

FORTH VALLEY CHSWG TERMS OF REFERENCE

PURPOSE OF CHSWG;

- To provide direction for children's hearing services within Forth Valley meeting the requirements of the host organisations of NHS Forth Valley, and Falkirk, Stirling and Clackmannanshire Councils.
- To ensure that the objectives of local children's hearing services are family friendly and meet the needs of children and families within Forth Valley.
- To allow all members of CHSWG to share national strategies and targets that may determine the direction for Children's Hearing Services.
- To involve all members of the CHSWG in aspects of planning and developing a culture of collaborative working across professional boundaries.
- To agree appropriate objectives for sub groups identified by the CHSWG in consultation with the chair and external experts where appropriate.
- To provide written minutes and reports from the group and any subgroups.
- To receive feedback from group members and take appropriate action as determined by the group.
- To monitor that action plans are carried out.
- To produce an annual report.
- Be accountable to the host organisation(s).

Meetings

- The CHSWG will meet 4 times in the year, during school term time.
 - Dates for future meetings will be agreed at the beginning of each school year. If agreed to be necessary, sub groups may meet at additional points in the year.
 - No specific children will be discussed at CHSWG meetings.
- CHSWG will be supported by twice annually local multi agency support plan meetings at which individual children may be discussed.

Membership

Chair

- The agreed term of office of the Chair will be 2 years.
- Following this, re-election is required. It is accepted that the Chair may wish to be re-elected for a further term of office but consideration should be given by all CHSWG members to the potential benefit to the group if chaired differently over time.
- The Chair of the CHSWG can be any member of the group and will normally be elected by the group members.
- A Vice Chair, if elected, will deputise for the Chair when necessary and likewise should hold a period of office of 2 years.
- The Chair will be responsible for collating the agenda for the next meeting.
- The agenda should be circulated at least one week in advance of the meeting and meetings will be guided by the Chair and all apologies should be forwarded to the Chair or administrator prior to the meeting.

-In addition to this the Chair has a duty to report annually to the host organisation(s) regarding CHSWG business.

Secretary to the meeting

Forth Valley CHSWG has no secretarial support.

- Note taking at meetings and typing of them thereafter is a role which is required to be shared among group members on a rotational basis, and the expectation for CHSWG membership should be that each should be prepared to take their turn at this.

Representation

All members need to be clear about who they are representing at CHSWG.

- NHS and Council employee members should represent their entire population supported by HISSCC.
- Members from voluntary or charitable groups will represent the general paediatric population and their families who access their service.
- Parents/carers/ family members and young people joining CHSWG may only represent their own situation and experiences.

CHSWG should actively seek to include parents and family members in the group. Invitation to join may be advertised via CHSWG newsletter or within local hearing service providers. Consideration may require to be given to travel or childcare costs to allow family members to attend.

All CHSWG members will have equal opportunity to input to CHSWG work.

Confidentiality

• All CHSWG members must be aware of and respect the need for confidentiality at all times. There will be no individual identified in any CHSWG discussion.

Parent and family members must be aware that CHSWG business should be kept confidential to the meeting until minutes have been agreed and made available for public viewing.

Minutes and Reports

• Minutes when typed should be forwarded to the Chair for distribution to all CHSWG members and agreed distribution list. This should happen within 1 month of the date following the meeting to allow all members the time to participate in actions identified. Minutes of previous meeting should be agreed by all members.

Annual reports should be organised by the Chair, agreed by all group members and copies should be circulated to CHSWG membership and distribution list.

The distribution list and contact details for CHSWG members should be updated on an annual basis.

Minutes and reports will be made available on NHS Forth Valley Audiology Department website.

Invited Guests

- Guests may be invited to meetings when special issues need to be discussed and their specialist knowledge is required, for information sharing or training purposes. Guests need briefing in the topic and issues they are to cover, the format of the meeting