

BOARD MEETING ACTION LOG**OUTSTANDING ACTIONS**

Meeting Date	Action Number	Action	Timescale	Owner	Comments

COMPLETED ACTIONS

Meeting Date	Action Number	Action	Timescale	Owner	Comments
16 May 2018	2018/01	Scheme of Delegation to be amended to include approval of the Incident Management Framework by the Board and function delegated to Executive to implement	COMPLETE	Chair	Amended Scheme of Delegation to be agreed by the Board at 22 August 2018 Meeting
15 November 2017	2017/03	Executive to provide an update on creating an infographic to explain which organisations have responsibilities during the journey of animals from farm to slaughter	COMPLETE	Executive	Information circulated 20.03.18
16 August 2017	2017/01	Chair to write to Audit Scotland regarding enhancing the transparency of private governance meetings	COMPLETE	Chair	Letter sent to Audit Scotland 7 th September 2017 – reply from Audit Scotland received 15 th September 2017
16 August 2017	2017/02	Chair to write to Minister of Public Health providing advice on fortification of flour with folic acid	COMPLETE	Chair	Letter sent to Minister 24 th August 2017. Reply received by Chair on 12 th September 2017
16 March 2016	2016/01	Agreed position of retailers re: sharing of data on campylobacter awaited	COMPLETE	Chair	17/08/09 – Campylobacter paper discussed by Board on 16 August 2017.
20 January 2016	2015/08	Recommendations on Diet and Nutrition	COMPLETE	Chair	Chair updated Board

		submitted on 15/02/16. Policy response awaited.			members on 16 th August 2017 – SG Obesity strategy issued on 23 rd October 2017
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