

Councillors' Forum

12 January 2012

The **Councillors' Forum** meeting will be held on **Thursday 12 January 2012 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 (contact information 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 £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 now negotiated preferential rates with Club Quarters Hotels in central London, opposite Trafalgar Square, in the City near St Pauls Cathedral and in Gracechurch Street, in the City, near the Bank of England. These hotels are all within easy travelling distance from Local Government House. A standard room in a Club Quarters Hotel, at the negotiated rate, should cost no more than £129 per night. To book a room at Club Quarters Hotels please use their website: <http://www.clubquarters.com>. Once on the website enter the password: LOCALGOV and you should receive the LGA negotiated rate for your booking.