Lothian CHSWG – Meeting Minutes
14th September 2011

Present;
Dawn Lamerton (Paediatric Audiology)
Alan Blunt (Parent Representative)
Colin Briggs (Associate Direct, NHS Lothian)
Jan Savage (NDCS)
Karen Taylor (EoS DCS)
Graeme MacKenzie (Public Health Consultant)
Marie Cafferky (Family Liason NDCS)
Alison McNair (Specialist Speech and Language Therapist)
Nancy Newton (Educational Audiologist)
Robin James (VTHI Services – ED)
Diahan Whitefield (Rehab Audiologist)
Graham Cumming (Strategic Planning Manager, NHS Lothian)
Yvonne Ferguson (VTHI Services – WL)
Phillipa Waterstone (VTHI Services – Ed)
Thersa MacVarish (VTHI Services – ML)
Maureen D’Inverno (SENSE)

Apologies:
Dr Ruth Henderson (Paediatrician)
Audrey Robertson (Newborn Hearing Screening Manager)
Linda Gaughan (VTHI Services-EL)
Jenny Haines (Parent Representative)
Frankie McLean (Deaf Action)

Chaired: Jan Savage

Minutes: Danielle Neilson

New Business

➢ Introduction/Background – The Chair opened the meeting and everyone introduced themselves and background of CHSWG discussed. The Chair explained that she would Chair for the initial meetings of the CHSWG only, to assist in getting started. There would then be a process for election of a new, permanent Chair of the CHSWG, to be addressed by the Terms of Reference.
➢ Terms Of Reference – The terms of reference were read through, followed by a discussion about the remit of the CHSWG. It was agreed that the CHSWG would be a forum to discuss strategic and operational issues related to the delivery of a quality support service for deaf children and their parents throughout NHS Lothian area. It was acknowledged that this would mean CHSWG members having clear authority to share information about their service within the CHSWG meetings and for the CHSWG to make strategic recommendations/observations across services to ensure effective
resourcing in response to the changing and evolving needs of service users. **Actions;** cross check appendix from national guidelines relating to CHSWG at next meeting DL to circulate, wording of reporting arrangements to be changed as individuals are to report on behalf of and back to own services rather than one person/department (also to link in with local authority group and strategic planning); a letter to be issued to senior management across all multi agency service providers represented on the CHSWG to clarify the expectations of their membership of the CHSWG; ALL to submit contact details for their senior managers to inform this process; DL will change wording of ToR next meeting, 1 local rep from East of Scotland DCS NDCS to be added to core membership list.

- Updates from services – Brief updates/targets were given by each service representative:

  **Service Manager**
  - Pleased with improvements of patient waiting lists and would like to see this continue on into the future.
  - Would also like to see the Newborn Screen being known as a service of excellence.

  **Head of Service**
  - Working towards 18wks wait times – to be seen and had any treatment/hearing aids fitted within this time, this is a national requirement and reported to the Scottish Government monthly.
  - Working on making sure department meets audiology standards – currently 7th but more standards have been met by the department since January when this scoring was given
  - In discussions regarding new RHSC
  - Meetings being held regarding losing our educational audiologist – communication to be worked on between services
  - Make sure staff numbers stay at maximum allowance
  - Working on Lothian record of deaf children as part of nationally commissioned pilot project

  **UNHS Manager**
  - Funding might have been found to purchase new screening equipment – waiting for this to be confirmed
  - Satisfaction surveys were issued to parents in July – the only area identified as having any problems was circulation of information leaflets about the service which has to be taken up with the midwives. This is to be circulated round group
  - Staffing is now at full establishment
  - ESP(Database for recording all newborn hearing screening outcomes and record of any hearingloss confirmed) – we will have to change to a new system by March 13 as other services don’t wish to continue their contract, this system is still to be chosen
Our new born screening service meets national targets although we don’t receive much national management

**Educational Audiology**

- West Lothian is withdrawing from educational audiology from April 2012 – meetings are on going to discuss new procedures/communication lines. **Actions**: frame work, risk assessment and quality assessment to be gathered for next meeting.
- Nancy (our educational audiologist) will be leaving in 2014 and will not be replaced – meetings are being held at the moment to discuss new procedures and training to prevent there being a gap between audiology and education **to be added to next agenda**
- There has been an increase in the amount of mild and unilateral hearing losses being aided

**Rehab Lead Audiologist**

- MASP's – multi agency support plan’s these have been carried out and positive feedback has been received
- Waiting list – review appointments for aided children is a bit behind at the moment, plans are now in place to get this down
- Parents now receive a copy of their child’s report after their appointment
- Patient satisfaction surveys will be carried out next summer

**Speech and Language Therapy**

- One person on maternity leave at the moment and one to start wef Jan 2012 – No talks of anyone being employed to cover
- No waiting list at the moment
- In the process of creating a database to record where children are being referred from

**VTHI Edinburgh**

- Currently have 106 children on case load
- Staff – 3 full time, 2 part time and 2 specialist nursery nurses
- Don’t cover private schools, Nancy covers this (private schools don’t contribute to this)

**VTHI Midlothian**

- Currently have 32 children on case load
- Staff – 2 full time
- Demands of case load are being met at the moment

**VTHI West Lothian**

- Currently have 30 supported children and 40 monitored children on case load
- Staff – 4.8
- In-service training days are being held and drop in sessions where anyone can visit for support and advice

**VTHI East Lothian**
Report submitted and circulated

**Family Officer**
- Currently have 55 children on case load
- Covers Lothian and borders providing support for a range of needs

**Actions** for Salt and VTHI’S: Look at population represented and split into locations, case loads to submitted. If this information can be gathered we could predict future numbers and gain cover and support needed for services. DL will make service managers aware of what has been asked of them.

**Actions** for all: To submit information about caseload; numbers of children, location, staffing, referral criteria, policy documents, national prevalence data, etc to assist the CHSWG in building up a picture of the local demographic and project future areas of priority focus for the CHSWG.

It was agreed that the resulting document would form the basis of discussion at the next meeting and contribute to informing an Action Plan for the CHSWG in its first year.

- Borders Membership – Borders paediatric audiology would like to be involved with our CHSWG. Pros and cons of this were discussed and it was decided that they should hold their own CHSWG and Paediatric Audiology Lothian will contribute to theirs.

It was suggested and agreed to that Parents should be offered a regular update slot in the CHSWG agenda.

It was requested and agreed to that an AOB item should be added as a standing agenda item.

**Next Meeting will be**
**When:** Monday 12th December 2011
**Time:** 1pm – 3pm
**Where:** Room 8, Waverley Gate