

# Strategic Information Governance Network – Chairs’ Group Agenda

Date: Thursday 8<sup>th</sup> September  
 Meeting: 11:00 – 13:00  
 VC Venue 1: London – Tavistock House, Blake Room (NHS CFH Building), 1st Floor, Block ‘B’,  
 Tavistock Square, London WC1H 9HR  
 VC Venue 2: Leeds – Room 3E64, Quarry House (DH Building), Quarry Hill, Leeds LS2 7UE

Item	Item description	Objective	Format	Presenter	Mins
1.	<b>Apologies For Absence.</b>	To Note	Verbal	Phil Walker	20
2.	<b>Minutes of Previous Meeting.</b>	To Accept	Enclosure	Phil Walker	
3.	<b>Matters Arising From The Minutes.</b>	Discuss	Verbal	All	
4.	<b>Admin Points</b>				
	a. Terms of Reference.	To Accept	Enclosure	All	30
	b. Member Contact List.	Discuss	Verbal	Phil Walker	
5.	<b>Standing Agenda Item - IG Policy.</b>				
	a. Joint NHS CE and ICO letter	Discuss	To be tabled	Phil Walker	
	b. Sharing Medical Records with Patients.	Discuss	Verbal	Peter Conoulty	
	c. 'Door entry code' within the PDS.	Discuss	Verbal	Claire Mazurkiewicz	15
	d. Iphones and ipads guidance.	Discuss	Verbal	Steve Linehan	
	e. Additions to Standing Items. <ul style="list-style-type: none"> <li>• Legal/regulation update</li> <li>• NHS Changes</li> </ul>	Discuss	Verbal	Adam Tuckett	
6.	<b>Standing Agenda Item - IG Toolkit.</b>				10
	a. IGT Knowledge Base.	Update	Verbal	John Brent	
	b. IGT Deep Dive.	Update	Verbal	Phil Walker	
10 minute break					10
7.	<b>Standing Agenda Item - IG Training Tool.</b>				15
	a. Training Target: April to June 2011.	Discuss	Enclosure	IG Mgr Royal Orthopaedic Hospital	
	b. Frequency of IG refresher training.	Discuss	Verbal	Steve Linehan	
	c. Functionality. Administrators select mandatory courses for staff.	Discuss	Verbal	Steve Linehan	
8.	<b>Standing Agenda Item - IG Bulletin.</b>				5
	a. Comments received.	Discuss	Verbal	John Brent	
	b. RA Article.	Update	Verbal	John Brent	
	c. Audit Article	Update	Verbal	John Brent	
9.	<b>Any Other Business.</b>				25
10.	<b>Date of Next Meeting.</b>				

Agenda items should be submitted 3 weeks in advance of the next meeting date to  
**CFH.IGPSecretariat@nhs.net**