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| **DECISION MAKING LEVEL & FORUM** | **MEMBERSHIP** | **HIGH-LEVEL TERMS OF REFERENCE** |

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| **Departmental Bronze Action Group**  Members of the D-BAG Team co-ordinate and implement local measures as advised by the University’s Silver and Bronze teams, and Divisional Bronze Team.  **Meets EVERY DAY at 9:30**  **Reports to HoD EVERY DAY at 17:00**  **Its SUB-GROUP – for AAP’s meets Every Tuesday and Thursday at 8am with HoD**  Its SUB-GROUP – OPERATIONS includes all BM’s and UA’s and all Building / Facilities Managers. This group meets every Wednesday PM. ***OR DAILY when Stage 3 is reached.***  Other Sub-Groups exist for HR, Finance etc. As do Unit Specific Groups. | Darren Nash – Associate Head of Department.  Karen Valentine – Head of Operations & Improvement.  Pete Bond – Director of Finance & Operations.  Ed Gibbs – Director of Finance & Operations  **REPORTS TO HoD, Richard Cornall DAILY**    *(Given the size of NDM the Bronze Group distils down the key decisions and communications for HoD to take.)* | The role of the Departmental Bronze Team includes:   * Provide leadership and management of the Departmental response within the parameters set by the Silver and University Bronze Group, and the Divisional Bronze Group. * Taking account of the Silver and Bronze Group’s steer, and Divisional Bronze Group, in case of academic departments, initiate business continuity planning and ensure local plans are complete and up to date * Ongoing assessment of the evolving situation including unfolding events / within own areas * Initial assessment of the scale, duration and impact of the incident (e.g. suspected/confirmed COVID-19 cases) * Triggering local business continuity plans in response to suspected/confirmed COVID-19 cases * Evacuation of buildings and/or co-ordinating moves of affected staff to alternative locations, if required * Cordon/access control, if required, under guidance and advice from Divisional Bronze Group. * Provide coordinated and structured input and feedback to the Divisional Bronze Group on proposed business continuity planning * Providing Divisional Bronze Group with assurance that business continuity planning is being undertaken effectively in departments. * Escalate queries and issues beyond the Group’s remit to the Divisional Bronze Group (in case of departmental Bronze Groups) or University Bronze Group/ Business Continuity Planning Sub-Group (in case of departmental Bronze Groups) * Providing regular situation reports to the Divisional Bronze Group (in case of departmental Bronze Groups) or University Bronze Group (in case of departmental Bronze Groups) * Liaise with external stakeholders at the equivalent level   *Responsibilities/tasks can be delegated to individual members and sub-groups, who/which will report to D-BAG.* |