

## HIGHLANDS AND ISLANDS ENTERPRISE

MINUTES OF THE LEADERSHIP TEAM MEETING, MONDAY 18 MARCH 2013  
CHIEF EXECUTIVE'S OFFICE

PRESENT	Alex Paterson (Chair)	Chief Executive
	Carroll Buxton	Director Regional Development
	Forbes Duthie	Director of Finance and Corporate Services
	Rachael McCormack	Director of Strengthening Communities
	Sandra Dunbar	Head of Business Improvement and Internal Audit
	Karen Moncrieff	Head of Human Resources
	Susan Smith	Business and Sector Development
	Karen Horton	Leadership Support

**1 Minutes of meeting held on Monday 11 March 2013 (07/13) HIEA 2012/00802**

The Minute of the meeting held on Monday 11 March 2013 was approved.

**2 Matters arising**

None.

**3 Financial Statement to 28 February 2013 HIEA 2009/00611**

The Director of Finance and Corporate Services provided Leadership Team with a summary of the financial position for the 11 month period to 28 February 2013. A balanced year end is anticipated with total spend amounting to £66m for the period against an indicative budget of £79.2 million, representing 76.4% of current budget but 90.1% of original budget to date. Property sales of £1.8m are behind the revised target but it is anticipated that all property sales will be delivered by year end. Finance Team will continue to closely monitor and manage performance to ensure that both financial performance and cash flow management are achieved.

**4 EDRMS Upgrade: Project initiation and resourcing HMS 9342685**

Leadership Team recognised the importance of having an electronic document and records management system that meets the needs of the business. Leadership Team delegated authority to the Head of Human Resources and the Director of Regional Development to proceed to recruit one permanent post, merging the vacant Information and Records Manager post with a high calibre EDRMS Project Manager post, enabling the knowledge and expertise to be retained within the organisation after the initial EDRMS upgrade project is completed.

**5 Award of landscaping contracts HIE 2008/00768**

Deferred. The paper will be considered by the Chief Executive and Director of Regional Development following clarification of minor of issues raised.

**6 Any other business**

**6a PURE Energy Centre UNST: Homologation**

**HMS 42550**

Approved. It was agreed to accept the offer from the Directors of PURE Energy Centre Ltd to buy back HIE shares for the sum of £10,500. The option of a phased payment schedule is to be discussed with the business.

6b *Item removed for reasons of commercial interest*

Karen Horton  
HIEA 2012/00802  
18 March 2013