

**AGENDA**  
**Information Governance Team**  
**Thursday 8<sup>th</sup> January 2015**  
**11.00am Cubbie Room, Garden House**

1. Apologies:
2. Minutes of previous Meetings: 4<sup>th</sup> December 2014 (*attached*)
3. Matters arising/Standing Items
  - a. Action Log – incorporating Action Log from SLWG meeting on CEL 26(2011) (*attached*)
  - b. FOIs report (*to follow*)
  - c. Relevant DATIX incidents (*to follow*)
  - d. Policy/Procedure: Retention, storing and disposal of records procedure (*attached*)
  - e. Caldicott Guardian
  - f. Implementation Public Records Scotland Act (*attached x 2*)  
Risk log Public Health Records latest update December 2014  
Public Records Scotland Act Detailed Action Plan December 2014
4. Recurring Actions Calendar
  5. Report on circulars received by NHS Orkney and action taken with regard to these. (JA)
  7. Quarterly feedback of numbers completing LearnPro IG courses to cover toolkit nos 1.003, 1.004 & 4.004 (quarterly re-call) (LB)
5. Photographic consent form (*attached*)
6. For noting
7. AOCB:
8. Date of next meeting: Thursday 4<sup>th</sup> February 2015 at 11.00am in the Room

**Quorum: when one third (5) of the whole number of members are present including Caldicott guardian or IT lead or Health information lead**