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To: Councillors McIntyre (Chair) and Reeves.

17 December 2003

Dear Councillor

**CHAIR'S SUB-COMMITTEE OF THE POLICY AND RESOURCES COMMITTEE -
18 DECEMBER 2003**

You are requested to attend a meeting of the **Chair's Sub-Committee of the Policy and Resources Committee** to be held on **THURSDAY 18 DECEMBER 2003** at **0915 HRS** or at the conclusion of the Special Policy and Resources Committee meeting, whichever is the later, in the **MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD, KILMARNOCK** in order to consider the undernoted business.

Yours sincerely



Fiona Lees
Depute Chief Executive/
Director of Corporate Resources
AMC/FM

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 50A(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 15 December 2003 (copy enclosed) by the Chief Executive seeking approval of a request for early retirement from a Chief Officer. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**