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| **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 | COMPLETE | Executive | Appointment made 18 April 2016 |
| 20 January 2016 | 2015/08 | Chair to write to Scottish Ministers with the recommendations on theDiet 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 | Timing to be confirmed |
| 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  | COMPLETE  | Executive | Ministerial Submission sent on 02 March 2016.  |
| 16 March 2016 | 2016/01 | Chair to write a joint letter with FSA Chair to seek agreement from retailers to publish campylobacter monitoring data on a regular basis | COMPLETE | Chair | Letter issued 19 April 2016  |
| 16 March 2016 | 2016/02 | Executive to circulate Strategy and Corporate Plan to the Board for final agreement before publication | 15 June 2016 | Executive | Strategy circulated to Board members on 27 April 2016, responses received and final version for publication circulated to Board 27 May 2016. Corporate Plan on agenda for Board meeting 15 June 2016. |