

## SFELC FOOD STANDARDS SUB-COMMITTEE

### TERMS OF REFERENCE

November 2017

#### **Sub-Committee Status**

The Food Standards Sub-Committee (FStSC) is a sub-committee of SFELC. The FStSC Chair shall be a Local Authority Officer and shall be appointed by SFELC.

#### **1. Sub-Committee Objectives**

The core objectives of the Sub-Committee are:

- i. To act as a focus group to support and deliver SFELC's strategic aims with regards to food standards, food information and food composition
- ii. To consider and make recommendations on food standards/ labelling legislation or issues arising from legislation (including interpretation and consistency of enforcement), giving due consideration to any matters with a particular Scottish focus.
- iii. Provide direction and support to any Working Groups created by SFELC and reporting to the Sub-Committee
- iv. Any specific tasks remitted from SFELC.

#### **2. Group Membership**

The membership of the Group shall be:

- i. Chair appointed by SFELC
- ii. At least one Local Authority enforcement representative from each of the four Scottish Food Liaison Group areas;
- iii. At least one representative of Food Standards Scotland
- iv. At least one public analyst
- v. One representative from Health Protection Scotland
- vi. A trade and a consumer representative where they can be identified by SFELC
- vii. Any other members the Group feel would assist their work on an adhoc basis.

Group membership will be reviewed on an annual basis.

#### **3. Output and member responsibilities**

- Sub-Committee members will communicate the work and outputs of the Sub-Committee to the organisations which they represent. Members will endeavour to identify a substitute whenever they are unable to attend meetings
- The Sub-Committee 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 report on the Sub-Committee's work at SFELC meetings and will participate in SFELC's procedures for updating the Committee on the work of Sub-Committees and Working Groups
- The Group will, where necessary or appropriate, produce adhoc reports, guidance and other papers on work related to its objectives during the year. The Sub-Committee Chair who will ensure they are appropriately discussed and/or approved within SFELC structures.
- The Sub-Committee Chair will ensure the work of the Sub-Committee and any Working groups is reported in the SFELC annual report.

#### **4. 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.