

MINUTE OF THE MEETING OF THE RISK AND ASSURANCE COMMITTEE, HELD AT AN LÒCHRAN, INVERNESS, ON TUESDAY 13 DECEMBER 2016 AT 09.30 HOURS

PRESENT:

Alistair Dodds (Chair)
Ailsa Gray, by phone
Donald MacDonald
Donald MacRae

IN ATTENDANCE:

Forbes Duthie	Director of Finance and Corporate Services
Sandra Dunbar	Head of Business Improvement and Internal Audit
Adrian Kitson	Services Manager, Human Resources
Chris Roberts	Head of Corporate and Media Relations
Marion McCormack	Head of Sponsorship, Scottish Government (by phone)

1 Apologies

HIE Interim Chief Executive Charlotte Wright did not attend this meeting which had been convened specifically to agree a protocol to manage a potential conflict of interest that she had declared. There were no other apologies.

2 Declarations of interest

It was noted that Charlotte Wright had declared an interest in item 3, Conflict of Interest protocol. There were no other declarations of interest.

3 Conflict of interest protocol - HIE Interim Chief Executive

The Head of Business Improvement and Internal Audit presented a revised draft of an existing conflict of interest protocol concerning Charlotte Wright's role as a partner in the Lime Tree, Fort William, which is a small, family-owned business comprising a three-star hotel, restaurant and art gallery. Following her appointment as HIE's Interim Chief Executive, which took effect at the end of August 2016, Charlotte Wright had requested that the protocol be reviewed, in order to ensure that HIE would be able to deal in the most appropriate manner with any potential conflict of interest, whether real or perceived, that might arise. The Committee noted that the protocol would restrict Ms Wright's participation in any activity related to a direct competitor of the Lime Tree, and that continued application of normal delegated authorities would mean that only a few cases were likely to be affected.

Although guidance had been prepared to define relevant competitor situations, the Committee recommended that this should be given further consideration before the protocol was finalised. In particular, it was felt that the protocol should cover the sectors of food and drink, and tourism, as well as creative industries, and that the geographical area to which it applied should be greater than the 10-mile radius suggested in the draft.

With these changes agreed, the protocol was approved in principle.

4 Date of next meeting

The next meeting of the Risk and Assurance Committee is scheduled to take place on Tuesday 10 January 2017.

Chris Roberts
13 December 2016