

**Workforce Programme Board**  
21 June 2011

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The **Workforce Programme Board** meeting will be held on **Tuesday 21 June 2011 at 11.30am**, in the **Westminster Suite (8<sup>th</sup> floor)**, **Local Government House, Smith Square, London SW1P 3HZ**.

Please note that there will be a meeting for **Lead Members** in the **Millbank Room (8<sup>th</sup> floor)** at 10.30am.

Lunch will be available in the Westminster Suite side room at **12.15pm** and refreshments will be available in the meeting room on arrival.

**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.

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| <b>Labour:</b>           | Aicha Less: 020 7664 3263 email: <a href="mailto:aicha.less@local.gov.uk">aicha.less@local.gov.uk</a>                    |
| <b>Conservative:</b>     | Angela Page: 020 7664 3264 email: <a href="mailto:angela.page@local.gov.uk">angela.page@local.gov.uk</a>                 |
| <b>Liberal Democrat:</b> | Evelyn Mark: 020 7664 3235 email: <a href="mailto:libdem@local.gov.uk">libdem@local.gov.uk</a>                           |
| <b>Independent:</b>      | Group Office: 020 7664 3224<br>email: <a href="mailto:independent.group@local.gov.uk">independent.group@local.gov.uk</a> |

**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**

Fatima de Abreu (Tel: 020 7664 3136, email: [Fatima.deabreu@local.gov.uk](mailto:Fatima.deabreu@local.gov.uk) )

**Carers' Allowance:** As part of the LGA Members' Allowances Scheme a Carer's Allowance of up to £5.93 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:** The LG Group has negotiated preferential rates with two hotels close to Local Government House – the Novotel, which is just across Lambeth Bridge and the Riverbank Park Plaza, which is along the Albert Embankment. When making a booking, please quote the LGA and ask for the government rate.

[http://www.parkplaza.com/hotels/gbriver?s\\_cid=se.bmm2175](http://www.parkplaza.com/hotels/gbriver?s_cid=se.bmm2175)  
<http://www.novotel.com/gb/hotel-1785-novotel-london-waterloo/index/shtml>