| Children’s Hearing Services Working Group – Audit Tool |
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Sections below relate to *What works: Children’s Services Working Groups; A guide for commissioners, and health and local authority providers who support children and young people with hearing loss* produced by NHS England, NHS Improvement and NDCS (2019).

| **Section 4: Purpose of CHSWG** | | | |
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|  | **Stage of development** | **Evidence** | **Action points** |
| 4.1 The CHSWG operates with the cooperation and authorisation of senior management across agencies, which recognises the group’s aims and provides support in terms of resources and promotion of services. | Well developed ☐  Partially developed ☐  Not developed ☐ |  |  |
| 4.2 The CHSWG has a written Terms of Reference | Well developed ☐  Partially developed ☐  Not developed ☐ |  |  |

| **Section 5: Membership** | | | |
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|  | **Stage of development** | **Evidence** | **Action points** |
| 5.1 The CHSWG includes representatives from parents of deaf children and all statutory sector and voluntary organisations who have a significant interest in local children’s hearing services. | Well developed ☐  Partially developed ☐  Not developed ☐ |  |  |
| 5.2 The CHSWG members are clear about who they and other members are representing on the group. | Well developed ☐  Partially developed ☐  Not developed ☐ |  |  |
| 5.3 The CHSWG has a Chair who has been elected by the group members. | Well developed ☐  Partially developed ☐  Not developed ☐ |  |  |
| 5.4 The CHSWG has arrangements in place for administrative support. | Well developed ☐  Partially developed ☐  Not developed ☐ |  |  |

| Section 6: CHSWG Responsibilities | | | |
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|  | **Stage of development** | **Evidence** | **Action points** |
| 6.1 The CHSWG have articulated a clear vision for children’s hearing services within their remit. | Well developed ☐  Partially developed ☐  Not developed ☐ |  |  |
| 6.2 The CHSWG can demonstrate how they meet their responsibilities detailed in the CHSWG guidance pp’s 12-14. | Well developed ☐  Partially developed ☐  Not developed ☐ |  |  |
| 6.3 The detail of all actions discussed are transferred to and contained in local service improvement plans. | Well developed ☐  Partially developed ☐  Not developed ☐ |  |  |
| 6.4 The CHSWG use appropriate data to monitor and challenge the performance of children’s hearing services within their area. The CHSWG has an action plan that aims to continually improve service performance. | Well developed ☐  Partially developed ☐  Not developed ☐ |  |  |
| 6.5 The CHSWG use appropriate data to ascertain the outcomes of deaf pupils. The CHSWG has an action plan that aims to improve outcomes where there is underperformance or less than expected progress. | Well developed ☐  Partially developed ☐  Not developed ☐ |  |  |

| Section 7: Accountability and reporting | | | |
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|  | **Stage of development** | **Evidence** | **Action points** |
| 7.1 The CHSWG have active involvement of, and reporting back to service users to show how their feedback has been used. | Well developed ☐  Partially developed ☐  Not developed ☐ |  |  |
| * 1. The CHSWG publish their minutes/agendas. | Well developed ☐  Partially developed ☐  Not developed ☐ |  |  |
| * 1. The CHSWG publish information on local services’ performance and outcomes. | Well developed ☐  Partially developed ☐  Not developed ☐ |  |  |

| **Section 8: Involving deaf young people and their families** | | | |
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|  | **Stage of development** | **Evidence** | **Action points** |
| 8.1 The CHSWG has regular representation from parents/carers of deaf children. | Well developed ☐  Partially developed ☐  Not developed ☐ |  |  |
| 8.2 The CHSWG can demonstrate the mechanisms in place to engage meaningfully with parents/carers of deaf children as well as deaf young people, and they receive feedback that shows how their views have influenced decision making. | Well developed ☐  Partially developed ☐  Not developed ☐ |  |  |
| 8.3 The CHSWG can demonstrate methods used to seek views of other parents/carers of deaf children as well as deaf young people who aren’t directly involved in the group. | Well developed ☐  Partially developed ☐  Not developed ☐ |  |  |