

Strategic Information Governance Network (SIGN) Chairs' Group Agenda

Date: 18 January 2012
 Timings: 10.30 – 12.30
 VC Venue 1: London – The Blake Room, Tavistock House
 VC Venue 2: Leeds – 6E66 Quarry House

Item	Item description	Objective	Format	Presenter
1.	Apologies For Absence.	To Note	Verbal	Chair
2.	Minutes of Previous Meeting.	To Accept	Enclosure	Chair
3.	Matters Arising From The Minutes and Outstanding Actions.	Discuss	Verbal	All
	a. See List of Actions below....			
4.	Admin Points.			
	a. Standing Item.			
5.	Standing Agenda Item - IG Policy.			
	a. Data Loss SUIs.	Discuss	Verbal	Chair & Vanessa Kaliapermall
6.	Standing Agenda Item - IG Toolkit.			
	a. IG Toolkit Requirement 516 – Mental Health Trusts.	Discuss	Verbal	Carl Starbuck
	b. Deep Dive Update.	Discuss	Verbal	Chair
	c. Knowledge Base review.	Discuss	Verbal	Chair
7.	Standing Agenda Item - IG Training Tool.			
	a. IGTT – Multiple User Accounts Update.	Discuss	Verbal	John Brent
8.	Standing Agenda Item - IG Bulletin.			
	a. Standing Item.			
9.	Any Other Business.			
	a. In Derek Wilkinson's absence - The Cheshire and Merseyside IG Community has raised the following questions for the group:	Discuss	Verbal	Chair
	b. NIGB IG Lead Social Care. (Chris Hardie self-introduction - 11:30am)	To Note	Verbal	Chris Hardie
10.	Date of Next Meeting.			
	a. Proposed date of Joint Workshop in Leeds (pending suitable venue confirmation) SHA IG Leads & SIGN Chairs'- Tuesday 14 th February 13:30-16:30.	To Note	Verbal	Chair

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

List of Actions

Owner	Action No	Action Required	By Date (if stated)	Status
Meeting: 05 July 2011				
PH	111	Guidance on information sharing for multiple agency community budgets to be circulated by DH IGPB ('Leicestershire Together') when available.	Ongoing	
Meeting: 08 September 2011				
JB	121	IGTT - review question complexity and content	Ongoing	
Meeting: 10 November 2011				
JB	3.b.	JB to contact BC re outstanding action 114 (from mtg 5 Jul 11) (Records management discrepancy between DH and NHSLA guidance. Send discrepancy details to MG (via secretariat)).	Ongoing	No response to date.
JB	4.a.	Circulate initial agenda items for Joint workshop (SHAIG Leads and SIGN Chairs) (and previous SHAIG Minutes)	31 Dec 11	
JB	6.a.	Contact BM for detail on requests to provide inappropriate evidence to support the attainment level claimed	By next meeting	Done (Magi Nwolie)
CS	6.b.(1)	Provide Information Sharing Protocol templates for circulation to Group.	11 Nov 11	Done
All	6.b.(2)	IGT Version 10. Any content changes suggestions to secretariat mailbox by mid Jan 12.	31 Dec 11	
All	6.b.(3)	IGT Version 10. Any function changes suggestions by end of Nov 11 to secretariat mailbox.	30 Nov 11	Done
JB	8.a.	Circulate IG Bulletin to Group	12 Nov 11	Done
JB	9.a.	The guidance on IPad security to be issued to all group members.	12 Nov 11	Done
LW	9.b.	Health & Social Care – Analysing Patient/User Experience. LW will provide Chair with details of issues which obstruct analysis of care across Health & Social Care for service improvement.	Prior to next meeting	
All	9.b.	How to make the SIGN group better – suggestions to secretariat mailbox.	ASAP	No response to date.