

COMMISSION MEETING: 5TH NOVEMBER 2019

Meeting No: 9

Date and time: 5th November 2019

Place: 11-15 Thistle Street EH2 1DF

Attendees: Ian Russell, Chair
Benny Higgins
Grahame Smith
Iain Docherty
Jan Webb
John Trower
Ken Gillespie
Rachel Skinner
Sara Thiam
Tony Rose
Jonathan Moore
Lynne Ward

Apologies: Mary Pitcaithy

No	Item
1	Introduction
	The Chair welcomed the Commissioners. <u>Apologies</u> Mary Pitcaithy <u>Declaration of interest</u> None
2	Minutes from Previous Meeting
	Approved, no comments.
3	Actions from Previous Meeting
	Actions were reviewed, with a few items carried over for finalising by the end of the calendar year.
4	Schedule of Stakeholder Meetings
	The ongoing schedule of meetings was noted.
5	Verbal Update on Evidence Gathering
	An update was provided on evidence gathering where it was noted that the thematic round tables held with stakeholders has been very valuable.

6	Key Findings: Draft Main Report
	The draft report was discussed in some detail, focusing on the draft recommendations. A number of refinements were agreed. It was confirmed that the final report will still be provided to the Cabinet Secretary prior by the end of December 2019, with formal publication now taking place in January 2020, due to the general election.
7	Phase 2 Scoping
	A verbal discussion on Phase 2 confirmed that the parameters for this activity will remain broad. Proposed activities will be scoped out further in coming weeks.
8	AOCB
	It was noted that guidance on the general election will be provided in due course.
9	Close
	The Chair thanked all present for a productive meeting.