

OFFICIAL

Minute

Version 1 07.02.24

For further information please email the SFELC Mailbox [SFELC@fss.scot](mailto:SFELC@fss.scot)



## Scottish Food Enforcement Liaison Committee Minute

Microsoft Teams  
08 December 2023 10:00 – 13:00

Attendees	
Lorna McCoull - Co Vice-Chair (Chair for this meeting)	Andrew Morrison - Co Vice-Chair
Paul Bradley - Honorary Secretary	Tanja Low - Secretariat
Andrea Carson - North of Scotland Food Liaison Group	Andy MacLeod - Specialist Knowledge for SFELC
Bruce McCall - Scottish Craft Butchers	Chris Seyfried - Food Standards Scotland
Devina Sankhla - British Retail Consortium	Elaine Anderson - Food Standards Scotland
Emily Stevenson – NHS Tayside	Gordon King - Scottish Craft Butchers
Helen Henderson - East of Scotland Food Liaison Group Chair	Izzy Childs – Lothian and Borders Food Liaison Group Chair
Jane Couper - Public Analyst	Jane White - Public Analyst
Jane Williams - Consumer Scotland	Karen Wardrope - West of Scotland Food Liaison Group Chair
Kirsty McGuigan - Strategy and Collaborative Working Sub-Committee Chair	Lorna Murray - Food Standards Scotland
Luke Henderson - Food Law Interventions Working Group Chair	Lynne Bissett - Food Inspection and Interventions Sub-committee Chair
Matthew Gilmour - Quadram	Melissa Antoniou-Kourounioti - Quadram
Rachel Mirfattahi - Institute of Food Science and Technology (IFST)	Sheena Redmond - REHIS
Sophie Yule - Food Standards Scotland	Susan Thomson - NHS Tayside
Victoria Austin - NHS Tayside	

Apologies	
Eva Brahim - Consumer Scotland	Hazel Stevenson - COSLA
Paul Birkin – The Chair	Penny Middleton - National Farmers Union Scotland
Scott Anderson – Scottish Bakers	

# Synopsis

## **Chairman's Welcome**

- The Chair welcomed the two new Sub-Committee Chairs; Lynne Bissett (Chair of the Food Inspection and Interventions Sub-Committee) and Kirsty McGuigan (Chair of the Strategy and Collaborative Working Sub-Committee).

## **UK Food Safety Research Network "Quadram"**

- The Food Safety Research Network "Quadram" was founded to develop collaborative research projects amongst diverse partners representing food businesses, researchers, government departments with the aim of better understanding microbial risks and improving food safety in the UK.

## **Scottish PCR Testing of GI Samples Pilot**

- NHS Tayside provided a presentation on faecal PCR testing which was introduced as a diagnostic test for human samples in Tayside in April 2022.

## **Inspection Manual**

- The Inspection Manual is a guide to how to carry out a food law inspection incorporating methods, techniques and understandings from published literature on effective inspection practice. The target audience is student EHO's and FSO's in training as well as EHO's transferring into food.

## **SFELC Terms of Reference**

- The Committee ratified the revised Version 6 SFELC Terms of Reference

## **2024 SFELC meeting dates**

- The Committee agreed the dates for SFELC meetings in 2024

## **The SFELC Executive update**

- The butcher safe guidance has been updated and it will be circulated to Lead Food Officers for comments before the March SFELC meeting
- A revised scheme for CPD has been implemented

## **SAFER Update**

- A renewable registration fee for official controls is being considered

## **Food Standards Scotland Update**

- The Retained EU Ramification and Reformed Act 2023 will come into effect as of the end of 2023. This was once referred to as retained law (and all directly applicable EU law was). It is now referred as assimilated law. Individual regs can remain named as they always were. Further information will be included in a Monthly Enforcement Report.
- A "How to video" is being developed for MenuCal.

## **Update by Non-Enforcement Members**

- IFST have recently published a Technical Brief on 'Starting a Food Manufacturing Business - Safety and Compliance Road Map' ([link](#)).

## Agenda Items

Item No.	
<b>1</b>	<b>Chairman's welcome</b>
	<p>The Chair welcomed the two new Sub-Committee Chairs; Lynne Bissett (Chair of the Food Inspection and Interventions Sub-Committee) and Kirsty McGuigan (Chair of the Strategy and Collaborative Working Sub-Committee).</p> <p><u>Guest speakers</u></p> <ul style="list-style-type: none"> <li>Matthew Gilmour and Melissa Antoniou-Kourounioti from Quadram - Presenting on the UK Food Safety Research Network "Quadram" (<a href="#">Item No. 5.1</a>)</li> <li>Emily Stevenson, Susan Thomson and Victoria Austin from NHS Tayside – Presenting on the Scottish PCR Testing of GI samples Pilot (<a href="#">Item No. 5.2</a>)</li> <li>Luke Henderson from the Food Law Interventions Working Group – Presented on the Inspection Manual (<a href="#">Item No. 5.3</a>)</li> </ul> <p><u>Observers</u></p> <ul style="list-style-type: none"> <li>Chris Seyfried – Food Standards Scotland</li> <li>Elaine Anderson - Food Standards Scotland</li> </ul> <p><u>Substitutes</u></p> <ul style="list-style-type: none"> <li>Jane Williams - Consumer Scotland - Substitute for Eva Brahim</li> </ul> <p><u>Other Current Items</u></p> <ul style="list-style-type: none"> <li>SFELC Terms of Reference (<a href="#">Item No. 5.4</a>)</li> <li>2024 SFELC meeting dates (<a href="#">Item No. 5.5</a>)</li> </ul>
<b>2</b>	<b>Declaration of potential conflict of interest</b>
	None
<b>3</b>	<b>Minutes &amp; matters arising</b>
	Previous minutes from 08 September 2023 were approved.
<b>4</b>	<b>Actions outstanding</b>
	<p>Actions 17.2021, 16.2022, 08.2023, 09.2023, 10.2023, 11.2023 and 12.2023 were closed</p> <p>Actions 10.2021 and 13.2023 remain ongoing</p> <p>Actions 22.2022, 23.2022 were put on hold</p> <p>Actions 07.2019, 14.2021 and 04.2022 remain on hold</p>
<b>5.1</b>	<b>UK Food Safety Research Network "Quadram" by Matthew Gilmour and Melissa Antoniou-Kourounioti</b>
	<p>With the aim of better understanding microbial risks and improving food safety in the UK, the Food Safety Research Network was founded in 2022 to develop collaborative research projects amongst diverse partners representing food businesses, researchers, government departments. The Director of the FSRN, Dr Matthew Gilmour, gave a presentation to update SFELC members on the progress of the Network to first establish a research roadmap that would address research</p>

	<p>questions prioritised by the FSRN stakeholders. From this roadmap and with the support of the Biotechnology and Biological Sciences Research Council (BBSRC), FSA, and FSS, over 30 collaborative projects and multiple workshops have been initiated. The presentation to SFELC served to showcase select collaborative projects and their outputs. The FSRN hopes to continue to engage SFELC as additional project outputs are developed and relate to new technologies or new best practices that may improve food safety.</p> <p><u>Question, Answers &amp; Observations</u></p> <p>Quadram are always keen to broaden their network</p> <p>Presentation slides can be found on the SFELC KHub page (<a href="#">link</a>) as well as on the SFELC Open KHub page (<a href="#">link</a>)</p>
<b>5.2</b>	<p><b>Scottish PCR Testing of GI samples Pilot by Emily Stevenson, Susan Thomson and Victoria Austin</b></p> <p>Victoria Austin, Emily Stevenson and Susan Thomson from NHS Tayside provided a presentation on faecal PCR testing which was introduced as a diagnostic test for human samples in Tayside in April 2022.</p> <p><u>Question, Answers &amp; Observations</u></p> <p>There is no way to quantify how much work has been generated to Public Health and Environmental Health colleagues in relation to samples being collected and surveillance being carried out.</p> <p>Is it usually not possible to identify infection sources.</p> <p>Raw pet food can pose as a high risk for cross contamination to humans.</p> <p>If samples come back positive and patient is symptomatic then it is determined that the cause is an infection. However, this is difficult when carrying out sampling on food as genetic material can be present.</p> <p>Presentation slides can be found on the SFELC KHub page (<a href="#">link</a>)</p>
<b>5.3</b>	<p><b>Inspection Manual by Luke Henderson</b></p> <p>The Inspection Manual draws on the knowledge and experiences of officers in carrying out food law interventions. The Inspection Manual is a guide to how to carry out a food law inspection incorporating methods, techniques and understandings from published literature on effective inspection practice. The target audience is student EHO's and FSO's in training as well as EHO's transferring into food.</p> <p>Why produce a new Inspection Manual now? Partly the most recent guidance for an inspection was produced in 1992 by LACORS, things have changed dramatically since then including the internet, takeaways, deliveries etc. Key aims of the Inspection Manual are:</p> <ul style="list-style-type: none"> <li>• Focus on food business establishments subject to intervention re Regulation EC 852/2004</li> <li>• Particular attention on high-risk open food production such as restaurants &amp; caterers.</li> </ul>

	<ul style="list-style-type: none"> <li>• An investigatory approach to the identification of potential health hazards and the assessment of risks combined with effective communication shall be central to all inspections.</li> <li>• Focusses on the inspection being a structured, planned and conscientious inspection, determining the risks associated with certain food processes and ensuring that the necessary controls are established</li> <li>• Does not aim to be overly prescriptive and officers are expected to call on their own understanding and professional judgement under situations presented to them.</li> <li>• Include partial inspections</li> </ul> <p>It is still in the final editing stage. Once completed it will be posted in the “Food Standards Scotland (FSS) Enforcement” KHub page so that it can be kept up to date in a “live” format by Working Groups.</p> <p><u>Question, Answers &amp; Observations</u> This will be a very useful tool for all officers</p> <p><u>Actions and Matter of Records</u> <b>Action 14.2023 – Once completed, Secretariat to upload the Inspection Manual to the FSS Enforcement KHub page as a live document to be updated by Working Groups</b></p>
<b>5.4</b>	<b>SFELC Terms of Reference</b>
	<p>The SFELC Terms of Reference have been revised to version 6 (<a href="#">link</a>). The changes made were as follows:</p> <ul style="list-style-type: none"> <li>• Amendment to change “Association of Public Analysts in Scotland” to “Public Analysts in Scotland”</li> <li>• Addition of Scottish Salmon Association as an industry member to the SFELC membership</li> </ul> <p><u>Actions and Matter of Records</u> <b>Matter of Record 05.2023 - The Committee ratify the revised Version 6 SFELC Terms of Reference</b></p>
<b>5.5</b>	<b>2024 SFELC meeting dates</b>
	<p>The dates for 2024 SFELC meetings are as follows:</p> <ul style="list-style-type: none"> <li>• 08 March 2024 – Microsoft Teams</li> <li>• 07 June 2024 – Microsoft Teams</li> <li>• 06 September 2024 – Microsoft Teams</li> <li>• 06 December 2024 – Microsoft Teams or In Person</li> </ul> <p><u>Actions and Matter of Records</u> <b>Matter of Record 06.2023 - The Committee agree with the 2024 meeting dates</b></p>

	<ul style="list-style-type: none"> <li><b>Action 15.2023 - Secretariat to send a survey to Committee members before the December 2024 meeting to gauge preferences relating to an in person or virtual December 2024 meeting</b></li> </ul>
<b>6</b>	<b>Intelligence gathering – Consultations, Horizon Scanning and Safe spaces</b>
	None
<b>7</b>	<b>The SFELC Executive update</b>
	<ul style="list-style-type: none"> <li>The butcher safe guidance has been updated and it will be circulated to Lead Food Officers for comments before the March SFELC meeting.</li> <li>FSS evidence needs were discussed and the Executive have requested that the FSS Science team carries out research on Listeria in salmon, biltong and nitrates in charcuterie.</li> <li>Lynn Crothers is the new president of REHIS</li> <li>A revised scheme for CPD has been implemented</li> <li>During the last Tactical Tasking Coordinating Group (TTCG) meeting, meat products, seafood, alcohol and high risk supply chain was discussed. The next TTCG meeting is due mid January 2024.</li> </ul>
<b>8</b>	<b>Committee work plan</b>
	<p><b><u>The SFELC Executive Workplan</u></b></p> <p><u>12 January 2024 – Microsoft Teams</u></p> <ul style="list-style-type: none"> <li>FLRS Evaluation Project</li> <li>Time Measurement Exercise</li> </ul> <p><u>01 February 2024 – Microsoft Teams</u></p> <ul style="list-style-type: none"> <li>DNP</li> <li>Digital dairy chain</li> <li>Code of Practice review update</li> <li>Potentially banned ingredients in American Candy update</li> </ul> <p><u>08 March 2024 – Microsoft Teams</u></p> <ul style="list-style-type: none"> <li>SFCIU briefing note</li> </ul> <p><b><u>Main SFELC Committee Workplan</u></b></p> <p><u>08 March 2024 – Microsoft Teams</u></p> <ul style="list-style-type: none"> <li>LA Food Sampling Annual Report 2022/23</li> <li>Butcher Safe Guidance</li> <li>CBD guidance for Local Authorities</li> <li>Eating Out, Eating Well Framework &amp; Children’s Code of Practice</li> <li>FSS Board Member – Alban Denton</li> </ul> <p><u>07 June 2024 – Microsoft Teams</u></p> <ul style="list-style-type: none"> <li>FSS Board Member – Christina Bichan</li> </ul> <p><u>06 September 2024 – Microsoft Teams</u></p> <ul style="list-style-type: none"> <li>FSS Board Member – Aileen Brown</li> </ul> <p><u>06 December 2024 – Microsoft Teams or In Person</u></p>

	<ul style="list-style-type: none"> <li>FSS Board Member – Kate Richards</li> <li>Please send in any suggestions for the SFELC Committee work plan to <a href="mailto:SFELC@fss.scot">SFELC@fss.scot</a></li> </ul>
<b>9</b>	<b>SAFER Update</b>
	<ul style="list-style-type: none"> <li>Grainne Gilson Smith has been appointed as a Principal Project Lead</li> <li>Further development funding is needed. A proposal has been sent to the Scottish Government</li> <li>A renewable registration fee for official controls is being considered.</li> </ul>
<b>10</b>	<b>Food Standards Scotland Update</b>
	<ul style="list-style-type: none"> <li>The Retained EU Ramification and Reformed Act 2023 will come into effect as of the end of 2023. This was once referred to as retained law (and all directly applicable EU law was). It is now referred as assimilated law. Individual regs can remain named as they always were. Further information will be included in a Monthly Enforcement Report.</li> <li>The next FSS open board meeting is on 13 December 2023.</li> <li>FSS had a meeting with COSLA relating to the SAFER programme</li> <li>A “How to video” is being developed for MenuCal.</li> </ul>
<b>11</b>	<b>Sub-Committee Chair Updates</b>
	Membership and Workplans for the various current Working Groups / Task Groups are being evaluated.
<b>12</b>	<b>Food Liaison Group Chair Updates</b>
	<p><u>Lothian and Borders Food Liaison Group</u></p> <ul style="list-style-type: none"> <li>Nil</li> </ul> <p><u>North of Scotland Food Liaison Group</u></p> <ul style="list-style-type: none"> <li>Nil</li> </ul> <p><u>West of Scotland Food Liaison Group</u></p> <ul style="list-style-type: none"> <li>CBD and guidance to business was discussed at the last meeting. Police Scotland are due to give a presentation to the group in January 2024.</li> <li>A sampling programme has identified some soya based drinks testing positive for milk protein.</li> </ul> <p><u>East of Scotland Food Liaison Group</u></p> <ul style="list-style-type: none"> <li>Nil</li> </ul> <p>Minutes for the Food Liaison Group meetings can be found on the SFELC KHub page (<a href="#">link</a>) as well as on the SFELC Open KHub page (<a href="#">link</a>)</p>
<b>13</b>	<b>Update by Non-Enforcement Members</b>
	<p><u>IFST</u></p> <ul style="list-style-type: none"> <li>The IFST have recently published a Technical Brief on ‘Starting a Food Manufacturing Business - Safety and Compliance Road Map’ (<a href="#">link</a>). IFST would be very grateful if SFELC members could share with appropriate colleagues in enforcement teams and/or other colleagues who might be interested.</li> <li>The Digital Dairy Chain is a five year, UK Research and Innovation funded project, which aims to transform the dairy sector by improving technology for the quality and safely producing raw milk using non thermal processes.</li> </ul>

	<p><u>Scottish Craft Butchers</u></p> <ul style="list-style-type: none"> <li>There has been an inconsistency in delivery of inspections. Businesses could offer premises as training facilities for mock inspections. REHIS has a Professional Practice Advisors network who arrange training.</li> </ul> <p><u>Actions and Matter of Records</u></p> <ul style="list-style-type: none"> <li><b>Action 16.2023 - Rachel Mirfattahi to send the details about the technical brief on "Starting a Food Manufacturing Business - Safety and Compliance Road Map" to the Secretariat for circulation to the Committee</b></li> <li><b>Action 17.2023 - Rachel Mirfattahi to send the details about the Digital Dairy Chain to Andy Morrison</b></li> <li><b>Action 18.2023 – Sheena Redmond and Lynne Bissett to liaise with Gordon King regarding student training visits.</b></li> </ul>
<b>14</b>	<b>AOCB</b>
	<ul style="list-style-type: none"> <li>Nil</li> </ul>
<b>15</b>	<b>Review of Action Points</b>
	<ul style="list-style-type: none"> <li><b>Action 14.2023 – Once completed, Secretariat to upload the Inspection Manual to the FSS Enforcement KHub page as a live document to be updated by Working Groups</b></li> <li><b>Action 15.2023 - Secretariat to send a survey to Committee members before the December 2024 meeting to gauge preferences relating to an in person or virtual December 2024 meeting</b></li> <li><b>Action 16.2023 - Rachel Mirfattahi to send the details about the technical brief on "Starting a Food Manufacturing Business - Safety and Compliance Road Map" to the Secretariat for circulation to the Committee</b></li> <li><b>Action 17.2023 - Rachel Mirfattahi to send the details about the Digital Dairy Chain to Andy Morrison</b></li> <li><b>Action 18.2023 – Sheena Redmond and Lynne Bissett to liaise with Gordon King regarding student training visits.</b></li> <li><b>Matter of Record 05.2023 - The Committee ratify the revised Version 6 SFELC Terms of Reference</b></li> <li><b>Matter of Record 06.2023 - The Committee agree with the 2024 meeting dates</b></li> </ul>
<b>16</b>	<b>Meeting Dates</b>
	<p><b>Date of next meeting:</b> 08 March 2024</p> <p><b>Venue:</b> Microsoft Teams</p> <p><b>Then:</b> 07 June 2024 – MS Teams 06 September 2024 – MS Teams 06 December 2024 – MS Teams or In Person</p>