

OFFICIAL

Minute

Version 2 03.03.23

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



Scottish Food Enforcement Liaison Committee Minute

Microsoft Teams
03 March 2023 10:30 – 13:30

Attendees	
Paul Birkin – The Chair	Andy Morrison – Co Vice-Chair
Lorna McCoull – Co Vice-Chair	Paul Bradley - Honorary Secretary
Tanja Low - Secretariat	
Abigail Purkis - Food Standards Scotland	Andrea Carson - North of Scotland Food Liaison Group
Bruce McCall - Scottish Craft Butchers	Cat Hay - Food and Drink Federation Scotland
Chris Seyfried - Food Standards Scotland	Constance Barelle - Food Standards Scotland
Devina Sankhla - British Retail Consortium	Eva Brahim - Consumer Scotland
Helen Henderson - East of Scotland Food Liaison Group	Izzy Childs – Lothian and Borders Food Liaison Group
Jane Couper – Food Standards Sub-Committee Chair	Jane White - Association of Public Analysts in Scotland and Sampling and Surveillance WG
Karen Wardrope - West of Scotland Food Liaison Group and Specialist Cheesemakers Guidance WG Chair	Lorna Murray - Food Standards Scotland
Paul Doherty - Zero Waste Scotland	Rachel Mirfattahi - Institute of Food Science and Technology (IFST)
Sheena Redmond - REHIS	Sophie Yule - Food Standards Scotland
William Hamilton – Food Standards Scotland	

Apologies	
Darryl Thomson - UK Hospitality	David McGhie - SCOTSS Lead Feeds Officer and Feedstuffs Sub-Committee Chair
Gordon King - Scottish Craft Butchers	Ian McWatt – Food Standards Scotland
Julie Hesketh-Laird - Food Standards Scotland	Tracey Reilly – Consumer Scotland

Synopsis

Prepacked for Direct Sale Guidance & Allergen video update by Abigail Purkis

- An updated guidance documents will be uploaded to the FSS website soon

Deposit Return Scheme by Paul Doherty

- Scheme goes live on 16 August 23 to help reduce carbon and litter and enable the materials to be recycled into food grade packaging.
- Includes all glass bottles, drinks cans and plastic bottles between 50ml and 3 litres
- There are two types of exemptions which are proximity and Environmental Health exemptions. Further information and to apply visit <https://depositreturnscheme.zerowastescotland.org.uk/applications>
- Enquiries to Local Authority Environmental Health teams relating to the scheme should be signposted to Zero Waste Scotland's Deposit Return Scheme's website [link](#).

Cooksafe Update by Chris Seyfried and Constance Barelle

- FSS are currently carrying out research on the current Cooksafe Suite of documents via Jump Research.
- FSS are seeking help to identify potential businesses for Jump Research to better understand how businesses find using CookSafe. Businesses would receive an incentive payment of £75

The SFELC Structure

- SFELC has revised it's Terms of Reference and 2x new Sub-Committees have been created to form a new SFELC Working Group Structure
- SFELC are seeking volunteers to fill vacant chair posts. Volunteers do not need to have previous experience of SFELC
- Any notes of interest or requests to observe SFELC / SFELC Executive meetings can be sent to SFELC@fss.scot

The SFELC Executive update

- There is a need for more guidance on the production of Sushi

SAFER Update

- There has been a delay to the SAFER programme
- A Local Authority Engagement event is on 27 and 28 March in Dundee aimed at front line staff as well as Lead FoodOfficers

Food Standards Scotland update

- 3 new FSS board members are joining FSS in March
- FSS has undergone a slight internal restructure to better align priorities for the next few years.

Update by Non-Enforcement Members

- Consumer Scotland continues to work on the project giving consumers access to a recall of goods register



AOCB

- The SFELC Executive will now be meeting for virtual meetings at 10:00 -12:30
- The main Committee meetings will now be meeting for virtual meetings at 10:00 -13:00

Agenda Items

Item No.	
1	Chairman's welcome
	<p><u>Guest speakers</u></p> <ul style="list-style-type: none"> Abigail Purkis from FSS - Presenting on the PPDS Guidance & Allergen video update (Item No. 4.1) Paul Doherty from Zero Waste Scotland – Presenting on the Deposit Return Scheme (Item No. 4.2) Chris Seyfried and Constance Barelle from FSS – Cooksafe Update (Item No. 4.3) <p><u>Other Current Items</u></p> <ul style="list-style-type: none"> The SFELC Structure (Item No. 4.4) SFELC Terms of Reference (Item No. 4.5)
2	Minutes & matters arising
	Previous minutes from 02 December 2022 were approved
3	Actions outstanding
	<p>Actions 20.2022, 21.2022, 24.2022 and 25.2022 were closed</p> <p>Actions 10.2021, 17.2021, 03.2022, 15.2022, 16.2022, 22.2022 and 23.2022 remain ongoing</p> <p>Actions 07.2019, 14.2019, 14.2021 and 04.2022 remain on hold</p>
4.1	Prepacked for Direct Sale Guidance & Allergen video update by Abigail Purkis
	<p>Food Allergen Labelling and Information Requirements Technical Guidance and FSS PPDS Guidance Updates:</p> <p>Following changes to the allergen labelling legislation for food and drink sold prepacked for direct sale (PPDS), there were some uncertainties that arose surrounding some areas, such as add-on items to meals (e.g. pots of sauce or prawn crackers) and distance selling of PPDS foods. A short-life task group was formed to review and update the Food Allergen Labelling and Information Requirements Technical Guidance and PPDS Guidance documents accordingly. This group was formed of four local authority (LA) officers and one FSS colleague. Following the review, there were a number of updates made to the guidance documents, including:</p> <ul style="list-style-type: none"> A separate section for Distance Selling within the Technical Guidance, with clarity that distance selling does not apply to PPDS food or drink Addition of a new question to the flow chart that appears within both guidance documents, related to distance selling Further examples of PPDS foods were included to cover add-on items to meals, with the decision that these products would require full PPDS labelling if they fit the definition of PPDS Other examples were added to cover foods that are packaged before selected by the consumer, but are then removed from their packaging to be heated (e.g. paninis) – These would still require full PPDS labelling as they fit the definition, and not all customers would choose to heat these products A new section was added to both guidance documents covering the provision of allergen information for food at community and charity events

	<ul style="list-style-type: none"> • Further information on QUID was provided, stating that whilst this is not required on the PPDS label, the regulations for QUID should still be adhered to • Clarity on precautionary allergen labelling (PAL) and the need for this to be included on the final product's PPDS label if declared on any of the ingredient's labels. <p>These updated guidance documents will be uploaded to the FSS website soon.</p> <p>FSS Food Business Allergen Training 2023</p> <p>FSS will be launching advanced allergen training for food businesses in April 2023. This training was adapted from the Welsh Trading Standards 'Food Allergy Awareness Training', and is aimed at informing food businesses about food hypersensitivity and the legal requirements to comply with. There are five sections to the training, covering a range of areas including; food law enforcement, food hypersensitivities and the reactions people can have to them, what it's like to live with a food allergy, the 14 legal allergens to be declared by law, food labelling rules for foods sold PPDS, allergen management and the potential consequences when things go wrong.</p> <p><u>Question, Answers & Observations</u></p> <ul style="list-style-type: none"> • The guidance document should be available by April and the aim is to launch the training by end of April • The guidance content has been developed by interpreting legal regulations
4.2	Deposit Return Scheme by Paul Doherty
	<p>The deposit return scheme will go live on 16 August 23 and will include all glass bottles, drinks cans and plastic bottles between 50ml and 3 litres. The scheme is designed to reduce carbon, reduce litter and enable the materials to be recycled into food grade packaging.</p> <p>Zero Waste Scotland has several roles within the Deposit Return Scheme but primarily manages the exemption service on behalf of the Scottish Government. There are two types of exemptions which are proximity and Environmental Health exemptions. Further information and to apply visit https://depositreturnscheme.zerowastescotland.org.uk/applications. Zero Waste Scotland also manage the Voluntary Return Points which can be established by charities, shopping centres etc and would be a communally located return point. We would encourage people to visit the above link in the first instance to read the guidance and FAQs on the exemption process. Circularity Scotland will also be assisting retailers with exemptions</p> <p><u>Question, Answers & Observations</u></p> <ul style="list-style-type: none"> • Further support is needed to help any retailer who may not understand (usually due to language barriers) the deposit return scheme and the application process to become exempt. • Items are compacted on site at reverse vending machines but not at manual return points. Storage containers / bags are provided to businesses to store the returned vessels. • Feedback from pilot retailers and the charity has been very positive • Enquiries to Local Authority Environmental Health teams relating to the scheme should be signposted to Zero Waste Scotland's Deposit Return Scheme's website link. <p>Actions</p>

	<ul style="list-style-type: none"> Action 01.2023 - Secretariat to send Paul Doherty's contact details onto Eva Brahim to get further information on users with special requirements in relation to the deposit return scheme
4.3	Cooksafe Update by Chris Seyfried and Constance Barelle <p>FSS are currently carrying out research on the current Cooksafe Suite of documents.</p> <p>The research is designed to get thoughts and opinions on the current suite, as well as opinions on what future guidance could look like as part of the Food Law Business Portal.</p> <p>FSS are currently working with Jump Research who are liaising with businesses to better understand how they find using CookSafe, what works well, what could be improved, how we can present guidance, could we use more interactive tools and any other general feedback on guidance.</p> <p>Jump Research are looking to speak to 2 businesses from Group 1; 9 in Group 2 and 7 in Group 3, from a variety of LAs, which use CookSafe, RetailSafe or ButcherSafe.</p> <p>FSS are striving to complete this research which will help inform the future of the guidance FSS are keen to reach more businesses and are seeking help to identify potential businesses.</p> <p>A template introductory email which can be sent to the businesses on FSS's behalf is available:</p> <p> Draft research email to businesses.docx</p> <p>The respondents will be told the purpose of the project, made clear that it is confidential and no findings will be presented back to FSS or LAs, and that they would receive an incentive payment of £75. To confirm Jump carry out the interviews not FSS.</p> <p>FSS also have social media posts that could be used to get information to businesses through those channels:</p> <p> FSS CookSafe Social Media Recruitment.docx</p> <p><u>Question, Answers & Observations</u></p> <ul style="list-style-type: none"> EHO Food Officers will get an opportunity to comment on the review once the research on businesses is complete <p><u>Actions and Matter of Records</u></p> <ul style="list-style-type: none"> Action 02.2023 - Constance Barelle to email the SFELC mailbox with information on gaining FBO Cooksafe engagement. Secretariat to circulate to the SFELC Committee
4.4	The SFELC Structure

As highlighted in the revised SFELC Terms of Reference, two new Sub-Committees have been created to form the new SFELC Working Group Structure:

Food Inspection and Interventions

Any work to do with day-to-day enforcement of food law

Strategy and Collaborative Working

Any other work that falls under SFELCs remit, not covered by the Food Inspection and Interventions Sub-Committee

The table below outlines the new SFELC Structure.

SFELC are seeking volunteers to fill the vacant chair posts as highlighted in the below table.

Sub-Committee	Working Groups	Task Groups
SFELC Executive	<ul style="list-style-type: none"> Food Crime (Vacant) 	
Food Inspection and Interventions (Vacant)	<ul style="list-style-type: none"> Approved Establishments 	<ul style="list-style-type: none"> Seafood Official Control
	<ul style="list-style-type: none"> Food Law Business Portal 	
	<ul style="list-style-type: none"> Food Law Interventions 	
	<ul style="list-style-type: none"> Food Information and Composition Technical (Vacant) 	<ul style="list-style-type: none"> Allergens and Hypersensitivities (Vacant) PPDS Novel Foods (Vacant)
	<ul style="list-style-type: none"> Food Safety Technical (Vacant) 	<ul style="list-style-type: none"> Risky Foods (Charcuterie) Specialist Cheesemakers Listeria in Cold Smoked Fish
Strategy and Collaborative Working (Vacant)	<ul style="list-style-type: none"> Sampling and Surveillance 	
	<ul style="list-style-type: none"> Imports (Vacant) 	
	<ul style="list-style-type: none"> Diet and Nutrition 	
	<ul style="list-style-type: none"> SND development 	

Volunteers do not need to have previous experience of SFELC and if any officers would like to attend the SFELC Executive Committee (held monthly via Microsoft Teams) or SFELC Committee (held quarterly via Microsoft Teams) as an observer then please contact SFELC@fss.scot and this can be arranged. Any notes of interest for the vacant roles to also be sent to SFELC@fss.scot.

The three previous Sub-Committees (Food Safety, Food Standards and Feedstuffs Sub-Committees) have now been disbanded.

Actions and Matter of Records

	<ul style="list-style-type: none"> • Matter of Record 01.2023 - The SFELC Committee give their thanks to Jane Couper, Andrew Morrison and David McGhie for their time as Sub-Committee Chairs
4.5	SFELC Terms of Reference
	<ul style="list-style-type: none"> • Matter of Record 02.2023 - The SFELC Committee ratifies the revised SFELC Terms of Reference to include 2x FSS SFELC Exec members and that Sub-Committee Chairs are appointed by the SFELC Committee and not elected
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"> • There was a presentation on PathSAFE by Jen Clements from Fera Science Ltd <ul style="list-style-type: none"> ◦ PathSAFE stands for: Pathogen Surveillance Agriculture Food and the Environment ◦ The aim of the piece of work is to pilot a better national surveillance system for monitoring and tracking of food born disease and micro bacterial resistance • Updates on the SFELC Structure, SAFER and FSS were given • The Sampling and Surveillance Working Group are meeting WC 06 March to discuss the sampling priorities for the coming year • Correspondence had been received by the Scottish red meat suppliers. Each LA should be generating good food plans for public sectors • A REHIS update including student numbers and exam diets was given. The REHIS annual forum is on 25 April. The REHIS Food update is on 07 June. • There is a need for more guidance on the production of Sushi
7	Committee work plan
	<p><u>02 June 2023 – Microsoft Teams</u></p> <ul style="list-style-type: none"> • Resource Calculation • SEPA Deposit Return Scheme <p><u>08 September 2023 – Microsoft Teams</u></p> <p><u>08 December 2023 – Face to Face TBC</u></p> <ul style="list-style-type: none"> • Brexit “Sunset” • Please send in any suggestions for the SFELC Committee work plan to SFELC@fss.scot
8	SAFER update
	<ul style="list-style-type: none"> • There has been a delay on the SAFER programme as there is no dedicated resource at present • There is a Local Authority Engagement event on 27 and 28 March in Dundee aimed at front line staff as well as Lead Food Officers. There is still availability, please contact enforcement@fss.scot
9	Food Standards Scotland update
	<ul style="list-style-type: none"> • 3 new FSS board members are joining FSS in March in time for the next FSS board meeting

	<ul style="list-style-type: none"> FSS has undergone a slight internal restructure to better align priorities for the next few years. <ul style="list-style-type: none"> Feed was in Local Authority Division, will now be with meat operations Regulatory Strategy will be joining the Local Authority Division SAFER as well as data and digital strategy are top priorities for FSS A Programme Board for SAFER is needed Pat Smyth is retiring end of March Discussions are ongoing for the Target Operating Model for Imports which will come into place end of 2023 Enforcement Sanctions training will commence this month, more training courses maybe available depending on budget demands
10	Sub – Committees: including working groups
	<ul style="list-style-type: none"> David McGhie the Feedstuff Subcommittee Chair is happy to contribute as the link between LAs with DSLAs in order to facilitate harmonious working and provide positive outcomes in terms of feed delivery
11	Food Liaison Group
	<u>Lothian and Borders Food Liaison Group</u> <ul style="list-style-type: none"> Nil <u>North of Scotland Food Liaison Group</u> <ul style="list-style-type: none"> Nil <u>West of Scotland Food Liaison Group</u> <ul style="list-style-type: none"> Nil <u>East of Scotland Food Liaison Group</u> <ul style="list-style-type: none"> Nil
12	Update by Non-Enforcement Members
	<u>IFST</u> <ul style="list-style-type: none"> Rachel Mirfattahi passed on Stephen French's keenness to set up a working group with regards to the IFST Food Safety Governance Guidance for Directors report as per action 23.2022 <u>Consumer Scotland</u> <ul style="list-style-type: none"> Work continues on the project giving consumers access to a recall of goods register A draft workplan has been sent to Parliament
13	AOCB
	<ul style="list-style-type: none"> The SFELC Executive will now be meeting for virtual meetings at 10:00 -12:30 instead of 13:00 – 15:00. It was decided that the virtual main SFELC Committee meetings should commence earlier and they will now be 10:00 – 13:00 <u>Actions and Matter of Records</u> <ul style="list-style-type: none"> Action 03.2023 - Secretariat to change the meeting time of virtual SFELC meetings to be 10:00 - 13:00
14	Review of Action Points
	<ul style="list-style-type: none"> Action 01.2023 - Secretariat to send Paul Doherty's contact details onto Eva Brahim to get further information on users with special requirements in relation to the deposit return scheme

	<ul style="list-style-type: none"> • Action 02.2023 - Constance Barelle to email the SFELC mailbox with information on gaining FBO Cooksafe engagement. Secretariat to circulate to the SFELC Committee • Action 03.2023 - Secretariat to change the meeting time of virtual SFELC meetings to be 10:00 - 13:00 • Matter of Record 01.2023 - The SFELC Committee give their thanks to Jane Couper, Andrew Morrison and David McGhie for their time as Sub-Committee Chairs • Matter of Record 02.2023 - The SFELC Committee ratifies the revised SFELC Terms of Reference to include 2x FSS SFELC Exec members and that Sub-Committee Chairs are appointed by the SFELC Committee and not elected
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