

BOARD MEETING ACTION LOG					
OUTSTANDING ACTIONS					
Meeting Date	Action Number	Action	Timescale	Owner	Comments
20 March 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	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 th July 2019. Chair gave an update on 21/08/2019 and further update from Chief Executive on 20/11/2019
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	
21 August 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	Chair	Chair wrote to Minister on 9 th September 2019. Update : Meeting with Minister arranged for 20 th February 2020
20 November 2019	2019/06	Further update on progress on Official Food and Feed Laboratories provided to board	20/05/2020	Executive	Item carried forward from 19 th February 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	
COMPLETED ACTIONS					
Meeting Date	Action Number	Action	Timescale	Owner	Comments
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	