

Meeting No: 6
 Date and time: 8th July 2019 09:00-13:00
 Place: 11-15 Thistle Street EH2 1DF

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

Item	Topic
1.	Introductions
	The Chair welcomed the Commissioners. <u>Declaration of interest</u> No new additions.
2.	Minutes from Previous Meeting
	Approved, no comments.
3.	Actions from Previous Meeting
	GS confirmed he has facilitated a meeting with Richard Leonard and the Chair.
4.	Schedule of Stakeholder Meetings
	The latest meetings with stakeholders was reviewed, including a summary of the meeting with the Just Transition Chair, Professor Jim Skea. A further meeting will be arranged in the Autumn.
5.	Detailed analysis of the Initial Call for Evidence
	RM presented the initial detailed analysis from the call for evidence, with the final analysis being undertaken for the end of August. This analysis was seen to be grouped by respondent type, which most usefully reflected the responses received, as opposed to a sectoral analysis. The Chair thanked RM for his contribution and invited him to attend the September commission meeting, to report on the final analysis.

Item	Topic
6.	Report from Inverness Regional Forum
	JM provided an overview of the Inverness Regional Forum, including structure and attendance. It was clarified that a succinct report will be prepared by the scribes following all forums. Next forums are: Glasgow (31 st July), Aberdeen (6 th August), Edinburgh (14 th August) and Moffat (28 th August). The Chair encouraged all Commissioners to attend at least one event if able.
7.	Further evidence gathering, to support final report
	LW updated on engagement and research activities to date and updated on next stages over July and August, including desk-top research. Commissioners continued support and involvement in evidence gathering activities was noted.
8.	Interim Report
	The Chair updated on the meeting with the Cabinet Secretary for Transport, Infrastructure & Connectivity (CS) which included an interim report on the activities of the Commission to date. The draft interim process report was reviewed, which highlights the activities undertaken by the Commission. This will be published on the ICS website in coming weeks.
9.	Workplan
	The workplan was reviewed and it was noted that July/August will see significant increases in data collation, followed by analysis in September. Commissioners noted the necessarily tight timeframes and a range of interventions were agreed to manage this, including Commissioners supporting key areas of work and having timely access to data.
10.	AOCB
	None
11.	Close
	The Chair thanked the group for their continued contribution and reminded them that the next formal meeting would be in September.