

Meeting No: 1
Date and time: 8th February 2019 09:00-12:00
Place: 11-15 Thistle Street EH2 1DF
Attendees: Ian Russell, Chair
 Benny Higgins
 Iain Docherty
 Jan Webb
 John Trower
 Ken Gillespie
 Mary Pitcaithy
 Rachel Skinner
 Sara Thiam
 Tony Rose
 Lynne Ward

Apologies: Grahame Smith

Item	Topic
1.	Introduction
	The Commissioners were welcomed by the Chair.
2.	Infrastructure Commission Remit
	The remit was noted, and the breadth of engagement envisaged by the Commission welcomed.
	Additional guiding principles were also agreed.
3.	Commission Ways of Working & Secretariat
	The overarching parameters for undertaking specific work on behalf of the Commission was agreed. It was acknowledged that the secretariat skills were very relevant and there was a desire to leverage these fully. It was however noted that this resource was finite; as an example, it was noted that the ICS would not be undertaking the breadth of analysis undertaken by the National Infrastructure Commission in completing its National Infrastructure Assessment.
4.	Draft Report Structures
	The interim and final report structure was agreed as a good basis for a working draft to inform and structure the work of the commission. It was also proposed that some key questions would be developed from which Commissioners could assess the success of activities regularly in seeking to achieve their overarching objectives.

5.	Outline Programme & Activities
	The working programme for the next 18 months was noted.
6.	Approach to Consultation & Evidence Gathering
	The Commissioners emphasised their desire to ensure maximum engagement across different stakeholder groups. It was agreed that the detailed technical questions identified in the first call for evidence would be most suitably targeted at individuals, organisations and bodies that are or already developing and delivering infrastructure. The engagement strategy to maximise engagement from other stakeholder groups and in particular civic society will be discussed at the March Commission meeting. In addition, the communications strategy will be discussed in March, therefore commissioners were asked to contribute to the stakeholder plan by providing any key contact information. It was agreed that Commissioners will be informed of media coverage monthly.
7.	AOB
	It was agreed that infrastructure specialists would be invited to some future meetings.
8.	Meeting Schedule
	The Commissioners were encouraged to return their availability in order that the meetings could be diarised.
9.	Close
	The Chair thanked the group warmly for gathering and contributing so fully.