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To: Councillors Knapp (Chair); and Crawford (Vice-Chair).

10 December 2004

Dear Councillor

**CHAIR'S SUB-COMMITTEE OF THE CORPORATE GOVERNANCE COMMITTEE
- 15 DECEMBER 2004**

You are requested to attend a meeting of the **Chair's Sub-Committee of the Corporate Governance Committee** to be held in the **MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD, KILMARNOCK** on **WEDNESDAY 15 DECEMBER 2004** commencing at **0900 HOURS** in order to discuss the undernoted business.

Yours sincerely



Elizabeth Morton
Depute Chief Executive/Executive Director of Corporate Support
GH/SM

B U S I N E S S

INTIMATE APOLOGIES

- 1. EXCLUSION OF PRESS AND PUBLIC** - Recommend that the Sub-Committee pass the following resolution: "That under Section 50(A)(4) of the Local Government (Scotland) Act 1973, as amended, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 1 of Schedule 7A of the Act.

2. **REQUEST FOR VOLUNTARY SEVERANCE (pages 1-5)** - Submit report dated 10 December 2004 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support seeking approval of requests for early retirement received from seven employees within the Anti-Poverty Section of the Department of Educational and Social Services. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**