

HIGHLANDS AND ISLANDS ENTERPRISE

**MINUTES OF THE LEADERSHIP TEAM MEETING, MONDAY 18 NOVEMBER 2013
 MICROSOFT OFFICES, WAVERLEY GATE, EDINBURGH**

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
	Rachael McCormack	Director of Strengthening Communities
	Sandra Dunbar	Head of Business Improvement and Internal Audit
	Karen Moncrieff	Head of Human Resources
	Chris Roberts	Head of Communications

1 Minutes of meeting held on Monday 11 November 2013 (29/13) HIEA 2012/00802

The minute was approved, with one clarification. The phrase 'provide expertise' in the item on Fyne Ales Ltd, was amended to 'provide access to expertise'.

2 Matters arising

There were no matters arising.

3 Financial Statement to 31 October 2013 HIEA 2009/00611

The Director of Finance and Corporate Services provided a Financial Statement for the seven months to 31 October 2013. Block A spend was in line with previous years at 49% of budget, while discretionary commitment was at a sufficient level to ensure resources would be utilised by the year end. The Director expressed confidence that a balanced position would also be achieved on Block B spend. HIE's plan to use £2.7m of reserves carried forward from 2012-13 to fund Elgin Business Park is expected to be resolved by 30 November. A plan to address negative reserves will be rolled out as part of the December budget review. Leadership Team welcomed the Financial Statement, which will go to the HIE Board on 3 December.

4 Office of the 21st Century 2012-14: AIP HMS 9342679

Leadership Team approved expenditure of a further £557,000 on the Office of the 21st Century programme, a suite of initiatives to upgrade HIE's IT infrastructure. This investment will sustain progress on the upgrade, which was begun under a previous approval of £313,000, made in September 2012. Office of the 21st Century is designed to support delivery of HIE's priorities through improved connectivity and communications channels, as well as cutting carbon emissions and driving greater effectiveness and efficiencies.

5 *Item removed for reasons of substantial prejudice to the effective conduct of public affairs.*
6 Any other business

None.