

SWGFP Minutes – 4 September 2018

1. Welcome, apologies, membership

i. Present:

Ruth Mendel, Chair

Eleri Birkhead, Church of Scotland

James Blackburn, NAFD

Bryan Kerr, Church of Scotland Minister

Karen Dickson, Humanist Society Scotland

Jane Mathieson, Scottish Bereavement Benchmarking Group

Stuart Murdoch, Association of Hospice and Palliative Care Chaplains (AHPCC)

Rebecca Patterson, Scottish Partnership for Palliative Care (SPPC) and Good Life, Good Death, Good Grief

Caroline Pretty, NHSS Bereavement Coordinators

David Robertson, Stirling Citizens Advice Bureau

ii. Apologies:

John Birrell, Bereavement consultant

Joy Elliott, Association of Bereavement Service Coordinators (ABSCO)

David Hilferty, Money Advice Scotland

Glenda Watt, Scottish Older People's Assembly

iii. In attendance:

Sohel Ahmed, Scottish Government

Andrew Burke, Scottish Government

2. Agenda

3. Minute of meeting held on 1 May 2018

i. Ruth Mendel summarised the minutes of the last meeting

ii. Minutes were agreed to

4. Matters arising from 01.05.18

a. It was agreed that a formal process should be developed with regards to membership

5. Action points from 05.12.17

| # | Holder | What | By |
|---|--------|--|----------|
| 1 | RM | Circulate the Inspector of Funeral Directors' presentation | Complete |
| 2 | EB | Book a room for the meeting | Complete |

Action:

6. Proposal for Membership Procedures

- i. There have been more requests for membership, and it was agreed that a Membership Procedure should be put in place to ensure that the focus of the group is maintained
- ii. There was a discussion around the criteria for membership, and it was decided that point 3b of the proposal was the best course of action:
'Membership is discussed at the next possible meeting of the Group and applications are considered and approved or rejected with a majority vote.'
- iii. The group also agreed that criteria for membership should be provided, and that applicants are expected to agree to terms of reference. Applications will only be accepted from representative groups rather than individuals.

Action: Add information about the membership process (including forms with deadlines corresponding to the dates of future meetings) to the web page to make the process clear and public

Action: Change Terms of Reference to include 'Application and Approval'.

Action: Inform members about changes of terms of reference

7. Scottish Government Issues:

- a. The FEA cap and Uprating was discussed – with questions raised about the £700 figure
- b. A presentation on the Draft Statutory Guidance on Funeral Costs was given by Andrew Burke from the Scottish Government. Questions were raised about access to funding for the funerals of still-born children and pregnancy loss before 24 weeks.

Action: Members are encouraged to respond to the consultation on the Draft Statutory Guidance on Funeral Costs

8. AOCB

- i. The Cross Party Group on Funerals and Bereavements will take place this evening (04.09.2018). Questions have been sent in – Ruth will provide updates
- ii. The Inspector of Funeral Directors has released her annual report. Members are encouraged to contact Natalie McKail directly, or via Ruth.
- iii. Bryan Kerr suggested that the group looked in to ongoing care for people who are bereaved. He will bring more information on this to the next meeting.
- iv. Data Collection law (GDPR) and its Impact on organisations who work in partnership with Funeral Directors and Crematoriums was discussed
- v. It was agreed that 2 meetings a year would be held within the Citizen's Advice Bureau offices, and that 2 a year would be hosted by other members of the group.
- vi. Thanks were given to Eleri for booking the room

Action: Ruth Mendel to provide update on the CPG on Funerals and Bereavements.

Action: Bryan Kerr to bring more information on ongoing care for the bereaved to the next meeting.

9. Dates of Future Meeting (all at 1030 -1300)

- 4 December 2018
- 5 February 2019
- 14 May 2019