

Strategic Information Governance Network – Chairs’ Group Agenda

Date: Thursday 10th November 2011
 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 5C16, Quarry House (DH Building), Quarry Hill, Leeds LS2 7UE

Item	Item description	Objective	Format	Presenter	Mins
1.	Apologies For Absence.	To Note	Verbal	Chair	
2.	Minutes of Previous Meeting.	To Accept	Enclosure	Chair	
3.	Matters Arising From The Minutes.	Discuss	Verbal	All	
4. Admin Points					
	a. Joint meeting between SHAIG Leads and SIGN Chairs.	Discuss	Verbal	Chair	
5. Standing Agenda Item - IG Policy.					
	a. Community Medical Officers and safeguarding files	Discuss	Verbal	Robert Irwin	
6. Standing Agenda Item - IG Toolkit.					
	a. ‘Deep Dive’ Review	Discuss	Verbal	Chair	
	b. IGT Version 10.	Discuss	Verbal	Chair	
7. Standing Agenda Item - IG Training Tool.					
	a. Clarity on the IGTT Requirements	Discuss	Verbal	Lindsay Wells	
8. Standing Agenda Item - IG Bulletin.					
	a. Standing Item.				
9. Any Other Business.					
	a. Standing Item.				
10. Date of Next Meeting.					
	a. Proposed date of next meeting 11:00-13:00 Wednesday 18 th January 2012	To Note	Verbal	Chair	