

HIGHLANDS AND ISLANDS ENTERPRISE

MINUTES OF THE LEADERSHIP TEAM MEETING, MONDAY 01 JULY 2013
CHIEF EXECUTIVE'S OFFICE

PRESENT	Alex Paterson (Chair)	Chief Executive
	Charlotte Wright	Director Business and Sector Development
	Forbes Duthie	Director of Finance and Corporate Services
	Donnie Macaulay	Director Regional Infrastructure
	Neil Ross	Strengthening Communities
	Sandra Dunbar	Head of Business Improvement and Internal Audit
	Karen Moncrieff	Head of Human Resources
	Alastair Nicolson	Head of Planning and Partnerships, item 03
	Karen Horton	Leadership Team Support

1 Minutes of meeting held on Monday 10 June 2013 (15/13) HIEA 2012/00802

The Minute of the meeting held on Monday 10 June 2013 was approved.

2 Matters arising

None.

3 HIE Research and Evaluation Framework 2013-16 HMS 9343964

Following approval by the HIE Board of the Research and Evaluation Plan in August 2012 an OJEU procurement exercise was undertaken to select a framework of appropriate consultancies to cover around 95% of all commissioned research required by HIE.

An updated Research and Evaluation plan, along with protocols and guidance on the processes for commissioning research, will be submitted for consideration by Leadership Team in August 2013 with six monthly reports on progress being made thereafter.

Leadership Team agreed that a £1.5m budget be allocated as a global approval, drawn down on a case by case basis to fund HIE's research needs through the Research Framework over the next 3 years. Leadership Team recognised the outstanding support provided by the Procurement Team and noted that successful consultancies will be advised of the award of the framework contract in early course.

4 Any other business

None

Karen Horton
01 July 2013
HIEA 2012/00802