



Scottish Food
Enforcement
Liaison Committee

Annual Report 2017-2018

Foreword

Chair of Scottish Food Enforcement Liaison Committee
William Hamilton



The past year has seen the SFELC network expand once again to meet the challenge of known and unknown change. A combination of shrinking resources at Local Authority level, the introduction of the Scottish National database (SND) and the looming shadow of Brexit have led to even more need for what SFELC delivers well – creative partnership working between the key players in food law enforcement in Scotland.

New Working Groups have been established to look at the exportation and importation of foodstuffs, the SND and a pilot of the implementation of the Verification of Food Safety Management Systems guidance. This has seen the Local Authority membership of working groups and sub-committees increase to well over 100 officers, leading to the introduction of many faces new to SFELC. This is very pleasing indeed.

The Local Authority input is balanced once again by the huge input from Food Standards Scotland and I am indebted to Geoff and all his team for his continuing support – with particular thanks to Catherine Ferro for her unfailing hard work and patience.

I hope that this Annual Report for 2017-2018 provides a clear picture of activity over the past year. As always, the coming year looks to be even more challenging.

A handwritten signature in black ink, appearing to read 'W Hamilton'.

Chief Executive of Food Standards Scotland Geoff
Ogle

I welcome the publication of the 2017/2018 SFELC Annual Report. The report outlines the substantial amount of work delivered by the Committee and its working groups over the past year. This work continues to provide a significant contribution to food law enforcement in Scotland appreciating the role of regulators, industry and supporting partners alike.

The Committee continues to support key FSS projects and has taken the initiative to grasp new opportunities to contribute

towards wider Scottish Government public health initiatives. This is most notable in the area of dietary health where the Committee has worked with us to pilot the FSS MenuCal tool and support the development of our Out of Home Strategy. This year has also delivered an agreed Memorandum of Understanding for the investigation of cases of food crime. These working arrangements will pool expertise across both bodies and help to tackle food crime and fraud more effectively. Protection of consumers interests in relation to food and promotion of best practice across LA's continue to be key motivators to the Committee's work programme.

A key development this year relates to the Committee's newly created presence on the Knowledge Hub (KHub) portal ([link](#)). SFELC has had a formal presence on the FSS website ([link](#)) since July 2017 however the Knowledge Hub portal allows for greater sharing and collaboration with all committee members and enforcement officers. Access to the portal also allows all to have access to the Committee's work and people.

The year ahead will encompass exit from the EU and a paradigm shift in our approach to food law interventions. These will bring considerable change to our food law enforcement landscape. The Committee's role in helping deliver ambitions related to these is fundamentally important and I look forward to continuing to work in partnership with SFELC and to provide support to its work.

I am pleased to share the publication of the 2017/2018 SFELC Annual Report. My sincere thanks to all involved and the hard work they have contributed to make this possible.

A handwritten signature in black ink, appearing to read 'C. M. G.', is positioned below the text.

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Objectives

The Scottish Food Enforcement Liaison Committee (SFELC) will work to support and influence the policies of Food Standards Scotland (FSS), in order to improve the effectiveness and consistency of food law enforcement in Scotland. In doing so the Committee will proactively seek to influence the development of FSS policies which affect enforcement issues by providing advice based on its collective opinion.

The Committee will co-ordinate food safety activity by local authorities and promote best practice in food safety service delivery. In doing so, the Committee will establish working groups as necessary to identify best practice and effective service delivery models.

Remit

The Committee shall;

- Meet on a regular basis. The Committee shall ordinarily meet five times per annum.
- Contribute to the development of the Food Standards Scotland strategies to improve their effectiveness.
- Promote the consistency of Food Law Enforcement in Scotland.
- Assist in the establishment and maintenance of an effective enforcement infrastructure.
- Consider and propose new enforcement mechanisms and approaches. As well as produce recommendations for their implementation.
- Consider any other issues relevant to the working relationship between Food Standards Scotland, Food 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.

Membership of the Committee

Membership of the Committee will reflect the key stakeholders in the promotion of Food Safety and Consumer Protection. The membership during 2017/2018 follows:

SFELC Office bearers & Secretariat

| | |
|--------------------|------------------|
| Chair | William Hamilton |
| Vice Chair | Lindsay Matthew |
| Honorary Secretary | Paul Bradley |
| Secretariat | Catherine Ferro |

Photograph biographies can be found here;

<http://www.foodstandards.gov.scot/business-and-industry/safety-and-regulation/scottish-food-enforcement-liaison-committee/membership>

SFELC Sub-committee Chairs

| | |
|----------------|---------------------------------|
| Feed | Roisin Dillon → Maureen McLarty |
| Food Safety | Andrew Morrison |
| Food Standards | Jane Couper |

All named members are listed here;

<http://www.foodstandards.gov.scot/business-and-industry/safety-and-regulation/scottish-food-enforcement-liaison-committee/membership/subcommittees>

Food Liaison Group Chairs

| | |
|---------------------|---------------------------|
| North of Scotland | Andrea Carson |
| East of Scotland | Helen Henderson |
| West of Scotland | Joe Harkin |
| Lothian and Borders | Craig Smith → Izzy Childs |

All named members are listed here;

<http://www.foodstandards.gov.scot/business-and-industry/safety-and-regulation/scottish-food-enforcement-liaison-committee/membership/food-liaison-group>

Working Groups Chairs

| | |
|---|------------------------------|
| Approvals Pilot WG | Andrew Morrison |
| Approved Establishments WG | William Hamilton |
| Charging for Additional Official Controls WG | Jane Dyer |
| Code of Practice WG: Development Team | Bryan Campbell |
| Diet and Nutrition WG | Eilidh Paton |
| Food Crime WG | Martin Keeley & Paul Birkin |
| Food Standards Project Group | Carolyn Cooper |
| Hazard Analysis and Critical Control Point WG | Andrew Morrison |
| Imports and Exports WG | Graeme Corner & Andy MacLeod |
| Interventions WG | Luke Henderson |

Working Groups Chairs (continued)

| | |
|--|------------------------------|
| Risky Food WG | Graeme Corner & Lorna Reid |
| Sampling and Surveillance WG | Jane White |
| Scottish National Database: Development WG | Paul Birkin |
| Seafood Official Controls WG | Andy MacLeod & Graeme Corner |
| Specialist Cheesemakers WG | Gerry Fallon |
| Street Traders' / Regulatory Reform WG | William Hamilton |

All named members are listed here;

<http://www.foodstandards.gov.scot/business-and-industry/safety-and-regulation/scottish-food-enforcement-liaison-committee/membership/working-groups>

Attendees

| | |
|---|---|
| Association of Public Analysts in Scotland | Jane White |
| British Hospitality Association | Lisa Ackerley or William MacLeod |
| Consultant in Public Health Medicine | Chris McGuigan |
| Consumer rep (Citizens Advice Scotland) | Keith Dryburgh |
| Convention of Scottish Local Authorities | Lindsay Matthew |
| Food and Drink Federation Scottish | Cat Hay |
| Food Standards Scotland | Lorna Murray and Ian McWatt |
| Health Protection Scotland | Lynda Browning |
| Institute of Food Science and Technology | Rachel Mirfattahi or Ruth Birt or Christine Fraser or Bill Crosson |
| National Farmers Union Scotland | John Armour |
| Retail rep (Scottish Retail Consortium) | Andrea Inchausti or Ewan MacDonald Russell |
| Royal Environmental Health Institute of Scotland | Martin Keeley |
| Scottish Food Industry (Scottish Bakers) | Joe O'Connor → Scott Anderson |
| Scottish Food Industry (Scottish Federation Meat Traders Association) | Douglas Scott |
| Scottish Government (Food, Drink and Rural Communities Division) | Kevin Matheson |
| Scottish Government (Rural Payments and Inspections Division) | Andy Paterson |
| Society of Chief Officers of Environmental Health in Scotland | Derek Oliver → Catherine Boyd |
| Society of Chief Officers of Trading Standards in Scotland | Roisin Dillon → Maureen McLarty |

Nominated members may be represented by substitutes so long as they advise Secretariat in advance.

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

* When necessary other members of the FSS are invited to attend particular committee meetings.

Retrospective review for 2017-2018

During 2017-2018, SFELC have considered the areas listed in the table below -

| SFELC Meeting | Agenda Items |
|----------------------|--|
| 07 April 2017 | Brexit and its implications SFELC branding and web pages |
| 09 June 2017 | The food enforcement landscape in Wales New food surveillance strategy in Scotland Ratification of the updated “Food law enforcement in Scotland: Report on administration and enforcement arrangements” |
| 06 October 2017 | Better Regulation Regulatory Strategy Ratification of the 2016-2017 SFELC annual report |
| 08 December 2017 | Diet and Nutrition theme Knowledge Hub: Scottish Improvement Service. |
| 16 February 2018 | Artisan Cheesemakers working group Central Logging of Incidents / Intelligence Operations (CLIO) Efficacy of recalls |

Standing items 2017-2018

- Intelligence gathering - Safe spaces
- Resources Working Group updates
- SFELC workplan
- Food Standards Scotland update.
- Three (3) Sub-committees: Food Safety, Food Standards & Feed.
- Four (4) Food Liaison Groups (FLGs): Lothian and Borders, North of Scotland, East of Scotland, and West of Scotland.
- Updates from non-enforcement SFELC representatives.
- Matters of record.

Resources Working Group

The Resources Working Group (RWG) works in an executive capacity to manage and develop to the scope and content of work for each SFELC meeting. It met ahead of the 5 SFELC meetings in 2017-2018 and benefits from a core of committed professionals from Environmental Health and other public health professionals. These include Food Standards Scotland, Committee chairs, The Royal Environmental Health Institute of Scotland, The Society of Chief Officers of Environmental Health Scotland, Scottish Public Analysts and a Liaison Group representative on a rotational basis.

The RWG has focussed on managing and developing the work of SFELC throughout a period of external uncertainty heavily influenced by the prospect of exiting the European Union and the impacts, known and unknown, on the food sector in Scotland and elsewhere. Environmental Health and partners worked together to develop key objectives for the year on domestic matters and import and export matters to support Scotlands food economy estimated to be worth £14.5 billion annually and set to increase to £30 billion by 2030.

The RWG work plan was developed throughout the 2017-2018 period and aligned with strategic priorities for Scotland. SFELC contributors now produce highlight reports to give the committee a fuller view of the work being done. Workforce development, capacity and resilience, provisioning for strengthening official control verification in approved establishments, regulatory strategy, food fraud, annex 5 development, the Scottish National Database, Code of Practice review, audit and preparation and readiness for exit from the European Union featured and many continue to be key items for the RWG and SFELC heading into the 2018-2019 period.

The Resource Working Group work plan was updated and developed at each of its 5 meetings. The many strands that contribute to protecting Scotland's food economy feature in its work plan. Protecting the Scottish consumer and legitimate business from food fraud remains high priority and a memorandum of understanding between Environmental Health and partners on food fraud developed during 2017-2018. This work is enhanced by the interconnected delivery of food law in Scotland by Environmental Health, FSS and other partners. The work in export certification, supporting authenticity and traceability, featured in the RWG and SFELC work plan during the year and further work arising out of the Aberdeen food fraud prosecution and partner work in the area informed the direction of travel in this area during the period.

A revised SFELC website giving easy and ready access to key information, decisions, documents and organisational arrangements was delivered and use of the Knowledge Hub for both RWG and SFELC improved information storage and accessibility. The RWG is set to continue great work in its executive capacity for SFELC in 2018-19.

Standing / Ad Hoc Sub-committees

In order that the strategic objectives of the Scottish Food Enforcement Liaison Committee can be implemented, standing and ad hoc sub-committees provide a supporting structure for SFELC.

Core standing sub-committees dealing with Food Safety, Food Standards and Feed are augmented by ad hoc (short-life) working groups established by SFELC or its sub-committees as and when required. These groups report back to SFELC or the Resources Working Group.

The Chairs of Food Safety and Food Standards sub-committees will normally be nominated by SFELC, however if this is not possible a member of SFELC will fulfil the role of Chair. The Feeding Stuffs sub-committee Chair is nominated by Society of Chief Officers of Trading Standards in Scotland (SCOTSS).

The standing sub-committees will be delegated to act on behalf of the Committee in respect of those matters remitted for their attention and/or action. The Chair of each sub-committee will liaise directly with the Chair and Secretariat in respect of those items which require the consideration of the Committee to ensure that appropriate recommendations / reports are brought before the full Committee for ratification and further action.

Several SFELC working groups report to each of the Sub-committees and are considered to be an important avenue for the enforcement community to influence food safety practice in Scotland.

Remit

The Sub-committees 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.

The Sub-committees shall;

- Meet as directed to discuss issues referred to them by SFELC and to 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 SFELC's recommendations.
- Hold meetings at least two weeks before the main meetings so that decisions can be reported back.

Food Safety Sub-committee

Again, the majority of the work under this sub-committee was undertaken by the working groups. Notably the Artisan Cheese Working Group/ Risky Foods Working Group and the Approved Establishments Working Group.

Artisan Cheese & Risky Foods Working Groups

These working groups have continued to progress work in relation to the 'Guidance for Local Authority Enforcement Officers on the Production of Cheese from Unpasteurised Milk'. This guidance is intended to assist officers in verifying the validation of food safety management systems in unpasteurised cheese establishments. During the formulation of the guidance, it became apparent that there was a lack of information on the validation of the appropriate controls, particularly in relation to STEC (including E. coli O157), and therefore the guidance includes a particular focus on the controls applied to the raw milk. It is anticipated that the guidance will be published in 2018/19.

Approved Establishments Working Group

This Working Group produced the 'Verification of Food Safety Management Systems: Principles for Official Controls in the Approved/Manufacturing Sector', and a five day training course in Official Control Verification of FSMS in Approved Establishments. Three pilot 5 day courses were run for officers from 8 LAs and FSS involved in piloting this new approach to regulating the sector. The pilot is scheduled to run until September, with a final report on the enhanced approach being submitted to SFELC in December 2018 ahead of an April 2019 implementation.

Food Standards Sub-committee

The Subcommittee is the focus of SFELC's work on food standards, labelling and compositional issues relating to food enforcement.

The Subcommittee continues to deal with queries from FLGs to aid consistent interpretation of food standards legislation, particularly the Food Information for Consumers Regulations. Significant work has been done to highlight the difficulties caused by the lack of clear definitions of pre-packed for direct sale and business to business sale. Members of the committee have met with representatives of FSS and hope that clearer guidance will be issued. Other topics discussed have ranged from edible balloons to flavoured rum drinks.

Much of the detailed work of the Subcommittee is undertaken by a number of working groups;

Food Standards Project Group

The Food Standards Project Group has worked throughout the year on providing food information and composition guidance aimed at smaller businesses. The first document will be aimed at butchers and it is hoped will be a useful resource for the trade and enforcement staff alike.

Diet and Nutrition Working Group

The Diet and Nutrition Working Group has worked throughout the year on piloting menucal with smaller food businesses. Menucal software allows businesses, such as caterers, to calculate the energy value for meals and provide this information for customers. The group has also worked to share good practice amongst environmental health departments on nutrition related work.

Sampling and Surveillance Working Group

The Sampling and Surveillance Working Group contributed to the annual report on food sampling in Scotland. It is hoped that this Group will assist with the production of food sampling priorities for Scottish Local authorities in the future.

Feed Sub-committee

During the year a new Chair was appointed for the Feed Sub-committee.

The FSS feed delivery project, to implement a centralised model of feed official controls, is still progressing and may see a significant change in the feed enforcement model for Scotland which might not now involve local authorities. The Sub-committee did not meet during the year but local authorities continue to carry out feed duties pending any change in arrangements.

SFELC will review arrangements for feed enforcement co-ordination once the FSS project is implemented.

Website and social media channels

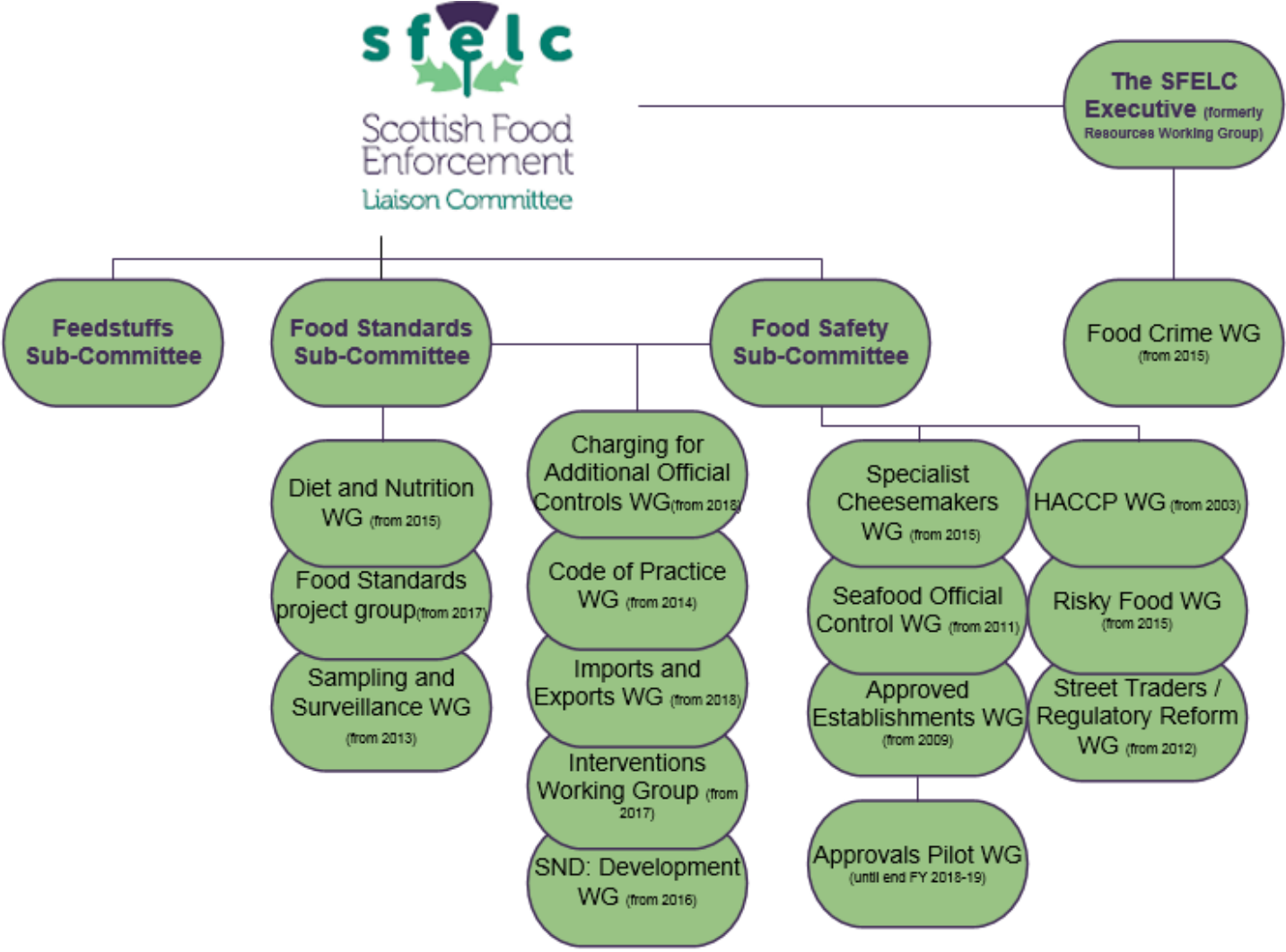
The SFELC webpages within the FSS website ([link](#)) contains; names of all the contributors to all the Working groups, Liaison groups and Sub-committees, and all their terms of reference documents. Also all approved minutes, guidance documents, annual and sampling reports.

SFELC now also has several Knowledge Hub (KHub) ([link](#)) groups which are used for sharing and collaborating on current work streams. There are;

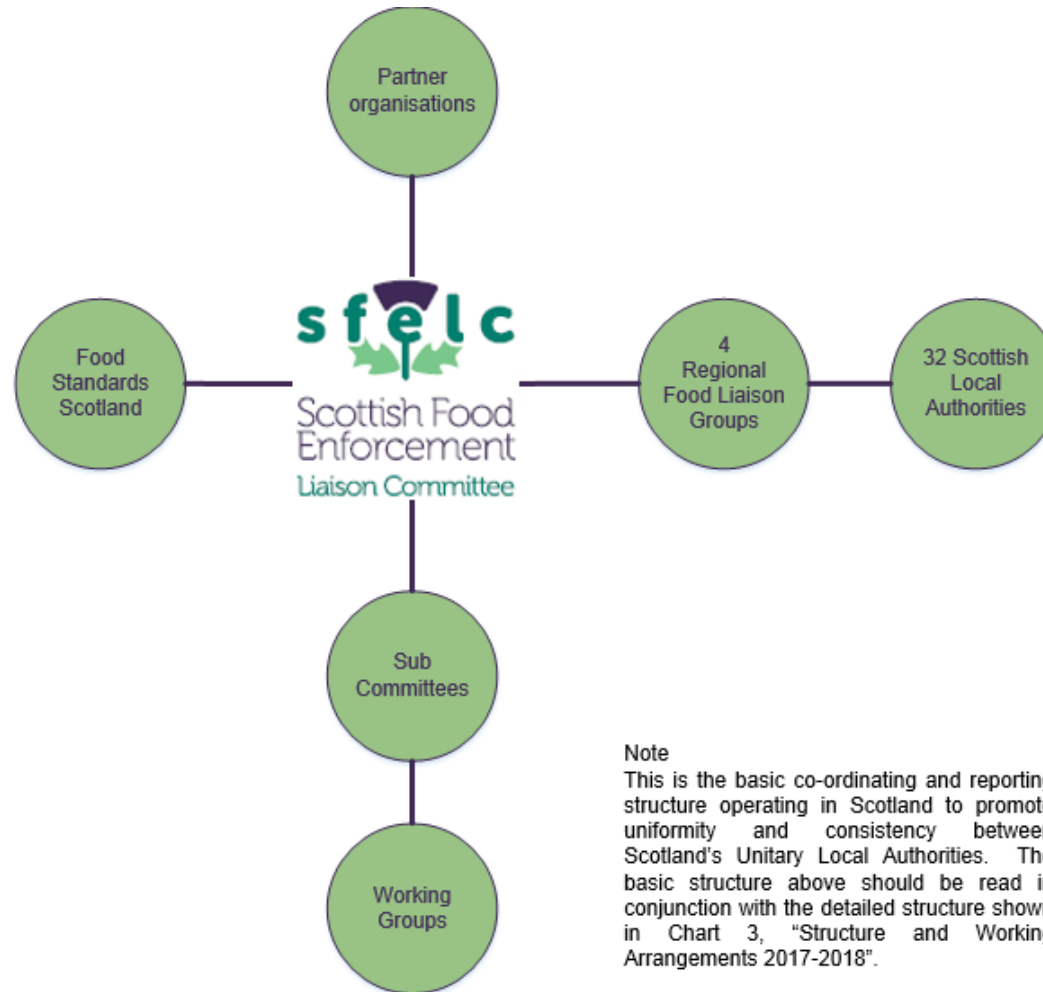
- “Scottish Food Enforcement Liaison (SFELC)” group (a closed group for the Committee to collaborate on ongoing projects),
- “SFELC open group” (open for all to access and contains approved completed documents),
- “SFELC Resources Working Group” (closed also for reason of ongoing collaboration) and
- “Specialist Officers Network” (open - for forum style discussion of regular topics and queries).
- Additionally several sub-committees, working groups and food liaison groups also have their own KHub spaces.

All documents meet the accessibility guidance which is available from the SFELC Secretariat 01224 285 105 or email SFELC@fss.scot.

Group structure



Coordinating and Governance structure

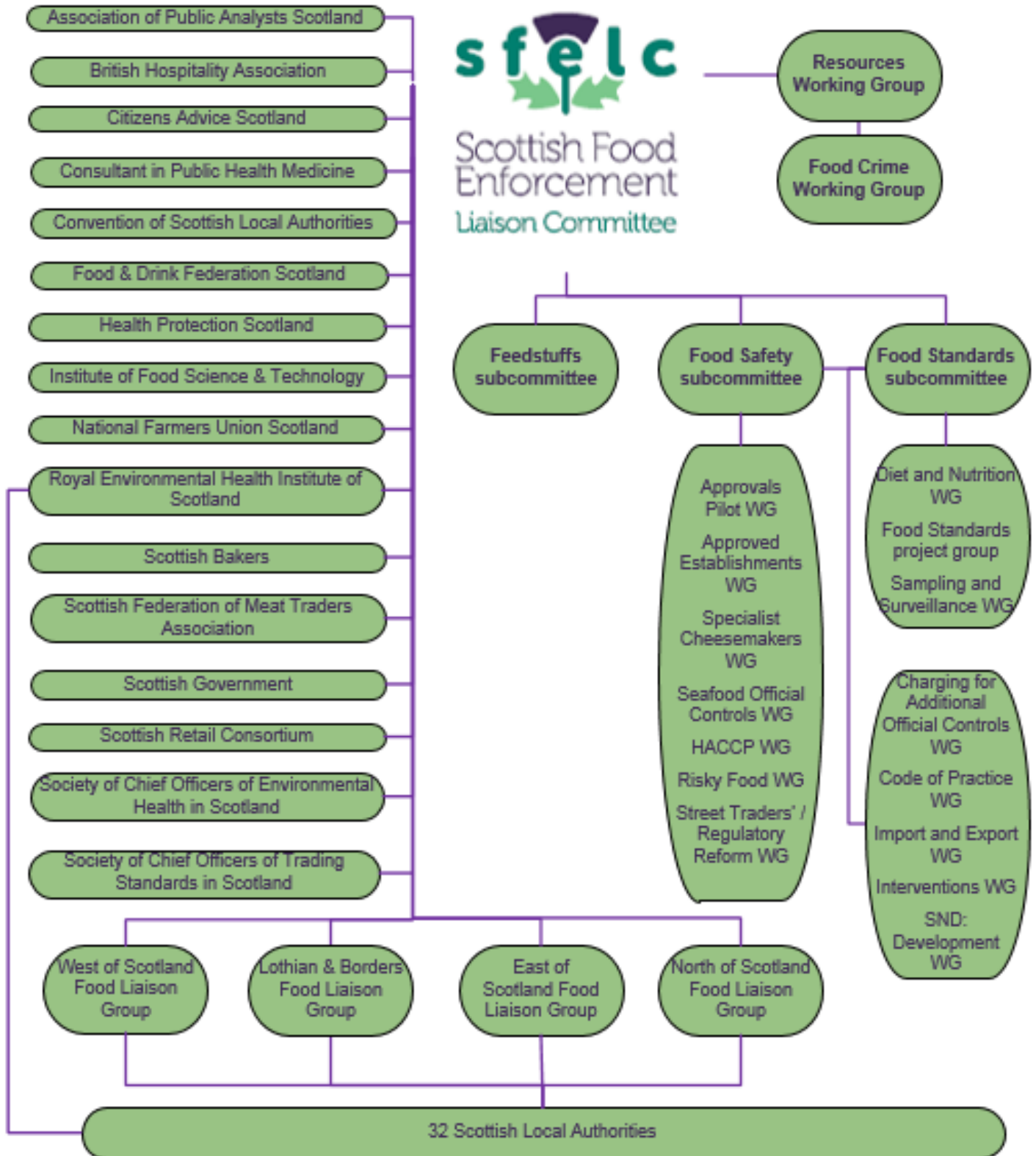


Note

This is the basic co-ordinating and reporting structure operating in Scotland to promote uniformity and consistency between Scotland's Unitary Local Authorities. The basic structure above should be read in conjunction with the detailed structure shown in Chart 3, "Structure and Working Arrangements 2017-2018".

Structure & Working arrangements

Food Standards Scotland



Acronyms

APAS

Association of Public Analysts Scotland

BHA

British Hospitality Association

CAS

Citizen Advice Scotland

CLIO

Central Logging of Intelligence Operations

COP

Code of Practice

COSLA

Convention of Scottish Local Authorities

CPHM

Consultant in Public Health Medicine

EHO

Environmental Health Officer

EU

European Union

FDFS

Food and Drink Federation Scotland

FLG

Food Liaison Group

FSS

Food Standards Scotland

HACCP

Hazard Analysis and Critical Control Points

HPS

Health Protection Scotland

IFST

Institute of Food Science and Technology

KHub

Knowledge Hub

LA

Local Authority

NFUS

National Farmers Union Scotland

REHIS

Royal Environmental Health Institute of Scotland

RWG

Resources Working Group

UKFSS

UK Food Surveillance System

SCOTSS

Society of Chief Officers of Trading
Standards in Scotland

WG

Working Groups

SFCIU

Scottish Food Crime and Incident Unit

SFELC (the “Committee”)

Scottish Food Enforcement Liaison
Committee

SFMTA

Scottish Federation of Meat Traders
Association

SG

Scottish Government

SND

Scottish National Database

SOCOEHS (the “Society”)

Society of Chief Environmental Health
Officers in Scotland

SRC

Scottish Retail Consortium

This document is also available on the Food Standards Scotland website:

<http://www.foodstandards.gov.scot/>

Any further queries relating to the Scottish Food Enforcement Liaison Committee should be directed to:

SFELC Secretariat

Email: sfelc@fss.scot

Telephone: 01224 285 105