

PUBLICATION

LT 22/13

HIGHLANDS AND ISLANDS ENTERPRISE

MINUTES OF THE LEADERSHIP TEAM MEETING, MONDAY 23 SEPTEMBER 2013 CHIEF EXECUTIVE'S OFFICE

PRESENT	Carroll Buxton (Chair)	Director of Regional Development
	Rachael McCormack	Director of Strengthening Communities
	Sandra Dunbar	Head of Business Improvement and Internal Audit
	Karen Moncrieff	Head of Human Resources
	Susan Smith	Head of Business Development
	Chris Roberts	Head of Communications
	David Walker	Head of Financial Management (item 3)
	Keith Bryers	Head of Property (item 4)
	Sue Gordon	Procurement Manager (item 4)
	Douglas Cowan	Area Manager, Argyll and the Islands (items 5 and 6)
	Morag Goodfellow	Senior Development Manager (item 6)

1 Minute of meeting held on 26 August 2013 (21/13) **HIEA 2012/00802**
Decision was deferred until Chief Executive has confirmed approval.

2 Matters arising
There were no matters arising

3 Financial Statement to 31 August 2013 **HIEA 2009/00611**
The Head of Financial Management presented the latest financial statement. This showed that organisational expenditure, although behind target, is currently at a similar level to the previous year. A budget review is currently under way, and will be presented to the Leadership Team for approval. The statement noted that discretionary commitment is sufficient to achieve full spend by the end of the year. Top slice commitment is less than 100% in some business units, and this issue is being addressed.

4 *Item removed for reasons of substantial prejudice to the effective conduct of public affairs.*

5 Black of Dunoon (Bakers) Ltd **HIE 2006/02722**
The Area Manager for Argyll and the Islands presented a paper recommending sale of HIE's entire shareholding in Black of Dunoon (Bakers) Ltd to Charles Black Snr, who currently manages the family business. Leadership Team approved the sale. Following discussion, it was also agreed that the area team would seek to maintain a close relationship with the business, which employs 30 in Dunoon.

6 European Marine Science Park **HMS 9273386**
Morag Goodfellow, Senior Development Manager, Argyll and the Islands, joined the Area Manager to present a paper seeking approval to bring forward a partial fit-out of Malin House, an advance building on the European Marine Science Park which is currently being marketed to potential occupants. Costing a maximum £250,000, the proposed works would go towards developing office space within the building, rather than laboratories, which tend to be more bespoke to meet specific research and business needs. Discussion focused on ERDF funding for the science park, and the consequent need to ensure that the proposed investment would meet EU procurement standards. Subject to the project officer obtaining assurance on this point from HIE's SDB Project Manager and European Compliance Manager, the request was approved.

7 Any other business

There was no other business.

Chris Roberts
23 September 2013
HIEA 2012/00802