

Julie Armstrong: Direct Dial Number: (01563) 576147

To: Councillors McIntyre (Chair) and Jackson.

31 January 2003

Dear Councillor

CHAIR'S SUB-COMMITTEE OF THE POLICY AND RESOURCES COMMITTEE - 5 FEBRUARY 2003

You are requested to attend a meeting of the **Chair's Sub-Committee of the Policy and Resources Committee** to be held on **WEDNESDAY 5 FEBRUARY 2003** at **1330 HOURS** in the **MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD, KILMARNOCK**, to consider the undernoted business.

Yours sincerely



Fiona Lees
Depute Chief Executive/Director of Corporate Resources

JA/SR

BUSINESS

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 31 January 2003 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources seeking the Sub-Committee's approval of a request for early retirement which would facilitate amendments to the staffing structure in the Recreation Section of the Department of Community Services. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**