

**SHINE Committee Meeting  
Monday 23 May 2011  
9.30am Healthcare Improvement Scotland, Glasgow**

**Attendees:** Paul Manson (Chair), Liz Garrity, Elspeth Lee, Tracey McKee, Gerry Maclean, Douglas Park, Ruth Robinson (Minutes), Margaret Theaker, Sandra Wilson, Suzanne Wilson

**1. Apologies**

None

**2. Minutes of last meeting**

Under section 8.3 eSHINE, the second last line should read "it was noted that the webmail renewal is due" and not website renewal. Webmail is through OpenHosting and not TicToc.

**3. Actions from last meeting**

PM met with Joanna Ptolomey to discuss the handover of the Chair. JP confirmed that she had not heard from SLIC but would contact them with PM's details.

RR is still to do the procedures for the Hazel Williamson bursary and the conference prize.

**Action:** RR to do HW bursary and conference prize procedures.

**4. AGM & training day 2011**

PM praised the day mentioning that NHS Grampian had taken some of the information acquired on board. Sandra W reported that the feedback was generally very good, although there were some contradictory comments regarding the venue.

MT advised that the cost of the day came to approximately £2,500 (minus sponsorship of approximately £600). She stated that some claims for expenses are still expected.

**5. AGM & training day 2012**

The provisional date and location for next year's AGM is Thursday 22 March 2012 in Edinburgh.

PM advised that he had contacted Steven Glover from HLG regarding SHINE's bid for the July 2012 HLG conference. Steve confirmed that HLG have made their selection but are not releasing this information yet. They plan to visit their preferred host city first.

**6. Future plans/projects**

**6.1 Contingency planning**

PM asked the group to consider SHINE's aims and role over the next few years. He suggested contingency planning for membership and union list management. It was acknowledged that no-one is clear about the work Gordon Dunsire and Michael Wells do in

these areas. Also, it was also noted that within the Committee, no-one other than LG and Suzanne W are familiar with these aspects. It is important that others know how these operate for when LG and Suzanne W step down. It was acknowledged that Michael Wells may have an increased SHINE workload due to the withdrawal of the NHS copyright licence and the resulting reliance of SHINE numbers.

Suzanne W mentioned that Karen Miller (NHSGGC) had helped her manage the SHINE membership renewals for 2011, and as a result she is aware that much of what she does is not documented. She also advised that problems with the membership database must be rectified for future renewals. SHINE must decide what functionality is required and discuss this with TicToc. Currently the renewals process is largely manual.

**Action:** PM to contact Gordon Dunsire and Michael Wells.

## 6.2 Joint working

PM questioned whether or not SHINE had previous contact or joint initiatives with other health library groups. He suggested posting something on LIS-Medical to establish what other groups exist with a view to sharing ideas.

**Action:** PM to post a message to LIS-Medical.

## 6.3 SLIC

PM acknowledged that the first step is to establish our current position with SLIC. He noted that the SLIC website has information about different library sectors such as prison libraries, and wondered if there should be something about health libraries perhaps with a link to the SHINE website. PM is to ask SLIC if we can apply for funding if we are not part of the Board.

**Action:** PM to contact SLIC.

## 6.4 Website

PM asked how to encourage use of the website. Ideas included having a virtual journal club by suggesting a paper and asking people to read and then discuss it, or adding a news topic under the members' blog and inviting comments. Suzanne W mentioned that she had numerous unread papers which she volunteered to look through and select a few for discussion. TMcK suggested creating a section for book reviews. It was noted that this was successful when it was on the old website. These old reviews are on the new website under 'Professional development' then 'Publications'.

Sandra W suggested implementing a rota for each committee member to take responsibility for adding news items to the website. The group were in favour of this. Sandra W agreed to create a timetable for updates and would include working group members. TMcK advised that anyone can suggest news items for inclusion on the website.

Another suggestion was to offer informal mentoring support. GM wondered if mentoring was something we could work with SLIC on.

**Action:** Suzanne W to look at papers for a virtual journal club.  
Sandra W to create a timetable for updating the news items.

## 7. NES access to the Union List

PM advised that NES wanted to know what journals were held in NHS Scotland libraries and how much space these took up. This was with a view to investigating the feasibility of creating an archive, which could take the form of one central archive or a designated site being identified as the holder of a particular title. It was agreed that SHINE would be happy to support the scoping exercise. Any additional requests would be considered as they arose.

Suzanne W suggested that we inform all libraries represented on the Union List that we plan to provide NES with their information and give a timescale in which they could express their objections. She also stated that we could only provide a snapshot of the situation as the database is continually changing and libraries are not obliged to retain titles. It was noted that this applies to NHS libraries only.

**Action:** PM to post a message to LIS-SHINE informing members of the intention to share information with NES and asking for any objections.  
PM to contact Gordon Dunsire regarding the data extraction.

## **8. Copyright**

PM advised that there is a requirement for two libraries to compensate each other when exchanging information. This is covered between SHINE libraries with the numbering system. There followed a discussion about payment and sending articles to non-SHINE libraries and non-BL requests. It was noted that NHS Shetland have joined SHINE so they can request articles from other libraries.

## **9. Partnerships in health information (Phi)**

Sandra W referred to a Phi paper that she had circulated prior to the meeting. Phi are interested in SHINE becoming involved in their initiative and have proposed that we appoint an international officer and support their work for an initial 3 year period. There would be an annual membership of £100.

PM stated that before committing we would need to identify someone who would be interested in taking on this responsibility. TMcK added that we would need to ensure that SHINE members would benefit if we were to become involved with Phi and we should consult with them. There followed a discussion about opening this up to the membership. Suzanne W suggested that the volunteer would need to be co-opted on to the committee.

Sandra W agreed to draft a proposal which she would send to PM before posting to LIS-SHINE. She would also contact Shane Godbolt to inform her that we were consulting with our membership. It was noted that SHINE cannot provide funding for these projects, but can offer skills and a network of knowledgeable individuals.

**Action:** Sandra W to contact Shane Godbolt and draft a proposal for posting to LIS-SHINE.

## **10. Directory entry – International Literary Market Place**

RR advised that she had received a letter requesting that SHINE update their free entry in the International Literary Market Place directory. It was noted that we had missed the deadline for this year, but next year we would ask to be removed from this directory as there was no benefit to SHINE being included.

## **11. Short updates**

### **11.1 Membership database**

SW mentioned that Karen Miller (NHSGGC) helped with the renewals process and all have now been sent out. Some completed forms have been received and membership data is being updated accordingly. Suzanne W mentioned that she attempted to treat multi-site organisations as one which seemed to have been successful. There were two new members, NHS Shetland and St Johns Hospital, Howden (NHS Lothian). There were two instances of the membership fees going into the union list account in error.

Suzanne W agreed to create a list of the work that needs done to the database to improve the functionality for membership renewals.

**Action:** Suzanne W to consider the work that needs done to the membership database.

## **11.2 Treasurer**

MT tabled the accounts. She advised that the cost of the 2011 AGM and training day was approximately £2,500.

## **11.3 eSHINE**

TMcK tabled the website usage statistics. It was noted that since last year the unique views had almost doubled. TMcK agreed to find out the number of people visiting the union list.

PM suggested that we include vacancies on the website. This could take the form of a link to LIS-JobNet. TMcK volunteered to arrange this. It was noted that the information from the study day and guides to twitter and updating the website were now available on the website.

**Action:** TMcK to acquire statistics for union list visits and to add a link to LIS-JobNet.

## **11.4 Union list**

LG advised that she had been busy working on the copyright guidance. LG said that she had asked GM and EL if they were interested in being involved with the union list group.

## **11.5 CPD group**

Sandra W advised that the study day 'Bringing a business mind to health and non-profit services' was scheduled for 30 June at the Lister Institute in Edinburgh. It was noted that 16 people were required to attend in order to break even financially. She also mentioned that the working title for a forthcoming study day was 'Presentation and promotional skills' and asked if anyone knew of any trainers.

Sandra W advised that Carol Hallesy and Grant Donaghy (NHS Lanarkshire) have joined the CPD group on a job-share basis.

## **12. AOCB**

GM suggested that providing work experience opportunities might be something that SHINE could offer. There followed a discussion about this.

## **13. Date of next meeting**

Monday 22 August 2011, 10.00am – 12.30pm, Room 2 (6<sup>th</sup> floor), Healthcare Improvement Scotland (formerly QIS), Glasgow

Thank you to Healthcare Improvement Scotland for their hospitality.