



Department of Health & Social Care

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Redacted

The Hamptons Limited
20-22 Wenlock Road
London N1 7GU

email: **Redacted**

5 September 2023

Dear **Redacted**

Letter of appointment, Co-Lead of the Pregnancy Loss Review. Ref: BC-19719

This document sets out your principal terms and conditions of appointment.

1) Commencement of appointment

- a) You are appointed by the Secretary of State for Health and Social Care. Your appointment began on 1 March 2021. This letter of appointment covers the period noted below.

2) Duration

- a) Subject to earlier termination, your current period of appointment will run from 1 October 2021 until 22 July 2023, "the fixed period".

3) Job title and duties

- a) You are appointed as Co-Lead of the Pregnancy Loss Review (a non-statutory independent review, sponsored by the Department of Health and Social Care). This will involve an estimated time commitment of 119 days.
- b) The Terms of Reference for the Review are attached at Annex A.
- c) You are not an employee. Accordingly, nothing in this letter shall be construed as, or taken to create, a contract of employment between you and the Department or Her Majesty's Government.
- d) As the Co-Lead for the Pregnancy Loss Review, your function is to provide external advice and expertise in association with independence of thought which informs the decision-making process.

4) Fees, expenses and subsistence

- a) Your fee will be **Redacted**.
- b) You will be notified in writing of any change to your fee.

- c) Fees will be paid on invoice to The Hamptons Ltd and as such you are responsible for ensuring that you comply with all relevant tax legislation relating to the receipt of these fees.
- d) You should claim your travel expenses retrospectively at the end of each month and payment will then be made by credit transfer to your bank or building society.
- e) The Department will reimburse all reasonable expenses (including travel, subsistence and other expenses in line with The Department's Expenses policies) properly and necessarily incurred in respect of your appointment.

5) Notice

- a) Either party may terminate this appointment before the expiry of the fixed period by giving one month's notice in writing.
- b) The Secretary of State may terminate your appointment immediately, by giving notice in writing, if you are guilty of any conduct that means that you are unsuitable to continue to hold this appointment.
- c) You will receive no notice if this appointment is terminated early by mutual consent.
- d) If the Secretary of State proposes to terminate your appointment prior to the expiry of the fixed term other than through immediate termination as a result of unsuitable conduct, you will be notified of the proposal and of the reasons for it, and if appropriate will be offered an opportunity to make representations before any final decision is taken. If your appointment is subsequently terminated you will receive notice in writing.

6) Conduct

- a) It is essential that you are, and are seen to be honest and impartial in the exercise of your duties. You must not allow your judgement or integrity to be compromised or permit there to arise any reasonable grounds for suspicion as to the compromise of your judgement and integrity. The Seven Principles of Public Life, attached for your information at Annex B, provide good guidance in the standards expected of senior publicly appointed officials.
- b) You should report the matter in writing to the Secretary of State if you believe you are being required to act in a way which:
 - i) is illegal, improper, or unethical;
 - ii) is in breach of constitutional convention or a professional code;
 - iii) may involve possible maladministration; or
 - iv) is otherwise inconsistent with the Seven Principles of Public Life.

7) Confidentiality / use of official information

- a) You are required to exercise care in the use of information that you acquire in the course of your duties and to protect information that is held in confidence.
- b) You are also subject to the Official Secrets Act 1989.

8) Conflicts of interest

- a) You must declare to the Secretary of State or Permanent Secretary, any personal or business interest which may, or may be perceived (by a reasonable member of the public) to influence your judgement in performing your functions and obligations under this agreement. These interests include (without limitation), personal direct and indirect pecuniary interests, and, any such interests of your close family members and/or of people living in the same household as you or as your close family members.

- b) You must inform the Secretary of State or Permanent Secretary, in advance of any new appointments that may impinge on your performance of your functions and obligations under this Agreement.
- c) It will be your responsibility to withdraw from any discussions where you have any interests that may, or may be perceived to, influence your judgement.
- d) All information on potential conflicts of interest will be held by both the Permanent Secretary's office and the DHSC database and could be disclosed to the public under the Freedom of Information Act (2000). In entering in to this agreement and accepting this appointment you thereby consent to this disclosure.

9) Gifts and Hospitality

- a) In order to avoid any suggestion of partiality, Departmental staff normally refuse personal gifts or hospitality offered in connection with their duties, and you should exercise similar restraint. Sensible judgement should be exercised and there is no reason to refuse:
 - i) isolated gifts of a trivial nature such as calendars or diaries; and
 - ii) occasional minor hospitality such as working lunches.
- b) In case of doubt, you should contact the Review Secretariat team for advice before accepting. Offers of significant gifts (worth £25 or more) or hospitality should be reported, even if they are refused, so that they can be formally registered.

10) Personal liability

- a) In accordance with central policy, the Secretary of State will provide that where you have acted honestly, reasonably, in good faith and without negligence you will not have to meet out of your own personal resources any personal civil liability which is incurred in execution or purported execution of your board functions.

Name and role: **Redacted**, Senior Commercial Category Manager

Signed **Redacted**

04/09/2023
Date

Sign **Redacted**

05/09/2023

Date

On behalf of The Hamptons Ltd of 20-22 Wenlock Road, London, England, N1 7GU
Company number 05729972

Terms of Reference - Pregnancy Loss Review: Care and Support when Baby Loss Occurs Before 24-Weeks Gestation

1. Background

- 1.1. Many of the care considerations for parents experiencing a stillbirth (when a baby is born without signs of life after 24 weeks gestation) will be similar for those experiencing a miscarriage. Local policies, however, may affect the type and place of care offered or available depending on the gestation when baby loss occurs.
- 1.2. In particular, registration certificates are often greatly valued by some parents as a way of recognising and naming their baby. Currently, parents whose babies are stillborn after 24 weeks gestation can register the baby's name and receive a certificate of registration of stillbirth. When a pregnancy ends before 24 weeks gestation however, there is no formal process for parents to legally register the loss. Some expectant parents find this to be particularly distressing, whilst other parents would find it equally distressing if they were required to register the loss when they did not want to.

2. Purpose of the review

- 2.1. The purpose of the review is to consider:
 - 2.1.1. The impact on families of the current threshold of 24 weeks gestation before being able, formally, to register a miscarriage if they so wish.
 - 2.1.2. Whether it would, on balance, be beneficial to look at legislative options to amend existing primary legislation to allow parents to register a miscarriage if they so wish.
 - 2.1.3. Options to improve NHS gynaecology and maternity care practice for parents who experience a miscarriage and other causes of baby loss.
- 2.2. The review will not consider changing the existing laws on abortion. However, the review's recommendations for improving care and support for those experiencing a pre-24 week gestation baby loss may be relevant to women and families who choose to terminate a much wanted pregnancy, for example due to congenital anomalies.
- 2.3. The review will work with key partners to make recommendations to government. The recommendations will be aimed at improving the care and support women and families receive when experiencing a pre-24-week gestation baby loss.
- 2.4. Some of the solutions are likely to lie in practice rather than in legislation. The review should consider practice-based solutions wherever possible.
- 2.5. The review will help government create a forward-looking approach to improve the support and experience of care for women and families who have a pre-24-week gestation baby loss.

3. Leadership and Governance

- 3.1. The co-leads for the review are:

3.1.1. Zoe Clark-Coates, Founder & CEO, The Mariposa Trust; and Samantha Collinge, Bereavement Lead midwife at George Eliot Hospital Nuneaton

3.2. The co-leads have overall responsibility for the review and its outputs.

3.3. An advisory panel will be appointed to ensure that service users, service providers and the full range of stakeholders directly shape the recommendations.

3.4. The Department of Health and Social Care will support the co-leads to deliver their responsibilities by providing administrative, research and analytical support.

3.5. The review will report to the Secretary of State for Health and Social Care.

4. Co-production

4.1. The review will be undertaken in consultation with the General Register Office.

4.2. The review should closely involve service users and service providers in all aspects of its work. It should:

4.2.1. seek to understand existing practice across different local areas;

4.2.2. engage widely with stakeholders; and

4.2.3. make recommendations that have broad support among service users, providers, relevant professionals, and organisations affected.

4.3. The review period should be used to air differences and find shared solutions.

5. Outputs

5.1. The review will prepare a report that identifies priorities and makes detailed recommendations for improvement.

6. Devolution

6.1. The review is commissioned by and will report to the Department of Health and Social Care in England. Recommendations will extend to England in relation to matters that are devolved in Wales (including health), and England and Wales in relation to non-devolved matters (including registration).

6.2. The review should engage with the Welsh Government and stakeholders in Wales, where appropriate, to consider interfaces with Welsh legislation and practice.

The Seven Principles of Public Life

Selflessness

Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.

Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership

Holders of public office should promote and support these principles by leadership and example.