

**Economy and Transport Programme Board**  
17 November 2011

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## **Notification**

The **Economy and Transport Programme Board** meeting will be held on **Thursday 17 November 2011 11.00am** in **Smith Square Rooms 1 & 2, Local Government House, Smith Square, London, SW1P 3HZ.**

**Please note that there will be a Lead Members' Pre-meeting at 9.15am in Meeting Room 5.**

Refreshments will be available upon arrival and lunch is at 13.00 - 14.00pm

## **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](mailto:aicha.less@local.gov.uk)  
**Conservative:** Angela Page: 020 7664 3264 email: [angela.page@local.gov.uk](mailto:angela.page@local.gov.uk)  
**Liberal Democrat:** Evelyn Mark: 020 7664 3235 email: [libdem@local.gov.uk](mailto:libdem@local.gov.uk)  
**Independent:** Group Office: 020 7664 3224 email: [independentgroup@local.gov.uk](mailto:independentgroup@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](mailto: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 and travel**

Please be advised that members are required to book their own accommodation and travel.