

Improvement Board

20 January 2009

There will be a meeting of the Improvement Board at **11am on Tuesday 20 January 2009** in Conference rooms 1 and 2 (Ground floor), 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
Conservative: Angela Page: 020 7664 3264 email: angela.page@lga.gov.uk
Liberal Democrat: Evelyn Mark: 020 7664 3235 email: libdem@lga.gov.uk
Independent: Group Office: 020 7664 3224 email: 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).

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.