

Meeting Date	Action Point	Action	Target Date	Owner	Comments	Completion Date
20/03/2019	2019/01	Chair to write to FSA Chair and Scottish Ministers in respect of Risk Analysis and the Advisory Forum on Food and Feed (AFFF).	TBC	Chair	Letter sent 04/04/19 and response received 27/05/19. Further letter sent 26/07/19. Updates given to Board members 21/08/19 and 20/11/19. Update 19/05/21 - on today's Agenda.	
20/03/2019	2019/03	Establish a short-life working group comprising members of the Executive and two non-executive members to undertake a review of the Code of Governance in the context of EU Exit for consideration by the Board, to ensure the Board is assured about how the Executive is discharging new functions that are a consequence of the UK leaving the European Union.	18/11/2020	Executive		
21/08/2019	2019/04	Chair to write to Minister for Public Health, Sport and Wellbeing in respect of recommendations and actions on improving the Out of Home sector in Scotland.	20/05/2020	Executive	Chair wrote to Minister 09/09/19. Meeting with Minister arranged for 20/02/20.	
20/11/2019	2019/06	Further update on progress on Official Food and Feed Laboratories provided to the Board	20/05/2020	Executive	Item carried forward from 19 February 2021 Board Meeting. Update 19/05/21 - an agreement between FSS and Public Analyst Laboratories is with the lawyers and should be signed off soon.	
20/11/2019	2021/09	Establish a short-life working group comprising of members of the Executive and Non-Executive to consider FSS performance requirements against the new strategy	TBC	Executive	Update 19/05/21 - Heather Kelman and Anne-Maree agreed to be part of a short-life working group.	
19/05/2021	2021/10	Workforce plan to be presented at a future seminar	TBC			
19/05/2021	2021/11	Amend the Framework document and send to the Minister for agreement.	26/05/2021	Diane Strachan	21/06/21 - document sent to Minister, awaiting response.	