

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

| Meeting Date | Action Number | Action | Timescale | Owner | Comments |
|--------------|---------------|--------|-----------|-------|----------|
|              |               |        |           |       |          |

**COMPLETED ACTIONS**

| Meeting Date     | Action Number | Action  | Timescale | Owner     | Comments  |
|------------------|---------------|---|-----------|-----------|---|
| 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 <sup>th</sup> September 2017 – reply from Audit Scotland received 15 <sup>th</sup> 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 <sup>th</sup> August 2017. Reply received by Chair on 12 <sup>th</sup> 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 submitted on 15/02/16. Policy response awaited.   | COMPLETE  | Chair     | Chair updated Board members on 16 <sup>th</sup> August 2017 – SG Obesity strategy issued on 23 <sup>rd</sup> October 2017         |