

## **Terms of Reference**

Name: Scottish Working Group on Funeral Poverty

Aims:

- To work towards a Scotland where everyone can have access to a meaningful funeral.

Objectives:

- Bring together all key stakeholders associated with funerals in an open and honest forum to enable discussion and sharing of information.
- Explore and discuss funerals and the issue of affordability.
- Promoting and sharing best practice.
- Explore and discuss existing and new research relating to funerals and affordability.
- To inform public policy, legislation and regulation on issues relating to 'funeral poverty' and other areas associated with the issue, either as a group where in complete agreement or as informed individual members.
- Discuss funerals within the context of wider issues relating to dying, death and bereavement.

Membership

Membership is by application to the group and approval from the majority of the group, seeking to ensure representation from:

- health care
- social care
- poverty advice
- bereavement care
- local government
- funeral industry
- bereavement services
- bereavement advice organisations

Current Members:

- Association of Bereavement Service Coordinators
- Association of Hospice and Palliative Care Chaplains
- Citizens Advice Scotland
- Convention Of Scottish Local Authorities
- Cruse Bereavement Care Scotland
- Funeral Planning Authority
- Good Life Good Death Good Grief
- Humanist Society Scotland
- Money Advice Scotland
- National Association of Funeral Directors
- NHSS Bereavement Coordinators
- Marie Curie
- Pushing Up the Daisies
- Quaker Social Action

**Terms of Reference for Scottish Working Group on Funeral Poverty  
signed off on 4 December 2018.**

- Scottish Bereavement Benchmarking Group
- Scottish Care
- Scottish Older People's Assembly
- Scottish Pensioner Forum
- Society of Allied and Independent Funeral Directors
- The Church of Scotland

Chair and Secretary:

A chair and secretary will be selected from the membership of the group. If positions are contested then a simple majority vote will decide who is the agreed chair and secretary.

Meetings

Meetings will be held as and when agreed by the members, chair and secretary. It is envisaged that there will be at least 4 meetings per year. Agendas for the meeting will be set by the chair and agreed by the members in advance of meetings. Meetings will be minuted with key points and action points highlighted. Minutes will be agreed at subsequent meetings and made available for public scrutiny via the internet following agreement.

Deliverables

- An annual workplan to be agreed by the group
- Deliverables to be agreed by the membership at each meeting.
- Maintain and update the SWGFP website.
- An annual statement reflecting the work of the group through the course of the year will be produced, agreed and made available to the public.

Resources

- Members will consider support on an issue by issue basis.

Review

- The role, purpose and success of the work of the group should be reviewed annually.