

Safer Communities Board

22 November 2004

There will be a meeting of the **Safer Communities Board at 11.00am on Monday 22 November 2004 in Room 8.2**, Local Government House, Smith Square, London SW1P 3HZ.

Tea, coffee and a sandwich lunch will be provided after the meeting.

Political Group Briefing Meetings

Please note that the following arrangements have been made for political group briefing meetings at **10.00am on 22 November 2004**:

Labour: Meeting Room 5, Second Floor, Local Government House

Conservative: Meeting Room 6, Sixth Floor, Local Government House

Liberal Democrat: Meeting Room 4, Eighth Floor. Local Government House

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: Anat Toffell: 020 7664 3235 email: anat.toffell@lga.gov.uk

Independent: Group Office: 020 7664 3224 email: independent.group@lga.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

Clive Grimshaw (Tel: 020 7664 3028; Fax: 020 7863 9129; e-mail: Clive.grimshaw@lga.gov.uk).

Carers' Allowance: As part of the LGA Members' Allowances Scheme a Carer's Allowance of up to £4.81 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 Res-O-Tel on 020 8542 6611 (Fax 020 8542 1073). Further details can be found in Circular 696/98.