

Safer Communities Board

24 January 2005

There will be a meeting of the **Safer Communities Board at 11.00am on Monday 24 January 2005 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 **10.15am on 24 January 2005**:

Labour: Meeting Room 5, Fifth Floor, Local Government House
Conservative: Meeting Room 6, Sixth Floor, Local Government House
Liberal Democrat: Liberal Democrat Group Office, Sixth 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.