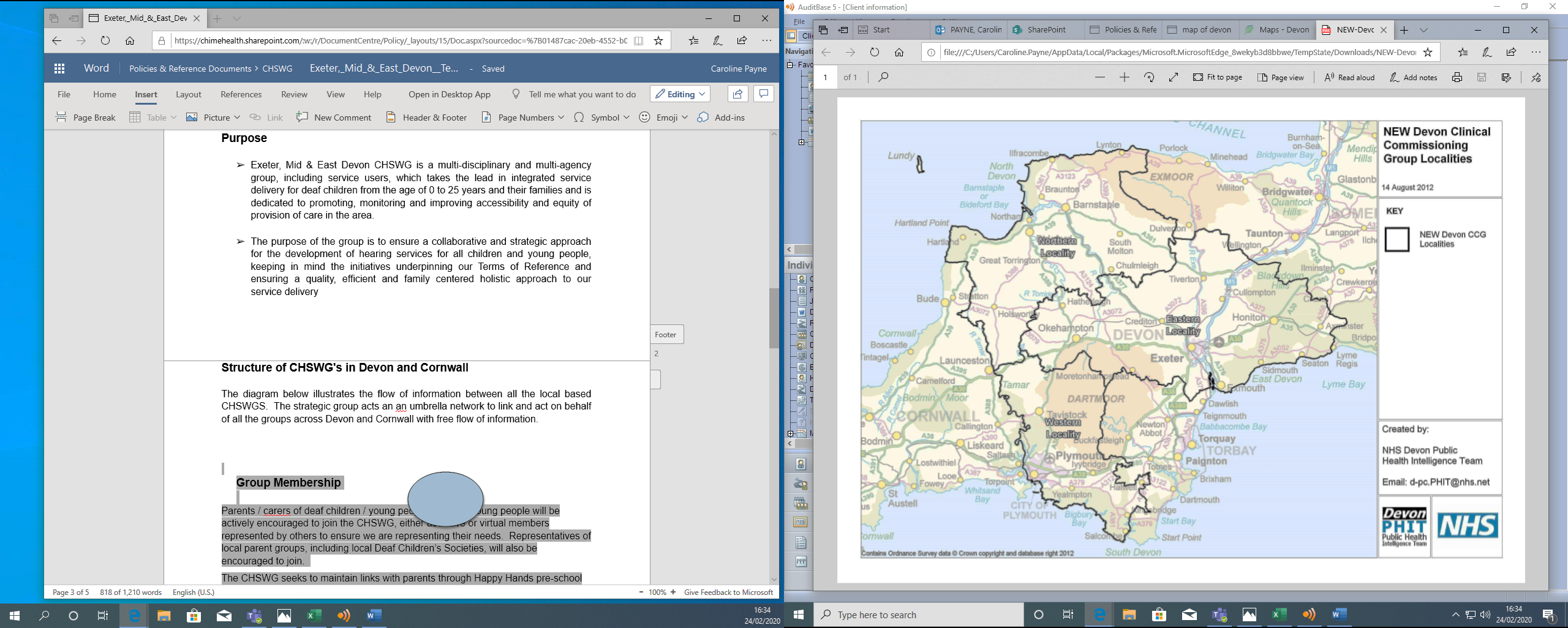
**Devon Children’s Hearing Services Working Group**

**(CHSWG)**



**TERMS OF REFERENCE**

**2020**

This group is formed of the recently merged

North Devon CHSWG and Exeter, Mid and East Devon CHSWG

**Purpose**

Devon CHSWG is a multi-disciplinary and multi-agency group, including service users, which takes the lead in integrated service delivery for deaf children from the age of 0 to 25 years and their families and is dedicated to promoting, monitoring and improving accessibility and equity of provision of care in the area.

The purpose of the group is to ensure a collaborative and strategic approach for the development of hearing services for all children and young people, keeping in mind the initiatives underpinning our Terms of Reference and ensuring a quality, efficient and family centred holistic approach to our service delivery

**Aims**

The CHSWG aims to:

* Provide a forum for information sharing between all members
* Provide an opportunity for issues of local and national importance in relation to services for children in a wider context to be considered by parents and professionals
* Provide a forum through which parents can have a voice in the planning and review of services
* Make recommendations which inform and influence operational decisions
* Provide advice, guidance and recommendations to commissioners and other decision makers with responsibility for planning and resourcing services at a strategic level
* Develop strategic partnerships across services
* Communicate the achievements and unresolved issues of services to strategic partners and key stakeholders for resolution
* Ensure that good quality information about the CHSWG is readily available to service users and providers

**Quality Assurance, Governance and Accountability**

The CHSWG will:

* Actively encourage members to identify openly any concerns regarding service delivery with feedback on how these concerns have been addressed.
* Review any national and/or locally agreed policies, quality standards, and good practice and guidance documents
* Agree and monitor the performance of local services against a framework for quality standards
* Respect confidentiality within meetings - there is opportunity at the end of the meetings to discuss individual cases with relevant MDT members separate to the meeting itself.
* Review the Terms of Reference annually and generate an Annual Report, identifying key objectives for the next year and recording achieved outcomes.
* Review management of critical incidents, agreeing the major lessons that need consideration and actions that will be implemented.

**Structure of CHSWG's in Devon and Cornwall**

The diagram below illustrates the flow of information between all the local based CHSWGS. The strategic group acts an an umbrella network to link and act on behalf of all the groups across Devon and Cornwall with free flow of information.

**Meetings**

These will be held at least three times per year. At each meeting, dates and venues will be agreed for the subsequent two meetings. The agreed venues will take into account local geography and ease of travel for all members and aim to be accessible to families to encourage parental representation. Venues may be rotated to achieve all of these aims.

The meeting will be quorate if consisting of not less than 4 members with either the Chair or Deputy Chair present.

Members may be representing themselves or views of their service - if representing others it should be clear how these views are gathered.

Guests may be invited to meetings when their specialist knowledge is required or for training purposes.

Minutes of meetings will be taken by a member of the group and circulated following approval by the Chair within 2 weeks following the meeting to stakeholders.

The Chair of the CHSWG can be any member of the Group and will normally be elected by the group members for a two-year period. A Vice Chair, if elected, will deputize for the Chair when necessary.

The Chair will be responsible for collating and circulating the Agenda for forthcoming meetings (at least one week in advance of that meeting); ensuring minutes are taken, circulated and agreed at the following meeting as well as ensuring completion of agreed actions; chairing the meetings and ensuring that any agreed action plans are implemented, and outcomes recorded.

An Annual Report will be published. In this we will identify key objectives for the year, develop an action plan, monitor progress and compile a report of CHSWG’s work to demonstrate impact. This will be circulated to relevant stakeholders and posted on available websites.

**Group Membership**

Parents / carers of deaf children / young people and deaf young people will be actively encouraged to join the CHSWG, either as active or virtual members represented by others to ensure we are representing their needs. Representatives of local parent groups, including local Deaf Children’s Societies, will also be encouraged to join.

The CHSWG seeks to maintain links with parents through Happy Hands pre-school group and at Together Days for families and Young People.

Membership of the CHSWG is also open to representatives of all statutory or independent health, education and social care service providers and commissioning bodies that are responsible for arranging or delivering services to deaf children and young people in any part of Exeter, East, Mid and North Devon.

We are currently actively represented by the following:

Paediatric Audiology (Chime) - Caroline Payne

Newborn Hearing Screening Team - Hannah Garnett

Parent Representative - Sarah Collinson

CHS Forum for the SW peninsular- Sarah Collinson

NDCS – Sarah Collinson

Teacher of the Deaf (Babcock) - Susie Cooper, Sue Carter

Exeter Royal Academy for Deaf Education – vacant

Social Care (Sensory/Hearing/Children’s Disability/ Transitions) - vacant

Speech and Language Therapist - Jacqui Watton

West of England Hearing Implant Team - Carol Wells

Paediatrician (RD&E Hospital) - Rachel Elderkin

Public Health Nurse Lead – Victoria Howard

Acting Chair – Caroline Payne

Vice Chair – TOD (Babcock) representative

Please note there may be changes to this list over the course of the year, wherever possible alternative representation from these organisations will be sought

**The Group’s Terms of Reference are underpinned by:**

The National Service Framework (Children, Young People and Maternity services), which will be a major part of the Change for Children programme. This aims to promote standards and lead to improved outcomes for children.

Early Help -the extra support a family can get if they need it to prevent a problem or change things before the problem becomes more serious.

Graduated Response Tool and Education, Health, Care Plan Assessment

The Children and Families Act (2014) and the SEND Code of Practice

Quality standards for Paediatric Audiology (NDCS/ NHSP)

NDCS/NHS ‘What works’ document Oct 2019