**SFELC FOOD SAFETY SUB-COMMITTEE**

**APPROVED ESTABLISHMENTS WORKING GROUP**

**TERMS OF REFERENCE**

1. **Working Group Status**

The Approved Establishments Working Group (AEWG) is a sub-group of the SFELC Food Safety Sub-committee. The AEWG Chair shall be a Local Authority Officer and shall be nominated by the Food Safety Sub-committee. The Chair need not be a current member of the said sub-committee but shall report to SFELC via the Food Safety Sub-committee and/or the SFELC Resources Working Group.

1. **Working Group Objectives**

The AEWG has two core objectives:

1. To consider all aspects of Local Authority enforcement within establishments approved or liable for approval under Regulation (EC) 853/2004 and to provide guidance and advice to Local Authorities and Food Standards Scotland; and
2. To deliver all components of the *Enhanced Local Authority Protocol* which pertains to Official Control Delivery in approved establishments by Local Authorities in Scotland.
3. **Group Membership**

The Group should be chaired by a member of the SFELC Food Safety Sub-committee and should consist of:

1. At least one member of the SFELC Food Safety Sub-committee,
2. At least one Local Authority enforcement representative from each of the four Scottish Food Liaison Group areas;
3. Food Standards Scotland, Operations Directorate
4. Project Management – Food Standards Scotland
5. **Meetings**

The Group shall meet at a frequency deemed appropriate by the Chair. Ordinarily, this will require approximately 4 meetings per year. However, where a specific objective requires a shorter meeting cycle, the Chair shall agree a suitable frequency with the Group Members.

Meetings shall, where possible, accommodate those who wish to contribute using teleconferencing methodology. Additionally, a significant amount of matters shall be discussed and business conducted via email.

Meetings shall be held at the offices of Glasgow City Council unless an alternative offer is received from a Group Member.

**WH**

**10 December 2015**

**Annex – Current Arrangements as of August 2015**

The AEWG is engaged in the creation and delivery of the Enhanced Local Authority Protocol for Official Control Delivery at Premises Approved (or liable for approval) under Regulation (EC) 853/2004. For the duration of this project, the Group Membership shall be:

William Hamilton (Chair) – Glasgow City Council

Grainne Gilson - Food Standards Scotland, Working Group Project Management

Graeme Corner – North of Scotland Food Liaison Group/Highland Council

Izzy Childs – Lothian and Borders Food Liaison Group/City of Edinburgh Council

Rita Botto – Food Standards Scotland

Jana Singh – Food Standards Scotland

Lorna Murray – Food Standards Scotland

Bryan Campbell – Food Standards Scotland

Andy MacLeod – West of Scotland Food Liaison Group/Argyle and Bute Council

Derek Oliver – East of Scotland Food Liaison Group/Falkirk Council

Dawn Manson - North of Scotland Food Liaison Group/Shetland Council

Lynsey Glover – North of Scotland Food Liaison Group/Aberdeenshire Council

Lorna Reid – West of Scotland Food Liaison Group/Glasgow City Council

Andy Morrison – North of Scotland Food Liaison Group/Aberdeen City Council