# 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:

|  |  |  |
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| **No** |  **Item** | **Decision / Action**  |
| **1** | **Appointment of Chair*** Welcome and Introductions
* Review of attendance
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| **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.
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| **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** |  |