**SFELC Working Group Model Terms of Reference**

**SFELC FOOD SAFETY SUB-COMMITTEE**

**APPROVALS PILOT WORKING GROUP**

**TERMS OF REFERENCE**

1. **Working Group Status**

The Approvals Pilot Working Group (APWG) is a sub-group of the SFELC Food Safety Sub-Committee. The APWG Chair shall be a Local Authority Officer and shall be appointed by SFELC. It is intended that the APWG is a short life working group up until April 2019.

1. **Working Group Objectives**

The core objectives of the Group are:

1. Determine if the *Verification of Food Safety Management Systems* document being piloted is fit for purpose.
2. Evaluate the training course
3. Evaluate the impact of the enhanced approach on food business operators.
4. Evaluate the LA resource required to deliver the new approach
5. Assess if the new approach to official controls-

- Increases consumer protection

- Increases food business compliance

- Increases FSS and LA confidence in food control

1. Assess whether the increased resource required is proportionate to the outcome
2. Any specific tasks remitted from SFELC and/or the Food Safety Sub-Committee.
3. **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
4. *At least one representative from each of the 9 Pilot Authorities;*
5. Any other members the Group feel would assist their work on an adhoc basis.
6. **Meetings**

The Group shall meet at a frequency deemed appropriate by the Chair. Ordinarily, this will require approximately 12 meetings per year. However, where a specific objective requires a different 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.

Whenever a member is unable to attend a meeting every effort should be made to identify a substitute from his/her authority.

**5. Output and Group member responsibilities**

* 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 agree with the Chair of the Food Safety 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 highlight reports, 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 Food Safety 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.
* Group members will communicate the work and outputs of the Group to the organisations which they represent.