

SCOTTISH FOOD ENFORCEMENT LIAISON COMMITTEE

Friday 30 March 2012

Hilton Grosvenor Hotel, Glasgow

Members Present

George Fairgrieve (GF)	Lothian & Borders Food Liaison Group (SFELC Chair item 1-14)
Jim Dixon (JD)	East of Scotland Food Liaison Group (Secretary)
Colin Wallace (CW)	Royal Environmental Health Institute of Scotland (REHIS)
Paul Bradley (PB)	Food Standards Sub-Committee Chair
Andrea Carson (AC)	North of Scotland Food Liaison Group
Roisin Dillon (RD)	Society of Chief Officers of Trading Standards in Scotland
Craig Brown (CB)	Food Safety Sub-Committee Chair (SFELC Chair item 15,16 &17)
Wendy Fleming (WF)	National Farmers Union Scotland (NFUS)
Mary Lawton (ML)	Scottish Food and Drink Federation (SFDF)
Joe Harkin (JH)	West of Scotland Food Liaison Group
Bernard Forteach (BF)	Scottish Food Advisory Committee (SFAC)
Kevin McMunn (KM)	Convention of Scottish Local Authorities (COSLA)
Andrew Mackie (AM)	Association of Public Analysts (APA)
Alan Clarke (AC1)	Scottish Bakers
Ian McWatt (IM)	Food Standards Agency (FSA)
Marion McArthur (MM)	Food Standards Agency (FSA)
Jacqui Angus (JA)	Food Standards Agency (FSA) (Presenting item 10)
Ryan Bruce (RB)	Food Standards Agency in Scotland (Secretariat)

1 Welcome

The Chair provided the following welcomes to the meeting:

- Alan Clarke from Scottish Bakers who was attending his first SFELC meeting.
- Marion McArthur from FSAS who was deputising for Peter Midgley who is unable to attend meeting today because of family Commitments. The Chair asked MM to take back the Committee's best wishes to Peter and his family.
- Ryan Bruce who was taking over the secretariat function again from Susan Atkinson. The Chair thanked Susan Atkinson for her work on SFELC.

2 Apologies

Secretariat advised of the following apologies:

Peter Midgley (PM)	Food Standards Agency in Scotland (FSAS)
Mark Scott (MS)	Scottish Food Industries (Meat Sector)
Lynn Cree (LC)	Health Protection Scotland (HPS)
Martin Morgan (MM)	Scottish Government (SG)

3&4 Minutes of Previous Meeting (10 February 2012)

The Chair advised that the draft minutes of the last meeting held in Perth on 10 February 2012 had been circulated and proposed that the Committee go through the minutes page by page, first for accuracy (A) and then matters arising (MA).

Page 2: MA – Secretariat informed the Committee that the annual report had been issued, however this item didn't appear to be in the Action list. Secretariat agreed to ensure that this action was added to list.

Action 15/2012: Secretariat

5 Action Points from previous meetings

Secretariat provided an update on action points from previous meetings:

06/2011 On-going - FSA are in the process of rebranding and redesigning their website for completion in May 2012. Secretariat agreed to notify committee once the work has been completed.

Action 16/2012: Secretariat

13/2011 Action complete - WF advised that she had brought a number of visuals to the meeting for viewing. The Chair suggested that WF do a short presentation on finding at next meeting.

Action 17/2012: WF

18/2011 Action complete - WF and PB advised that they are to meet after the meeting today to discuss Shelfwatch data.

30/2011 Action complete - Ian McWatt is providing an update on Official Controls Review under agenda item 8.

31/2011 Action to be moved - PB advised that this item should be merged with action points 37/2012.

34/2011 Action complete - This item will be discussed under agenda item 12, however Secretariat reminded the committee to continue to look for work plan item. Work plan is a standing item on the agenda.

35/2011 Action on hold - Secretariat advised that this item ties in with action point 06/2011. Once the work has been completed on the website this action will then recommence and be completed.

- 37/2011 Action complete - PB advised that he was planning to discuss labelling and reformulation with AC1 straight after today's meeting. Both 31/2012 & 37/2017.
- 39/2011 Action on hold - Secretariat updated that a meeting was held with FSA colleagues in London about possibility of using a site called Yammer for networking. A pilot is just about to start and once this has been completed the hope is that this will then be rolled out. Secretariat will provide an update at next meeting on how this is progressing.

Action 18/2012: Secretariat

- 03/2012 Action complete - Scottish Government workshop links were sent by ML.
- 06/2012 Action complete - PB advised that he would provide an update on this under agenda item 7.

6 Cross Contamination

Implementing Cross-contamination Guidance Presentation:

Peter Midgley (PM) provided a pre-recorded presentation to the committee. PM advised that the presentation was similar to the one that he provided to Society of Chief Officers of Environment Health in Scotland. The presentation covered the following:

- The Outcomes of the Local Authority Workshops held in January 2012 on the implementation of the Cross Contamination Guidance.
- The background and evidence behind the FSA Cross Contamination Guidance
- The Guidance developed by SFELC to assist LA's target resources.
- Communication and partnership working

Secretariat agreed to send out presentation slides to Committee Members.

Action 19/2012: Secretariat

Food Standards Agency Scotland response to recommendation in SFELC Cross Contamination Document:

Marion McArthur advised that Food Standards Agency in Scotland (FSAS) were asked to consider recommendations from SFELC and respond back at this meeting. MM advised that Food Standards Agency in Scotland considered recommendations and provided the following response to each recommendation:

3.1.1:

The flow charts have almost been agreed and will be issued with the updated Q&A.

3.1.2:

The FSA agrees that Local Authorities should be permitted to adopt a time limited change of focus in line with the guidance in annex 1 of the document. The FSA will require each Local Authority to document their approach. The appropriate route for doing this is through a Service plan approved by the Authority that meets the requirements of annex 1. The FSA will require copies of these.

3.1.3:

The FSA will not organise a communication campaign but has agreed to provide support to assist local authorities and businesses with communications. The FSA would communicate with Ministers in future, if there is sufficient reason.

3.1.4:

The FSA proposes to hold 4 half day seminars based on the January enforcement workshop session which will give field Officers the opportunity to consider and discuss the outcomes of particular enforcement situations.

3.1.5:

The FSA are currently considering the merits of providing additional testing kits.

The Chair asked if anyone had any questions or comments on either the presentation or response from FSAS on the recommendations:

KM made the following observations:

- Leaflets that were published could have been toughened up on enforcement approach.
- LA's need to document their approach as this is what they will be audited on.
- LA need to look at resources and ensure resources are directed appropriately.
- Need to document and report everything to demonstrate work carried out.

CB informed the committee that the swabs for the ATP testing kits have a shelf life.

JD welcomed the report and was pleased that it is not mandatory to adopt this approach.

Action 20/2012: Liaison Group members to cascade the FSA response to the recommendations

7 UKFSS Update

PB advised that he was unable to set-up the temporary e-mail user group however he was able to set-up a survey on Survey Monkey and agreed to collate responses and provide a summary for the next meeting in June.

Action 21/2012: Paul Bradley

PB advised that Northern Ireland are keen for a UK wide user survey and recommended that we wait until UK survey is completed. The Committee agreed with this recommendation.

8 FSA Operation Update

Official Control Review Update:

IM provided an update on progress report that was presented to the FSA Board meeting on 20 March 2012. FSA are currently considering the points discussed at the FSA Board meeting in March and are preparing a further paper for June to address concerns raised about the organisation and prioritisation of the work programme.

IM also updated that the Agency will be taking forward a review of the delivery of feed official controls separately from the review of the delivery of food safety and standards official controls as there is a need to examine feed delivery more rapidly. Recent audits by the FSA and the FVO suggest that some aspects of the delivery of feed official controls in Great Britain are inadequate and the sustainability of the current system is in doubt.

It was agreed that the committee should be kept up to date on any developments.

Action 22/2012: FSAS

Secretariat agreed to send out Official Control Review document which covers the update provided by IM and agreed to send out a link to the FSA Board meeting held on 20 March 2012.

Action 23/2012: Secretariat

FSA Field Operations Restructure:

IM provided a brief overview of the new FSA Field Operations structure following the restructure. IM agreed to send out flow diagram of the new structure once available.

Action 24/2012: IM

IM also thanked Local Authority staff for support following the Shellfish tender and advised that he looked forward to working with Local Authorities and SFELC.

The Chair thanked IM for his update.

9 Resources Working Group - Update

CW updated that the resources working group met on 29 March 2012 to look at the first draft of the training guidance. CW advised that the next meeting is to take place on 21 June 2012 and it is hoped that the final draft will be circulated ahead of the SFELC June meeting, ready to be presented and agreed by SFELC at that meeting in Edinburgh.

10 Primary Production Presentation

Jacqui Angus (JA) from the Enforcement Branch at FSAS provided a presentation on Primary Production Food and Feed Hygiene Enforcement in Scotland.

The presentation covered:

- What is Primary Production
- Origins
- Primary Production Risk Rating in Scotland
- Pilot outcomes (2008 – 2011)
- 2012 onwards

WF welcomed the change and consistent approach. IM asked if there were any exclusions in the assurance schemes and JA advised no.

The Chair thanked JA on behalf of the Committee for providing presentation.

11 Low Cost Training

The Chair reiterated his call for members to forward any suggestions for low cost training to the secretariat.

The following low cost training ideas were suggested:

- Training on Risk Rating.
- Food Standards Regulation Training
- Refresher for Food Safety Inspections returning to food enforcement

The committee were in agreement that interactive/workshop is the way forward. CB agreed to send this suggestion in writing to the agency. CB advised that he had sent officer's to the recent food standards training and advised that the feedback he had received was poor. CB advised that he would also send this feedback to FSAS.

Action 25/2012: CB

12 Work Plan

The Secretariat proposed to introduce a new work plan document which would be used to forward plan agenda items for future meetings. The committee were in agreement with this proposal.

Action 26/2012: Secretariat

The Secretariat had advised that he had discussed the work plan with the Chair and proposed that the Committee look to hold a workshop at the end of this year or start of next year to assist with planning of the work plan for 2013 and beyond. The

Committee agreed that this was worth exploring and it was agreed that Workshop planning be added to the agenda in June.

The Secretariat also proposed the following items for the work plan:

June Meeting:

- Shelfwatch Presentation
- Scudamore Report Update from Food Standards Agency Scotland
- Training Guidance (Resource Working Group)

October Meeting:

- 6 Month update on use of RAN's and Cross Contamination.

The Committee were in agreement that these items be added to the work plan.

Action 27/2012: Secretariat

ML advised that there was a lot of work being carried out on Zero Waste and asked the committee if this is an item that they would want to have a presentation on. The Committee were unsure and asked ML find out more information and report back at the next meeting. In the mean time it was agreed that Zero Waste be added to the work plan under unassigned items.

Action 28/2012: Secretariat

Action 29/2012: ML

13 SFELC Secretary Report

The Secretary advised that the UK wide Food Hygiene Rating Steering Group Meeting took place. Secretary updated that FSA have advised that all 32 Scottish local authorities have now agreed to adopt the FHIS, subject to agreement over FSA support for those most recently on board.

14 Reports

Feeding-stuffs Sub-Committee

Nil

Food Standards Sub-Committee

Nil

Food Safety Sub-Committee

CB advised that he had met with the Scottish Government Better Regulation Team to discuss the suggestion to introduce a 'transferrable' certificate of Compliance for street traders who operate across multiple local authority boundaries. This option may be included in the forth coming Better Regulation Bill.

FSA in Scotland Update

MM advised that the Monthly Enforcement report would be out week commencing 02/04/2012, and provided the following update:

- The new Scottish Food and Feed Law guide will be published on the Food Standards Agency website at the beginning of April.
- A revised Practice Guidance (PG) will be issued to LAs on Friday.
- The Codes of Practice (CoP) should be with the Minister for signing by Friday. As this is the Easter recess, we do not know how long it will take for the Minister to agree to it being published. The main changes in the CoP and PG are to allow for RANs in all establishments and to make it clear that RANs can be served by EHOs and Food Safety Officers holding the SFSORB Higher Certificate in Food Premises Inspection.
- FSA is delighted to say that all 32 Scottish local authorities have now agreed to adopt the FHIS, subject to agreement over FSA support for those most recently on board.

15 AOB

The Chair reminded the committee that this was AM last meeting and advised that Robbie Beattie would be replacing him on the Committee. The Chair thanked AM for his contribution to SFELC and wished him the very best for the future from the Committee.

The Chair also reminded the Committee that this was his last meeting and thanked everyone for their assistance and support during his time as Chair. The Chair handed the meeting to the agreed Interim Chair Craig Brown to continue the meeting.

The Interim Chair asked if there was anyone on the Committee that would like to take on the responsibilities of becoming Interim Chair of the Food Safety Sub Committee or would they prefer that someone from the Food Safety Sub Committee be asked to take on this responsibility until December when the Office Bearer elections take place. The Committee agreed that it was appropriate to approach the Sub-Group. The Interim Chair advised that he would recommend offering the role of Interim Chair of the Food Safety Sub Committee to Billy Hamilton and if the committee were in agreement he would contact Billy Hamilton. The Committee agreed with this proposal.

Action 30/2012: Interim Chair

The Interim Chair asked whether there was requirement to appoint a Vice Chair until December. Interim Chair felt that there was no urgent need to appoint a Vice Chair however asked member to consider and agreed to discuss this at the next meeting in June.

Action31/2012: All Members

IM offered that FSA Operations staff could participate at the Liaison Groups. Chairs of the groups were asked to consider this and keep in mind for future meeting.

Action: Liaison Group Chair's

CB thanked GF for his excellent work as Chair over the last 6 years and present GF with a gift from the Committee and wished him well for the future.

16 Summary of Actions

Secretariat gave a summary of the action points from today's meeting and agreed to send an e-mail to all members confirming the various action points agreed.

17 Date and Venue of Next Meeting

The Chair advised that the next meeting will take place on 22 June 2012 in Edinburgh at Mercure Hotel. Secretariat agreed to send out details to members week commencing 02 April 2012.

Action: Secretariat