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

30 November 2004

Dear Councillor

**CHAIR'S SUB-COMMITTEE OF THE CORPORATE GOVERNANCE COMMITTEE  
– 9 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 **THURSDAY 9 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/LM

**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 1-3)** - Submit report dated 1 December 2004 (copy enclosed) by the Depute Chief Executive/Executive Director of Corporate Support seeking approval of a request for early retirement received from an employee within the Arts and Museums Section of the Department of Neighbourhood Services. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**