

HIGHLANDS AND ISLANDS ENTERPRISE

MINUTES OF THE LEADERSHIP TEAM MEETING, MONDAY 22 APRIL 2013
CHIEF EXECUTIVE'S OFFICE

PRESENT	Carroll Buxton (Chair)	Director Regional Development
	Charlotte Wright	Director Business and Sector Development
	Forbes Duthie	Director of Finance and Corporate Services
	Rachael McCormack	Director of Strengthening Communities
	Sandra Dunbar	Head of Business Improvement and Internal Audit
	Karen Moncrieff	Head of Human Resources
	Karen Horton	Leadership Support

1 Minutes of meeting held on Monday 18 March 2013 (08/13) HIEA 2012/00802

The Minute of the meeting held on Monday 18 March 2013 was approved.

2 Matters arising

None.

3 Budget allocation for legal expenses 2013/14 HMS 9343124

Leadership Team approved the allocation of cash funding totalling £400,000 from Block A for the provision of services by external legal agents for the year 2013/2014. Quarterly budget monitoring reports are to continue to be provided to Leadership Team.

Leadership Team agreed that the efforts by the Legal Team to continue to manage HIE's legal services, pending the appointment of a new Head of Legal, deserved credit

4 Prime Contractor Framework: Award of Contract

Leadership Team approved to proceed with a zero value Framework arrangement for HIE Property and Infrastructure projects. It was agreed that following the completion of a competitive tendering process, four contractors are appointed to the framework to become HIE's Prime Contractors for the supply of construction services under the new framework.

HIE will continue to retain the ability to tender works out with the framework where considered appropriate.

5 Any other business

None.