

## **Improvement Board**

9 September 2008

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There will be a meeting of the Improvement Board at **11am on Tuesday 9 September 2008** in Conference Room 4, Local Government House, Smith Square, London SW1P 3HZ.

A sandwich lunch will be served in the Members' Lounge following the meeting.

### **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.

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

### **Location**

A map showing the location of Local Government House is printed on the back cover.

### **Contact**

Neale Clark (Tel: 020 7664 3042, e-mail: [neale.clark@lga.gov.uk](mailto:neale.clark@lga.gov.uk)).

**Carers' Allowance:** As part of the LGA Members' Allowances Scheme a Carer's Allowance of up to £4.93 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:** If you wish to stay overnight in London, discounted hotel rates are available through the **Local Government Travel Club** (consult your own authority for information) or contact

### **Hotelzon**

on tel: 01962 844 004 or fax: 01962 860 974.