

CORPORATE SERVICES

PERSONAL

Mrs G Lindsay



Date 12 November 2009

Our Ref JI/LN/ 2244609

Your Ref

Dear Gill

WORKING ARRANGEMENTS

I refer to my letter of 11 September 2009 and our recent discussions regarding your working arrangements once Alistair Maclean, Head of Legal and Administrative Services commences employment on 1 December 2009.

I can confirm that progress is being made to arrange a new workstation at Waverley Court for you and you will be expected to start working from your new work location with effect from 23 November 2009.

Furthermore, I confirm that with effect from 1 December 2009 you will be carrying out the following duties:

1. Working as part of the Tram Project team representing the Council's interest in the tram project including:
 - (i) Membership of tram project sub-committees, ensuring the Council is accurately briefed on the legal aspects of commercial engagement and provide both a support and challenge role with **tie**.
 - (ii) Overseeing and facilitating:
 - the legal processes as required on various project work streams including acting as signatory for the Council for various legal agreements;
 - the legal elements of the transfer of shares from **tie** to TEL and ultimately from Lothian Buses to TEL; and

JIM INCH

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- the legal elements relating to Phase 2 of the governance arrangements relating to the trams project.
 - (iii) Ensuring the legality of board arrangements under the current and future governance arrangements of the tram project from the construction phase into operations.
 - (iv) Representing the Council in engagement with external parties relating to legal matters.
2. Leading the Legal advisory workstream of the Alternative Business Models programme, reporting to both the Programme Director and Head of Legal & Administrative Services, playing an active role at the ABM Programme Board and in the development of the procurement and commercial strategy which will underpin innovative solutions.

In addition, I have arranged for you to meet with Alastair Maclean at 2pm on Tuesday, 1 December 2009 for a formal handover of your current workload associated with managing the Legal Services Division. David Jack, Head of Performance, Strategy and Policy will also be attendance at this meeting.

If you require any further information or clarification please do not hesitate to contact me.

Yours sincerely

JIM INCH
Director of Corporate Services

c.c. Alastair Maclean