

Workforce Programme Board

15 November 2011

The **Workforce Programme Board** meeting will be held on **Tuesday 15 November 2011** at **11.30am**, in the **Westminster Suite (8th floor)**, **Local Government House, Smith Square, London SW1P 3HZ**.

Please note that there will be a meeting for **Lead Members** in the **Millbank Room (8th floor)** at 10.30am.

Lunch will be available in the Westminster Suite side room at **12.15pm** and refreshments will be available in the meeting room on arrival.

Apologies

Please notify your political group office (see contact telephone numbers below) if you are unable to attend this meeting, so that a substitute can be arranged and catering numbers adjusted, if necessary.

Labour: Aicha Less: 020 7664 3263 email: aicha.less@local.gov.uk
Conservative: Angela Page: 020 7664 3264 email: angela.page@local.gov.uk
Liberal Democrat: Evelyn Mark: 020 7664 3235 email: libdem@local.gov.uk
Independent: Group Office: 020 7664 3224 email: independent.group@local.gov.uk

Attendance Sheet

Please ensure that you sign the attendance register, which will be available in the meeting room. It is the only record of your presence at the meeting.

Location

A map showing the location of Local Government House is printed on the back cover.

Contact

Lucy Ellender Tel: 020 7664 3173; Fax: 020 7664 3232;
e-mail: lucy.ellender@local.gov.uk

Carers' Allowance: As part of the LGA Members' Allowances Scheme a Carer's Allowance of up to £6.08 per hour is available to cover the cost of dependants (ie. Children, elderly people or people with disabilities) incurred as a result of attending this meeting.

Hotels: The LGA has negotiated preferential rates with two hotels close to Local Government House – the Novotel, which is just across Lambeth Bridge and the Riverbank Park Plaza, which is along the Albert Embankment. When making a booking, please quote the LGA and ask for the government rate.

http://www.parkplaza.com/hotels/gbriver?s_cid=se.bmm2175
<http://www.novotel.com/gb/hotel-1785-novotel-london-waterloo/index/shtml>