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31 March 2005

To: Councillor Knapp (Chair) and Crawford (Vice Chair)

Dear Councillor

**CHAIR'S SUB-COMMITTEE OF THE CORPORATE GOVERNANCE COMMITTEE  
– 31 MARCH 2005**

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 **FRIDAY 1 APRIL 2005** commencing at **0930 HOURS**, in order to discuss the undernoted business.

Yours sincerely



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

**BUSINESS**

**INTIMATE APOLOGIES**

- 1. EXCLUSION OF PRESS AND PUBLIC** – Recommended 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 1-4)** – Submit report dated 30 March 2005 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support (i) seeking approval of a request for early retirement received from two employees within the Department of Corporate Support and the Department of Neighbourhood Services; (ii) to report on the withdrawal of a request for voluntary severance from an employee in the Department of Educational and Social Services; and (iii) to report on the number of employee ill health retirers in the financial year 2004/05. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**