

HIGHLANDS AND ISLANDS ENTERPRISE

**MINUTES OF THE LEADERSHIP TEAM MEETING, MONDAY 30 SEPTEMBER 2013
CHIEF EXECUTIVE'S OFFICE**

PRESENT	Carroll Buxton (Chair)	Director Regional Development
	Charlotte Wright	Director Business and Sector Development
	Rachael McCormack	Director of Strengthening Communities
	Sandra Dunbar	Head of Business Improvement and Internal Audit
	Karen Moncrieff	Head of Human Resources

1 Minutes of meeting held on Monday 23 September 2013 (22/13) HIEA 2012/00802

The Minute was approved.

2 Matters arising

There were no matters arising.

3 HIE Property Managing Agent Contract HIE 2008/00768

The Leadership Team welcomed the paper and the additional information provided by the HIE Property and Infrastructure Team. The Team noted that the highest scoring tender had demonstrated a better alignment with HIE requirements in all the quality scoring criteria and the Leadership Team welcomed the renewed focus on continuous improvement which the proposed new arrangements would bring to HIE's property managing agency activity.

The Leadership team asked that paper should be updated to reflect the points discussed and that approval should be delegated to the Director of Regional Development. The Leadership Team asked that a paper detailing the KPI's which would apply to this contract should be presented to the Leadership Team in due course.

4 Any other business

None.

Sandra Dunbar
30 September 2013
HIEA 2012/00802