

## Appendix A – Amended SEND Provision Scrutiny Panel Terms of Reference

### 1. Proposal

- The Committee has proposed to set up a working party named as “The SEND Provision Scrutiny Panel” (SP) to complete a piece of time limited work i.e. a ‘Task’.
- The task for the SP will be to investigate the effectiveness of the Special Education Needs and Disabilities (SEND) provision children in Camden; and to make recommendations to officers or to the Cabinet Member for Best Start for Children and Families.

### 2. Panel Membership and Chairing

- The makeup of the panel should be proportional to the political makeup of the Council.
- The membership of this panel will be confirmed at the meeting of 7 September 2023. The Chair of the panel will be Cllr Sylvia McNamara.
- Panel members may wish to co-opt an external expert(s) onto the panel if members consider additional expertise is required. This could be a representative from one of Camden’s partner organisations, or a resident who is an expert by experience.
- The Chair of the panel will be responsible for ensuring the panel’s report reflects a consensus view of the Panel, or a majority view. The Chair will present the final report to CSF Scrutiny Committee and ask that it is formally adopted by the Committee. The Chair will ask Cabinet members to formally submit their response to a future meeting of the Committee.

### 3. Key Lines of Enquiry

- The panel will aim to gain evidence by using some key lines of enquiry (KLOEs). These KLOEs will be around three overarching questions in relation to SEND provision in Camden.
  1. What do each of the partners understand as **good value for money**?  
Partners comprising: Camden Officers/Local Authority, Camden schools, parents
  2. Is there appropriate and sufficient provision locally to meet the needs of children and young people within Camden?
  3. Are the services that are in place meeting the needs of disadvantaged communities (i.e. accessibility, etc.)?
- The panel will consider the evidence presented to them and decide on the best recommendations to improve the effectiveness of the SEND Provision.
- The panel will also seek to understand and learn from best practice across other London local authorities and schools.
- The evidence gathered from a wide range of stakeholders and practitioners will come from a structured programme of interviews and some site visits and to help answer the questions above. These will include:
  - A session of interviews with primary, secondary and special school head teachers and SENCOs
  - A session of interviews with primary, secondary and special school governors

- A session of interviews with Camden officers including the Director of Education Commissioning and Inclusion, Heads of SEND and SENDIAS
- A session of interviews with parents of Children with Special Educational Needs
- Site visits to schools to interview children in the various SEND provisions (could include one or more of the above sessions)

#### 4. Timeline

Below is the proposed meeting schedule for the Scrutiny Panel:

When	Meeting
7 Sept 2023	CSF scrutiny committee to agree to the panel
Sept 2023 (TBC)	Panel meeting 1: to establish work programme.
October and November 2023	Desk data analysis and interviews with officers, SENCOs, SENDIAS, parents, school governors and headteachers
2/14 Dec 2023 (TBC)	Panel meeting 2: to consider evidence from previous sessions.
19 Dec 2023	CSF scrutiny committee to be updated at meeting
January 2024	Site visit interviews with children
February 2024	Site visits to other Boroughs
4 March 2024	Panel meeting 3: to consider evidence from previous sessions.
13 March 2024	CSF scrutiny committee to be updated at meeting
April 2024	Further research
May 2024 beginning	Panel meeting 4: to discuss findings and recommendations.
May 2024	Work on final report
June 2024	Panel meeting 5: meeting to agree final report
11 July 2024	Final report to be presented to the CSF scrutiny committee

With so many meeting dates still to be confirmed the timeline may change slightly, though the same process will be followed.

#### 5. Code of conduct

- The panel will agree to be bound by the Council's code of conduct and the CSF Scrutiny committee's [terms of reference](#). More information can be found about scrutiny and the committee procedure rules for the conduct of scrutiny meetings in the [Constitution](#)
- The panel agrees to work to the mandated task and work programme set out above and report to the CSF Scrutiny Committee its findings and recommendations within the agreed deadlines. Any proposed changes to these deadlines must be agreed by the Committee.

#### 6. Support for the panel

- Clerking support will be provided and will consist of the minuting of meetings and support with collating relevant papers for formal panel meetings.
- Additional policy support will be provided to assist with the preparation of evidence and drafting of reports and recommendations, as required.