



**REPORT OF RESOURCES, PERFORMANCE
SCRUTINY AND PERFORMANCE PANEL**

23 SEPTEMBER 2004

**CABINET:
20.10.04**

**AGENDA
ITEM**

TAKE-UP OF FREE SCHOOL MEALS

- (1) That, having considered the report and findings of the benefits service working group from its meeting held on 21 September 2004, in respect of the take-up of free school meals, the panel request that the following recommendations be made to cabinet for consideration at its meeting on 20 October 2004:
 - (a) That, as part of the targeted campaign already underway on the take-up of free school meals, the planned reminder letter to potential claimants includes a translated explanation (in the same languages as used for the existing council tax and housing benefit claim form) of the purpose of the letter and the importance of registering and claiming for free school meals. The reminder letter to include a question to people who do not want to claim, why they do not take-up a free school meal;
 - (b) That officers be requested to explore the possibility of involving local neighbourhood partnerships in the campaign to increase the take-up of free school meals;
- (2) That Cabinet be requested to note that the panel supports the remaining findings of the working group in respect of the take-up of free school meals, these will be considered as part of the Council's review of the catering service.

A copy of the report considered by the scrutiny panel at its meeting on 23 September 2004, on the findings of the benefits service working group is attached as appendix 1.

This form provides an accurate record of the meeting of the above named scrutiny and performance panel.

Chairman of scrutiny name:

Signature: Date: 11 October 2004