

Councillors' Forum

10 November 2011

The **Councillors' Forum** meeting will be held on **Thursday 10 November 2011** at **12.30pm** in the **Westminster Suite (8th floor)**, **Local Government House, Smith Square, London SW1P 3HZ**.

Please note: The Political Group meetings will be held **prior** to this, as follows:

11.00am	Conservative	Westminster Suite (8 th floor)
11.00am	Labour	Smith Square Rooms 3 and 4 (Ground floor)
11.00am	Liberal Democrat	Smith Square Rooms 1 and 2 (Ground floor)
11.00am	Independent	Meeting Room 6 (6 th floor)

Lunch will be served in The Terrace Lounge (Members' Lounge) after the Councillors' Forum from 1.30pm 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.

Conservative: Angela Page: 020 7664 3264 email: angela.page@local.gov.uk
Labour: Aicha Less: 020 7664 3263 email: aicha.less@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

Virginia Ponton (Tel: 020 7664 3068, email: virginia.ponton@local.gov.uk)

Carers' Allowance: As part of the LGA Members' Allowances Scheme a Carer's Allowance of up to £5.93 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 LG Group has negotiated preferential rates with two hotels close to Local Government House – the **Novotel** (Tel: 020 7793 1010), which is just across Lambeth Bridge and the **Riverbank Park Plaza** (Tel: 020 7958 8000), 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>