

Councillors' Forum
22 November 2012

The **Councillors' Forum** meeting will be held on **Thursday 22 November 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 & 4 (Ground floor)
11.00am	Liberal Democrat	Smith Square Rooms 1 & 2 (Ground floor)
11.00am	Independent	Millbank Room (8 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:	Luke Taylor: 020 7664 3264	email: luke.taylor@local.gov.uk
Labour:	Aicha Less: 020 7664 3263	email: aicha.less@local.gov.uk
Liberal Democrat:	Group Office: 020 7664 3235	email: libdem@local.gov.uk
Independent:	Group Office: 020 7664 3224	email: independent@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

Zoe Glacken (Tel: 020 7664 3236, Email: zoe.glacken@local.gov.uk)

Guest WiFi in Local Government House

This is available in Local Government House for visitors. It can be accessed by enabling Wireless Network Connection on your computer and connecting to LGH-guest, the password is Welcome2010LG.

Carers' Allowance: As part of the LGA Members' Allowances Scheme a Carer's Allowance of up to £6.19 per hour is available to cover the cost of dependants (i.e. children, elderly people or people with disabilities) incurred as a result of attending this meeting.

Hotels: The LGA has negotiated preferential rates with Club Quarters Hotels in central London. Club Quarters have hotels 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 £149 per night.

To book a room in any of the Club Quarters Hotels please link to the Club Quarters website at <http://www.clubquarters.com>. Once on the website enter the password: localgovernmentgroup and you should receive the LGA negotiated rate for your booking.