

## Scottish Food Enforcement Liaison Committee minute

Friday 06 October 2017: 10:00 for 10:30

**Venue:** [Food Standards Scotland, Pilgrim House](#), Old Ford Road, Aberdeen, AB11 5RL. **Tel:** 01224 285 100 or 07881 281 206.

### Members present

William Hamilton (Chair)	Scottish Food Enforcement Liaison Committee
Catherine Ferro (Secretariat)	Scottish Food Enforcement Liaison Committee
Maureen McLarty (MMcLarty)	Feedingstuffs Sub-Committee Chair and SCOTSS
Joe Harkin (JHarkin)	West of Scotland Food Liaison Group Chair
Douglas Scott (DScott)	Scottish Federation of Meat Traders Association
Heather Kelman (HKelman)	Food Standards Scotland Board Member (observer)
Helen Henderson (HHenderson)	East of Scotland Food Liaison Group Chair
Paul Bradley (PBradley)	SFELC Honorary Secretary
Marion McCormack (MMcCormack)	Scottish Government
Jill Rosie (JRosie)	Scottish Government
Lindsay Matthew (LMatthew)	SFELC Vice Chair & Convention of Scottish Local Authorities
Emma McGeough (EMcGeough)	Glasgow Caledonian University (observer)
Gwyneth Heaney (GHeaney)	Royal Environment Health Institute of Scotland
Steve Hardie (SHardie)	Food Standards Scotland
Andrea Carson (ACarson)	North of Scotland Food Liaison Group Chair
Lorna Murray (LMurray)	Food Standards Scotland
Bryan Campbell (BCampbell)	Food Standards Scotland
Jacquie Sutton (JSutton)	Food Standards Scotland
Derek Oliver (DOLiver)	Society of Chief Officers of Environmental Health in Scotland

### By teleconference

Craig Smith (CSmith)	Lothian and Borders Food Liaison Group Chair
Jane White (JWhite)	Association of Public Analysts

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

The Chair opened the meeting by welcoming the Committee, speakers and guests to the October 2017 Scottish Food Enforcement Liaison Committee (SFELC) meeting in Aberdeen, both in the room and attending by teleconference.

Chair ran through the house keeping arrangements and advised the meeting would be recorded only to aid the writing of an accurate minute.

He welcomed speakers; Marion McCormack and Jill Rosie to present under item 4.1, on SG Better Regulation; Steve Hardie item 4.2, on FSS Regulatory Strategy; Bryan Campbell and Jacquie Sutton item 8.2. Chair also welcomed Heather Kelman and

Emma McGeough are attending SFELC today as observers. He noted; Maureen McLarty will be the new representative of Feedingstuffs Sub-Committee Chair and SCOTSS on SFELC; Gwyneth Heaney is standing in for REHIS.

Apologies were recorded for; Andy Morrison, Food Safety Subcommittee; Andy Paterson, Scottish Government. Neil Purdom, FDF Scotland; Chris McGuigan, CPHM; Ian McWatt, Food Standards Scotland; Jane Couper, Food Standards Subcommittee; Joe O'Connor, Scottish Bakers; John Armour, NFUS; Keith Dryburgh, CAS; Kevin Matheson, SG; Lisa Ackerley, BHA; Lynda Browning, HPS; Martin Keeley, REHIS;

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

The Chair advised that the draft minutes of the meeting held in Glasgow on 09 June 2017 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 no matters for accuracy. There was a single matter arising - on page 3 noting the committee did submit a response to the FSS food surveillance strategy in Scotland.

- The Committee agreed these minutes would be accepted as an accurate record of the meeting held on 09 June 2017.

Additionally it was agreed that the approved meeting from Aberdeen on 07 April 2017 be amended – on page 5, section 8, bullet 1.

- The Committee agreed these minutes would be accepted as an accurate record of the meeting held on 07 April 2017.

## **3. Actions outstanding**

- Action 09.2017 – February 2017 – Regarding sandwich manufacturers / extended shelf lives – Updated in Food Safety Subcommittee highlight report. COMPLETED.
- Action 21.2017 – June 2017 – SOCOEHS rep will raise a question - concerning officer authorisations raised by ESFLG - at the SOCOEHS meeting in June 2017. ONGOING. SOCOEHS will look at this and will return with further update at future meeting.

Full details of all actions completed prior to this meeting are available in the separate actions document, “SFELC - Papers – Action Points – date”.

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

### **4.1 Better Regulation – Marion McCormack & Jill Rosie**

*Marion* introduced her presentation by detailing who her team are, their functions, where they sit in SG. She went on to discuss the importance of food and drink to the Scottish economy noting that it is currently worth £14.5 billion per year with the aim of reaching £30 billion per year by 2030. *MMcCormack* noted that Scotland's approach is recognised as an example of good practice in Better Regulation in Europe, and the 5 principles behind their work are to be accountable, consistent, proportionate, targeted and transparent. The principles all work to support national standards for business documents such as the Mobile Street Traders.

While stating SG attend "four nations meetings" with all the UK Governments she briefly discussed the similarities and differences in approach between the governments "better regulation" and "regulating our future".

A particular difference is the primary authority approach in Scotland *MMcCormack's* team are meeting with consultees and stakeholders to determine a way forward.

*MMcCormack* added that having a national standard is beneficial as it cuts down on business as usual for EHOs in their dealings with FBOs. She went on to discuss how their aim is to maintain the reputation of recognised good practice in Better Regulation in Europe even post Brexit.

The SG Better Regulation team are reviewing their code of practice that support the Regulatory Reform (Scotland) Act 2014.

**ACTION 22.2017: (i) JRosie to send Secretariat email detailing when the regulatory reform code of practice – review is taking place, to allow SFELC to respond. (ii) Secretariat to co-ordinate response and return.**

*Chair* thanked *MMcCormack* for her presentation and regarding the national standard document asked what is the process for SFELC to engage? The response being to please contact the SG better regulation team with any questions the email address they use [betterregulation@gov.scot](mailto:betterregulation@gov.scot) is checked every day all enquiries will be considered and directed to the correct people. *MMcCormack* continued they have two (2) very supportive Cabinet Secretaries and a Minister who all champion better regulation in Government. SG can naturally only operate in the devolved space, but can influence discussions at the four nations meetings.

*Chair* and *SOCOEHS representative* asked how can they use the team to help them lobby business, ie how to align environmental health with economic development to get the SFELC voice heard. *JRosie* and *MMcCormack* gave a few examples. They explained the Minister holds up the Mobile Traders document as an example of good practice; that statistics are available to support the benefit of environmental health to economic development; and work on businesses behaving ethically. To expand on the last example many of the big retailers voluntarily do extra toward good behaviour and once one starts the others tend to follow.

*Chair* thanked speakers from SG adding they will be interested to hear the developments in the Scottish National Database (SND) and Annex 5 in the food law

code of practice that will be updated upon at agenda item 8.2. *MMcCormack* added SG are in a fortunate situation that Scotland can all get together and do the right thing whereas England has too many interested parties to get all together in one room and find the right solution.

**ACTION 23.2017: Secretariat to circulate presentations and slides and handouts from speakers to the Committee**

#### **4.2 Regulatory Strategy – Steve Hardie**

*SHardie* then began his introduction to the FSS regulatory strategy by giving an overview of the timeline to date beginning with the FSS Board approved the strategy document and it has been published on the FSS website in August 2017. That was the easy part. He moved on to explain that FSS has ten (10) work streams comprising approximately 30 projects at present to drive the work forward.

There were no questions from the Committee, as such *Chair* thanked *SHardie* and moved onto the next item Intelligence gathering.

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

*Chair* asked members of the committee if there were any items to be raised under agenda item 5. There were no items raised.

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

*LMatthew* gave an update from the previous day's RWG meeting including; both the RWG and SFELC workplans; outstanding actions; matters of record. He also explained that the SFELC webpages for committee documents would be on Knowledge Hub (KHub) ([link](#)) which would be launched with a KHub speaker at the December 2017 SFELC meeting and the Committee documents for that meeting would be in available in that location as opposed to being circulated by email. He continued by explaining that the ("Standards" group) have reviewed their remit and will (do sth).

**ACTION 24.2017: (i) Honorary Secretary and Secretariat to chase appropriate WG / FLG / SC Chairs for their terms of reference (ii) Secretariat to upload to FSS SFELC web pages.**

*LMatthew* explained there had been a lengthy discussion under the Nation Food Crime Advisory Group section and that an action has been taken by Food Safety Sub Chair to report back to RWG. Additionally the Care inspectorate "space to grow" ([link](#)) document was discussed and shall be circulated by Secretariat.

**ACTION 25.2017: Secretariat to circulate the “space to grow” care inspectorate document to the Committee.**

He also noted that the latter items on the RWG agenda had been; to note and welcome the Feedingstuffs Subcommittee representatives back to SFELC; that RWG would prepare a response for SFELC to submit to the FSS microbiological consultation ([link](#)); and that the FSS regulatory strategy ([link](#)) had been published on the website.

NB. Full details of all RWG actions are recorded in the RWG actions log which are available in the separate actions document, “SFELC - Resources Working Group - Papers - Action points – date”.

## **7. Committee work plan**

Chair summarised a provisional forward work plan for the December (nutrition theme, with KHub speaker) 2017 meetings; the February (artisan cheesemakers, mobile street traders) 2018 meeting. And the as yet unassigned items including CLIO and FSS audit.

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

### **8.1 Overview**

*LMurray* updated the Committee on the FSS profile projects including; the annual partnership event scheduled to take place on 31 January and 1 February 2018; the regulatory strategy being a ground up approach that would not be possible without the contributions from SFELC, the working groups and all partners; the FSS local authority training courses that would take place in 2017/18 specifically the “HACCP in Artisan Cheesemakers” and the three (3) “Official Control Verification in Food Manufacturing” courses.

She also noted updated that the FSS Audit team have completed eight (8) capacity and capability audits, details of a recent shellfish meeting held in FSS offices and, that an enforcement letter on eggs served raw or lightly cooked in the catering setting would be issued shortly. She then handed over to *Bryan Campbell* to give more details on the Scottish National Database and Annex 5 food law code of practice review.

### **8.2 Annex 5 food law code of practice review update & Scottish National Database**

*BCampbell* explained the Annex 5 review had begun life as a SFELC working group, but had since become an FSS group. He detailed that the pilot period had recently ended, had involved ten (10) local authorities of whom nine (9) would be happy to continue using the pilot model directly and would become ambassadors of the scheme. His next task is to

speak to the SG better regulation team, including using the SG better regulation tool kit ([link](#)), to make progress toward next steps.

Regards the food law code of practice review as a whole *BCampbell* told the Committee there would be a launch meeting on 22 November 2017 at Murrayfield stadium with two (2) delegate places for each LA and additional key stakeholders. He added the project initiation document (PID) ([link?](#)) has been developed and can be circulated.

**ACTION 26.2017: JRosie to send BCampbell the Better Regulation toolkit.**

**ACTION 27.2017: FSS to invite MMcCormack and JRosie to the food law code of practice review meeting, 22 November 2017, Murrayfield Stadium, Edinburgh.**

**ACTION 28.2017: Sec to circulate project initiation document.**

Moving on *BCampbell* explained the work to move from Local Authority Enforcement Monitoring System (LAEMS) to the Scottish National Database has been a complex but rewarding project. The team have recently had a first look at the dashboard and should be able to share it with LAs by the end of October 2017. Moving further forward FSS may hold an event to introduce SND around March 2018.

A question and answer session followed; *LMatthew* asked whether SND will be the system used for local authority returns in March 2018? The *combined FSS* response was that yes SND will be used from March 2018. FSS will check the memorandum of understanding with Food Standards Agency to determine whether FSS will still have access to the LAEMS information going forward. Additionally it was noted SND can be used for the next FSS multiannual national control plan (MANCP) meaning FSS will ask less questions of the LAs.

*Chair* thanked *BCampbell* for his presentation and his team *Robin White* and *Jacquie Sutton* for their work on the project. Noting is as a perfect example of FSS working with front line authority staff.

## **9. Sub- Committees**

### Feedingstuffs Subcommittee

*MMcLarty* noted she is both the Feed Subcommittee Chair and the SCOTSS representative. *Chair* welcomed her to the group and noted the Committee is looking forward to working together more closely on feed in future.

### Food Safety Subcommittee

*HHenderson* updated for the Subcommittee on; their findings on sandwich shelf life validation; noted the Approved Establishment working group first pilot training course "Official Control Verification in Food Manufacturing" begins end October 2017 and a

communication strategy has been agreed. *Chair* noted it had been a long process to get to this stage.

## **10. Food Liaison Groups**

There were no issues to raise from any of the FLGs today.

### **Exception reporting**

## **11. Update by Non-Enforcement members**

*Douglas Scott* for SFMTA gave an update on a document entitled, “Minimising species carry over in meat preparations in a butcher shop: agreed recommended method of operation”. *DScott* explained this document was produced following the fallout from the “horsemeat scandal” in 2013 in collaboration with a number of SFELC members and other stakeholders. It was noted that mincing is the biggest risk of carryover of species, and this too also applies to carry over or allergens that may be used in products. *DScott* asked the Committee to endorse the paper as a way forward. The document when agreed would not carry the SFELC logo.

**ACTION 29.2017: Food Standards Subcommittee Chair to respond to *DScott* with either their approval of the document or constructive comments by mid November 2017.**

### **Information papers**

## **12. Review of action points**

Secretariat ran through the action points and matters of record raised throughout this meeting. Action points are noted in bold red and, matters of record noted with green highlight throughout this document.

Full details of all actions completed prior to this meeting are available in the separate actions document, “SFELC - Papers – Action Points – date”.

Additionally actions for RWG are noted in the RWG actions log, “SFELC - Resources Working Group - Papers - Action points – date”.

## **13. AOCB**

There were no items raised under AOCB today.

Chair thanked all for attending, reminded individuals to liaise with Emma McGeough for her PhD research, advised the next meeting would be held on 08 December 2017 in the Apex Hotel, Dundee and closed the meeting.