

**BOARD MEETING ACTION LOG****OUTSTANDING ACTIONS**

<b>Meeting Date</b>	<b>Action Number</b>	<b>Action</b>	<b>Timescale</b>	<b>Owner</b>	<b>Comments</b>
20 March 2019	2019/01	Advisory Forum on Food and Feed (AFFF). FSS Executive to progress the development of this forum with Food Standards Agency officials in coming months.	TBC	Executive	FSS Chair sent letter to FSA Chair on 04/04/19 and reply from FSA received 27/5/19. FSS Chair sent reply on 26 <sup>th</sup> July 2019. Chair gave an update on 21/08/2019 and further updates from Chief Executive on 20/11/2019 and 10/6/2020.
20 March 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	Update from Chief Executive on 10/6/2020 on the application of UK Frameworks, concordats and governance.
21 August 2019	2019/04	Improving the Out of Home (OOH) Sector in Scotland – FSS needs to understand the wider aspects of diet and nutrition landscape in Scotland (the Scottish Government work on promotions and associated Bill), and how this fits with the work OOH.	TBC	Chair	Chair wrote to Minister on 9 <sup>th</sup> September 2019. Update : Meeting with Minister arranged for 20 <sup>th</sup> February 2020. Update from Chief Executive on 10/6/2020
20 November 2019	2019/06	Further update on progress on Official Food and Feed Laboratories provided to board	TBC	Executive	Item carried forward from 19 <sup>th</sup> February 2020 board meeting

20 November 2019	2019/09	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	
<b>COMPLETED ACTIONS</b>					
<b>Meeting Date</b>	<b>Action Number</b>	<b>Action</b>	<b>Timescale</b>	<b>Owner</b>	<b>Comments</b>
20 November 2019	2019/08	Incidents risk to be redrafted, considered by ARC	COMPLETE	Executive	
20 November 2019	2019/07	To circulate the Public Sector reporting requirements paper to Board members	COMPLETE	Executive	
20 March 2019	2019/02	Executive brings forward a paper to the Board outlining the resource requirements in both numbers of personnel, skills and finance.	COMPLETE	Executive	