

Meeting No: 2
Date and time: 8th March 2019 13:00-17:00
Place: 11-15 Thistle Street EH2 1DF

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

Apologies: Benny Higgins
Grahame Smith

Item	Topic
1.	Introduction Commissioners were warmly welcomed, along with Jonathan Moore who has recently joined the Secretariat from SG. Apologies were recorded.
2.	Minutes from Previous Meeting The minutes were agreed to be a fair reflection of the meeting. It was noted that the agenda and minutes will go on the website following approval at each meeting.
3.	Actions from Previous Meeting The action list was reviewed, and actions noted. Commissioners were thanked for providing their declarations of interest which will be published on the website. The use of specialist speakers was again discussed and it was agreed that an initial programme of speakers be developed to commence at Commission Meeting 3.
4.	Schedule of stakeholder Meetings The current schedule of stakeholder meetings was noted and it was agreed these would continue to be arranged with key stakeholders as part of the wider engagement approach.
5.	Initial Call for Evidence The significant milestone of publishing the Initial Call for Evidence was noted. It was requested that Commissioners networks are used to broaden awareness of the call.
6.	Key Questions for the Commission The paper was reviewed by Commissioners and felt to reflect the overall intent to provide some key tests to enable the Commission to track that overall objectives are being achieved. A number of additional considerations such as deliverability, consensus-building and creative thinking were also discussed in relation to the output recommendations of the Commission. It was agreed that the Paper would be augmented by a wider discussion of the scope of work of the Commission, to be prepared for Commission Meeting 3.

7.	Engagement and Evidence Gathering Strategy
	The strategy paper was reviewed by the Commissioners and felt to reflect the desire and intent for broad engagement. The need however to manage the integrity of engagement, considering the ICS resources and the overall timeframe was emphasised. It was agreed that the engagement strategy would be further developed into a detailed workplan.
8.	AOB
	A number of items were raised by Commissioners, including: attendance at events; access to case studies; potential future research; and policy developments such as the UK Industrial Strategy. The broad agenda for the next meeting was agreed.
9.	Meeting Schedule
	Noted
10.	Close
	The Chair warmly thanked the group for their contribution.