

OFFICIAL

Minute

Version 2 16.11.21

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



Scottish Food Enforcement Liaison Committee Minute

Microsoft Teams
08 October 2021 10:30 – 13:30

Attendees	
Andy Morrison – The Chair	Lindsay Matthew - Vice Chair & COSLA
Paul Bradley - Honorary Secretary	Tanja Low - Secretariat
Abbie Purkis – Food Standards Scotland	Andrea Carson - North of Scotland Food Liaison Group
Carrie Cooper - Allergens Working Group Chair	Daryl Thompson - British Hospitality Association
David McGhie – Feedstuffs Sub-Committee Chair and SCOTTSS Lead Officer for feeds	Grainne Gilson Smith - Food Standards Scotland
Gordon King - Scottish Craft Butchers	Hamid Gazem – Food Standards Scotland
Helen Henderson - East of Scotland Food Liaison Group	Jane Couper – Food Standards Sub-Committee Chair
Jane White - Association of Public Analysts in Scotland and Sampling and Surveillance Working Group Chair	Karen Wardrope - West of Scotland Food Liaison Group and Specialist Cheesemakers Working Group Chair
Lorna Murray - Food Standards Scotland	Marion McArthur – Food Standards Scotland
Martin Keeley – REHIS, Food Crime Working Group Chair and Imports Working Group Chair	Mark Eccles - Lothian & Borders Food Liaison Group
Rachel Mirfattahi - Institute of Food Science and Technology (IFST)	William Hamilton – Food Standards Scotland

Synopsis

- As of 1st October 2021, food businesses in Scotland are required to include detailed ingredient and allergen information on labels for prepacked for direct sale (PPDS) foods.
- FSS has produced several resources relating to the new labelling legislation
- FSS requests that any queries, feedback and/or further clarification etc. relating to the new labelling legislation are to be emailed to Enforcement@fss.scot so that guidance documents can be updated
- An email will be sent imminently seeking figures for existing food FTE resource at each LA as well as the establishment FTE (revealing any vacancies) and the estimated FTE requirement for meeting all food law-related obligations

- FSS intend to send out a series of surveys (approximately every 3 months) to monitor and track progress on the implementation of the LA recovery plan
- Regardless of whether a spreadsheet is used to run the intervention programme, all completed interventions must be put into the LA MIS so they are visible in SND as FSS need to know what has been completed
- FSS are due to recommence the LA audit programme virtually and intend to carry out three audits before the end of March 2022
- A revised draft of Terms of Reference is available on the SFELC KHub ([link](#)). Committee members are asked to review and to send any comments onto Paul.Bradley@westlothian.gov.uk by 31 October 2021
- Office Bearer election forms are available on the SFELC KHub site ([link](#)). Completed forms are to be sent to SFELC@fss.scot
- Food Standards and Food Safety Sub-Committees will be replaced by one Sub-Committee day-to-day inspections and enforcement matters and another Sub-Committee will focus on policy and cooperative working practices (e.g. Horizon Scanning). The Feed Sub-Committee will remain as part of the SFELC remit
- At the SFELC Executive meeting, Andrew Harris from the Scottish Government's Operational Support Team gave an update on organisational readiness relating to LA capacity and resilience
- Hamid Gazem is FSS's new Lead Feed Officer
- Andrew Morrison has re-joined FSS as the new head of the Enforcement Delivery team
- IFST website has a section on CBD

Agenda Items

Item No.	
1	Chairman's welcome & Apologies for absence
	<p><u>Guest speakers</u></p> <ul style="list-style-type: none"> • Grainne Gilson-Smith – Allergens (Item No. 4.1) • William Hamilton & Marion McArthur – LA Restart (Item No. 4.2) <p><u>Apologies</u></p> <ul style="list-style-type: none"> • Julie Hesketh-Laird – Food Standards Scotland • Sophie Yule – Food Standards Scotland
2	Minutes & matters arising
	Previous minutes from 06 August 2021 were approved
3	Actions outstanding
	<p>Actions 12.2021 was closed</p> <p>Action 07.2021, 10.2021, 11.2021, 13.2021, 14.2021 and 15.2021 remains ongoing</p> <p>Actions 07.2019 and 14.2019 remains on hold</p>
4.1	Allergens by Grainne Gilson Smith
	Grainne Gilson Smith provided an overview of the new legislation which requires food businesses in Scotland to include detailed ingredient and allergen information on labels for prepacked for direct sale (PPDS) foods which will come into force on the 1st October 2021. The law will make it a mandatory requirement for food

	<p>businesses to include the product name and make sure a full list of ingredients, including allergen information, is clearly identifiable. Prepacked for direct sale refers to any item of food packaged so that its contents cannot be altered before being sold to the customer, such as sandwiches, pies, burgers, ready meals or cakes/baked goods prepared and packaged by a food business before the consumer selects them. The changes also include food items which have been packaged before being offered for sale on the same premises or from a mobile or temporary business, such as a market stall or food truck owned by that same business.</p> <p>To support officers and Food Business with the changes FSS has produced several resources which can be found on the PPDS Hub on the FSS website;</p> <ul style="list-style-type: none"> • Food Allergen Labelling and Information Requirements - Technical Guidance • Guidance on labelling of food sold prepacked for direct sale • A short video to help explain the legislation change • A decision tool to help businesses understand how they will be affected by the requirements • Food prepacked for direct sale Q&A • MenuCal (PPDS Update Implementation coming early Oct 2021) • Example labels • Promotional Toolkit • Food Business Operator Template Letter (Annex) • CookSafe / ButcherSafe / RetailSafe - Updated Allergen Inserts <p><u>Q&A</u></p> <ul style="list-style-type: none"> • Thanks were given to all those who contributed to the workload on allergen labelling as well as to all those who helped produce the guidance documents relating to the new allergen labelling legislation. • Environmental Health Officers (EHOs) will foremost be educating Food Business Operators (FBO) about the new labelling legislation and only when there is strong evidence of non-compliance will enforcement action be considered. • Mass caterers (e.g. restaurants, coffee shops, hotels etc.) are exempt from the Quid percentage of meat declaration • Any queries, feedback and/or request for further clarification etc. are to be emailed to Enforcement@fss.scot so that the guidance documents can be updated
4.2	LA Restart by William Hamilton & Marion McArthur
	<p>Billy Hamilton commenced by briefly updating the Committee on the overall progress by Local Authorities in relation to the recommencement of programmed food law interventions. He advised on the inhibiting factors which currently include continuing Covid demands on LA EH services, physical distancing considerations, self-isolation of officers and higher than normal levels of non-compliance at food businesses. There then followed an update on the FSS Enforcement Branch proposal to seek details of the outcomes of the resource calculation. An email will be sent imminently</p>

	<p>seeking figures for existing food FTE resource at each LA as well as the establishment FTE (revealing any vacancies) and the estimated FTE requirement for meeting all food law-related obligations. The information collated from this exercise will be shared with Scottish Government, SOLACE and the Society of Chief Officers of Environmental Health in Scotland.</p> <p>Billy then set out the ongoing issues relating to LA restart including development of the resource calculation methodology, resolution of MIS-related problems, service planning by LAs and ongoing monitoring of LA progress by FSS</p> <p>Marion thanked all LAs for returning the LA readiness and resilience survey which provided a baseline of where LAs currently are. She went on to explain that FSS intend to send out a series of surveys during implementation of the LA recovery plan to monitor and track progress and that it was likely that these would be issued every three months.</p> <p>Marion made the point that all completed interventions must be put into the LA MIS so they are visible in SND. Regardless of whether a spreadsheet is used to run the intervention programme FSS need to know what has been completed. This information is needed for on-going monitoring and for the MANCP at the end of the year</p> <p>Lastly Marion advised that FSS are due to recommence the LA audit programme and intend to carry out three audits before the end of March 2022</p> <p><u>Q&A</u></p> <ul style="list-style-type: none"> • Audits will continue to be done remotely
4.3	Structure of SFELC and Working Group
	<ul style="list-style-type: none"> • A revised draft of Terms of Reference is available on the SFELC KHub (link). Committee members are asked to review and to send any comments onto Paul.Bradley@westlothian.gov.uk by 31 October 2021 • Office Bearer election forms are available on the SFELC KHub site (link). Completed forms are to be sent to SFELC@fss.scot • Food Standards and Food Safety Sub-Committees will be replaced by one Sub-Committee for day-to-day inspection and enforcement matters and another Sub-Committee will focus on policy and cooperative working practices (e.g. Horizon Scanning). The Feed Sub-Committee will remain as part of the SFELC remit
5	Intelligence gathering – Consultations, Horizon Scanning and Safe spaces
	<ul style="list-style-type: none"> • None
6	The SFELC Executive update
	<ul style="list-style-type: none"> • Items were assigned in the workplan • Pre-discussions on allergens and LA Recovery • Andrew Harris from the Scottish Government’s Operational Support Team gave an update on organisational readiness relating to LA capacity and resilience
7	Committee work plan
	<ul style="list-style-type: none"> • 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"> • FSS has been working with Glasgow City council as well as other LAs regarding Cop26 preparations • A Refresh and update on the Regulatory strategy is planned • The Food Law Rating System (FLRS) will be reviewed and simplified • A consultation on Penalties and Sanctions under the Regulatory Strategy will be released imminently • An online training facility is being developed to help officers with reintroduction into food as well as more in depth training • The Chair of the FSS Board, Ross Finnie will be retiring next year and there are two new Board members • Hamid Gazem is FSS's new Lead Feed Officer • Andrew Morrison has re-joined FSS as the new head of the Enforcement Delivery team
9	Sub – Committees: including working groups
	<u>Feedstuffs Sub-Committee</u> <ul style="list-style-type: none"> • Imported feed controls continue to be a concern and work continues on import controls. Martin Keeley is chairing the Imported Food and Feed Working Group
10	Food Liaison Group
	<u>North of Scotland Food Liaison Group</u> <ul style="list-style-type: none"> • Met on 14 September • LA Restart was the main focus of the meeting <u>East of Scotland Food Liaison Group</u> <ul style="list-style-type: none"> • None <u>West of Scotland Food Liaison Group</u> <ul style="list-style-type: none"> • Met on 15 September • Kasia Kazimierczak from FSS gave a presentation on Horizon Scanning . Horizon Scanning is now a standing agenda item • LA Restart was the main focus of the meeting <u>Lothian and Borders Food Liaison Group</u> <ul style="list-style-type: none"> • Next meeting is 21 October
11	Update by Non-Enforcement Members
	<u>Scottish Craft Butchers</u> <ul style="list-style-type: none"> • Further hygiene and HACCP courses for meat managers took place in September • FSA has issued a 20 day notice of business takeovers procedure. FSS will not be adopting this procedure but wording relating to this is being developed within the Scottish National Protocol • Guidance on what to expect during an inspection under Covid regulations will be produced <u>British Hospitality Association</u>

	<ul style="list-style-type: none"> • A meeting combining the food expert group and Scottish Committee are meeting on 01 November and a SFELC representative at the meeting would be very welcome <p><u>Institute of Food Science and Technology</u></p> <ul style="list-style-type: none"> • IFST website has a section on CBD (link)
12	AOCB
	<ul style="list-style-type: none"> • None
13	Review of Action Points
	<ul style="list-style-type: none"> • Action 16.2021 – Secretariat to email the Terms of Reference to the Committee for comments by 31 October 2021 • Action 17.2021 – Secretariat to invite the new FSS Board members and new Chair to a SFELC meeting • Action 18.2021 – Secretariat to invite Hamid Gazem for a feed update to a SFELC meeting • Action 19.2021 - Secretariat to add SFELC representative for British Hospitality Association meeting on 01 November to the 14 October SFELC Covid Executive meeting agenda • Action 20.2021 – R. Mirfattahi to send the IFST CBD webpage link to the Secretariat for distribution to the SFELC Committee • Action 21.2021 – The Chair to issue guidance for butchers on what to expect during an inspection under Covid regulations