

HIGHLANDS AND ISLANDS ENTERPRISE

Minute of the Highlands and Islands Enterprise (**HIE**) board meeting held remotely on 15 December 2020 starting at 3.00pm by teleconference.

PRESENT:

- Alistair Dodds (Chair)
- Charlotte Wright
- Angus Campbell
- Paddy Crerar
- Ailsa Gray
- Donald MacRae
- Robert McIntosh
- Freda Newton
- Calum Ross

IN ATTENDANCE:

Carroll Buxton	Deputy Chief Executive
Nick Kenton	Director of Finance and Corporate Services
Douglas Cowan	Director of Communities and Place
David Oxley	Director of Business Growth
Martin Johnson	Director of Strategy and Regional Economy
Sandra Dunbar	Director of Business Improvement and Internal Audit
Rachel Hunter	Director of Service Delivery
Helen Herd	Interim Director of Human Resources
Chris Roberts	Head of Corporate and Media Relations
Adrian Kitson	Head of Executive Support

1. Chairman

Alistair Dodds was noted as the chair and chaired the meeting throughout.

2. Notice and quorum

The chair reported that due notice of the meeting had been given and that a quorum was present. Accordingly, the chairman declared the meeting open.

3. Business of meeting

3.1 The chairman advised the meeting that it was proposed to:

- 3.1.1 update and confirm the authorities of the existing authorised signatories of HIE; and
- 3.1.2 pass a resolution of the Board to update and confirm the position regarding the appointment and termination of authorised signatories.

4. Resolution

- 4.1 The chair advised that, in accordance with paragraph 5(2) of Schedule 2 of the Requirement of Writings (Scotland) Act 1995 (as amended) amending the Enterprise and New Towns (Scotland) Act 1990, for the purposes of executing documentation on behalf of HIE and for all other relevant purposes, any member, secretary or authorised signatory can execute documents on behalf of HIE, together with either the common seal or a witness, where required.
- 4.2 The chair noted that pursuant to paragraph 6 of Schedule 1 in the Enterprise and New Towns (Scotland) Act 1990 a member of HIE is:
 - 4.2.1 a person appointed by the Secretary of State (or Scottish Ministers, as the case may be, subject to amendment of the 1990 Act or agreement with Scottish Parliament, as the case may be, from time to time) and is on the Board of HIE; and
 - 4.2.2 the person who is for the time being the chief executive of HIE.
- 4.3 The chair further noted that on 14 June 2011 the Board had noted that the Director of Finance and Corporate Services had assumed the role of secretary and that that remained the case.
- 4.4 The chair advised that it was appropriate to update and confirm the authority of specified signatories to execute documentation on behalf of HIE or otherwise bind HIE and that such authority included that of Nick Kenton, Director of Finance and Corporate Services and secretary.
- 4.5 The following resolution was tabled at the meeting:

"IT IS RESOLVED BY THE BOARD THAT:

- 1. The authorised signatories of HIE are the persons listed in the appendix to this Resolution.***
- 2. Recognising that such persons may require to bind HIE other than by signature, the authority of such persons shall extend to the authority to bind HIE by other means determined from time to time.***
- 3. Such authority shall be deemed to be effective in respect of each authorised signatory from the date noted beside their name in column (2) of the table in the appendix until such time as that person ceases to be employed by HIE, or such earlier time as determined by the Board.***
- 4. Any such authorised signatory shall be deemed to have authority to sign any document relating to any company or other corporate body in which HIE has an interest.***

5. ***Such other persons may be appointed as authorised signatories from time to time on this basis and such appointments may be varied or terminated as may be deemed to be appropriate.***
6. ***Any existing resolutions in respect of the appointment of authorised signatories shall be deemed to have been superseded on the passing of this Resolution."***

5. Approval

The chair noted that the Board unanimously approved the resolution and accordingly the requisite approval for the resolution had been granted and the secretary was instructed to obtain the insertion of a specimen signature from each authorised signatory in column (3) of the table in the appendix to the resolution.

6. Close

There was no further business and the chair declared the meeting closed.

Alistair Dodds
Chair

Appendix

(1) Authorised Signatory	(2) Date appointed
Alison Lyner	20 th February 2007
Carroll Buxton	15 th February 2012
Keir Marshall	26 th April 2016
Nick Kenton	24 th August 2017
Adrian Kitson	25 th June 2019
Martin Johnson	3rd April 2020
David Oxley	3rd April 2020