

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).	20/11/2019	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
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.	TBC	Executive	
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.	TBC	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	20/11/2019	Chair	Chair wrote to Minister on 9 th September 2019. Meeting with Minister arranged for 27 th November 2019

COMPLETED ACTIONS					
Meeting Date	Action Number	Action	Timescale	Owner	Comments
21 November 2018	2018/02	Review Risk Scoring of Risk 1 on the Strategic Risk Register to be reviewed by ARC.	COMPLETE	Executive	Reviewed at ARC 28/11/18
21 November 2018	2018/03	Incidents risk to be articulated and considered by ARC and in due course by the board.	COMPLETE	Executive	Redrafted incidents risk agreed by ARC January 2019
21 November 2018	2018/04	Allergens incidents to be identified separately on Outcomes Report.	COMPLETE	Executive	