

Julie Armstrong: Direct Dial Number: (01563) 576147

To: Councillors McIntyre (Chair) and Jackson.

6 March 2003

Dear Councillor

**CHAIR'S SUB-COMMITTEE OF THE POLICY AND RESOURCES COMMITTEE -  
12 MARCH 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 12 MARCH 2003** at **0930 HRS** 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/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 6 March 2003 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources seeking the Sub-Committee's approval of a request for early retirement from an employee within the Internal Audit Section of the Chief Executive's Office. **Report not enclosed - Refer to Exclusion of Press and Public paragraph.**