

**SHINE Committee Meeting
Wednesday 31 March 2010
9.45am Glasgow Royal Infirmary**

Attendees: Joanna Ptolomey (Chair), Liz Garrity, Paul Manson, Douglas Park, Ruth Robinson (Minutes), Margaret Theaker, Sandra Wilson, Chloe Stewart

1. Apologies

Suzanne Wilson

2. Minutes of Last Meeting

Under the first paragraph in section 3 Matters Arising, the penultimate sentence should read 'SW got prices for bookmarks'.

3. Matters Arising

JP advised that she had sent reminders to those with outstanding membership fees. MT and Suzanne W contacted each other regarding existing membership queries. Most of these issues are now resolved.

JP emailed Alison Bogle, Michael Wells and Julian Hodgson formally inviting them to the AGM. Michael responded saying he was delighted to accept this invitation. JP awaits a response from Julian and Alison. She will send a follow-up email.

RR added the reply to Tracey McKee's 2009 AGM question to the minutes. The minutes will be added to the website for members to comment and/or accept.

RR reported that since SHINE holds data it should be registered with the Information Commissioner. CS added that it is advisable to be a member although not compulsory. The group agreed that it was in the best interests of SHINE to renew this. It was acknowledged that the cost is low and registration offers us some level protection. JP advised that the Information Commissioner currently uses JP's home address as the SHINE contact. RR agreed as Secretary for this to be changed to RR's work address.

RR advised that she had received only one application for the Hazel Williamson bursary. She agreed to forward the application to the committee for approval or otherwise. The winner will be announced at the AGM. No committee nominations had been received.

To encourage future bursary applicants, JP recommended that SHINE are specific in what the money can be used for and to provide examples e.g. LILAC, HLG conference, Online Information. It might be useful to state that it does not need to be health related as long as it is of professional benefit. SW suggested sending out notification in early January. CS suggested asking service heads to support and encourage staff applications. She also proposed adding a strapline to the Hazel Williamson prize wording on the website to make its purpose clearer. The committee agreed to promote the Hazel Williamson prize in January 2011.

Action: RR to email Chloe the 2009 AGM minutes for inclusion on the website.

Action: RR to email LIS-SHINE notifying members of the minutes, highlighting Tracey's question and asking for them to be accepted or otherwise.

Action: JP to re-register with the Information Commissioner and to change the contact address to RR's.

Action: RR to circulate the Hazel Williamson nomination form to the committee. If this is approved RR will notify Karen of her success. This will be formally announced at the AGM.

4. Membership Pricing

MT went over a slightly amended paper similar to that which was tabled at the last meeting.

The proposal is for libraries which are part of larger organisations to receive a progressive discount e.g.

2-4 libraries – 10% discount
5-7 libraries – 15% discount
8-10 libraries – 20% discount
Over 11 libraries – 25% discount

It was noted that there are currently 7 stand alone institutions that are part of SHINE.

Having worked out the finances, MT recommended raising the membership to £60 for stand alone institutions. This was agreed by the group. MT advised that a definition of what comprises a 'unit' or 'library' would be required. CS said that NHSGGC have unstaffed resource rooms e.g. Drumchapel, which are not registered with SHINE as they are not used to satisfy incoming or outgoing requests. JP agreed that we must attempt to define a unit.

JP agreed to write a paper explaining the proposed changes to the pricing structure. She will also attempt to define what is meant by a 'unit'.

Action: MT to send RR the revised pricing proposal document.

Action: JP to draft a paper to be presented at the AGM.

5. SLIC

JP attended a SLIC board meeting in which the question of fees was raised. SLIC reported no increase in fees for 2010-11. JP asked how SHINE's fee was calculated as in the past we paid only £150. They explained that at that time we were part of a consortium that was managed by NES, and our contribution went towards a total payment of £22,000. SLIC advised that our current fee of approximately £1,000 was rated as being similar to 6 – 8 small institutions each paying roughly £150, and was heavily discounted. JP advised the board that this was about 25% of SHINE's income which surprised them.

JP suggested that we wait to see what our 2010-11 fee is before deciding whether or not to renew. SLIC are aware that we may not renew our membership. JP mentioned to SLIC that she would like them to have NHS representation e.g. NES, health boards.

6. AGM and Study Day

SW advised that the programme had been sent to members via LIS-SHINE, however at the end of last week only 10 people had signed up. SW suggested that everyone mention it to their peers. She also suggested using other networks to publicise it e.g. TAFLIN (Tayside and Fife Library and Information Network) and Grampian Information.

SW mentioned that in the past SHINE have not advertised in the CILIP Gazette but noted that online advertising is free. JP will contact the Gazette editor to see if something can be

included, however it was noted that it was probably too late for print inclusion. JP agreed to contact Andy Hyde at Long Term Conditions Alliance Scotland to see if he could promote the study day via his networks. It was also suggested posting to LIS-Medical and LIS-Link. SW advised that priority must be given to SHINE members.

JP advised that SHINE is now on Twitter. It was noted that CILIPS are following us. The name is scotshealthinfo. CS advised that you do not need to subscribe to Twitter to see the feeds. The possibility of embedding them into the SHINE website was discussed. PM advised that it would be possible to access Twitter from the University network. JP suggested setting up a laptop so people could tweet during the AGM. JP mentioned that there is a lot of health information on Facebook e.g. on particular medical conditions. The group considered whether or not SHINE should have a Facebook presence.

7. Short Updates

7.1 Treasurer

MT referred to the last committee meeting where she had mentioned a discrepancy between amounts of money (see previous minutes). She went through past statements, and in 2004 found something that reconciled. In 2006-07 (n.b. the July statement was missing) a large sum was paid into the account. There is a difference of £199 (credit) between June and August 2006 which might account for this discrepancy. To confirm this she would need to get the bank to re-issue the July statement, however MT recommended that if we accept this error everything falls into place. It was noted that the error is a credit so is in our favour. The committee agreed to accept this. This explanation will be taken to the AGM.

£2,703.28 is the closing balance for 2009-10.

7.2 Union List

LG tabled a paper. She advised that Gordon Dunshire had redesigned the database to give it a similar look as the new website.

It was noted that some people continue to experience problems accessing the login page of the union list database. Gordon suggested applying a new password when the new design goes live to see if this resolves the issue. It was agreed to wait until he was available before applying the update in case errors appear and assistance is required. This will probably be towards the end of April or beginning of May. LG will notify members of the new password via LIS-SHINE.

There was a discussion about copyright and non-NHS members and whether or not there were issues that SHINE should be addressing in relation to the various licences in operation amongst its members. It was agreed that there should be an identifier on the database to show who is covered by the NHS licence. JP advised that input from the Union List group with CS would be helpful in order to establish the correct procedure. LG thought that rules on copyright were on the website.

Action: The union list group is to produce summary sheet which CS will feed into for discussion at the next meeting.

7.3 CPD

Covered under 'AGM and Study Day'.

7.4 eSHINE

CS advised that a variety of usage statistics for the website could be generated using Google Analytics. She asked the committee what was required. It was agreed that monthly reports

by section would be generated and passed to the committee. CS agreed to organise this and said that reports could be altered if our requirements changed.

The eSHINE group were interested in plans for marketing the site. It was noted that the AGM would provide one opportunity to raise awareness as it would be promoted and officially marked at this event. JP advised that the eSHINE group have been formally invited as a thank you for their work on this project. CS suggested asking delegates to look at the website and give comments assuming internet access would be available at the AGM. CS asked how many people had logins. RR advised that Suzanne W planned to send these out with the renewal notifications.

CS advised that the new website was more sophisticated than the previous one with enhanced functionality including the ability to set different permissions, workflow and user roles. It was noted that access could be restricted to defined user groups. She asked the committee to think about who should have access to what. JP suggested that all members should be able to see the minutes. MT asked if alerts can be set up so users know when a new document has been added. CS agreed to check this. The eSHINE group asked if content should be solicited before it goes live. SW asked if the CPD group minutes should be uploaded to the website. JP suggested that they should as the website should be a repository for information.

CS asked if people had been shown how to add information to the website, to which the response was no-one had yet been trained. CS advised that the eSHINE group are not responsible for the content of the site, and encouraged others to add information to keep it up-to-date. The eSHINE group are happy to work with the committee on this but cannot be solely responsible. JP suggested incorporating a training session into the next committee meeting, and also suggested that the eSHINE group create a tip sheet.

JP asked if CS would email the committee the eSHINE group's questions so a response could be provided at the next meeting.

Action: eSHINE group to generate monthly statistics by section to present to the committee.

Action: eSHINE group to create a tip sheet and facilitate training, perhaps at the next committee meeting.

Action: eSHINE group to compile list of questions to pass to the committee

Action: Committee to think about what functionality they want enabled e.g. permissions.

Action: Committee to think about who updates and adds information to the website.

8. Committee Nominations

RR advised that no committee nominations had been received. JP will issue another reminder via LIS-SHINE.

Action: JP to email LIS-SHINE with request for nominations.

9. AOCB

JP mentioned 'Long Term Conditions Alliance Scotland'. She was invited to speak with them and advised them about SHINE. They are a co-operative involved with the ALISS Project – Access to Local Information to Support Self Management. They manage a collection of journal articles, newspaper articles, contacts, informative websites and other information sources. The project is led by Andy Hyde. They act as an umbrella organisation, and although they won't join SHINE some of their members might.

MT mentioned that a colleague had expressed an interest in performance indicators and impact assessment. This might be a suitable CPD opportunity.

10. Date of Next Meeting

Tuesday 15 June 2010, 9.30am – 12.30pm QIS Glasgow.

Thank you to GRI for their hospitality.