



INFORMATION SECURITY STEERING GROUP MEETING MINUTES

Classification: **Confidential**

This document must be restricted to those with a specific need within their role.

Date: [date of meeting]

Attendees:

- [list of attendees]

Apologies:

- [list of apologies]

Supporting Materials:

- [Link to any presentations or supporting documents]

Minutes

Ref	Item	Detail	Actions
1	Opening Remarks - Brief recap of security status.		

2	<p>Monitoring & KPIs review</p> <ul style="list-style-type: none">• Incident Report Review: Discuss any security incidents and responses.• Risk Review: Summarise any new or updated risks the group monitors.• KPI & Metrics Review: Review report on KPIs and ISMS Metrics		
3	<p>Project Updates: Update on ongoing and upcoming security projects.</p>		
4	<p>Compliance Review: Updates on legal and regulatory compliance.</p>		
5	<p>Resource Allocation: Discuss needs and priorities.</p>		

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6	Any Other Business: Open floor for other concerns.		
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