

BOARD MEETING ACTION LOG					
Meeting Date	Action Number	Action	Timescale	Owner	Comments
16 September 2015	2015/06	Outline of FSS Communication strategy to be provided at a future Board Meeting	COMPLETE	Executive	On agenda for Board meeting on 16 March 2016
20 January 2016	2015/07	Update on appointment of Chief Scientific Advisor		Executive	The Chief Executive expects to confirm appointment in the near future.
20 January 2016	2015/08	Chair to write to Scottish Ministers with the recommendations on the Diet and Nutrition paper	COMPLETE	Chair	Letter sent to Minister on 15 February 2016 and Minister's response received on 07 March 2016.
20 January 2016	2015/09	Paper on implementation and governance for diet and nutrition framework to be submitted to the Board later this year.		Executive	
20 January 2016	2015/10	Executive to write to Scottish Ministers to seek approval from Scottish Ministers to secure agreement to progress a centralised model and associated transfer of funds		Executive	Ministerial Submission sent on 02 March 2016. Meeting with Ministers has been arranged for 18 March 2016.