



**SHINE Committee Meeting
Monday 28 November 2011
10am Healthcare Improvement Scotland, Glasgow**

Attendees: Paul Manson (Chair), Ruth Robinson (minutes), Liz Garrity, Elspeth Lee, James Wilson, Gerry Maclean, Douglas Park, Margaret Theaker, Sandra Wilson, Suzanne Wilson, Annette Thain (until 11am)

1. Apologies

None

2. Minutes of last meeting

Under section 6 SHINE journal club, replace 'Sandra W & TMcK' with 'Suzanne W & TMcK'.

3. Actions from last meeting

Sandra W circulated the new rota for updating the website news section. JW mentioned that some people had reported problems uploading news stories and pictures. This was identified as a permissions issue which had now been rectified. JW also mentioned that it was possible to post messages to the blog without being logged in. TMcK would contact TicToc about this.

PM is still to post a message to LIS-Medical to find out what other health information consortia exist.

PM confirmed that that he had contacted SLIC and awaits a response. He also confirmed that he had met with Ann Wales.

Suzanne W said there was no progress regarding the membership database.

Action: RR to update and circulate the rota for updating the news section.
PM to post a message to LIS-Medical to identify other health consortia.

4. Phi

Sandra W stated that her involvement with Phi had now ceased and AT was the new contact.

AT advised that it was still early days with this project. She proposed that we work with Zambia in the first instance. AT said she would contact a few people that she is aware of there. It was noted that connections between Scotland and Zambia already exist for example the UK Health Workforce Alliance are funded to work in Zambia to train up nurses.

AT advised that the Chair of Information Training and Outreach Centre for Africa (ITOCA) is scheduled to visit Scotland in February. This organisation is separate to Phi but they work with them. AT mentioned that regarding Phi there will be someone employed in Africa two days per week.

Sandra W suggested including information about Phi on the SHINE website and creating a new working group. JW agreed to do this. JW will send AT his email address.

Action: JW to create a new working group for Phi on the website and to send his email address to AT.

5. AGM 2012

Sandra W tabled a draft agenda for the AGM 2012. She confirmed that the venue had been booked for 22 March 2012 at the Scottish Health Service Centre in Edinburgh.

Sandra W asked if we wanted Kathy Ennis to give both a talk and workshop or only a talk. The group agreed that we only require a speaker. PM suggested that extra time might be needed for the AGM given the changes in SHINE and its uncertain future. It was suggested omitting Andy Jackson's talk in favour of the Knowledge Café on Training. DP mentioned the Library TeachMeet idea where people speak for 5-7 minutes about their teaching methods and experiences. The purpose is to bounce ideas about.

Action: DP to send information to group about TeachMeet.

6. HLG 2012

PM reported that he was aware that a number of abstracts had been submitted from Scotland. It was noted that Stuart Glover is keen to have a Scottish flavour to the conference. PM advised that he had not had any response to his LIS-SHINE post requesting keynote speaker suggestions. RR agreed to ask the HE community via LIS-SCURLHealth for recommendations.

PM said that he had declined an invitation to chair the keynote speaker's part of the conference, and asked the group if they could suggest someone who might be suitable.

PM said that there was an opportunity for SHINE to hold a session lasting up to one hour. It was noted that SHINE needs to commit to this by the end of

the year. PM asked what the group would like to do. It was agreed to have an exhibition stand. GMcL said it was an opportunity to speak about the development of SHINE including how and why it started out as a co-operative to share resources, and what its role is today.

Action: RR to email LIS-SCURLHealth requesting keynote speaker suggestions.

7. Short updates

7.1 Membership

Suzanne W reported that she continues to chase up the last few non-payers who have confirmed they want to remain members. She has not withdrawn their access yet.

Suzanne W will work on the proposal to TicToc to sort out the problems with the membership database.

Action: SW to work on the proposal to TicToc to fix the database.

7.2 eSHINE

JW advised that he had created a vacancies page on the website. He asked the group to send him job sites or vacancies for inclusion.

JW and TMcK have almost finished the instructions for using Twitter. If members want the log in details they are to let JW know. JW made a plea for photos of committee members for the website.

JW mentioned that the number of unique visitors to the website had increased from last year. The most popular areas were the home page, login page, our work section, journal page and job hunting section. SHINE has thirty-seven Twitter followers.

JW tabled a paper discussing the creation of a SHINE LinkedIn group. It was noted that groups can either be regulated requiring authorisation of requests to join or an 'auto join' option could be applied. The regulate option would increase administration but would provide more control over inappropriate posts. Suzanne W suggested that this might prove too restrictive as our aim is to encourage discussion. JW will create a LinkedIn group allowing anyone to join. Sandra W suggested using the new features (vacancies page and LinkedIn) to promote SHINE to library schools.

The future of eSHINE was discussed. It was noted that eSHINE was always intended to be a short-term project group. JW proposed a new group called the 'communications group'. This new group will support the website, email account, domain name, Twitter and LinkedIn. It will also create guidance and

training for the website and LIS-SHINE. The committee supported this proposal. JW suggested launching it at the AGM.

It was noted that Suzanne W currently manages LIS-SHINE. To manage jiscmail lists an '@ac.uk' email address is required therefore Suzanne W would need to continue authorising requests to join.

Action: PM to contact Scottish library schools.

7.3 CPD group

Update covered under Phi and the AGM.

7.4 Treasurer

MT tabled a paper showing the current financial position.

Sandra W suggested revising the visiting speakers' procedures to encourage them to use the cheapest options e.g. booking travel in advance. MT advised that funding for banners etc for the HLG conference would need to come from the union list fund.

7.5 Union list

LG had no update to give.

EL mentioned the 'permissions agent' idea which NES are considering. This would mean articles could be requested from other libraries if the BL are unable to supply. It had been suggested that the wording on the NES request database was deterring some individuals from requesting articles as they thought they would personally be charged £20.

8. 'Wither SHINE'

PM said that had met with Ann Wales in his SHINE role. They discussed the permissions agent idea. It was noted that non-NHS libraries can continue to use SHINE. PM will post a message to LIS-SHINE reiterating that NHS libraries can continue to satisfy requests for non-NHS libraries.

PM referred to the existing constitution document. It was noted that there was very little mention of the union list. It focuses on sharing experience, resources and skills.

There was a discussion about strengthening contacts with public libraries. PM suggested that this could be achieved via SLIC. EL suggested writing an article for Update. GMcL suggested linking the cost of courses with the number of attendees e.g. the more attendees the lower the price. She also suggested tapping into the skills of members when considering courses. PM suggested posting a message on LIS-SHINE as part of a skills mapping

exercise to encourage people to help with training. GMcL suggested mapping experiences, for example someone who recently went through the chartership programme could share their experiences with others.

PM suggested that before the next meeting everyone considers areas that SHINE should be focusing on. He also suggested that the group think about advocacy, and whether or not SHINE should be more vocal regarding matters such as copyright.

Action: PM to email LIS-SHINE to emphasis that non-NHS members can continue to request items from NHS libraries.
ALL to consider the future role of SHINE.

9. AOCB

PM advised that he is on the NES Knowledge into Action physical resources group as both an NHS member and SHINE representative. This group are considering options for archiving journals.

10. Next meeting

Monday 20 February 1 - 3.30pm. HIS Room 3 (3rd floor), Delta House.
Please sign in on the 6th floor.