

HIGHLANDS AND ISLANDS ENTERPRISE

MINUTES OF THE LEADERSHIP TEAM MEETING, MONDAY 4 NOVEMBER 2013
CHIEF EXECUTIVE'S OFFICE

PRESENT	Alex Paterson (Chair)	Chief Executive
	Carroll Buxton	Director of Regional Development
	Alison Wilson	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
	John Ewart	Finance and Corporate Services, item 4
	David Oxley	Area Manager, Moray, item 05
	Steven Hutcheon	Moray Area Team, item 05
	Chris Roberts	Head of Communications

- 1 **Minutes of meeting held on Monday 21 October 2013 (27/13)** **HIEA 2012/00802**
The item on Inverlussa Shellfish Company was clarified to show that the company expects to develop opportunities in the energy and food and drink sectors.
- 2 **Matters arising**
There were no matters arising.
- 3 **HIE Waste Management: Award of Contract**
Leadership Team approved the award of a framework contract with a value of £140,000 for waste management services at HIE occupied properties for the period 2013-16, with an option to extend by one year. The successful bidder, following competitive tender, was Northern Recycling Solutions.
- 4 **Enterprise Park Forres: Unit 11 Bespoke Fit Out** **HMS 9345367**
Leadership Team approved the expenditure of £759,671 by the Moray area team to fit out of Unit 11 at The Enterprise Park, Forres. The fit out will enable oil and gas services company EFC Group to relocate its Forres workforce and expand employment from 18 to 50 FTEs. Leadership Team also approved a project amendment to increase HIE's original approval for the construction of units 10 and 11 at The Enterprise Park by £40,000. Together with the use of contingency funding from the original approval, this funding will cover additional costs associated with factors which had emerged during construction.
- 5 **Any other business**
- 5a *Item removed for reasons of substantial prejudice to the effective conduct of public affairs.*

Chris Roberts
4 November 2013
HIEA 2012/00802