

# **Children's Hearing Services Working Group (CHSWG) Haringey and Enfield**

## **TERMS OF REFERENCE**

The CHSWG Terms of Reference set out the intended purpose and structure of the group.

### **Purpose of the Group**

To provide an open, friendly, accessible forum of parents and multidisciplinary practitioners from Health, Education, and Social Care who work in or are associated with the delivery of children's hearing services for all children and young people in Haringey and Enfield.

### **Key Roles of CHSWG:**

- To ensure the delivery of high quality, collaborative children's hearing services that are focused on individual needs and are accessible for all families.
- To support development and change in children's hearing services.
- To ensure that children's hearing services remain high on the agenda of those responsible for planning, delivery, and commissioning. This will be achieved by offering advice, guidance, and where necessary ensuring that issues are raised at both a strategic and operational level.
- To influence and contribute to the deliverance of local Health, Education and Social Care targets and objectives whilst following National guidelines and evidence-based practice.
- To develop and share examples of good practice, and to have the opportunity for liaising with other key professionals and service users.
- To receive feedback and actively share information between group members from different services and to take appropriate action as determined by the group.
- To undertake appropriate audits to ensure that the views of children, young people and their families who use hearing services are regularly and effectively captured and
- To provide written minutes of the meetings and annual reports, and to share reports from any subgroups.

It is also expected that to achieve the objectives of the group annually that several subgroups will need to form and progress work back to the CHSWG at meetings.

### **Meetings**

The CHSWG will meet 3 times a year, for 2 hours.

- Dates for meetings will be agreed at the beginning of each year.
- Members unable to attend should be represented whenever possible.
- Additional subgroups will meet to work on identified project and update main CHSWG group.
- Minutes of the meeting will be taken, circulated, and agreed with members.

### **Subgroups**

Small working groups will be established to explore areas of need or progress targets identified within the action plan.

- Areas of focus will be agreed at the CHSWG meetings.
- Members will be identified at the CHSWG meetings, with representation from different services.
- A lead for each group will be nominated, with handover processes identified.
- Meeting dates and timescale will be agreed when the group is established.
- The subgroup will be expected to provide feedback to the main group at each meeting.

### **Membership**

The group should be represented by all organisations involved in delivering children's hearing services; appropriate voluntary sector representation; and parents and carers who are service users.

Representatives from each of the following services or groups should attend each meeting:

- Service Commissioners
  - Haringey
  - Enfield
- Newborn Hearing Screening
- Audiovestibular physicians
- Audiology -
  - 2nd Tier Audiology Clinics
  - St Ann's Audiology Clinic
  - Cedar House
  - Royal National Throat Nose and Ear Hospital
    - Audiology
    - Cochlear Implant Team
  - Great Ormond St Hospital
    - Audiology Services
    - Cochlear Implant Team
- Speech and Language Therapy for Deaf Children
  - Haringey
  - Enfield
- Qualified Advisory Teachers of the Deaf from Haringey and Enfield
- Blanche Nevile School for Deaf Children (Haringey)
- Brimsdown (Enfield) – Primary Resource Base
- Highlands (Enfield) – Secondary Resource Base
- Representatives from Social Care in Haringey and Enfield

- Service users / young people
- Parent / carer representatives
- Voluntary bodies (e.g., NDCS, NLDCS)
- Deaf CAHMS
- Invited guests/speakers as appropriate (e.g., professional from Deaf CAHMS)

The following services will be sent information and feedback from the meetings, so they are aware of developments. A representative from these services would be very welcome if/when they have capacity in the future:

- Health Visitors from Haringey and Enfield

### **Representation**

There is an expectation that a representative from each service should attend.

Members of CHSWG are expected to cascade information from the CHSWG to colleagues in their own organisations and to service users.

If parents are representing the experience of families in the area it needs to be clear how they are canvassing opinion from and feeding back to other families.

It is important that meetings are set up to allow equal access to all participants. This may include:

- Ground rules to be in place that allow all members to feel that their opinion is respected by other members, and they get an equal chance to have input into the meeting, the work of the CHSWG and the decisions taken.
- Identifying training needs and facilitating training where required, so that all members have the skills to effectively take part in the meetings.
- Access to interpreters.
- Consideration should be taken of parents working as equal partners, such as holding meetings at suitable times or remotely.

### **Roles / responsibilities**

#### **Chair**

The CHSWG chair will be elected for a term of 1 year, with a review after the 3 meetings.

The chair will:

- Distribute minutes from the meeting.
- Book the venue for the next meeting or set up remote link.
- Request and collate service updates from group members.
- Distribute relevant information that is sent between meetings.
- Organise and send out the agenda, service updates, and other relevant information for the meeting.
- Hold and update the contact details for CHSWG members.

- Organise interpreters if required.

### **Minutes**

A member of the group will take minutes of each meeting. A volunteer will be requested in advance of the meeting and will liaise with the chair to understand the agenda and format for minute-taking. Minute taking responsibility will be shared among the representatives.

Minutes will be published on the local offer page for both Haringey and Enfield and will be shared with local commissioners.

### **Confidentiality structures**

Confidentiality structures need to be in place:

- Parents must not feel that by being a member of the CHSWG, the service they receive is in any way different from other families.
- It must be clear which issues discussed at the meeting are for within the meeting and those that can be shared outside.

### **Invited Guests**

Invited guests or external speakers may be invited to the group when specific issues need to be discussed or their specialist knowledge is required for information sharing or training purposes.

Guests need to be aware of the ground rules and format of the group as well as briefing on the topic or issues they are to cover.

### **Terminology**

We will use the terms deafness and hearing loss within meetings and in written documents.

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