

SCOTTISH FOOD ENFORCEMENT LIAISON COMMITTEE NATIONAL FOOD CRIME ADVISORY UNIT

TERMS OF REFERENCE

1. Working Group Status

The National Food Crime Advisory Unit is a sub-group of SFELC. The NFCAU Chair shall be a Local Authority Officer and shall be appointed by SFELC.

2. Working Group Objectives

The core objectives of the Group are:

- i. Provide a specialist resource to local authorities and FSS to Divert, Deter, Detect and Disrupt the threat of food crime across Scotland
- ii. Develop preventative and control strategies in relation to food crime
- iii. Develop intelligence in existing and emerging food crime threats
- iv. Any specific tasks remitted from SFELC.

3. Group Membership

The membership of the Group shall be:

- i. Chair appointed by SFELC
- ii. At least one Local Authority enforcement representative from each of the four Scottish Food Liaison Group areas;
- iii. At least one representative of the Society of Chief Officers of Environmental Health in Scotland
- iv. At least one representative of the Royal Environmental Health Institute of Scotland
- v. At least one representative of Food Standards Scotland
- vi. At least one public analyst
- vii. At least one representative of the Approved Establishment Working Group
- viii. At least one representative of the Food Safety Sub Committee
- ix. At least one representative of the Food Standards Sub Committee
- x. Any other members the Group feel would assist their work on an adhoc basis.

Group membership will be reviewed on an annual basis.

4. 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 Group members.

Meetings shall, where possible, accommodate those who wish to contribute using teleconferencing methodology. Additionally, when appropriate, the work of the Group can be discussed, and business conducted, via email.

Meetings shall be held at appropriate venues to be decided by the Chair.

Whenever a member is unable to attend a meeting every effort should be made to identify a substitute from his/her organisation.

5. Output and Group member responsibilities

- The Group will prioritise any direction on work provided by SFELC and will agree other priorities and deliverables, where possible, at the beginning of each year.
- The Chair will agree with the Chair of SFELC the nature and frequency of reporting of the Group's work to SFELC. Where the Chair is not a member of the Sub-Committee the Working Group may nominate one of its members to act as the point of liaison at meetings.
- The Group will, where necessary or appropriate, produce adhoc reports, guidance and other papers on work related to its objectives during the year. The distribution of such papers will be discussed with the SFELC Chair who will ensure they are appropriately discussed and/or approved within SFELC structures.
- The Unit Chair will liaise with SFELC Chair to ensure the Unit's work is reported in the SFELC annual report.
- Group members will communicate the work and outputs of the Unit to the organisations which they represent.