

**13th MEETING OF THE COMMISSION**

**MINUTE**

Held in St Andrews House, Regent Road, Edinburgh at 10 am on 7 October 2015

**Present**

Marco Biagi MSP (Co-Chair) Isobel d’Inverno

Angela O’Hagan Councillor Susan Aitken

Andy Wightman Councillor Rhondda Geekie

Don Peebles Councillor Angus Campbell

Mary Kinninmonth

Apologies received from Cllr David O’Neill, Jackie Baillie MSP, Jim McCormick and Councillor Catriona Bhatia

**In attendance**;

Emma Close, Neil Ferguson, Robin Haynes, Adam Stewart, Ruth Wilson (secretariat)

**Minutes of 12th meeting – 29 September 2015**

1. The draft minute was agreed and will be published on the Commission website.

**Analysis of the On-line consultation by ODS**

1. Katie MacMillan from ODS guided the Commissioners through the interim analysis of the on-line consultation. Their final report will be submitted the Commission on 16 October.

**Draft final report – conclusions/recommendations**

1. Commissioners discussed at length the narrative used in relation to tax types and agreed that that their aim is to provide a report designed to be read. They would therefore have to keep in mind the length of chapters / sections in the final report.
2. It was then agreed that Commissioners would provide feedback on the draft conclusions and recommendations by noon on Thursday 8 October.
3. This feedback is intended to help create an updated version of the report which will be produced and issued, ready for discussion, at the Commission’s next meeting ( now arranged for 13 October).

**Future Meetings**

1. The Commission tasked the secretariat with arranging a further meeting in the following week to allow further discussion of the conclusions. [now arranged for Verity House on Tuesday 13 October at 10.00]
2. The following meetings will be on **Thursday 29 October (12.00 – 14:30)** and **Tuesday 12 November (13.30 -16:00)** – both will be held in the CIPFA offices at 160 Dundee Street, Edinburgh, EH11 1DQ.

**Commission Secretariat, October 2015**