

Notice of Meeting and B Agenda

Recruitment Committee

4.00pm Monday 21 October 2013

Diamond Jubilee Room, City Chambers, High Street, Edinburgh

The documentation being considered at this meeting falls within the description of exempt and/or confidential information and is consequently likely to be considered in private.

Contact

Email: lesley.birrell@edinburgh.gov.uk

Tel: 0131 529 4240

B1. Order of business

B1.1 Including any notices of motion and any other items of business submitted as urgent for consideration at the meeting.

B2. Transport for Edinburgh Ltd – Appointment of Non-Executive Directors (with transport experience)

To consider the following for the three Non-Executive Director positions with transport experience on Transport for Edinburgh Ltd

B2.1 Draft Job Advertisement (circulated)

B2.2 Proposed Recruitment Arrangements (circulated)

B2.3 Proposed Timetable (circulated)

Carol Campbell

Head of Legal, Risk and Compliance

Committee Members

Councillors Burns (Convener), Bagshaw, Cardownie, Hinds, Mowat, Rankin and One Liberal Democrat Group Member.

Notes:

- (1) The attached papers are **not for publication** as they fall within the description of exempt information, and consequently, are likely to be considered in private.
- (2) If elected members are unable to attend the Stage 1 meeting, they may still attend the short listing meeting at Stage 2.
- (3) Substitutes must be notified before the start of the meeting. Members wishing to appoint a substitute for the meeting are asked to advise Lesley Birrell on 529 4240.
- (4) In accordance with Council policy, all officers and elected members involved in the recruitment process must be trained in the application of the Council's Equal Employment Opportunities Policy and Recruitment and Selection Procedure.

Information about the Recruitment Committee

The Recruitment Committee consists of seven elected members of the Council. The Committee has delegated powers to short list and interview candidates and recommend appointments to the Council for posts at Chief Official level.

Further information

If you have any questions about the agenda or meeting arrangements, please contact Lesley Birrell, Governance Service - Committee Services, City of Edinburgh Council, Waverley Court, Level 2:1, 4 East Market Street, Edinburgh EH8 8BG, Tel: 0131 529 4240, email: lesley.birrell@edinburgh.gov.uk