

Meeting No: 10
Date and time: 2nd December 2019
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
Sara Thiam
Tony Rose
Jonathan Moore
Lynne Ward

No	Item
1.	Introduction The Chair welcomed the Commissioners <u>Apologies</u> None <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 highlighted as ongoing.
4.	Schedule of Stakeholder Meetings The ongoing schedule of meetings was noted. The Chair advised of more recent meetings to be added to the schedule.
5.	Phase 1 Draft Report The full draft report was reviewed in detail. Commissioners gave guidance on content, level of detail and tone. Some refinements will take place, with a next full version to be circulated by 9 th December.
6.	Phase 1 Communications

	The Communications Strategy was reviewed. Commissioners recommended further media to include in the contact list and suggested some other activities to maximise the circulation of the report.
6.	Phase 2 Scoping
	The Phase 2 scoping paper was reviewed and agreed in principle. It was noted that the timeframe available will limit the breadth of this phase.
7.	AOCB
	Commissioners commended the team for the work done to date.
8.	Close
	The Chair thanked all present for their contribution.