

OFFICIAL

Minute

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



## Scottish Food Enforcement Liaison Committee Minute

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

Attendees	
Paul Birkin – The Chair	Paul Bradley - Honorary Secretary
Tanja Low - Secretariat	
Andrea Carson - North of Scotland Food Liaison Group	Andrew Morrison - Co Vice-Chair
Bruce McCall - Scottish Craft Butchers	Carol Evans – Food Standards Scotland Board Member
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
Jack Tilbury - DEFRA	John Briggs - DEFRA
Lorna Murray - Food Standards Scotland	Reluca Herascu - SG international Trade Team

Apologies	
Brian Lawrie - Society of Chief Officers of Environmental Health in Scotland	Cat Hay - Food and Drink Federation Scotland
Karen Wardrope - West of Scotland Food Liaison Group and Specialist Cheesemakers Guidance WG Chair	Lorna McCoull - Co Vice-Chair
Rachel Mirfattahi - Institute of Food Science and Technology (IFST)	Sheena Redmond - REHIS
Sophie Yule - Food Standards Scotland	Tracey Reilly – Consumer Scotland

## Synopsis

### **Borders targeting operating model – DEFRA, Trusted Trader Scheme by Jack Tilbury & John Briggs**

- In January 2024, a pilot consisting of three models within the Accredited Trader Scheme element of the Border Target Operating Model will be occur. Expressions of interest for this is being sought.
- DEFRA will work with LAs during the pilot who will be carrying out border control checks relating to BCPs.

### **SFELC Terms of Reference**

- The Committee ratified the revised Version 5 SFELC Terms of Reference

### **New SFELC Volunteers**

- Several new SFELC Volunteers were appointed at the SFELC Executive meeting on 07 September 2023 and during the Committee meeting on 08 September 2023.

### **Carol Evans FSS Board Member**

- FSS Board Member Carol Evans gave a presentation on her experience of being a Board Member.

### **The SFELC Executive update**

- A presentation was given on the draft inspection manual by Luke Henderson from the Food Law Interventions Working Group

### **Committee work plan**

- A survey will be sent to Committee members to gauge the preferences relating to the logistics of the December SFELC meeting.

### **SAFER Update**

- A programme manager and a lead for the dynamic delivery work stream have been appointed within FSS for the SAFER programme. Recruitment for the lead for the Regulatory and Framework change work stream is ongoing.

### **Food Standards Scotland Update**

- FSS is redeveloping it's website to make it more user friendly, dynamic and accessible. The SFELC website will be part of this update.

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

- Due to a lack of availability at laboratories, there has been an issue in arranging shelf life testing. FSS are seeking better access to laboratory facilities.

## Agenda Items

Item No.	
<b>1</b>	<b>Chairman's welcome</b>
	<p><u>Guest speakers</u></p> <ul style="list-style-type: none"> <li>• Jack Tilbury and John Briggs from DEFRA - Presenting on Borders Targeting Operating Model and Trusted Trader Scheme (<a href="#">Item No. 5.1</a>)</li> <li>• Carol Evans from FSS – Presenting on being an FSS Board member (<a href="#">Item No. 5.4</a>)</li> <li>• Emily Stevenson, Susan Thomson and Victoria Austin were due to present on Scottish PCR testing of GI samples pilot, however, due other work commitments, this has been postponed for a future SFELC meeting.</li> </ul> <p><u>Observers</u></p> <ul style="list-style-type: none"> <li>• Reluca Herascu - Scottish Government Trade Team</li> </ul> <p><u>Other Current Items</u></p> <ul style="list-style-type: none"> <li>• SFELC Terms of Reference (<a href="#">Item No. 5.2</a>)</li> <li>• New SFELC Volunteers (<a href="#">Item No. 5.3</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 02 June 2023 were approved.
<b>4</b>	<b>Actions outstanding</b>
	<p>Actions 04.2023, 05.2023, 06.2023 and 07.2023 were closed</p> <p>Actions 10.2021, 17.2021, 16.2022, 22.2022, 23.2022, 08.2023 and 09.2023 remain ongoing</p> <p>Actions 07.2019, 14.2021 and 04.2022 remain on hold</p>
<b>5.1</b>	<b>Borders targeting operating model – DEFRA, Trusted Trader Scheme by Jack Tilbury &amp; John Briggs</b>
	<p>Defra provided an overview of the final Border Target Operating Model (BTOM) setting out the revised implementation milestones detailed in the BTOM published on the 29<sup>th</sup> August. They also outlined the Accredited Trusted Trader Scheme (ATTS) element of the BTOM in greater detail, summarising the three modules that are proposed to be piloted from January 2024 onwards and for which expressions of interest are currently being sought.</p> <p><u>Question, Answers &amp; Observations</u></p> <p>DEFRA will work with Local Authorities during the pilot phase who will be carrying out border control checks relating to BCPs.</p> <p>An audit will be carried out on the pilot and risks will be assessed.</p> <p>It is too soon to tell what level of interactions Local Authorities will have with businesses post pilot.</p>

	<p>DEFRA continue to work with members of state to determine likely impacts.</p> <p>BCPs may not be necessary where there are large quantities of low risk goods.</p> <p><u>Actions and Matter of Records</u></p> <ul style="list-style-type: none"> <li>• <b>Action 10.2023 - Secretariat to add DEFRA Borders targeting operating model and Trusted Trader Scheme to the SFELC workplan to give an update after the pilot has completed</b></li> </ul>
<b>5.2</b>	<b>SFELC Terms of Reference</b>
	<p>The SFELC Terms of Reference have been revised to version 5. The changes made were as follows:</p> <ul style="list-style-type: none"> <li>• Since FSS took on the role of Competent Authority, from LAs, it was deemed that SFELC was no longer the appropriate mechanism to liaise on feed issues, any mention of feed has therefore been removed from the ToR.</li> <li>• Section 8.2 to include “Two FSS representatives” on the SFELC Executive. This was the situation previously and there was no intention to change this when the Terms were reviewed.</li> <li>• There is also an inconsistency in the Terms surrounding the appointment of Sub-Committee Chairs. Sections 5.7, 6.1 and 7.1 are amended to clarify that Sub-Committee Chairs are appointed, rather than elected, by SFELC.</li> <li>• With the removal of feed from SFELC’s remit, there is no longer a need for the Society of Chief Officers of Trading Standards in Scotland (SCOTSS) to be represented in SFELC so they have been removed as a member from Section 3.5, however, communication lines between SFELC and SCOTSS remain open. Health Protection Scotland has changed their name to Public Health Scotland which has also been reflected in section 3.5.</li> <li>• To allow for more flexibility with timelines and deadline, set deadlines throughout the ToR have been made more flexible with wording such as “in good time”</li> </ul> <p><u>Actions and Matter of Records</u></p> <ul style="list-style-type: none"> <li>• <b>Matter of Record 03.2023 - The Committee ratify the revised Version 5 SFELC Terms of Reference</b></li> </ul>
<b>5.3</b>	<b>New SFELC Volunteers</b>
	<p>The following new SFELC Volunteers were accepted at the SFELC Executive meeting on 07 September 2023:</p> <p><u>Allergens and Hypersensitivities Task Group</u> Catherine McFadyen was appointed chair of the Allergens and Hypersensitivities Task Group</p> <p><u>Listeria in Smoked Fish Task Group</u> Andy MacLeod was appointed chair of the Listeria in Smoked Fish Task Group</p> <p><u>Strategy and Collaborative Working Sub-committee</u> Kirsty McGuigan was appointed chair of the Strategy and Collaborative Working Subcommittee</p>

	<p>A new SFELC Volunteer was accepted at the SFELC Committee meeting on 08 September 2023:</p> <p><u>Food Inspection and Interventions Sub-Committee</u> Lynne Bissett was appointed chair of the Food Inspection and Interventions Sub-committee</p> <p><u>Actions and Matter of Records</u></p> <ul style="list-style-type: none"> <li>• <b>Matter of Record 04.2023 – The SFELC Committee agreed that Lynne Bissett is appointed Chair of the Food Inspection and Interventions Sub-Committee</b></li> </ul>
<b>5.4</b>	<b>Carol Evans FSS Board Member</b>
	<p>Dir. Carol Evans gave an overview of her back ground, education and previous roles including the work she undertook at PepsiCo on European crisps quality and Doritos redesign and Kellogg's on consumer cereal insights and ecommerce. She explained her journey to being a non-executive director of Food Standards Scotland (FSS) and member of the Audit and Risk committee. She went on to describe her motivation to be on the FSS Board and what she hopes to achieve. She is passionate about food, nutrition and improving health and hopes to influence the reduction in use of health damaging common food additives and to make a difference to the diet and health of the people in Scotland. She very much supports the FSS Mission and Vision and provides strategic direction, support, scrutiny and challenge to the executive team.</p> <p><b>FSS Mission</b></p> <ul style="list-style-type: none"> <li>• To be Scotland's leading authority on food safety, standards and healthy eating; using data and evidence to provide assurance and advice that inspires consumer confidence and improves public health.</li> </ul> <p><b>FSS Vision</b></p> <ul style="list-style-type: none"> <li>• A safe, healthy and sustainable food environment that benefits and protects the health and well-being of everyone in Scotland</li> </ul>
<b>6</b>	<b>Intelligence gathering – Consultations, Horizon Scanning and Safe spaces</b>
	<ul style="list-style-type: none"> <li>• A consultation and meeting relating to the MSN guidance is due to take place with the BRC members. The guidance is currently only for England, Wales and Northern Ireland</li> </ul> <p><u>Actions and Matter of Records</u></p> <ul style="list-style-type: none"> <li>• <b>Action 11.2023 - Devina Sankhla to send Andrew Morrison details relating to the MSN guidance document and Andy to speak to FSS policy to see if there is a Scottish version of the guidance.</b></li> </ul>
<b>7</b>	<b>The SFELC Executive update</b>
	<ul style="list-style-type: none"> <li>• An update on the newly formed honey working group was given</li> <li>• A presentation was given on the draft inspection manual by Luke Henderson from the Food Law Interventions Working Group. This is a tool for training new officers or those returning to food after a long period of absence.</li> <li>• The SFELC Executive agreed that the following appointments were made: Kirsty McGuigan is Chair of the Strategy and Collaborative Working Sub-Committee, Catherine McFadyen is the new Chair of the Allergens and Hypersensitivities</li> </ul>

	<p>Task Group, Andy MacLeod is the Chair of the Listeria in Smoked Fish Task Group and that Hazel Stevenson is the new COSLA rep for SFELC.</p> <ul style="list-style-type: none"> <li>• There was a discussion relating to prepacked for direct sale items which are stored behind the scene and allergy labelling on these items.</li> <li>• Concerns relating to unknown allergy information when customers buy “lucky dip” bundles of food items which business are selling to help reduce food waste was discussed.</li> </ul>
<b>8</b>	<b>Committee work plan</b>
	<p><b><u>The SFELC Executive Workplan</u></b></p> <p><u>09 November 2023 – Microsoft Teams</u></p> <ul style="list-style-type: none"> <li>• Food Law Rating System, social science project</li> </ul> <p><u>07 December 2023 – Microsoft Teams</u></p> <ul style="list-style-type: none"> <li>• DNP - After REHIS presentation on 17 Nov</li> </ul> <p><b><u>Main SFELC Committee Workplan</u></b></p> <p><u>08 December 2023 – TBC</u></p> <ul style="list-style-type: none"> <li>• Imports</li> <li>• UK Food Safety Research Network “Quadram”</li> <li>• Inspection Manual</li> <li>• Scottish PCR Testing of GI samples Pilot</li> </ul> <p>A survey will be sent to Committee members to gage the preferences relating to the logistics of the December SFELC meeting.</p> <ul style="list-style-type: none"> <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> <p><u>Actions and Matter of Records</u></p> <p><b>Action 12.2023 - Secretariat to send a survey to Committee members to gage preferences relating to the logistics for the December SFELC meeting in order to determine if the meeting is to be held virtually or in person.</b></p>
<b>9</b>	<b>SAFER Update</b>
	<ul style="list-style-type: none"> <li>• A programme manager and a lead for the dynamic delivery work stream have been appointed within FSS for the SAFER programme. Recruitment for the lead for the Regulatory and Framework change work stream is ongoing.</li> <li>• Several workshops have been completed</li> <li>• An oversight board is planned to be in place by December</li> </ul>
<b>10</b>	<b>Food Standards Scotland Update</b>
	<ul style="list-style-type: none"> <li>• There is a Parliamentary event on 9 November to launch the joint FSS and FSA annual report</li> <li>• FSS sponsors a COSLA reward ceremony which is on 28 and 29 September</li> <li>• Food Crime Risk Profiling tool was launched on 07 August. The tool helps food businesses to identify potential risks and food crime and methods of mitigation.</li> <li>• FSS is redeveloping it's website to make it more user friendly, dynamic and accessible. The SFELC website will be part of this update.</li> </ul>
<b>11</b>	<b>Food Liaison Group</b>

	<u>Lothian and Borders Food Liaison Group</u> <ul style="list-style-type: none"> <li>• Nil</li> </ul> <u>North of Scotland Food Liaison Group</u> <ul style="list-style-type: none"> <li>• Nil</li> </ul> <u>West of Scotland Food Liaison Group</u> <ul style="list-style-type: none"> <li>• Nil</li> </ul> <u>East of Scotland Food Liaison Group</u> <ul style="list-style-type: none"> <li>• Nil</li> </ul>
<b>12</b>	<b>Update by Non-Enforcement Members</b>
	<u>Scottish Craft Butchers</u> <ul style="list-style-type: none"> <li>• Due to a lack of availability at laboratories, there has been an issue in arranging shelf life testing. FSS are seeking better access to laboratory facilities.</li> </ul> <u>Actions and Matter of Records</u> <ul style="list-style-type: none"> <li>• <b>Action 13.2023 – Andy Morrison to bring the issue of lack of labs for analysis back to FSS science.</b></li> </ul>
<b>13</b>	<b>AOCB</b>
	<ul style="list-style-type: none"> <li>• Nil</li> </ul>
<b>14</b>	<b>Review of Action Points</b>
	<ul style="list-style-type: none"> <li>• <b>Action 10.2023 - Secretariat to add DEFRA Borders targeting operating model and Trusted Trader Scheme to the SFELC workplan to give an update after the pilot has completed.</b></li> <li>• <b>Action 11.2023 - Devina Sankhla to send Andrew Morrison details relating to the MSN guidance document and Andy to speak to FSS policy to see if there is a Scottish version of the guidance.</b></li> <li>• <b>Action 12.2023 - Secretariat to send a survey to Committee members to gauge preferences relating to the logistics for the December SFELC meeting in order to determine if the meeting is to be held virtually or in person.</b></li> <li>• <b>Action 13.2023 – Andy Morrison to bring the issue of lack of labs for analysis back to FSS science.</b></li> <li>• <b>Matter of Record 03.2023 - The Committee ratify the revised Version 5 SFELC Terms of Reference</b></li> <li>• <b>Matter of Record 04.2023 – The SFELC Committee agreed that Lynne Bissett is appointed Chair of the Food Inspection and Interventions Sub-Committee.</b></li> </ul>