

The **Councillors' Forum** meeting will be held on **Thursday 16 September 2010** at **12.30pm**, in The Westminster Suite (Room 8.1), Local Government House, Smith Square, London SW1P 3HZ. The party group meetings will meet as follows:

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|--------|------------------|----------------------------------|
| 1.30pm | Conservative | The Westminster Suite (Room 8.1) |
| 1.30pm | Labour | Smith Square Rooms 3 & 4 |
| 1.30pm | Liberal Democrat | Smith Square Rooms 1 & 2 |
| 1.30pm | Independent | Horseferry Room (Room 7.3) |

Lunch will be served in The Terrace Lounge (Members' Lounge) from 12pm and coffee / tea will be available at the Group Meetings.

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

Fatima de Abreu (Tel: 020 7664 3136, email: Fatima.deabreu@local.gov.uk)

Carers' Allowance: As part of the LGA Members' Allowances Scheme a Carer's Allowance of up to £5.73 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.