**Incident:**

**SILVER TEAM MEETING**

**Date and Time:**

**Agenda**

1. Attendance
2. Review and agree record of any previous meeting
3. Gold Strategy
4. Situation reports (including updates on action already taken)
* Communications
* Estates Management
* Human Resources
* Health and Safety
* Security
* Support Officer
* Other reports
1. Risk Assessment (identify, assess and review)
2. Core activity continuity issues
3. Review membership of Silver Team (is it still appropriate?)
4. Agree and allocate actions with timescales for completion
5. Welfare and resilience of staff involved (including Silver Team)
6. Summarise actions and confirm understanding
7. Time and date of next meeting