# Appendix Q Care Group Silver Command Draft Agenda

This agenda has been prepared to assist Silver Commanders with tactical 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 |  |
| **2** | **Purpose of Meeting and Aims and Objectives**  *Coordinate a tactical (care group) response and maintain tactical focus*  *These might be to deliver on strategic aims but also to ensure the Care Group has an accurate information picture of the effect of the incident on services and staff and to ensure delivery of essential services.*  *Keep it tactical for Silver Command leave strategic and operational matters to Gold and Bronze.* |  |
| **3** | **Urgent Actions for Attention**   * Urgent Assistance required – E.g. from teams within a Care Group under pressure. * Urgent Identification of areas at risk – vulnerable infrastructure, people, teams. * Urgent Support required/established – e.g. Estates, IT, Clinical, external to Care Group * Actions from previous Silver Commands. |  |
| **4.** | **Situational Update from Bronze Commands**   * Headlines from Bronzes * Bronze Situation Reports where applicable. |  |
| **5.** | **Bring in information from partner agencies/dial ins e.g. if flooding:**   * ICB * Local Authority * Environment Agency   *In other scenarios information may come from NHSE(I), Local Authority or another source. In each case you may need to liaise with Gold to be clear who is liaising with external partners.* |  |
| **6.** | **Response**  Consider:  Direct and wider impacts - for patients, staff, health, infrastructure – e.g. buildings, essential services.   * The operational response – what has Gold requested? * Significant risks, emerging issues. * Assumptions and critical uncertainties * Requirements for assistance internal and external (mutual aid). * Forward look – is there a need to adapt or change services? If so what requests need to go to Gold? |  |
| **7** | **Communication Strategy**  Patients, Staff, Partners.  Pass on agreed lines to take from Gold onto stakeholders. If any questions emerge pass these onto the Communications Lead in Gold. |  |
| **8** | **Review of Actions**  Development of Care Group Situation Report.  Ensure you agree a written sitrep when you have received all the information from teams and circulate this as widely as is appropriate post meeting. Record important information on the flip chart with a time/date. |  |
| **9** | **Review of Silver Command Membership**  Consider who needs to be at future meetings. |  |
| **10** | **Date and time of next meeting**  Consider when further sitreps are required by Gold and schedule future meetings and information requests so you have enough time to “sense check” and chase up Bronze level staff if required. |  |
| **11** | **Agree Log with Loggist.** |  |