**Informed decision making**

An informed decision can be said to have been made based upon a clear appreciation and understanding of the facts and future implications of an action.

Follow these steps to ensure the committee is making informed decisions:

1. Have a robust discussion. In fact, have several discussions with those involved. Do some brainstorming; be a devil’s advocate; write up possible impacts both good and bad, discuss the likelihood of these happening.
2. Ask yourself some hard questions. A couple of great questions are:
   1. What will the legal, reputational and cost impacts be of this decision?
   2. What could happen if we don’t take action?
3. Always keep the service’s goals and strategic objectives in mind. The committee needs to ensure it is making justified, balanced decisions and not allowing emotion to take precedence.
4. Weigh up the pros and cons by writing them up in two columns and comparing them.
5. Consider similar situations in other services, and discuss what happened, and what the outcomes were.
6. Do your research.
7. Use the skills and knowledge in your committee, and make sure you are also accessing professional advice if the matter is significant.

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