

**Councillors' Forum**  
12 September 2013

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The **Councillors' Forum** meeting will be held on **Thursday 12 September 2013 at 12.15pm** in the **Westminster Suite, 8<sup>th</sup> 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 <sup>th</sup> 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	Meeting Room 6 (6 <sup>th</sup> floor)

Lunch will be served in The Terrace Lounge (7<sup>th</sup> Floor) after the Councillors' Forum from 1.15pm 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.

<b>Conservative:</b>	Luke Taylor:	020 7664 3264	email: <a href="mailto:luke.taylor@local.gov.uk">luke.taylor@local.gov.uk</a>
<b>Labour:</b>	Aicha Less:	020 7664 3263	email: <a href="mailto:aicha.less@local.gov.uk">aicha.less@local.gov.uk</a>
<b>Liberal Democrat:</b>	Group Office:	020 7664 3235	email: <a href="mailto:libdem@local.gov.uk">libdem@local.gov.uk</a>
<b>Independent:</b>	Group Office:	020 7664 3224	email: <a href="mailto:independent@local.gov.uk">independent@local.gov.uk</a>

**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**

Jonathan Yeates (Tel: 020 7664 3236, Email: [jonathan.yeates@local.gov.uk](mailto:jonathan.yeates@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.

**Social Media**

The LGA is committed to using social media in a co-ordinated and sensible way, as part of a strategic approach to communications, to help enhance the reputation of local government, improvement engagement with different elements of the community and drive efficiency. Please feel free to use social media during this meeting. **However, you are requested not to use social media during any confidential items.**

