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# **Scottish Food Enforcement Liaison Committee**

## **Membership and Working Arrangements**

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**1 April 2015**

**For all queries about this guidance — including if, you require the information in an alternative format such as audio, large print or Braille — please use the number below.**

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## Summary

<b>Intended audience:</b>	<ul style="list-style-type: none"><li>• SFELC members</li><li>• Potential SFELC members</li><li>• Local Authorities</li><li>• Consumers</li><li>• Stakeholders</li><li>• Industry</li><li>• Media</li></ul>
<b>Which UK nations does this cover?</b>	This document has been developed for Scotland.
<b>Purpose:</b>	This document provides information on how SFELC supports Food Standards Scotland (FSS). The Committee exists to provide a forum for FSS to maintain and develop links with key stakeholders who can provide the necessary expertise to contribute to the development, implementation and maintenance of FSS' policies in respect of its core functions of ensuring the safety of food supplied in Scotland and the protection of consumer interests in food related matters.
<b>Legal status:</b>	Not applicable.
<b>Key words:</b>	<ul style="list-style-type: none"><li>• Scottish Food Enforcement Liaison Committee</li><li>• Terms of reference</li><li>• Membership and working arrangements</li><li>• co-ordinate food safety enforcement activity</li><li>• share best practice</li></ul>
<b>Review date:</b>	This document will be reviewed every three years prior to the election of office bearers.

## Revision history

If you have any comments on the guidance itself, please call us using the contact number[s] on the front page of this guidance or complete our ongoing [Guidance survey](https://www.surveymonkey.com/s/55QQDCG): <https://www.surveymonkey.com/s/55QQDCG>

Revision No.	Revision date	Purpose of revision and paragraph number	Revised by
1	1 April 2015	Amendments following review of this document December 2014 to March 2015. Including: <ul style="list-style-type: none"><li>- Inclusion of FSS logo</li><li>- Mission statement</li><li>- Objectives</li><li>- Remit</li><li>- Committee membership</li></ul>	Catherine Ferro

# **Scottish Food Enforcement Liaison Committee**

## **Membership and Working Arrangements**

**The Scottish Food Enforcement Liaison Committee is a non statutory advisory Committee formed under the auspices of Food Standards Scotland. The Committee exists to provide a forum for Food Standards Scotland to maintain and develop links with key stakeholders who can provide the necessary expertise to contribute to the development, implementation and maintenance of policies in respect of its core functions of ensuring the safety of food and feed supplied in Scotland and the protection of consumer interests in food related matters.**

**1 April 2015**

## **Mission Statement**

The Scottish Food Enforcement Liaison Committee will support the work of Food Standards Scotland by providing information and expert advice in relation to food and feed law enforcement and so contribute to the development and implementation of Strategies and Policies for fulfilling its core functions in respect of food and feed safety and consumer protection.

The Scottish Food Enforcement Liaison Committee will help co-ordinate food and feed safety enforcement activity and provide a forum to share best practice.

Where necessary, the Scottish Food Enforcement Liaison Committee will develop and publish guidance for the enforcement community to assist in the delivery of consistent enforcement throughout Scotland.

## **Vision**

Working in partnership to help ensure safe food and promote informed food choices by consumers.

## **1. Objectives**

- 1.1 The Scottish Food Enforcement Liaison Committee (SFELC / the Committee) will work to support and influence the policies of the Food Standards Scotland in order to improve the effectiveness and consistency of food and feed law enforcement in Scotland. In doing so, the Committee will proactively seek to influence the development of national policies which affect enforcement issues by providing advice based on its collective opinion.
- 1.2 The Committee will co-ordinate food and feed safety activity and promote best practice in official control service delivery. In doing so, the Committee will establish working groups as necessary to identify best practice and effective service delivery models.

## **2. Remit**

### 2.1 The Committee shall;

- Meet on a regular basis. The Committee shall ordinarily meet no fewer than four times per annum.
- Contribute to the development of Food Standards Scotland strategies to improve their effectiveness.
- Promote the consistency of Food and Feed Law Enforcement in Scotland.
- Assist in the establishment and maintenance of an effective enforcement infrastructure and facilitate communication networks.
- Consider and propose new enforcement mechanisms and approaches and produce recommendations for their implementation.
- Consider any other issues relevant to the working relationship between Food Standards Scotland, Food & Feed Law Enforcement, the food industry and consumers in Scotland.
- Comment on relevant draft legislation, guidance and reports produced by Food Standards Scotland and other relevant agencies.
- Support and direct the work of the Sub-Committees, working groups and any other bodies set up under the auspices of the Scottish Food Enforcement Liaison Committee.
- Support diet and nutrition initiatives in Scotland and co-ordinate the involvement of enforcement authorities.

### 3. Membership of the Committee

3.1 Membership of the Committee will reflect the key stakeholders in the promotion of Food Safety and Consumer Protection and will consist of the following;

- Association of Public Analysts Scotland 1 member
- Citizens Advice Scotland 1 member
- Consultant in Public Health Medicine Group 1 member
- Convention of Scottish Local Authorities 1 member
- Food Standards Scotland 3 members \*
- Health Protection Scotland 1 member
- Hospitality and Retail Sectors 2 members
- Institute of Food Science and Technology 1 member
- Local Food Liaison Group Representatives 4 members
- National Farmers Union Scotland 1 member
- Royal Environmental Health Institute of Scotland 1 member
- Scottish Food and Drink Federation 1 member
- Scottish Food Industries 3 members
- Scottish Government Rural Payments & Inspections Directorate 1 member
- Society of Chief Officers of Environmental Health in Scotland 1 member
- Society of Chief Officers of Trading Standards in Scotland 1 member

3.2 Nominated members may be represented by substitutes where necessary.

3.3 The membership structure will be reviewed on an annual basis to ensure that the appropriate key stakeholders are represented.

3.4 The Committee extends a standing invite to Scottish Government to meetings in an observer capacity.

\* Where necessary other members of FSS will be invited to attend particular Committee meetings.

#### **4. Election of Office Bearers**

4.1 The Committee will formally elect;

- A Chair
- A Vice Chair
- An Honorary Secretary
- Standing Sub-Committee Chairs

4.2 Office bearers will serve for a period of 3 years but may stand for re-election. Each member of the Committee will be entitled to one vote in relation to the election of Office Bearers. Nomination forms shall be circulated to members not less than 60 days before the election date inviting nominations for the relevant Office Bearers.

4.3 If a successfully elected office bearer is not already a member of SFELC that person will automatically become a member of the main Committee.

#### **5. Standing Sub Committees / Working Groups**

5.1 In order that the strategic objectives of the Scottish Food Enforcement Liaison Committee can be implemented, Sub Committees and Working Groups will provide a supporting structure for the main committee.

5.2 Core standing Sub Committees dealing with Food Safety, Food Standards and Feed Sub Committee will be augmented by ad hoc Sub Committees and short-life working groups established by the main Committee or the Sub Committee as and when required. These groups will report back to the main Committee.

5.3 The Standing Sub Committees will be delegated to act on behalf of the main Committee in respect of those matters remitted for their attention and / or



action. The Chairperson of each Committee will liaise directly with the Chairperson / Honorary Secretary in respect of those items which require the consideration of the main Committee to ensure that appropriate recommendations / reports are brought before the Committee for ratification and further action.

- 5.4 The attendance of substitutes for nominated members of the Sub Committee will be acceptable in line with the proviso to the main Committee membership.

## **6. Food Safety Sub Committee**

- 6.1 The Food Safety Sub Committee will normally consist of the following members;

- Chairperson (elected by SFELC)
- Local Food Liaison Groups 1 member each
- Food Standards Scotland 1 member
- Health Protection Scotland 1 member
- SFELC Chairperson & Honorary Secretary (ex officio)
- Citizens Advice Scotland 1 member
- Scottish Food and Drink Federation 1 member
- Scottish Food Industries 2 members
- National Farmers Union Scotland 1 member

## **7. Food Standards Sub Committee**

- 7.1 The Food Standards Sub Committee will normally consist of the following members;

- Chairperson (elected by SFELC)
- Local Food Liaison Groups 1 member each
- Food Standards Scotland 1 member
- Public Analysts 1 member
- Microbiologists 1 member
- Health Protection Scotland 1 member
- Citizens Advice Scotland 1 member
- SFELC Chairperson and Honorary Secretary (ex-officio)
- Scottish Food and Drink Federation 1 member
- Scottish Food Industries 2 members
- National Farmers Union Scotland 1 member

## **8. Feed Sub Committee**

8.1 The Feed Sub Committee will normally consist of the following members;

- Chairperson (elected by SFELC)
- Regional Feed Quality groups 1 member each
- Food Standards Scotland 1 member
- Chair of primary production working group 1 member
- Veterinary Medicines Directorate 1 member
- National Farmers Union of Scotland 1 member
- Assurance schemes 1 member
- Scottish Government Rural Payments Inspectorate Division 1 member

## **9. Remit**

9.1 The Food Safety Sub Committee, Food Standards Sub Committee and Feed Sub Committee will be responsible for delivering the main Committees strategic aims by considering and recommending appropriate measures for the practical implementation of any initiatives remitted to them.

## **10. The Sub Committees shall**

10.1 Meet as directed to discuss issues referred to them by the main Committee and report back. In particular they should provide expert advice and guidance on issues of strategic importance in the field of enforcement and likely impact of any of the main Committee recommendations.

10.2 Hold meetings regularly and report their work at the main Committee.

10.3 Provide a network to collate good practice identified by liaison groups and promote uptake nationally.

## **11. Links with other Bodies**

11.1 Where deemed necessary the Scottish Food Enforcement Liaison Committee will appoint members to represent its interests on other appropriate bodies.

## **12. Secretariat**

- 12.1 Food Standards Scotland will provide full secretarial support to the Committee and Sub Committees including the preparation and distribution of minutes, agendas consultation documents and supporting papers etc.
- 12.2 Food Standards Scotland will fund the organisational expenses of SFELC in relation to meeting venues.

## **13. Business of the Committee**

- 13.1 A Work Plan for the Committee will be drawn up annually and updated at each meeting. This is the framework for the Committees work during the year.
- 13.2 An Agenda will be circulated at least one week in advance of any proposed meeting to all Committee members.
- 13.3 The business content of any proposed meeting will be agreed by the Chairperson and Honorary Secretary.
- 13.4 Items for inclusion on proposed Agenda's should be submitted via the Secretariat and should include any supporting papers, reports etc prior to the date for circulation of the Agenda.
- 13.5 Correspondence with the Committee will be directed to the Chair and/or Honorary Secretary. This will then be placed on the Agenda for discussion by the Committee.
- 13.6 The business conducted at Committee meetings will be recorded in a detailed minute of proceedings by the Secretariat and copies of the minutes will be circulated within 10 working days in draft form, for member comments. Final

minutes will be circulated prior to each meeting for formal acceptance by the Committee.

- 13.7 Agreed minutes will be posted on Food Standards Scotland's website by the Secretariat.

#### **14. Committee Decisions**

- 14.1 The Committee will proceed on the basis of consensus view. Where the majority of the Committee is in agreement any Member may request that their dissent is recorded.

#### **15. Expenses**

- 15.1 Food Standards Scotland will meet the expenses of individuals representing the Committee on appropriate other bodies.
- 15.2 Individual Local Authorities or other nominating bodies will be required to meet the expenses of members attending Committee or Sub Committee meetings.

#### **16. Media Enquiries**

- 16.1 When enquiries are received from the media they should be directed via the FSS communications team. The response will be prepared by the Chair in consultation with relevant members of the Committee and the communications team. The draft should also be circulated to the Committee when time allows. The Chair will issue the response on behalf of SFELC to clearly demonstrate that SFELC is independent of FSS.