

Agenda for TTCE’s Incident Management Team - Strategic Group

At the first meeting, it will be necessary to agree and set the strategic aim and objectives, and to set the media strategy. At subsequent meetings, the strategic aim and objectives can be reviewed and updated as appropriate

Refer to LOCP and action cards for guidance and procedures to be followed.

Item No.	Description
1.	<ul style="list-style-type: none"> • Introduction of Attendees, Roles and Responsibilities. • Go around the room. • Update on situation from the chair • Update from Working Groups/Cells/Attendees. <ul style="list-style-type: none"> • Concerns. • Emerging issues. • Potential threats/risks • Have we got the right people/teams in the room/on the call? <ul style="list-style-type: none"> • Work stream Leads, • Local Authority incident commander. • Resilience. • Loggist, • Minute Taker.
2.	<p>Declaration of Items for urgent attention,</p> <ul style="list-style-type: none"> • People: <ul style="list-style-type: none"> • Staff, Public, Care homes, schools etc. • Place: <ul style="list-style-type: none"> • Location, area, business, organisation/s. • Test & Trace; <ul style="list-style-type: none"> • Processes to be in place (i.e. mobile unit etc). • Media; <ul style="list-style-type: none"> • National, Local, Members. • Partner engagement: <ul style="list-style-type: none"> • NHS, Voluntary sector etc.
3.	<p>Agree priorities,</p> <p>Allocate Lead officers,</p> <p>Agree timescale.</p>

4.	Horizon Scanning;
5.	Review and Agree Strategy and Priorities
6.	AOB;
7.	Review Log and sign off actions and Loggist notes
8.	Date and Time of Next Meeting. Closure of Meeting.