

## HIGHLANDS AND ISLANDS ENTERPRISE

MINUTES OF THE LEADERSHIP TEAM MEETING, MONDAY 20 MAY, 2013  
CHIEF EXECUTIVE'S OFFICE

PRESENT	Alex Paterson (Chair)	Chief Executive
	Carroll Buxton	Director of Regional Development (by VC)
	Charlotte Wright	Director of Business and Sector Development (by VC)
	Rachael McCormack	Director of Strengthening Communities (by telecon)
	Sandra Dunbar	Head of Business Improvement and Internal Audit
	Karen Moncrieff	Head of Human Resources
	Chris Roberts	Head of Communications
	Douglas Cowan	Area Manager, Argyll (by VC item 3)
	Margaret McSporrán	Senior Development Manager (by VC, item 3)
	Gary Matheson	Shared Services Manager (item 4)

- 1 **Minutes of meeting held on Monday 13 May 2013 (11/13)** **HIEA 2012/00802**  
The minutes were approved.
- 2 **Matters arising**  
There were no matters arising.
- 3 *Item removed for reasons of commercial interest*
- 4 **Offsite Storage and Retrieval Framework: Award of contract** **2012/00596**  
HIE Shared Services Manager Gary Matheson presented a paper recommending approval of a collaborative framework with the Crofting Commission for the secure and confidential storage and retrieval of existing and new archive records. Following an OJEU procurement exercise, Invergordon firm FileVault had been selected as the winning bidder. Under the collaborative agreement, HIE would pay 70% of the total £166,476 cost over three years, with the option to extend the framework for one further year. The Crofting Commission would pay the remaining 30%.  
  
Leadership Team approved the recommendation.
- 5 **Any other business**  
None

Chris Roberts  
20 May 2013  
HIEA 2012/00802