreement without recriminations. EF noted that CILIPS have found the quality assurance part of mentoring scheme difficult to manage, and that the Review of the Framework of Qualifications coming up soon will contain information on mentoring, this might help SHINE identify the 'gap' for mentoring. AJ noted that any SHINE mentoring scheme would be cross sectoral, not just for the NHS. AM to let the committee know how her first mentor meeting for the Frontline Leadership and Management course goes.
- **ACTION: All group leads should on principle forward any relevant information to MK for each issue of the SHINE Journal**
- AB noted that the SHINE committee photos are now on the website
- LG noted that the printed version of the Union List that goes out before the end of 2007 will have a note inserted that it will be the **last print version**

5. Correspondence: None

6. Treasurer's Report

GD passed around copies of the updated accounts. He noted that almost all cheques have been cashed ok, a few had been out of date when banked but he would chase these up. GD had also received the latest statement from Michael Wells for Union List account, this is healthy too. Accounts for noting.

7. Membership and Marketing Team

AJ thanked the M&M Team for all their hard work.

Membership Paper

JP expanded on the paper explaining a bit more about how SHINE could increase its membership types. This could be linked in to charitable status, with SHINE making an effort to open up to other groups that could benefit from its services. JP explained that students could be a key group, becoming a member of SHINE would give them a chance to network and access the SHINE journal to read about professional issues. JP suggested that charities and the voluntary sector could be another area to increase membership; SHINE could offer variations on the membership deal, stressing the access to CPD and networking opportunities that are available. JP explained that SHINE have to fulfil certain criteria when we move to charitable status, expanding our membership could contribute to this. JP already knows of one voluntary sector library (Glasgow Women's Library) that are keen to make connections to the health library sector and see membership of SHINE as a way to do this. JP stressed that we need to show potential members that the Union List isn't the only benefit of being a SHINE member. AJ pointed out that the relationship between the CPD and M&M groups would be key here, there would potentially be scope for having some social activities too.

ACTION: M&M group to develop a set of proposals for expanding membership and bring back to committee (this could be taken to the AGM)

Managing the Membership Process

JP explained to the committee that there was a need for procedures to manage the membership process. At the moment JP's name is on the website for any membership enquiries and she has put together a pack to welcome people to SHINE. The membership database is also more up to date now. JP noted that there are still a few technical glitches and that the M&M group will be fully testing the database (functionality and reporting function) over the next few months. The committee pondered whether the M&M group might need more members, JP noted that she viewed the current work of the group as short term and that the two groups (Membership and Marketing) could be reassessed next summer.

ACTION: M&M group to work to sort out the membership database and the procedures for it so others can pick it up in the future

Proactive business case: Students

JP elaborated further on the idea of a SHINE internship for students. JP spoke to David McMenemy from Strathclyde University who was quite keen for SHINE to get involved with having students on placements. David explained that they do have students from the course who want to do a placement in health but also that there were less students doing the course. They are also moving to a shorter placement period and have a pool of placement providers, not all will get a student. Strathclyde had also had feedback from students that their placement providers were making them do non-professional tasks. JP suggested that the SHINE internship could cover the basics of working in the library and information sector and educate students on the health sector. JP thought that a sector wide initiative like this would be unique and could generate a lot of positive publicity for SHINE as an organisation.

EF noted at this point that it might be difficult to provide the right level of training/placement in only 4 weeks and that SLIC/CILIPS were thinking on offering a longer term internship scheme perhaps before or after students do their Masters. EF also noted that sometimes students need experience of the practical side of library work.

AM noted that any SHINE scheme would need to fit with the rules and regulations of each health board/organisation on using volunteers.

JP suggested that when SHINE becomes a charity we could possibly attract funding for a 6-month or longer internship and suggested that we could pilot the scheme with a small group of interested libraries close to one of the universities. JP reiterated that Strathclyde are keen on the idea and that they would be willing to give us spots to speak to students about SHINE and the internship.

EF noted that to set an Internship apart from a placement it would need to have some tangible value added benefit- some outcome above and beyond practical experience

ACTION: M&M group to firm up the proposals covering areas like: how would this differ from a regular placement? What would it entail? Can we get the universities on board?

Marketing Strategy Paper

There was some discussion around the redesign of the flyer, with a suggestion for tailoring the flyers to certain groups put forward. JP noted that she wasn't keen on 'cold-calling' with letters and flyers. AB suggested having a leaflet for employers along the lines of 'what are the benefits of your staff getting involved with SHINE?'. EF noted that Lifelong Learning UK recognise that you can only get skilled staff if employers allow them to engage in professional activities. AM suggested linking participation in SHINE to PDPs. EF suggested that SHINE could perhaps link into the Skills Strategy for Scotland (Scottish Government Paper).

ACTION: M&M group to look at redesigning leaflets.

TOCK group is looking at the goals of SHINE. JP suggested other ideas such as reminding people about the benefits of membership, having a member's issue of the SHINE journal- we could let people know what the SHINE groups are doing to encourage higher levels of participation. AJ thought it would be a good idea to submit some papers to the SHINE journal on issues the committee is discussing. It was also established that we do not have a banner.

ACTION: M&M group to feedback to committee at next meeting on the progress of their action plan section of the SHINE strategy paper.

EF noted that CILIPS can send out leaflets free of charge in Information Scotland to reach a wide audience. EF also offered that SLIC/CILIPS would look over the SHINE case for charitable status before we submit to a lawyer and provide us with some advice.

8. TICK

TM current secretary needs to stand down soon; someone from the existing committee will have to take over the Secretary role.

ACTION: TM to circulate SHINE secretary procedure to committee members

SHINE journal editor role: a volunteer is needed urgently- it's unlikely to be taken over by one of the current SHINE journal sub-editors- there would also need to be a handover period so we can't wait until MK steps down to replace her.

There was some discussion around levels of volunteering and that SHINE seems to be relying on the same core group of people to volunteer on several different groups. JP suggested social events might help convince people to volunteer, if existing volunteers can actually talk to them.

ACTION: AJ to send out message to LIS-SHINE to ask for volunteers for the position of SHINE Journal editor

Procedures

ACTION: SHINE needs to renew its Data Protection licence, GD and LE to co-ordinate and pay

ACTION: GD to send copies of archived accounts to Secretary for storage, future accounts should also be sent electronically to the Secretary

ACTION: Secretary to keep a complete archive included all tabled papers

It was noted that the retention schedule for SHINE papers would depend on charitable status.

There was some discussion around disability legislation and how SHINE should comply with this. AB noted that the website was compliant in some respects and that the website group plan to look at this over the next year. There was then some discussion around our provision

of accessible documents in print and other formats. It was decided to consider any requests for other formats of documents as and when they arise. It was also decided that the SHINE print archive would not be scanned and made electronic until the retention schedule was decided.

Special Interest Groups

It was felt that the work of the M&M group might lead into the creation of SIGs.

9. TOCK

ACTION: AJ to forward TOCK paper to Secretary for archiving

AJ discussed the issue of 'disqualification' with the committee and noted that when SHINE becomes a charity certain things can prevent (disqualify) you from becoming a Trustee. AJ also noted that charitable status would give SHINE a legal status so we could own things like the Union List.

ACTION:

JP to draw up proposals for changes to the SHINE constitution needed for charitable status (JP will do this mid-late Jan).

JP to draw up statement for our charitable status case including a 'demonstration of benefit'.

AJ to identify and gather the documents we need to submit to OSCR in January.

AJ to discuss issues of accountability and disqualification with committee in early 2008.

10. Update from Working Groups

CPD Group

AJ told the committee that Charlotte Boulnois is stepping down as co-ordinator for the CPD group. The CPD group will need to elect a new co-ordinator from the current members (Gill Earl, Gerry MacLean, Clare Thompson, Catriona Denoon and Joanna Ptolomey). The next CPD group meeting is on 30th Nov.

JP reported back on the CPD groups activities. The last meeting of the group was at the end of August at Gartnavel Royal Hospital. The group discussed possible venues for future events, it was decided that Glasgow was the easiest place to get venues but they also discussed having events in Edinburgh, Dundee and Aberdeen- a member of the CPD group is looking into this. The group have contacted Andrew Booth at Sheffield University for advice on running an evidence based librarianship course. There is still some discussion about running a Mentoring skills course- the group was thinking of asking for in-house (SHINE) presenters. Other ideas for courses include studydays/workshops on Teaching (effective presentations, using PowerPoint- this could be a series of courses). The Web 2.0 training course has proved very popular and the CPD group is looking into more dates for this.

AM suggested having a more advanced presentation skills course or a course on making a business case. JP noted that the CPD group did discuss having more courses aimed at certain groups (Library Managers, Library Assistants). AJ noted that there may be a group of SHINE librarians who are already involved in teaching who would particularly appreciate these types of courses. JP suggested that the SHINE journal could also pitch articles at certain groups of staff.

ACTION: JP to take the idea of advanced courses to CPD group

Theme for 2008 SHINE AGM will be: Libraries into the Community? Looking at possible speakers from Sandyford mini-hubs, East Ayrshire bibliotherapy and Glasgow Women's Library.

Website Group

AB reported that there was a SHINE blog set up and ready to go, this replaces the old noticeboard. AB noted that there are various options for the blog concerning who can blog and who can comment- to begin with committee and group members can blog and all others can comment. At the moment our blog is hosted on the Blogger website and the Website group tested to make sure they could all get through their organisations IT restrictions to access it- they could. GD noted that NHS Grampian still can't access blogs. AB advised the

committee that there would be cost implications of hosting the blog elsewhere. A test wiki has also been set up on Wikispaces, in theory each SHINE group could have a wiki page. The Website group will provide the wiki tools but WILL NOT update it- members need to make it work.

ACTION: Co-chairs to write a welcome blog.

AB discussed the possibility of a new SHINE website as the website is taking on a more prominent role, any redesign of the website would need to link to other SHINE marketing activities.

ACTION: Website group to get quotes for a new website

Of the podcasts on the Website, the AGM is most popular.

There is also a need to buy more server space to accommodate the website.

ACTION: AB to buy more server space come February for the following year, this will cost £109, GD to authorise

Union List

LG reported on the production of the SHINE print union list, this should be posted out by Christmas. LG submitted a copyright statement to the committee for approval; this was to be put on the website and linked to Union List to provide clarification for SHINE libraries. The group thought they could also write an article on copyright and SHINE for the journal to clarify things.

ACTION: LG to ask Jim McNeilage about charging under 'Fair Dealing'

There was then a general discussion about the complexities of copyright. AJ suggested that if SHINE is providing advice on copyright then we really need to be saying that it's the CLAs advice and to contact the CLA for advice.

LG queried if there was any funding available for Gordon Dunsire to work on other aspects of the database, he is already working on the Z39.50 issue and has added a field for lending status. The group also thought of adding colours to the database to clarify things but this would be very time consuming for Gordon.

ACTION: ULWG to propose what pieces of work need to be done, then the committee will decide on funding.

LG reported that incorporating Z39.50 capability into the database will mean we can enable this function in the future if we choose to do so, this would like us cross search other systems such as COPAC, Aleph etc.

ACTION: Gordon Dunsire to make the SHINE database Z39.50 compliant but to stop short of connecting to Aleph or other systems at the moment. The SHINE committee will revisit this later when we are more sure of our legal status.

SHINE Journal

New issue will be available on the website shortly.

11. Other Meetings

SCURL Health

There was some discussion around SHEDL (Scottish Higher Education Digital Library)- an HE version of the NHS Scotland eLibrary. A feasibility study has been conducted and there will be proposals going before the HE sector soon. The SCURL Health group also won some funding to put on some courses, one will be on Systematic reviews, further information on these will be available in due course (where, when, who can apply etc)

SLIC

LE attended the recent SLIC meeting- there wasn't much discussion relating to health matters but the other members seemed very pleased to have health represented.

12. AOCB

TM suggested a SHINE committee Christmas night out. Committee members were keen.

ACTION: TM and AM to organise ASAP

13. Date and Venue of next meeting

Tuesday 5th Feb 10.30am Glasgow Royal Infirmary Out of Hours room