

Meeting No: 5
Date and time: 3rd June 2019 09:00-13:00
Place: 11-15 Thistle Street EH2 1DF

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

Apologies: Jan Webb
Sara Thiam
Tony Rose

Item	Topic
1.	Introduction
	The Chair welcomed the Commissioners <u>Apologies</u> Jan Webb Sara Thiam Tony Rose <u>Declaration of interest</u> No new additions
2.	Minutes from Previous Meeting
	Approved, no comments.
3.	Actions from Previous Meeting
	Now received all notes and PowerPoint presentations from Commissioners review of Initial Call for Evidence. To be circulated.

4.	Schedule of Stakeholder Meetings
	Commissioners asked to support facilitating meetings where there are gaps in the schedule of meetings.
5.	Stakeholder Engagement
	The Initial Call for Evidence final returns was highlighted. The attendance at the Forums was also confirmed and agreed that appropriate information would be circulated in advance to Commissioners attending. It was noted that there had been two bids for the social research and that these would be scored this week with the final award by the end of the week anticipated.
6.	Interim Summary Report
	Following the latest meeting with the Cabinet Secretary, the format of the interim report was agreed. The Initial Call for Evidence will not be published at this stage, reflecting the standard approach for Commissions. Instead, all evidence will be made available after the final report. Desiring to be as transparent as possible, the Commissioners requested that the activity to date should be published, to show the process taken.
7.	July Draft Agenda
	The draft agenda for the July meeting was noted.
8.	Specialist Speaker: Alison Irvine, Director of Transport Strategy & Analysis, Fiona Brown Head of Strategic Transport Planning, Mike Baxter, Director of Finance & Corporate Services, Transport Scotland
	Transport Scotland colleagues presented the approach being taken to the National Transport Strategy; engagement methodology; evidence approach – objective-led, scenario-planning; and collaboration to date. The Chair thanked the group warmly for their presentation and discussion.
9.	Specialist Speaker: Professor Kenneth Gibb, UK Collaborative Centre for Housing Evidence
	Professor Gibb highlighted the housing context; long-term trends; housing and housing-related policies; ending with some provocative questions. The Chair thanked Prof Gibb warmly for his presentation and discussion.

10.	AOB
	Speaker invitations were discussed. It was confirmed that Commissioners can still speak about the process in 2019, with the content to be discussed from 2020 onwards.
11.	Meeting Schedule
	Unchanged.
12.	Close
	The Chair thanked the group for their contribution.