

Terms of Reference

**Revision:
22 June 2018**

If you require the information in an alternative format such as audio, large print or Braille — please contact the number below.

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Summary

Intended audience:	<ul style="list-style-type: none">• SFELC members• Potential SFELC members• Food Standards Scotland• Scottish Local Authorities• Consumers• Stakeholders• Industry• Media
Which UK nations does this cover?	This document has been developed for Scotland.
Purpose:	<p>This document provides information on how SFELC supports Food Standards Scotland (FSS).</p> <p>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.</p>
Legal status:	The Scottish Food Enforcement Liaison Committee is a non statutory advisory Committee formed under the auspices of Food Standards Scotland
Key words:	<ul style="list-style-type: none">• Scottish Food Enforcement Liaison Committee• Terms of reference• Membership and working arrangements• co-ordinate food safety enforcement activity• share best practice
Review date:	June 2021. This document will be reviewed every three years prior SFELC elections.

Revision History

If you have any comments on this document, please contact us using the number[s] on the front page of this document or by email at SFELC@fss.scot/

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">- Inclusion of FSS logo- Mission statement- Objectives- Remit- Committee membership	Secretariat
2	22 June 2018	Amendment to the SFELC logo. Amendment of Chair contact details. <ul style="list-style-type: none">- Sections 2 - 9- Sections 11 - 13	Honorary Secretary / Secretariat / Committee

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.
 - Support diet and nutrition initiatives in Scotland and co-ordinate the involvement of enforcement authorities
 - Assist in the establishment and maintenance of an effective enforcement infrastructure and facilitate communication networks through a secure online platform (currently Knowledge Hub) and the FSS Monthly Enforcement Report.
 - 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.
 - Note matters of record where;
 - a policy decision is made,
 - advice or direction is given,
 - A discussion results in a spilt decision,
 - Any document with recommendations is approved,
 - A SFELC document is approved.

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 and Drink Federation Scotland	1 member
Food Standards Scotland	2 members
Health Protection Scotland	1 member
Hospitality and Retail Sectors (currently) <ul style="list-style-type: none"> • British Hospitality Association • Scottish Retail Consortium 	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 Industries (currently) <ul style="list-style-type: none"> • Scottish Bakers • Scottish Federation of Meat Traders Association 	2 members
Scottish Government	2 members
Society of Chief Officers of Environmental Health in Scotland	1 member
Society of Chief Officers of Trading Standards in Scotland	1 member

* Where necessary other individuals will be invited to attend particular Committee meetings, where the theme requires additional attendance.

- 3.2 Nominated members may be represented by substitutes where necessary.
- 3.3 The membership structure will be reviewed on an ongoing basis to ensure that the appropriate key stakeholders are represented.
- 3.4 The Committee extends a standing invite to Scottish Government and FSS Board members to meetings in an observer capacity.

4. Elections 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 and Sub Committee Chairs.
- 4.3 If a successfully elected Office Bearer is not already a member of SFELC that person will automatically become a member of the Committee.

5. Standing Sub Committees shall

- 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 Committee.
- 5.2 Core standing Sub Committees dealing with Food Safety, Food Standards and Feed and will be augmented by short-life working groups established by the Committee or the Sub-committees as and when required. These groups will meet as required and report back to the Committee as outlined in their terms of reference.
- 5.3 The Sub-committees will be delegated to act on behalf of the Committee in respect of those matters remitted for their attention and / or action.
- 5.4 Meet as directed to discuss issues referred to them by the 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 Committee recommendations.

- 5.5 Provide a network to collate good practice identified by food liaison groups and working groups and promote uptake nationally.
- 5.6 Hold meetings regularly and report their work to SFELC by Highlight Report on the secure platform.
- 5.7 Oversee the work of relevant Working groups and ensure the work of the Working Groups is reported to SFELC by Highlight Report on the secure platform.
- 5.8 Record Matters of Record as outlined in outlined in section 2.1 above.
- 5.9 The Chair of each Sub-committee will liaise directly with the SFELC Chair / Honorary Secretary in respect of those items which require the consideration of the Committee to ensure that appropriate recommendations / reports are brought before the Committee for ratification and further action.
- 5.10 The attendance of substitutes for nominated members of the Sub Committees will be acceptable.

6. Food Safety Sub Committee

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

- Chair (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
- Food and Drink Federation Scotland 1 member
- Scottish Food Industries 2 members
- National Farmers Union Scotland 1 member
- Microbiologist/Food Examiner 1 member
- Public Analyst lab 1 member

7. Food Standards Sub Committee

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

- Chair (elected by SFELC)
- Local Food Liaison Groups 1 member each
- Food Standards Scotland 1 member
- Public Analysts 1 member
- Public Analyst lab 1 member
- Health Protection Scotland 1 member
- Citizens Advice Scotland 1 member
- SFELC Chair and Honorary Secretary (ex-officio)
- Food and Drink Federation Scotland 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;

- Chair (elected by SFELC)
- Regional Feed Quality groups 1 member each
- Food Standards Scotland 1 member
- Chair of Animal Health and Welfare Strategy 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. Working Groups shall

- 9.1 Hold meetings regularly and report their work to SFELC by Highlight Report on the secure platform.
- 9.2 Record Matters of Record where they fulfil the criteria outlined in section 2.1 above.
- 9.3 The terms of reference of the current working groups are available on the FSS SFELC website.

10. Links with other Bodies

- 10.1 When appropriate the Scottish Food Enforcement Liaison Committee will appoint members to represent its interests on other appropriate bodies.

11. Food Standards Scotland shall

- 11.1 Provide full Secretariat support to the Committee including maintaining documents, agenda, reports, actions and matters of record.
- 11.2 Publish regular articles in the FSS Monthly Enforcement Report, including collating items from each Sub-committee and Working Group Highlight Report.
- 11.3 Fund the organisational expenses of SFELC in relation to meeting venues.
- 11.4 Support the Sub Committees with Secretary to write minutes.
- 11.5 Facilitate SFELC's secure internet platform

12. Business of the Committee

- 12.1 A Work Plan for the Committee will be reviewed annually and updated at each meeting.
- 12.2 The Committee is committed to using electronic communication to facilitate efficient sharing of information and encouraging inclusion of all members in SFELC's work. A secure internet platform (currently KHub) is provided for Committee members to share documents. Papers and documents for inclusion on SFELC agenda should be uploaded to SFELC secure internet platform at least 2 weeks prior to each meeting.
- 12.3 The business content of any proposed meeting will be agreed by the Chairperson and Honorary Secretary.
- 12.4 An Agenda and meeting papers will be circulated at least one week in advance of any proposed meeting to all Committee members by KHub.
- 12.5 Correspondence with the Committee will be directed to the Chair and/or Honorary Secretary. Where appropriate this will be placed on the Agenda for discussion by the Committee.
- 12.6 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 uploaded to the SFELC secure internet platform within 10 working days in draft form, for member comments. Final minutes will be uploaded to SFELC secure internet platform prior to each meeting for formal acceptance by the Committee.

- 12.7 Agreed minutes will be posted on Food Standards Scotland’s website by the Secretariat.
- 12.8 An “open” group will be maintained on the secure internet platform which will be open to all staff working for organisations represented on SFELC. Office Bearers shall agree the documents to be uploaded to the KHub SFELC open group following each meeting.
- 12.9 Office Bearers shall agree what constitutes a Matter of Record at meetings.

13. Committee Decisions

- 13.1 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 noted as a Matter of Record (see 2.1 above).
- 13.2 The Quorum for SFELC meetings is twelve members. If less than 12 members are in attendance the Chair may decide to continue the meeting for discussion of agenda items but decisions will be deferred to the next meeting.

14. Expenses

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

15. Media Enquiries

- 15.1 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.

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