

TERMS OF REFERENCE OF THE BEREAVEMENT LEADS GROUP

The group is responsible for joining up services to improve bereavement care for women and their families in SSBCNMN

OBJECTIVES 2015-16

- Widen and obtain appropriate representation to the group for both neonatal and maternity bereavement care
- Develop and circulate a contacts list of neonatal and maternity bereavement leads in SSBCNMN
- Visit the Bereavement Facilities in each Trust in SSBCNMN to share and develop ideas and practices
- Review practices to identify and prioritise areas to standardise across SSBCNMN

ACCOUNTABILITY, RESPONSIBILITIES AND PERFORMANCE MANAGEMENT

- The members of the Group will be accountable to the Network Board and are responsible for providing progress reports to the Board.
- The Chair of the Group will be elected by the group for a period of Two years.
- The Chair of the Group will be accountable to the Network Board for the effective performance of the group.

MEMBERSHIP

- Maternity Bereavement Leads from each Trust
- Neonatal Bereavement Leads from each Trust
- Children's Hospice Representatives, Donna Louise Trust, Acorns (Walsall) and Hope House
- SANDS West Midlands Regional Coordinator

MEETINGS AND PROCEDURES

- The group shall hold meetings as necessary, however unless agreed otherwise, meetings should be held ***biannually on the same day as the Maternity Network Meeting.***
- Meeting venues will be rotated, teleconference meetings will be utilised.
- Dates will be set one year in advance.
- Representation from each Trust will be expected at each meeting, Deputies will be encouraged to ensure this.
- All meetings shall be arranged and papers circulated by the Network Administrator
- Group members will receive written notice of the meeting in the form of the agenda and relevant papers, which will be circulated at least 5 working days in advance of the meeting.
- Special meetings may be called as necessary by either the Chair or at least 2 members of the group if it is determined that there are urgent matters to be considered. In such circumstances the written notice of the meeting may not be less than 3 working days.
- Meetings of the group will be deemed quorate if there are 3 or more members present, not including the Chair.
- Every question to be decided at a meeting shall be determined by the majority of votes of members present. Where there is equal division of votes, the chair shall have a casting vote.
- No matter which the group has agreed may be rescinded or varied at a subsequent meeting unless that rescission or variation is a specific item of business on the agenda for that meeting.
- The group is accountable to the constituent members of the Network. This responsibility will be discharged in the following way:
- Regular reports and updates on progress made to the Network Board