

HIGHLANDS AND ISLANDS ENTERPRISE

MINUTES OF THE LEADERSHIP TEAM MEETING, MONDAY 09 DECEMBER 2013
CHIEF EXECUTIVE'S OFFICE

PRESENT	Carroll Buxton (Chair)	Director of Business and Sector Development
	Charlotte Wright	Director of Regional Development
	Forbes Duthie	Director of Finance and Corporate Services
	Douglas Cowan	Area Manager, Argyll and the Islands
	Sandra Dunbar	Head of Business Improvement and Internal Audit
	Karen Moncrieff	Head of Human Resources
	Paul Dzialdowski	Property Portfolio Manager, item 3
	Keith Muir	Caithness Area Team, items 5 and 6a
	Alison Gainsford	Lochaber, Skye and Wester Ross Area Team, item 6b
	Chris Roberts	Head of Communications

1 Minutes of meeting held on Monday 25 November 2013 (31/13) HIEA 2012/00802

A line was added to item 3, Orkney EA Industrial Workshops, to make it clear that HIE will seek planning consent as an outcome of this project.

2 Matters arising

The Director of Finance and Corporate Services reported that, following discussions with the relevant area teams, it had been decided that funding for Orkney Industrial Workshops and Isle of Harris Distillers, both approved on 25 November, would be top sliced.

3 *Item removed for reasons of commercial interest***4 Project Management Consultancy Framework 2013-17: AIP HMS 9343690**

A new Project Management Framework has been designed which will enable HIE staff who are dealing with complex projects to obtain swift and cost-effective access to high quality professional advice, and will improve co-ordination of procurement of such advice across the organisation. The service is intended primarily to support projects at HIE's own hand following OJEU procurement, five suppliers have been identified for inclusion in the framework for three years. It is expected that the majority of contracts will be awarded following a mini-tender within the framework. Leadership Team noted that the framework represents zero cost to the organisation, and that its focus on assisting HIE staff with due diligence on complex cases makes it distinctive from other services which are currently in place to support clients. The recommendation to award the framework to the successful bidders was approved.

5 *Item removed for reasons of substantial prejudice to the effective conduct of public affairs***6 Any other business****a)** *Item removed for reasons of substantial prejudice to the effective conduct of public affairs***b) Adelphi Distillery Ltd: Project amendment HMS 933977**

Leadership Team agreed that an amended legal undertaking should be issued to confirm both Adelphi Distillery Limited and its subsidiary Adelphi Distillery (1826) Limited as co-obligants for HIE approved assistance of £625,452, which had been approved on 25 February 2013.