
Dying Matters Leeds Community Grant Steering Group | Terms of Reference

Purpose

To act on behalf of the Leeds Dying Matters Partnership to administer a small grant programme during Dying Matters Week.

Role and responsibilities

- To oversee the grant funding assigned to Dying Matters Leeds Week and ensure it is spent on activities that promote and celebrate Dying Matters
- To encourage voluntary and statutory organisations to organise appropriate events during Dying Matters Leeds Week
- To assist in coordinating, publicising and promoting these events, including branding appropriate events with the Dying Matters Leeds logo
- To ensure the range of events represents the diverse communities of Leeds
- To evaluate events and use this evaluation to inform future Dying Matters Leeds planning

Accountability

The Dying Matters Leeds Community Grant Steering Group is a sub group of Dying Matters Leeds Partnership and reports to that partnership. The Leeds Dying Matters Partnership coordinates a citywide campaign for Leeds to open a dialogue with local communities in Leeds about death and dying and to enable people to plan for the last years of their life; it is accountable to the NHS through the Palliative Care Strategy Group.

Leeds Bereavement Forum will hold the funds and administer the Dying Matters Leeds Community Grants process on behalf of the Leeds Dying Matters Partnership.

Dying Matters Leeds Community Grant Steering Group

- Representative from Leeds City Council
- Representative from University of Leeds
- Representative from Leeds Bereavement Forum
- Representative from a Palliative and End of Life Care Provider Organisation

Other members may be recruited through the year to support appropriate tasks or to ensure effective representation

Ways of Working

- Tasks will be identified and agreed by members of the Dying Matters Leeds Steering Group, who have the skills and knowledge to complete them
- Sub groups and project groups may be formed as appropriate to take the lead on particular work streams or pieces of work
- The Steering Group will meet on a regular basis which reflects the changing calendar demands of the work with sub groups feeding into the full meeting
- The Steering Group will review its membership and terms of reference annually

