

**SHINe Committee Meeting
Tuesday 22 September 2009
9.30am Glasgow Royal Infirmary**

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

1. Apologies

Lisa McLaren

2. Minutes of Last Meeting

9 March 2009 – Approved

4 August 2009 (Special meeting to discuss eSHINe) –

Under 3b (Membership database), the 4th paragraph should be removed. LG and SW were to meet with Tictoc, not Michael McConnell.

3. Matters Arising

JP advised that she is to contact Michael McConnell regarding database ownership.

JP advised that she had contacted Julian Hodgson and Michael Wells to offer them life membership of SHINe. Both were delighted to accept the offer.

JP contacted Catriona Denoon to enquire about the original documentation for the database. It was noted that any existing documentation was now out-of-date.

JP is to enquire about arranging tours of the BBC.

ACTION: JP to contact Michael McConnell regarding database ownership.
JP to enquire about arranging tours of the BBC.

4. Update from the SLIC Board Meeting

JP reported that as a member of SLIC she represents SHINe at their quarterly meetings. She recently attended their annual strategy day where it was recognised that SHINe are the only health group on SLIC. JP felt that more NHS representatives would be beneficial.

At this meeting Cathy Kearney (SLIC) suggested that each sector prepare a short report highlighting the current issues affecting them. In response to this JP posted a message on LIS-SHINE requesting comments from the membership. Feedback included:

- a. Journals and the effect on budgets. Suggestions included creating a national collection for journals. Considerations were storage space, archiving and the e-archive. It was noted that there would be major implications of nationally procuring journals e.g. who would be responsible (NES?), would it be for NHS only? The HE SHEDL (Scottish Higher Education Digital Library) model was mentioned. It was noted that NES are looking at this model.

- b. Shelcat. Feedback was positive as many libraries had not had a computer catalogue or library management system prior to this.
- c. QAF. In general people were happy with the quality assurance process, however concern was raised that developments are taking place in isolation from other sectors e.g. public sector.
- d. Partnership working. It was noted that NES's Enabling Partnership initiative is beginning to be felt, for example the FE sector working with the health sector. It was also noted that patient information has a high profile at present.
- e. Knowledge management including creating repositories for research and managing internal knowledge.
- f. Workforce development. All sectors reported that no new jobs are being advertised and many existing posts are not being replaced. Also, it is difficult for graduates to gain experience, and many people are over-qualified for the post they are in. SLIC are keen on workforce development and are willing to explore new ideas e.g. apprenticeships. JP advised that the University of Edinburgh are recruiting graduates into junior positions with the aim of fast-tracking them to managerial positions. Also, NHSGGC are considering a work placement scheme for 6th year pupils. JP offered to re-distribute a paper she wrote previously on internship. It was agreed that SHINe should investigate potential funding sources for workforce development.

ACTION: JP to send out paper on internship.

5. Membership Renewals

Suzanne W reported that the maternity project, which is part of the University of Aberdeen had not responded to any of the numerous membership reminders sent, therefore the consensus was to withdraw their membership. Others who had not responded to reminders, but will be contacted again, included:

Dallian House, Glasgow
 Royal College of Sick Kids Edinburgh
 Stratheden, Cupar

Others to whom reminders were sent responded advising that payment was in the system.

JP advised that organisations representing multi-site libraries were questioning why subscription is by site and not by organisation. It was noted that membership fees have not increased for a number of years. The committee recognised that a review of the fees and pricing model was due. As this process could prove lengthy JP suggested having an interim solution. Any change in the pricing model would need to be taken forward to the AGM.

The group agreed that basing fees solely on an institution's size was not feasible e.g. NHS24, universities. It was noted that many organisations fail to see the wider benefits of SHINe, and while the union list is of great importance, many organisations do not see beyond this.

LG advised that Chloe Stewart had asked about buying SHINe numbers per institution rather than per library as NHS Greater Glasgow & Clyde operate a centralised ILL system. This was recognised as an administrative issue, and although no problems were envisaged it was agreed that Michael Wells should be consulted.

ACTION: Suzanne W to respond to Chloe Stewart's email advising that the issue regarding fees is currently under discussion.

LG to contact Michael Wells regarding NHSGGC purchasing SHINE numbers on an institutional level.

6. eSHINE Project

JP provided an update in the absence of an eSHINE project representative. She advised that she was rewriting the committee pages for inclusion on the new website. The project team are planning to have a 'soft launch' of the website in October and JP will email LIS-SHINE to advise the membership of the new site.

JP reported that Tracey McKee had suggested having an official launch, while acknowledging that finance might be an issue. JP felt this would provide an opportunity for the members to see how SHINE had spent their money, and to acknowledge the work done by the eSHINE project group, notably Alison. It was also acknowledged that a launch would help to promote SHINE. It was suggested using money from the union list account to fund this launch.

Sandra W suggested having an event in early December to coincide with Christmas. JP suggested providing an overview of the eSHINE project in an informal social setting. It was felt that this should take place in a central venue, late afternoon into early evening. Sandra W agreed to enquire about the cost of venue hire in Glasgow City Chambers.

Suzanne W advised that there were speed issues with accessing the membership database for updates, and that she found it quicker to do it from home. She understood that Tictoc were working on some fixes, but performance was still slow. Suzanne W will contact them.

ACTION: All to consider suitable venues for a launch event.
Sandra W to enquire about hiring Glasgow City Chambers.
Suzanne W to contact Tictoc regarding database performance.

7. Short Updates

7.1 Treasurer's Report

MT advised that she is awaiting the cheque book from George Dougary. He is awaiting a response from the bank. There was no further update.

7.2 Membership and Marketing

Suzanne W advised that Chris Russell from NHS Grampian had volunteered to join her on the membership sub-group.

She also reported that three people had expressed an interest in becoming involved with SHINE on their membership renewal forms. These were Tom Brown (UWS), Scott Adam (NHSGGC) and Jan Manson (NHSGGC). Suzanne W will contact them explaining the options e.g. becoming a co-opted committee member or involvement with sub-groups.

ACTION: Suzanne W to contact interested individuals.

7.3 Union List

LG informed the group that there was no update.

7.4 CPD

Sandra W advised that Anne MacKay (NHS Lothian), Donna Watson (NHS Lothian) and Jenny Harbour (QIS) had recently joined the CPD group.

The CPD group are currently organising a course with Terry Kendrick (CILIP Trainer) which will be titled 'Expert Searching to Targeted Health Audiences'. It will take place on 16 December at GRI. It was noted that there is no charge to use the GRI computer suite.

Other events under consideration include an advanced Web 2.0 course, a history of hospitals event and an organised visit of Glasgow Medical School. Sandra W reported that Jacqui Berry (BMA) had offered to deliver a talk about project management and stress. Jacqui will not charge for this but requires her expenses to be paid. The CPD group were also considering tapping into the HWL group.

It was agreed that SHINe cannot continue to subsidise courses, and charging the reduced rate of approximately £25 is no longer feasible. All future costs must be passed on to the attendees.

The CPD group plan to discuss the AGM at their December meeting. Sandra W requested that JP advise them of the date and location in advance of this meeting. JP advised that the AGM will probably be in April. PM suggested the Aberdeen Conference Centre as a venue. Sandra W asked that any information relating to venues is passed to her. In turn she will forward this to Catriona Denoon who maintains and up-to-date list of venues.

Sandra W suggested that it would be useful to have an up-to-date list of contacts and services similar to the CILIP Health Library & Information Services Directory (www.hlisd.org). She asked if this could be incorporated into the existing database. Suzanne W agreed to investigate this.

Sandra W reported that she had spoken to the Lead Pharmacist on the Patient Information Forum (PiF) about a possible collaboration with SHINe. Sandra W agreed to advise the committee if there were any further developments.

ACTION: Suzanne W to find out if a directory of contacts can be incorporated into the existing database.

PM to enquire about the availability of the Aberdeen Conference Centre.

JP to advise Sandra W of the date and location of the AGM.

9. AOCB

JP suggested holding a special meeting to address the question asked by Tracey McKee at the last AGM regarding the Treasurer's report. This meeting could be added on to the end of the next committee meeting. It was agreed that GD does not need to attend but should provide a statement. Tracey will be invited to hear the response. It was noted that it is important to follow the correct procedure and to ensure the minutes are signed-off.

There followed a brief discussion on the main strands of business for the coming year. JP summarised them as being:

- a. Membership fees
- b. Membership of SLIC
- c. Workforce development (could SLIC be involved with this?)
- d. Publically available website/directory of services
- e. Links with NES e.g. Shelcat and access to the database updates
- f. Legal status

11. Date & Venue for next meeting

Wednesday 25 November 2009, GRI out of hours room.

Thank you to GRI for their hospitality.