

Appendix 1: BHSCT Snowdrop Group Terms of Reference

SNOWDROP Group TERMS OF REFERENCE

GROUP	Snowdrop GROUP
BACKGROUND	<p>The Health and Social Care Act (2009) places a duty on Health and Social Care organisations to involve people.</p> <p>Effective involvement of patients, clients, service users, carers and communities is central to the delivery of quality care and can lead to improvement in the experience and outcomes for people using services. Therefore, it is important to have processes in place which ensure effective involvement.</p>
PURPOSE/DUTIES	<p>The purpose of the Snowdrop Group is to support and inform service improvement on relevant maternity services. In order to do this, the group will:</p> <ol style="list-style-type: none"><li data-bbox="528 954 1414 1059">1. Ensure effective two-way communication and exchange of knowledge and information between bereaved parents and BHSCT.<li data-bbox="528 1088 1366 1155">2. Engage with the wider community of parents who have been bereaved and feedback to BHSCT on their behalf.<li data-bbox="528 1184 1390 1252">3. Work in partnership with the Trust to help develop, shape and co-produce relevant maternity services.<li data-bbox="528 1281 1358 1386">4. To assist in seeking the view of bereaved women, their families and carers about the provision of maternity services.<li data-bbox="528 1415 1374 1520">5. To input into developing and improving relevant information for bereaved parents and ensure it is shared appropriately.<li data-bbox="528 1550 1382 1655">6. To contribute towards the development of policies, procedures, guideline and pathways which affect service users, carers and the public.
MEMBERSHIP	<p>The group is open to any parents who have experienced a loss through miscarriage, stillbirth or neonatal death, and who wish to contribute to the development of the relevant services within BHSCT.</p> <p>Any parent wishing to join should speak with one of the co-chairs in the first instance.</p>

	<p>The Midwifery Services Manager and the Bereavement and Loss Midwife for BHSCT will also attend the group.</p>
MEETINGS	<p>The Group meetings will be no longer than 2 hours.</p> <p>Meetings will be held four times a year and dates will be agreed at the beginning of each year. Additional meetings will be held by exception.</p> <p>Meetings will be held in a central location in Belfast between 7-9pm.</p> <p>Draft minutes of the meetings will be arranged by the Co-Director for Bereaved Parents and agreed with the Chair. Draft minutes will be circulated no later than 10 working days after a meeting.</p> <p>Agenda and papers will be disseminated to group members five working days prior to the next meeting. A short progress report on agreed actions will be included.</p>
REVIEW	<p>The terms of reference and membership for this group will be reviewed on a yearly basis.</p>