**SFELC Working Group Model Terms of Reference**

**SFELC FOOD XXXX SUB-COMMITTEE**

**XXXX WORKING GROUP**

**TERMS OF REFERENCE**

**Month year**

1. **Working Group Status**

The XXXX Working Group (XWG) is a sub-group of the SFELC XXXX Sub-Committee. The XWG Chair shall be a Local Authority Officer and shall be appointed by SFELC.

1. **Working Group Objectives**

The core objectives of the Group are:

1. Xxxx
2. Xxxxx
3. Any specific tasks remitted from SFELC and/or the XXXX Sub-Committee.
4. **Group Membership**

The membership of the Group shall be:

1. Chair appointed by SFELC
2. At least one Local Authority enforcement representative from each of the four Scottish Food Liaison Group areas;
3. At least one representative of Food Standards Scotland

And where necessary:

1. *At least one public analyst*
2. *One representative from Health Protection Scotland*
3. *A trade and a consumer representative where they can be identified by SFELC*
4. Any other members the Group feel would assist their work on an adhoc basis.

Group membership will be reviewed on an annual basis.

1. **Output and member responsibilities**

* Group members will communicate the work and outputs of the Group to the organisations which they represent. Members will endeavour to identify a substitute whenever they are unable to attend meetings
* The Group will prioritise any direction on work provided by SFELC and will agree other priorities and deliverables, where possible, at the beginning of each year.
* The Chair will participate in SFELC’s procedures for updating the Committee on the work of Sub-Committees and Working Groups
* The Chair will agree with the Chair of the XXXX Sub-Committee the nature and frequency of reporting of the Group’s work to the Sub-Committee. Where the Chair is not a member of the Sub-Committee the Working Group may nominate one of its members to act as the point of liaison at meetings.
* The Group will, where necessary or appropriate, produce adhoc reports, guidance and other papers on work related to its objectives during the year. The distribution of such papers will be discussed with the XXXX Sub-Committee Chair who will ensure they are appropriately discussed and/or approved within SFELC structures.
* The Sub-Committee and Group Chairs will liaise to ensure the Group’s work is reported in the SFELC annual report.

1. **Meetings**

The Group shall meet at a frequency deemed appropriate by the Chair. Ordinarily, this will require approximately 4 meetings per year. However, where a specific objective requires a shorter meeting cycle, the Chair shall agree a suitable frequency with Group members.

Meetings shall, where possible, accommodate those who wish to contribute using teleconferencing methodology. Additionally, when appropriate, the work of the Group can be discussed, and business conducted, via email.

Meetings shall be held at appropriate venues to be decided by the Chair.