

Meeting No: 11  
Date and time: 14<sup>th</sup> January 2020  
Place: 11-15 Thistle Street EH2 1DF

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

Apologies: Benny Higgins  
Grahame Smith

No	Item
1.	<b>Introduction</b> The Chair welcomed the Commissioners  <u>Apologies</u>  Benny Higgins & Grahame Smith  <u>Declaration of interest</u>  JT has been appointed as Chairman of Comms World JW has been appointed as a Member of Scottish Power Energy Networks (SPEN) RIIO-ED2 Customer Engagement Group
2.	<b>Minutes from Previous Meeting</b> Approved, no comments.
3.	<b>Actions from Previous Meeting</b> Actions were reviewed, with a few items highlighted as ongoing.
4.	<b>Schedule of Stakeholder Meetings</b> The ongoing schedule of meetings was noted.
5.	<b>Phase 1 Final Report</b> The full report was reviewed, with the most recent changes highlighted. Commissioners gave final guidance on minor changes and approved the Phase 1 findings report subject to these changes.
6.	<b>Phase 1 Communications</b>

	The communications strategy for the release of the phase 1 key findings report was discussed. Key messages and activities to ensure the wide distribution of the report were all agreed.
<b>7.</b>	<b>Phase 2 Scoping</b> The Phase 2 scoping paper was reviewed. The Commissioners were keen to ensure their activities added value, drawing on knowledge and work already underway. Identifying the key barriers and possible solutions to infrastructure delivery and the implementation of Phase 1 recommendations was agreed as the main focus.
<b>8.</b>	<b>AOCB</b> None
<b>9.</b>	<b>Close</b> The Chair thanked all present for their contribution.