# Appendix M - Trust Gold Command Initial Agenda

This agenda has been prepared to assist Strategic Leaders with response considerations. It follows the Joint Decision Model.

Date:

Time:

Location:

Chair:

Attendees:

|  |  |  |
| --- | --- | --- |
| **No** | **Item** | **Decision / Action** |
| **1** | **Appointment of Chair**   * Welcome and Introductions * Review of attendance |  |
| **2** | **Purpose of Meeting and Aims and Objectives**  *Coordinate a strategic response and maintain strategic focus*  *These might be general aims e.g. to ensure patient safety, delivery of critical services and prompt and accurate communication and specific ones e.g. supporting safe evacuation of a particular ward. Keep it strategic for Gold Command leave tactical and operational matters to Silver and Bronze.* |  |
| **3** | **Urgent Actions for Attention**   * Immediate Assistance required – E.g. from teams under pressure. * Identification of areas at immediate risk – vulnerable infrastructure, people, teams. * Actions from previous Gold Command Meetings. |  |
| **4.** | **Situational Update all Care Groups**   * Headlines from Silver Commands. * Silver Command Situation Reports. |  |
| **5.** | **Bring in information from partner agencies/dial ins**  **E.g. if flooding:**   * Met Office * Environment Agency * Local Authority   *In other scenarios information may come from NHSE(I), ICB, UKHSA or Local Authorities.* |  |
| **6.** | **Response Strategy**  Consider:   * Direct and wider impacts - for patients, staff, health, infrastructure – e.g. buildings, essential services. * The operational response – response impact on capability and capacity. * Significant risks, emerging issues. * Assumptions and critical uncertainties * Requirements for assistance internal and external (mutual aid). * Forward look – set up support cells for Gold e.g. Workforce, IPC, Recovery. |  |
| **7.** | **Communication Strategy**  Patients, Staff, Partners.  *Agree lines to take with stakeholders and agree with communications teams at any external agencies involved, e.g. emergency services, local authority, ICBs, NHSE(I), UKHSA etc.* |  |
| **8.** | **Review of Actions**  Development of Situation Report.  *Ensure you agree a written sitrep when you have received all the information and circulate this as widely as is appropriate post meeting.* |  |
| **9** | **Review of Gold Command Membership -** *Consider who needs to be at future meetings.* |  |
| **10** | **Date and time of next meeting** |  |
| **11** | **Agree Log with Loggist** |  |