

<b>BOARD MEETING ACTION LOG</b>					
<b>Meeting Date</b>	<b>Action Number</b>	<b>Action</b>	<b>Timescale</b>	<b>Owner</b>	<b>Comments</b>
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 the Diet 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		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	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.
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	17 August 2016	Executive	