

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.	
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. Meeting with Minister arranged for 18/11/21.	
19/05/2021	2021/10	Workforce plan to be presented at a future seminar	TBC	Garry McEwan		
15/09/2021	2021/12	Write to SG officials to formally raise FSS resourcing concerns and challenges		Chief Executive	Geoff has written Caroline Lamb, DG Health & Social Care raising recruitment concerns, a copy of the letter has been shared with Board members - Action can be closed	
15/09/2021	2021/13	Provide a note to the Board on regulated products		Chief Executive	Garry Mourian's team collating information with a view to issue the report/presentation on 11/11/21.	
15/09/2021	2021/14	Rearrange date for Maree Todd, Minister for Public Health, Women's Health and Sport to present at a future Board Seminar		Joanne Smith	e'd her PS on 25 October 2021 Update 09/11 - reminder sent to her PS	
15/09/2021	2021/15	Share findings on digital engagement with the Board		Kate Bullock		
15/09/2021	2021/17	Include line to distinguish between temporary and permanent staff in future Financial Performance Updates		Elaine McLaughlin	Update 12/11/21 - Elaine has added a column to distinguish between temp and perm staff - Action can be closed	