

**BOARD MEETING ACTION LOG****OUTSTANDING ACTIONS**

| <b>Meeting Date</b> | <b>Action Number</b> | <b>Action</b>   | <b>Timescale</b> | <b>Owner</b> | <b>Comments</b>  |
|---------------------|----------------------|---|------------------|--------------|--|
| 20 January 2016     | 2015/08              | Recommendations on Diet and Nutrition submitted on 15/02/16. Policy response awaited. |                  | Chair        | Chair updated Board members on 16 <sup>th</sup> August 2017 – SG Policy response expected in Autumn 2017 |

**COMPLETED ACTIONS**

| <b>Meeting Date</b> | <b>Action Number</b> | <b>Action</b>  | <b>Timescale</b> | <b>Owner</b> | <b>Comments</b>   |
|---------------------|----------------------|--|------------------|--------------|---|
| 16 August 2017      | 2017/01              | Chair to write to Audit Scotland regarding enhancing the transparency of private governance meetings   | COMPLETE         | Chair        | Letter sent to Audit Scotland 7 <sup>th</sup> September 2017 – reply from Audit Scotland received 15 <sup>th</sup> September 2017 |
| 16 August 2017      | 2017/02              | Chair to write to Minister of Public Health providing advice on fortification of flour with folic acid | COMPLETE         | Chair        | Letter sent to Minister 24 <sup>th</sup> August 2017. Reply received by Chair on 12 <sup>th</sup> September 2017                  |
| 16 March 2016       | 2016/01              | Agreed position of retailers re: sharing of data on campylobacter awaited                              | COMPLETE         | Chair        | 17/08/09 – Campylobacter paper discussed by Board on 16 August 2017.  |