

HIGHLANDS AND ISLANDS ENTERPRISE

MINUTES OF THE LEADERSHIP TEAM MEETING, MONDAY 12 AUGUST 2013
CHIEF EXECUTIVE'S OFFICE

PRESENT	Alex Paterson (Chair)	Chief Executive
	Carroll Buxton	Director of Regional Development
	Charlotte Wright	Director of Business and Sector Development
	Forbes Duthie	Director of Finance and Corporate Services
	Douglas Cowan	Area Manager, Argyll and the Islands
	Helen Herd	Senior Human Resources Manager
	Chris Roberts	Head of Communications

- 1 Minutes of meeting held on Monday 5 August 2013 (18/13) HIEA 2012/00802**
The minutes were approved, with a minor amendment to the wording of item 4, Accelerating Innovation in SMEs, and a correction to item 6a, CAM Outer Hebrides Phase 2 – Project Amendment, to clarify that the project was being extended to the end of December 2013.
- 2 Matters arising**
There were no matters arising.
- 3 Financial Statement to 31 July 2013 HIEA 2009/00611**
The Director of Finance and Corporate Affairs presented the HIE Financial Statement covering the four months to 31 July, 2013. It was noted that HIE budget holders had been asked to focus on shovel-ready, RSI and top-sliced project commitment in particular, with the aim of accelerating the present rate of Block A spend. Block B spend will continue to receive scrutiny, both to remain within budget and achieve HIE's carbon emission targets for the organisation. Overall commitment levels are sufficient to ensure that resources will be utilised in full by the year end. The Director's report will go to the HIE Board meeting on 28 August and the budget position will be reviewed again by Leadership Team in September.
- 4 Any other business**
Item removed for reasons of substantial prejudice to the effective conduct of public affairs

Chris Roberts
12 August 2013
HIEA 2012/00802