

<b>Meeting title</b>	<b>Notes of the meeting User Group meeting (14)</b>  Citizens Advice and Citizens Advice Scotland Scottish Government Feedback from draft Business Plan Consultation Asset Management Scenarios A Network for Net Zero People Strategy
<b>Date / Time/ Location</b>	4 September 2019 – 10.00am – 5.30pm SSE, PERTH – The Board Room, Link Building

<b>Attendees User Group panel;</b>	
Tracey Matthews (TM)	User Group Chair
Wendy Barbour (WB)	User Group panel member - Supplier
Graeme Stewart (GS)	User Group panel member – DNO
Professor Gareth Harrison (GH) – apologies	User Group panel member - Innovation
Niall Stuart (NS)	User Group panel member – Generator
Doug McAdam (DM)	User Group panel member – Stakeholder and Environment
Julian Leslie (JL) - apologies	User Group panel member – ESO
Geoff Aitkenhead (GA)	User Group panel member – Asset Management
Robert Hackland (RH)	User Group – Technical Author
Jenna Black (JB)	User Group Secretariat
<b>Attendees to User Group;</b>	
Rob McDonald (RMc) - apologies	Managing Director - SHE Transmission
Aileen McLeod (AMc)	Director of Business Planning and Commercial
Christianna Logan (CL)	Director of Customers and Stakeholders
Danny McMillan (DMc)	Head of RIIO Planning and Performance
Bless Kuri (BK)	Head of Transmission System Planning & Investment
Hannah Cummins (HC)	Regulatory Economist
Allie Walker (AW)	HR Business Partner - Transmission
Shelley Kay (SK)	Business Controls Manager
Gaurav Khanna (GK)	Head of Asset Management
Simon Gill (SG)	Scottish Government – Energy Engineer
Leigh Rafferty (LR)	Scottish Government - Head of Electricity Markets and Regulation
James Kerr (JK)	Senior Policy Researcher – Citizens Advice

Jamie Stewart (JS)	Policy Officer (Energy) – Citizens Advice Scotland
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<b>Agenda</b>	
10.00am – 10.30am	
<ul style="list-style-type: none"> <li>• Welcome</li> <li>• Housekeeping</li> <li>• Re-cap</li> <li>• Agenda</li> </ul>	<p>Tracey Matthews taking us through the agenda for the day.</p> <p>Apologies from Gareth and Julian.</p>
10.30pm – 11.15pm	
<ul style="list-style-type: none"> <li>• Citizens Advice and Citizens Advice Scotland</li> </ul>	<p>James Kerr</p> <p>Jamie Stewart</p>
11.15pm – 12.00pm	
<ul style="list-style-type: none"> <li>• Scottish Government</li> </ul>	<p>Leigh Rafferty</p> <p>Simon Gill</p>
12.00pm – 12.45pm	
<ul style="list-style-type: none"> <li>• Feedback from draft Business Plan Consultation</li> <li>• Material Changes to October submission</li> </ul>	
<b>12.45pm – 1.45pm</b>	<b>WORKING LUNCH</b>
<ul style="list-style-type: none"> <li>• Do the User Group have any concerns or comments in relation to the Business Plan</li> </ul>	
1.45pm – 2.15pm	
<ul style="list-style-type: none"> <li>• Asset Management</li> </ul>	
2.15pm – 3.00pm	
<ul style="list-style-type: none"> <li>• Scenarios</li> <li>• A Network for Net Zero</li> </ul>	
<b>3.00pm – 3.15pm</b>	<b>BREAK</b>
3.15pm – 4.00pm	
<ul style="list-style-type: none"> <li>• People Strategy</li> </ul>	
4.00pm – 5.30pm	
<p><b>User Group closed discussion</b></p> <ul style="list-style-type: none"> <li>• Re-cap</li> <li>• Minutes of the last meeting</li> </ul>	<p>Tracey Matthews</p> <p>Minutes of 4 June 2019 – approved</p> <p><b>Challenge Log – updated and upload to Sharepoint</b></p>

- User Group feedback on Business Plan Consultation
- Actions
- AOB
- Close

Date of next meeting – 5  
September 2019, SSE, Perth