

BOARD MEETING ACTION LOG**OUTSTANDING ACTIONS**

Meeting Date	Action Number	Action	Timescale	Owner	Comments
14 December 2016	2016/07	Chair to write to Ministers confirm the Board's concerns with regards to feed		Chair	
16 March 2016	2016/01	Agreed position of retailers re: sharing of data on campylobacter awaited		Chair	
20 January 2016	2015/08	Recommendations on Diet and Nutrition submitted on 15/02/16. Policy response awaited.		Chair	

COMPLETED ACTIONS

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	2015/09	Paper on implementation and governance for diet and nutrition framework to be submitted to the Board on 19 October 2016	COMPLETE	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	COMPLETE	Executive	Ministerial Submission sent on 02 March 2016.
16 March 2016	2016/02	Executive to circulate Strategy and Corporate Plan to the Board for final agreement before publication	COMPLETE	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.

COMPLETED ACTIONS					
15 June 2016	2016/03	Minutes from 16 March 2016 Board Meeting to be amended	COMPLETE	Executive	Minutes amended and recirculated on 16/06/16
15 June 2016	2016/04	Staff headcount figures to be provided to the Board	COMPLETE	Executive	Oral update provided at 17 August Board Meeting by Head of Corporate Services
17 August 2016	2016/05	Minutes from 15 June 2016 Board Meeting to be amended	COMPLETE	Executive	Minutes amended and recirculated on 25/08/16
19 October 2016	2016/06	Chair to write to Ministers with an update on implementing the recommendations of the Scudamore Expert Advisory Group report		Chair	Letter sent to Ministers on 06 December 2016. Reply received on 04 January 2016