

HIGHLANDS AND ISLANDS ENTERPRISE

MINUTES OF THE LEADERSHIP TEAM MEETING, MONDAY 06 MAY 2013
CHIEF EXECUTIVE'S OFFICE

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| PRESENT | Alex Paterson (Chair) | Chief Executive |
| | Donnie Macaulay | Director Regional Infrastructure |
| | Charlotte Wright | Director Business and Sector Development |
| | Forbes Duthie | Director of Finance and Corporate Services |
| | Neil Ross | Strengthening Communities |
| | Sandra Dunbar | Head of Business Improvement and Internal Audit |
| | Karen Moncrieff | Head of Human Resources |
| | Paul Dzialdowski | Property Portfolio Manager (by phone, item 03 only) |
| | Donna Chisholm | Head of Business Innovation and Growth Sectors (item 04 only) |
| | Iain Hamilton | Head of Creative Industries (item 04 only) |
| | Karen Horton | Leadership Support |

1 Minutes of meeting held on Monday 22 April 2013 (09/13) HIEA 2012/00802

Subject to minor amendment, the Minute of the meeting held on Monday 22 April 2013 was approved.

2 Matters arising

None

3 HIE Property Factoring and Consultancy 2013/13 HMS 9343209

Leadership Team were advised of changes in the accounting treatment of the Property Factoring and Consultancy budget. Finance Team are to confirm their satisfaction with the changes which now includes recoverable costs and income received from insurance claims, dilapidations and other financial settlements as part of the gross approval.

Leadership Team approved, in principle, the allocation from Block A Operational Expenditure, the sum of up to £3,260,000 (£1,200,000 net of recoveries) to ensure the continued effective management of the HIE Commercial Property Portfolio. A revised paper is to be prepared for presentation to the Board.

4 Creative Industries Development Programme Extension 2013/14 HMS 9341525

Leadership Team approved cash funding totalling £468,000 and a RAB cost of £0, with a net contribution of £280,000 from Grant in Aid and £187,200 from ERDF through HIE's SDB Phase 2 programme for a fourth year option to extend the Creative Industries Development contract, for the development and management of two trade networks up to the end of June 2014.

Leadership Team recommended that early arrangements are put in place for the next round of procurement activity and that the recent evaluation by Ekos on the value of cross sectoral activity is publicised with particular emphasis on jobs, GVA impact and activity measures on the returns from the levels of investment.

5 Any other business

a) SDI Posts in HIE 2013/16: Project amendment

HMS 9342153

Leadership Team approved the recommendation that this project should be top sliced as the SDI posts supported by the project impact on every part of the HIE region.

Karen Horton
06 May 2013
HIEA 2012/00802