

OFFICIAL

Minute

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For further information please email the SFELC Mailbox SFELC@fss.scot



Scottish Food Enforcement Liaison Committee Minute

Microsoft Teams
10 June 2022 10:30 – 13:30

Attendees	
Andy Morrison – The Chair	Paul Bradley - Honorary Secretary
Tanja Low - Secretariat	
Andrea Carson - North of Scotland Food Liaison Group	Brian Lawrie - Society of Chief Officers of Environmental Health in Scotland (SoCOEHS)
Bruce McCall - Scottish Craft Butchers	Cat Hay - Food and Drink Federation Scotland
Darryl Thomson - British Hospitality Association	Hamid Gazem - Food Standards Scotland
Hannah Dougherty - British Retail Consortium	Heather Kelman - Food Standards Scotland
Helen Henderson - East of Scotland Food Liaison Group	Iain McCluskey - Lothian and Borders Food Liaison Group
Jane White - Association of Public Analysts in Scotland and Sampling and Surveillance Working Group Chair	Julie Hesketh-Laird - Food Standards Scotland
Karen Wardrope - West of Scotland Food Liaison Group and Specialist Cheesemakers Guidance WG Chair	Lorna Murray - Food Standards Scotland
Marion McArthur - Food Standards Scotland	Rachel Mirfattahi - Institute of Food Science and Technology (IFST)
Ross Clark - Food Standards Scotland	Tony Sykes - Food Standards Scotland
William Hamilton – Food Standards Scotland	

Apologies	
Andy Paterson - Scottish Government	David McGhie - Feedstuffs Sub-committee Chair
Jane Couper - Chair of Food Standards Sub-committee	Leon Thompson - British Hospitality Association
Penny Middleton – National Farmers Union Scotland	Scott Anderson - Scottish Bakers
Sheena Redmond - REHIS	Sophie Yule - Food Standards Scotland

Synopsis

Review of restart service planning by Marion McArthur, Tony Sykes & William Hamilton

- An initial LA survey will be undertaken, followed by Capacity & Capability audits as well as a focussed audit on implementation of the Interventions Food Law Code of Practice.
- The proposals for a review of the FSS Guidance on the Local Authority Resource Calculation was outlined

FSS Food Crime Risk Profiling Tool by Ross Clark

- A free tool for use by FBOs has been developed to support the food industry through crime prevention to protect businesses and consumers
- Workshops will be offered to businesses

Heather Kelman, New FSS Chair

- Chair of FSS since April 2022
- Keen to continue with the strategic direction outlined in the FSS Strategy via collaboration and building on strategic partnerships
- Keen to address two key risks that face the Board at present, Local Authority Environment Health team capacity and Public Analyst Laboratories capacity and sustainability
- Thanked the FSS staff for the work they do to support SFELC and the local authorities
- More support is needed for Lead Food Officers within LAs, particularly as less experienced are taking up these positions. The need for training was identified.

SFELC Office Bearer Elections

- The SFELC Terms of Reference are still being finalised
- The SFELC Terms of Reference will be ratified by email so that the elections can take place at the October SFELC meeting

Frequency of SFELC meetings

- The main SFELC committee meetings will move from 5 meetings a year to having a quarterly cycle after the calendar year.

The SFELC Executive update

- The Executive are keen to seek further consumer representation on SFELC

Food Standards Scotland update

- An allergens management video is being developed
- The University of West of Scotland is developing a new food course

Update by Non-Enforcement Members

- Good Food Nation Bill is going through the Scottish Parliament
- FDF published their trade strategy ([link](#))
- A Reformulation event will be held ([link](#))
- Industry Guide to Good Hygiene Practice: Catering Guide is under consultation. Comments are welcome

Agenda Items

Item No.	
1	Chairman's welcome
	<p><u>Guest speakers</u></p> <ul style="list-style-type: none"> • Marion McArthur, Tony Sykes & William Hamilton – Review of restart service planning (Item No. 4.1) • Ross Clark – FSS Food Crime Risk Profiling Tool (Item No. 4.2) • Heather Kelman - New FSS Chair (Item No. 4.3)
2	Minutes & matters arising
	Previous minutes from 04 February 2022 were approved
3	Actions outstanding
	<p>Actions 02.2022 and 05.2022 were closed</p> <p>Action 10.2021, 14.2021, 17.2021, 01.2022, 03.2022 and 04.2022 remains ongoing</p> <p>Actions 07.2019 and 14.2019 remains on hold</p>
4.1	Review of restart service planning by Marion McArthur, Tony Sykes & William Hamilton
	<p><u>Marion McArthur</u></p> <p>Marion McArthur presented the LA audit programme for 20/23.</p> <p>An initial LA survey which will provide the following:</p> <ul style="list-style-type: none"> • Status of the LA Recovery Plan • End of year return for the MANCP • An indication of the accuracy of the Scottish National Database <p>In addition, the information gathered will be used to better inform our audit planning, preparation and on-site visits as appropriate. Further surveys are likely to be issued during the year to assess the ongoing implementation of the LA Recovery Plan.</p> <p>This will be followed by Capacity & Capability audits as required and a focussed audit on implementation of the Interventions Food Law Code of Practice. A cross section of LAs will be selected to be part of this focussed audit which will take place during the reporting year. A summary report will be produced in addition to individual la reports</p> <p>The plan has been published on the FSS website:</p> <p>FSSs Local Authority Audit Programme 2022-2023.pdf (foodstandards.gov.scot)</p> <p><u>Billy Hamilton</u></p> <p>Billy Hamilton outlined proposals for a review of the FSS Guidance on the Local Authority Resource Calculation (as contained within 2021 Local Authority Recovery Process Guidance).</p>

	<p>It is proposed that the text of the former Guidance will be updated in order to provide greater clarity on the required process. This should enable Local Authorities to upload FTE figures on the Scottish National Database with more confidence and consistency. In order to enhance consistency, it is also proposed that Local Authorities undertake a time measurement exercise with the aim of producing 'average times' for a range of food-related activities. This will be conducted via relevant benchmarking groups.</p> <p><u>Q&A</u></p> <ul style="list-style-type: none"> • Current information on FTE within SND is not available and is necessary • The Society fully support this workstream and stresses the importance of up-to-date data • An impact assessment is vital
4.2	FSS Food Crime Risk Profiling Tool by Ross Clark
	<p>The online FSS Food Crime Risk Profiling Tool has been developed to support the food industry through crime prevention to protect businesses and consumers. It is a free tool for FBOs to use as part of understanding and identifying their vulnerability to food crime and supporting them with guidance to prevent and mitigate this risk. FBOs score a number of statements based against Strategy, Performance, Organisation and Culture criteria which sets out a risk profile of the their business and highlights those areas that they should consider developing. The tool has been peer reviewed by a number of experts across the industry and it will tested with a number of businesses prior to going live in September/October. Workshops will also be offered to businesses as part of further supporting them in developing food crime prevention methods and strategies.</p> <p><u>Q&A</u></p> <ul style="list-style-type: none"> • SFELC will promote industry to the use of the Risk Profiling Tool
4.3	Heather Kelman, New FSS Chair
	<p>Introduction</p> <p>Heather outlined her background as being strongly food related since her early childhood, with a career in the NHS initially as a dietitian, but latterly as a strategic planner and general manager. She has been a Board member of FSS since its formation 7 years ago. Heather's hobbies include conservation, hillwalking and meeting with friends, especially to go to concerts or out for a meal.</p> <p>Why she wanted to be Chair of FSS</p> <p>It felt right to apply to be Chair, my passion for Scotland, food, the environment and for the work that FSS does and the people who work for/with FSS aligned to make this an easy choice. There was also a strong feeling of unfinished business and more to do, which she would not have been part of as her term of office would have ended in March 2023.</p> <p>Priorities for Action</p> <p>Heather is keen to continue with the strategic direction recently outlined in the FSS Strategy, but recognises that the financial landscape is going to be challenging, and we are going to need to tighten our focus, prioritise and modernise where possible. Her natural style is to collaborate and she would like to build on the strategic partnerships that already exist and where necessary create new e.g. Good Food Nation Commission.</p> <p>Heather shared that the Board is also very eager to collaborate with partners to address two key risks that face the Board at present, Local Authority Environment</p>

Health team capacity and Public Analyst Laboratories capacity and sustainability. She explained that the Board would be discussing both of these at their meeting on Weds 15th June and invited members to attend the meeting virtually should they wish to observe the discussion. Both services are a critical part of our food regulation and food safety processes and as such are key priorities for the Board, with not only public health at risk, but also the reputation of Scotland's food businesses. Heather welcomed the very successful joint working between SFELC and FSS staff and thanked the FSS staff for the work they do to support SFELC and the local authorities. This will continue to provide an effective route for support going forward which includes:

- monitor the reinstatement of official control delivery at food establishments across Scotland including the gathering of re start data via regular temperature check questionnaires and data on estimated future resource requirements;
- modernise the Primary Production enforcement regime delivered by LAs to target resource at high risk areas and allow remote intervention where appropriate;
- consideration of long term funding mechanisms for LA via development of a framework for Official Control cost recovery;
- Data and Digital Strategy - Developing a new data/ digital strategy for FSS which aims to improve the linkage and use of data sets across all areas of FSS business to assist in identification of and hence targeting intervention activity at high risk businesses;
- Horizon Scanning and Surveillance – Ensuring we have the appropriate processes in place for identifying emerging and future risks to the food chain and sampling strategies for assessing potential impacts on Scotland;
- Provide an effective Food Law Business Portal to assist business compliance and assist LAs in management of new businesses and in the provision of business support and education; and
- Development of an Enforcement Delivery Re-Balance Strategy



In relation to the Public Analyst Laboratories, Heather explained that FSS are committed to ensuring the service is developed to have the core capacity and capability with the flexibility needed to respond effectively to incidents. She and FSS will work with partner organisations, Government, Local Authorities and the Laboratory staff to develop a long term solution, but until that is in place, FSS Will continue to support the service within its available resources and remit until a sustainable long term solution is in place.

Q&A

- SFELC appreciates FSS Board's support in bringing the demand and resourcing closer together
- The primary focus of FSS Enforcement will be delivery of the FSS Strategy
- Thanks were given to the help and support given to LAs from FSS during the pandemic
- More support is needed for Lead Food Officers within LAs, particularly as new managers are taking up these positions. The need for training was identified.

4.4 SFELC Office Bearer Elections

	<ul style="list-style-type: none"> The SFELC Terms of Reference are still being finalised The SFELC Terms of Reference will be ratified by email so that the elections can take place at the October SFELC meeting
4.5	Frequency of SFELC meetings
	<ul style="list-style-type: none"> The SFELC Executive continue to meet on a monthly basis The main SFELC committee meetings will move from 5 meetings a year to having a quarterly cycle after the calendar year.
5	Intelligence gathering – Consultations, Horizon Scanning and Safe spaces
	<ul style="list-style-type: none"> Nil
6	The SFELC Executive update
	<ul style="list-style-type: none"> The SFELC structure (WGs and subcommittees) are undergoing a restructure The OCV and Approved Establishment WGs are being merged to form an Approved Establishment WG The Executive are keen to seek further consumer representation on SFELC The Executive are to review and provide comment on the UK Hospitality Catering Guide
7	Committee work plan
	<p><u>07 October 2022 – Aberdeen</u></p> <ul style="list-style-type: none"> Customer Information Scheme, social research (SUE BOND, EMMA MCGEOUGH) Update on FSS Food Crime Risk Profiling Tool (ROSS CLARK) Rebalancing Proposals (ANDREW MORRISON) SFELC Terms of Reference and Elections (PAUL BRADLEY) It is the hope that the October SFELC meeting can be held face-to-face in Aberdeen Please send in any suggestions for the SFELC Committee work plan to SFELC@fss.scot
8	Food Standards Scotland update
	<ul style="list-style-type: none"> Discussions are ongoing between FSS and FSA regarding the ongoing sunflower oil shortage. An allergens management video is being developed. There is a delay in the Imported food controls until end of 2023 Social research with consumers and business will commence in order to update the Food Hygiene Information Scheme (FHIS) The University of West of Scotland is developing a new food course
9	Sub – Committees: including working groups
	<p><u>Food Standards Subcommittee</u></p> <ul style="list-style-type: none"> The Nutrition WG is sending a response about the mandatory calorie labelling consultation The feed sampling 22/23 programme is being finalised
10	Food Liaison Group
	<p><u>Lothian and Borders Food Liaison Group</u></p> <ul style="list-style-type: none"> Nil <p><u>North of Scotland Food Liaison Group</u></p>

	<ul style="list-style-type: none"> • Nil <p><u>West of Scotland Food Liaison Group</u></p> <ul style="list-style-type: none"> • Nil <p><u>East of Scotland Food Liaison Group</u></p> <ul style="list-style-type: none"> • Nil
11	Update by Non-Enforcement Members
	<p><u>Food and Drink Federation</u></p> <ul style="list-style-type: none"> • Good Food Nation Bill is going through the Scottish Parliament. It will include 2 items of note: <ul style="list-style-type: none"> ○ An amendment to include the use of the term “Ultra-processed Food” which is not a recognised term used by FSS or the FDF. <p> FDF policy briefing Ultra Processed food.</p> <ul style="list-style-type: none"> ○ The setting up a food commission for Scotland. • FDF published their trade strategy (link) • A Reformulation event will be held (link) <p><u>UK Hospitality</u></p> <ul style="list-style-type: none"> • Industry Guide to Good Hygiene Practice: Catering Guide is under consultation until 02 August 2022 and any comments are welcome <p> Catering Guide - Draft Version 7 for ap</p>
12	AOCB
	<ul style="list-style-type: none"> • Nil
13	Review of Action Points
	<ul style="list-style-type: none"> • Action 06.2022 – Secretariat to add update on Food Crime Risk Profiling Tool to SFELC October agenda • Action 07.2022 – Secretariat to send Ross Clark's details onto Darryl Thomson in order for Ross to present at the next UK Hospitality meeting in July • Action 08.2022 – Cat Hay to send the FDF positioning paper on "Ultra Processed Foods" and the link to the FDF trade strategy as well as the link to the reformulation event to the Secretariat for circulation to the SFELC Committee • Action 09.2022 – The Chair to send Ruth at the University of the West of Scotland IFST contact details and FDF contact details for the UWS food course • Matter of Record 03.2022 - Main SFELC Committee meetings to become quarterly meetings after the December 2022 meeting