

SCRUTINY TASK GROUP

Meeting: School Food Task Group
Place: County Hall, Trowbridge
Room: Committee Room VIII
Date: Thursday, 20 November 2008
Time: 12.45 pm (including a working lunch)

Briefing Arrangements:	Date	Time	Location
None			

Please direct any enquiries on this Agenda to Karen Linaker, Scrutiny Support Officer, Corporate & Library Services Department, County Hall, Trowbridge, direct line: 01225 713056 or email: karenlinaker@wiltshire.gov.uk

Membership:

Patrick Coleman
Tony Deane
John English
Mollie Groom
Malcolm Hewson
Rebecca MacDonald

PLEASE BRING YOUR DIARY TO THIS MEETING

- (1) Public Participation and Written Documentation ***This first meeting of the Task Group is closed to the public***, however, when held as an open meeting, notification of questions or any written documentation should be given to the Scrutiny Support Officer named above at least **48 hours** prior to a Task Group meeting taking place.
- (2) Substitutions Due to the nature of Scrutiny Task Group reviews, substitutions are not permitted.
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1. **Elect Chairman of Task Group**
2. **Apologies**
3. **Task Group's Terms of Reference**

Please find attached a copy of the Task Group's Terms of Reference which was agreed by the Children's Services Scrutiny Committee on the 11th September 2008.

4. **Scope of Scrutiny Exercise**

The Task Group will be requested to discuss and agree the attached draft scope of this scrutiny exercise. This will also provide an opportunity for the task group to agree how it should approach each of the five main areas of its work.

5. **Scrutiny Process and Meeting Timetable**

The Task Group will be requested to discuss the dates of future meetings and to indicate what scrutiny activities need to be carried out, i.e. surveys and school visits etc.