DIGNITY AND RESPECT ACTION GROUP (DRAG)
Terms of Reference

1. **Aims of the group**
   - Forum to support champions of Dignity & Respect
   - Forum for presentation and discussion of ideas problems and issues.
   - Forum to write action plans to deliver a better patient experience
   - Forum to inform senior managers of what actions are required to improve patient experience
   - Open forum- for staff to attend when they require help with issues
   - Forum for developing and agreeing best practice evidence for Essence of Care privacy and dignity standard.

2. **Core Membership**
   - Southend University Hospital NHS Foundation Trust Staff
   - Practice Development and Nurse
   - Anglia Ruskin University Representative
   - Essex University Representative
   - PALS Representative
   - Hospital users / PPI representation
   - Trust Governor

3. **Chair/Co-Chair Vice Chair**
The Chair/Co-Chair and Vice Chair of the group shall be agreed by the membership of the Dignity and Respect Action Group with a majority agreement of at least 2/3rds of those present at the meeting. Nominees must be a member of Southend University Hospital NHS Foundation Trust staff. The position of Chair/Co-Chair and Vice Chair will be reviewed on an annual basis and these positions may only be held for a maximum of two years

4. **Roles**
   - **Chair/Co-Chair**: Compile agenda for meetings, facilitate meetings. Ensure accuracy of minutes prior to distribution and that all relevant documentation is given to the secretary for circulation. To compile monthly reports for SNMC on the delivery of the Action Plan
   - **Vice Chair**: To complete all of the above in the absence of the Chair/Co-Chair

5. **Minutes**
The position of group secretary shall rest with the PA to the Associate Director of Nursing. Notes and minutes from the meeting will be taken by the group secretary who will also be responsible for circulating them, along with any other additional information, at least ten days in advance of next scheduled meeting.
6. **Management Champion**
The role of the management champion is to support the Chair/Co-Chair and Vice Chair and provide a strategic opinion of the issues and projects discussed. The management champion’s role also involves championing the group by disseminating the work of the group through the organisation and feeding back to the group any pertinent issues or information that impacts on the group.

7. **Open forum**
Any member of Southend University Hospital NHS Foundation Trust is welcomed to join the group and / or attend meeting on an ad hoc basis as long as they make their attendance known to the chair of the group. Service Users may join the forum following invitation by a group member. Due to the nature of the forum the membership is not listed.

8. **The Ethos of the group**
The Dignity and Respect Action Group was formed voluntarily by staff committed to finding ways of championing dignity and respect within the hospital. An important function of the group is the support it provides for attendees in their separate and collective attempts to foster dignity and respect and to raise the profile of these aspects of care. To this end it is important that a collaborative and non-blaming ethos is maintained within the group with respect being shown to all members’ contributions.

9. **Membership Roles and Responsibilities**
Members of the Group are required to fulfil their commitment to undertake any work they agree to do. 
All members of the group will sign up to the DOH Dignity in Care Campaign and become Dignity Champions.

10. **Reporting Lines**
The Dignity and Respect Action Group will report directly to the Strategic Nursing and Midwifery Committee.

11. **Format**
1. Six weekly meetings will be held for duration of up to 2 hours other than when key issues need to be discussed and agreed
2. Quorum will constitute 6 members, Chair or Vice Chair must be present.
3. Minutes and Agenda will be provided and circulated 2 weeks in advance of meetings, where possible.
4. Any conflict of interest must be declared in advance of the meeting or at the earliest possible opportunity.
Agreed: 14th January 2010.
To be reviewed annually