

Meeting No: 15
Date and time: 4th May 2020
Place: 11-15 Thistle Street EH2 1DF

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

Apologies John Trower

No	Item
	Introduction The Chair welcomed the Commissioners to the 14 th meeting of the Commission. <u>Apologies</u> John Trower <u>Declaration of interest</u> None
2.	Minutes from Previous Meeting Approved
3.	Actions from Previous Meeting It was noted there were a few actions ongoing, as the Commission enters the final stage of its work.
4.	Phase 2 Workstream Update The work to date was reviewed with a number of recommendations made both around content, but also tone and breadth of cover. The importance of regularly reflecting work against the remit was also emphasised.
5.	Phase 2 Final Report – Outline Structure The draft contents page for the report was noted. The importance of reflecting the current Covid-19 context within the report introduction was agreed.
6.	Phase 2 Final Report – Communication Approach

	It was agreed that the publication and communication approach for the Phase 2 report should follow a similar approach to Phase 1.
7.	AOCB Commissioners thanked the Secretariat for their work.
8.	Close The Chair thanked all present for their contribution to a very good discussion.