

APPROVED

## **Scottish Food Enforcement Liaison Committee minute**

Friday 03 June 2016: 10:00 for 10:30

Venue: The Stirling Highland Hotel, Spittal Street, FK8 1DU. Tel: 0 1786 272727

### **Members present**

William Hamilton (Chair)	Scottish Food Enforcement Liaison Committee, Chair
Catherine Ferro (Secretariat)	Scottish Food Enforcement Liaison Committee, Secretariat
Lindsay Matthew (LMatthew)	Convention of Scottish Local Authorities & Vice Chair
Douglas Scott (DScott)	Scottish Federation of Meat Traders Association
Joe Harkin (JHarkin)	West of Scotland Food Liaison Group
Jane Couper (JCouper)	Food Standards Sub-Committee Chair
Lorna Murray (LMurray)	Food Standards Scotland, Enforcement Delivery
Helen Henderson (HHenderson)	East of Scotland Food Liaison Group
Paul Bradley (PBradley)	Scottish Food Enforcement Liaison Committee, Honorary Secretary
Andy Morrison (AMorrison)	Food Safety Sub-Committee Chair
Martin Keeley (MKeeley)	Royal Environment Health Institute of Scotland
Derek Oliver (DOliver)	Society of Chief Officers of Environmental Health in Scotland representative
Andy Paterson (APaterson)	Scottish Government, Cross Compliance
Chris McGuigan (CMcGuigan)	Consultant Public Health Medicine
Craig Smith (CSmith)	Lothian and Borders Liaison Group
Ian McWatt (IMcWatt)	Food Standards Scotland, Director of Operations
Jane White (JWhite)	Association of Public Analysts
Andrea Carson	North of Scotland Food Liaison Group

### **1. Chairman's welcome and apologies for absence**

The Chair opened the meeting by welcoming the Committee, speakers and guests to this June 2016 Scottish Food Enforcement Liaison Committee (SFELC) meeting in Stirling. He ran through the house keeping arrangements and then introduced and welcomed;

Andy Paterson and Helen Henderson as new faces to the committee, then also Lorna Reid and Andy MacLeod as representatives to present for agenda item 4 on the Approved Establishments documents.

Apologies were recorded for; Ruth Birth: IFST, John Armour: NFUS, Joe O'Connor: Scottish Bakers, Craig Easson: East of Scotland Food Liaison Group and Lynda Browning: HPS.

### **2. Minutes and matters arising**

The Chair advised that the draft minutes of the last meeting held in Dundee on 15 April had been circulated, and proposed that the Committee go through the minutes page by page, first for accuracy (A) and then matters arising (MA).

There were two (2) matters for accuracy;

- Craig Smith noted as WSFLG but is actually LBFLG, and
- Derek Oliver noted as Chair SOCOEHS but is actually SOCOEHS rep

### **3. Actions outstanding**

The Secretariat ran through the outstanding actions (all 2016 were completed), details available in the separate actions document. Particularly of note Chair followed up Action 04.2016 regarding with details on the Food Liaison Group “Roadshows” SFELC would like to bring the FLGs closer into the Committee. This would be followed up with a short discussion with FLG Chairs, SFELC Chair, Society rep and FSS rep directly after this meeting.

### **4. Presentations & Current Items**

#### **4.1 Update on FLG, FSS, Society “Roadshows”**

As noted in agenda item 3, “actions outstanding” above.

#### **4.2 SFELC consultations scene setting**

To begin the presentation items for this meeting Chair gave an overview to the Approved Establishments working group, that had been running since 2009 complementing the vast amounts of work completed by the Approved Establishments WG (AEWG) and various subcommittees.

He then introduced Andy MacLeod (Argyll and Bute), Lorna Reid (Glasgow) and Andy Morrison (Aberdeen City), all representatives of the AEWG to present the SFELC draft documents for consultation entitled, “Verification of Food Safety Management Systems: Principles for Official Controls in the Approved/Manufacturing Sector” and, “Approved Establishments National Protocol for Scotland”.

#### **4.3 Verification of Food Safety Management Systems: Principles for Official Controls in the Approved/Manufacturing Sector**

Andy MacLeod spoke about the background to the document and how the group had arrived at the present situation. Lorna Reid discussed the scope, purpose, format, case studies and forms within the document itself.

#### **4.4 Approved Establishments National Protocol for Scotland**

Andy Morrison continued the discussions regarding Approved Establishments detailing aims, necessary competencies, decision trees, and reporting.

#### **4.5 Question**

Chair explained this is an incredibly important milestone in the role of the AEWG. He noted the timeline surrounding the consultation. Today is effectively the launch and it will run until Monday 8 August 2016, however it will officially be launched on 27 June by [Citizen space](#) who will carry out the consultation. Here is the link to the document <https://consult.foodstandards.gov.scot/enforcement-delivery/sfelc-approval-guidance>. Chair noted expectation that all stakeholders would provide a full response.

By October it is expected that SFELC will have a revised draft of both consultation documents which will then be ratified as the official documents at the December 2016 meeting. At which time the AEWG will change / enhance its role to become a forward looking group to support LAs by overseeing a specialist officer network.

Furthermore Chair thanked FSS for providing funding for HACCP training for officers over the last few months. Then noting there will be an additional training course rolled out, based on the concepts and the guidance document.

Chair thanked the speakers then opened the meeting for questions, comments and discussion.

- IMcWatt mirrored Chairs thanks to the working group for their efforts. He suggested that business may need to be warmed up to be aware LAs will spend more time per each inspection. He also warned about consistency of implementing this scheme, and noted the Official Controls charging may have to be looked at.
- AMacLeod, IMcWatt and DOliver discussed whether resources were being focussed in the correct way. It was agreed the resource must go to the highest risk premises first (A's and B's) which fits in the principles of the code of practice annex 5 document.
- LMurray noted measuring resources must be smarter, as demonstrated by the [Which? report on, "Food Enforcement in Scotland"](#) from February 2015 that used data from LAEMS therefore skewing the results of high risk premises in Scotland.
- AMacLeod, LMurray and Chair considered that some LAs will be more affected than others given the range of approved establishments in respective LA areas. Discussion followed on the FSS resources questionnaire which could map this detail, to add evidence and dispel any assumptions. In addition it will be vital to listen to authorities and their opinion of the document and guidance, and take on board their opinions on how to make it work better, rather than just imposing upon them.
- CSmith added it is a very good document but queried whether there was too much focus on process and training as opposed to ensuring officers understand the document and are competent to use it. To which AMacLeod responded there was a considerable time was spent on HACCP step 6, hazard analysis, to counter this concern.

## **5. Intelligence gathering – safe spaces**

Chair asked members of the committee if there were any items to be raised under agenda item 5. There was nothing raised.

## **6. Resources Working Group Update**

MKeeley gave the Committee a brief run through of the updates from yesterday's RWG. The following topics were raised;

- Food Standards Sub Committee suggested looking at tools, guidance documents available for small food businesses.
- The group also discussed a draft model terms of reference document for all Sub committees and Working groups, which will be rolled out for all to complete.

- Potential for future Partnership type events was discussed, like the Summit and Stocktakes meetings of recent years.

## **7. Committee work plan**

There was a good discussion on topics for the October meeting, and an agenda is emerging for the December meeting also.

October will feature discussions on;

- the revised version of the consultations, “Verification of Food Safety Management Systems: Principles for Official Controls in the Approved/Manufacturing Sector” and,
- “Approved Establishments National Protocol for Scotland”.
- In addition to that the meeting will have a Resourcing theme guests from The Society to discuss the APSE benchmarking, and
- FSS Audit / Enforcement Delivery teams to discuss the feedback from the, soon to be released, resources questionnaire.
- SFELC website hosted on FSS pages.

The December meeting will include discussion on the latest stages of the 2015-2016 UK FSS report.

## **8. Food Standards Scotland update**

LMurray updated on the following ongoing projects within FSS;

- [MenuCal](#), is in progress and is being developed to provide food businesses and enforcers with a helpful online tool regarding the food information for the consumers regulations. Grainne Gilson is involved in a soft launch to be carried out late summer 2016, and a full launch when it is more fully developed. The tool will be hosted on the FSS website.
- FSS summer campaign will launch soon on the proper cooking of food stuffs and will focus on BBQ cooking.
- Graham Forbes is leading on the FSS Audit resource questionnaire.
- Regulatory strategy. Sam McKeown will lead on the [review of the Food Hygiene Information Scheme](#), with support from Raymond Pang, as it does not meet the current vision FSS has of this scheme.
- Bryan Campbell is leading on the Revision of Annex 5, Code of Practice, project. The intention is to begin the pilot in October 2016 and is initially scheduled to last for one (1) year.
- Finally, FSS is considering the potential for another Partnership event similar to the “Risky foods workshop” that took place on 11 May 2016, and it was considered the format worked very well with a high level of engagement.

Chair reflected the Risky Foods workshop was a success. He then asked whether there might be a revival of the FHIS steering / working group. He and LMurray discussed the origins of the group stating that it had looked at the original design of FHIS and then as time progressed gave advice and assistance to new LAs coming on board with the scheme. It is hoped LAs will come on board with this project as it

does not meet the current vision FSS has, and so could be a significant piece of work. He then opened the floor for questions.

- DScott asked about MenuCal and the provision of guidance. He noted the FIR / FIC regulations come into force in December 2016 and that this is a concern for all food businesses. Would there be any help before the December deadline. LMurray noted it is intended that a tool of that sort will be available but the module will still need to be built, so FSS Policy colleagues will look at a means to support businesses in the interim.

**ACTION – LMurray to liaise with FSS Policy colleagues to seek clarification and obtain a time line for the introduction and launch of the FSS MenuCal.**

## Exception Reporting

### 9. Sub- Committees

#### Food Safety Subcommittee

- AMorrison advised there has not been a Food Safety Sub-Committee meeting since the last SFELC, however an item they will look at in forthcoming meetings is potential issues with venison larders.
- Chair noted as previous Chair of this Subcommittee, he had an action to respond to SG on the street traders national standard, however due to the sticking point of washing facilities on mobile units has not yet been able to do so.

**ACTION – Chair to oversee completion of Final Draft of Street Trader National Standard and subsequent submission to Scottish Government.**

#### Food Standards Subcommittee

- JCouper advised that since she took over as Chair of the Food Standards Subcommittee she had a number of tasks to complete. To sort (1) membership of the subcommittee, and (2) the remit and Chair of the Sampling and Surveillance working group. Both of which are now resolved and should see the WG become more active once more. Jane White will be Chair of the Sampling and Surveillance Working Group.
- Additionally, there was a recent suggestion that the subcommittee should look at tools and guidance documents available for small food businesses. And,
- Will also be looking at nutritional requirements for the Food Information Regulations.

Chair again emphasised the considerable work put into SFELC by subcommittee representatives behind the scenes. He noted the benefit achieved through participation that new members have brought and will continue to bring. Dependant of course on individual time being released from their day jobs. Hopefully this will be more possible in future once produced work is visible / published on the SFELC webpages.

#### Feedingstuffs Subcommittee

- Chair commented he would contact RDillon to obtain an update on this subcommittee.

**ACTION – Chair to liaise with RDillon regards current situation of the feedingstuffs subcommittee.**

## 10. Food Liaison Groups

The FLGs raised no items under exception reporting.

Chair then described his vision that in future the FLGs would become more closely engaged with SFELC, for example perhaps this item would appear under the main body of the SFELC agenda, not under exception reporting. This would be discussed more fully at a meeting with FLG Chairs, SFELC Chair, and the Society and FSS representatives at 12:30 today.

DOliver took the opportunity to note that the National Food Crime advisory sub group had met on 1 June and was in the process of writing its terms of reference which when complete will be raised to SFELC to endorse. Furthermore remit required DOliver to be endorsed as Chair of the sub group. This was agreed by SFELC.

**ACTION – Secretariat to ensure future SFELC agendas represent the new situation whereby FLGs report under the main agenda, not exception reporting, and the National Food Crime advisory sub group have a space to report alongside the three (3) standing subcommittees.**

### Information papers

## 11. Review of action points

The Secretariat ran through the action points raised throughout this meeting. As noted in bold red throughout this document.

## 12. AOCB

There were no items raised under AOCB. Chair thanked everybody for their contributions at this meeting and noted;

- the date and venue for the next SFELC being Friday 7 October 2016 in [Food Standards Scotland offices](#), Pilgrim House, Aberdeen, AB11 5RL.
- the December 2016 meeting would be rescheduled from Friday 02 December to Friday 09 December, to avoid the meeting from taking place on the St Andrews Day public holiday.
- Members unable to attend meetings should notify their apologies to the Secretariat, or send a Deputy in advance of the meeting.

Chair then closed the meeting.

### .i. FLG Chairs, FSS, Society and SFELC representatives “Roadshow” meeting

- It was agreed Food Liaison Groups would report under the main SFELC agenda, not under exception reporting.
- FLGs and SFELC Chair to have a pre meeting teleconference.
- Contributions made by LA members has been recognised, and greatly appreciated.
- This will be more publicised on the reinvigorated SFELC webpages.
- Monthly Enforcement Report item on SFELC to include link to web pages.
- Hopefully this will ensure visibility of the work carried out by LA members, and therefore allow them to be released from their regular duties to attend such future meetings.