

9 September 2010

## Notification

There will be a meeting of the **Improvement Programme Board at 11.00am on Thursday 09 September 2010** in conference rooms 3 & 4 first floor, Local Government House, Smith Square, London SW1P 3HZ.

A sandwich lunch will be provided.

## 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@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: [independent.group@local.gov.uk](mailto:independent.group@local.gov.uk)

## Location

A map showing the location of local government house is printed on the back cover.

Contact: Paul Johnston Tel: 020 7664 3031, email: [paul.johnston@local.gov.uk](mailto:paul.johnston@local.gov.uk).

***Carers' Allowance:*** *As part of the LGA Members' Allowances Scheme a Carer's Allowance of up to £5.73 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.*